

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, AUGUST 26, 2008
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

1. **CALL TO ORDER**
 2. **DELEGATIONS**
 - 7 **Bob Harper, Hira Chopra, Diane St. Jacques, John Fraser, Mike Kokura, re**
Horne Lake Highway Connector.
 - 8-14 **Deborah Corner, Alliance to Stop LNG and Chuck Childress, Texada Action**
Now, re banning liquefied natural gas carriers and emissions from gas-fired
electricity generation plants.
 3. **BOARD MINUTES**
 - 15-22 Minutes of the regular Board meeting held July 22, 2008.
 4. **BUSINESS ARISING FROM THE MINUTES**
 5. **COMMUNICATIONS/CORRESPONDENCE**
 - 23 **Marisa Newton, Municipal Insurance Association, re 21st Annual General**
Meeting.
 6. **UNFINISHED BUSINESS**
- BYLAWS**
- For Adoption.**
- 24-25 **Bylaw No. 500.346 - Nanaimo Land Use and Subdivision Amendment Bylaw.**
(Electoral Area Directors except EA 'B' – One Vote)

*That "Regional District of Nanaimo Land Use and Subdivision Bylaw
Amendment Bylaw No. 500.346, 2008" be adopted.*

This is a bylaw that recommends changes to the land use and subdivision bylaw
to ensure that zoning regulations are consistent with the Electoral Area 'G'
Official Community Plan implementation.

Bylaw No. 975.48 – Pump and Haul Local Service Area Boundary Amendment – Electoral Area ‘E’. (All Directors – One Vote)

That “Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.48, 2008” be adopted.

This bylaw is to amend the boundaries to exclude Lot 24, DL 68, Plan 30341, Nanoose District. (1846 Ballenas Road).

Bylaw No. 947.04 – Fairwinds Sewage Facilities Local Service Area Boundary Amendment – Electoral Area ‘E’. (All Directors – One Vote)

That “Fairwinds Sewerage Facilities Local Service Area Amendment Bylaw No. 947.04, 2008” be adopted.

This bylaw is to amend the boundaries to include Strata Lots 1 to 49, DL 78, Nanoose District, Plan VIS745. (3555 Outrigger Road)

Bylaw No. 1553 – Regional Growth Strategies Service Establishment. (All Directors – One Vote)

That “Regional Growth Strategy Service Establishing Bylaw No. 1553, 2008” be adopted.

This bylaw provides for Electoral Area “B” to participate in the Regional Growth Strategy function.

7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

26-27 Minutes of the Special Electoral Area Planning Committee meeting held July 22, 2008. (for information)

PLANNING

DEVELOPMENT PERMIT APPLICATIONS

Development Variance Permit Application No. 90810 – J & C Biggs (BC Auto Wrecking)/Carolyn Jahnke – Schoolhouse & Balsam Roads – Area A. (Electoral Area Directors except EA ‘B’ – One Vote)

That Development Variance Permit Application No. 90810, submitted by Carolyn Jahnke on behalf of J & C Biggs (BC Auto Wrecking) in conjunction with the development of the parcels legally described as Lots 2 and 6, Both of Section 12, Range 7, Cranberry District, Plan 27070, be approved subject to Schedule Nos. 1

(as amended) and 2 as outlined in the corresponding staff report and to the notification procedure pursuant to the Local Government Act.

OTHER

Electoral Area 'A' Official Community Plan Review – Terms of Reference.
(Electoral Area Directors except EA 'B' – One Vote)

That the staff report on the Electoral Area 'A' Official Community Plan Review Terms of Reference be received.

That the Electoral Area 'A' Official Community Plan Review Terms of Reference (Schedule No. 1) be endorsed by the Board.

That the Board adopt a resolution that no applications to amend the Electoral Area 'A' Official Community Plan be accepted while the Official Community Plan is under review except where an application is consistent with the policies of current land use designation under "Electoral Area 'A' Official Community Plan Bylaw No. 1240, 2001".

Electoral Area 'H' Village Planning Project – Terms of Reference. (Electoral Area Directors except EA 'B' – One Vote)

See Administrator's Reports

Landscaping and Landscape Security. (Electoral Area Directors except EA 'B' – One Vote)

That staff be directed to prepare a report on the landscaping and provision of landscape security including environmental best practice, security holdback and bylaw amendments for implementation.

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

7.3 EXECUTIVE STANDING COMMITTEE

7.4 COMMISSIONS

7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

Electoral Area 'F' Parks and Open Space Advisory Committee.

28-29

Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held June 16, 2008. (for information) (All Directors – One Vote)

That the Area F POSAC support, in principle, the Arrowsmith Agriculture Association grant request in the amount of \$25,000, to help further the construction of a new Arrowsmith Activities Building and Emergency Disaster Centre for Area 'F', which is to be located on the Coombs Fair Grounds and that the final decision be deferred to the 2009 budget process.

Electoral Area 'G' Parks and Open Space Advisory Committee.

- 30-31 Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held July 3, 2008. (for information)

Electoral Area 'H' Parks and Open Space Advisory Committee.

- 32-33 Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held August 13, 2008. (for information)

Proposed Road Closure - Fowler Road and Island Highway (All Directors – One Vote)

That the resolution requesting the Ministry of Transportation retain a minimum six metre wide Easement/Right of Way for potential pedestrian and public use, on the portion of Fowler Road adjacent to Lot 23, District Lot 81, Newcastle Land District, Plan 1967 when considering the Road Closure request, be rescinded.

That the Regional District support the proposed Road Closure in conjunction with Lot 23, District Lot 81, Newcastle Land District, Plan 1967, Fowler Road.

Road Closure - Midland Road and Island Highway (All Directors – One Vote)

That the Regional District support seeking a six metre (6m) wide statutory right-of-way for the entire length of the proposed road closure in conjunction with Lot 4, District Lot 36, Newcastle District, Plan 2076 except those parts in Plans 5729 and 12936 for the purposes of developing a pedestrian trail in conjunction with the Regional District's plan for regional trail development.

Transit Select Committee.

- 34-42 Minutes of the Transit Select Committee meeting held July 24, 2008. (for information) (All Directors – One Vote)

That staff be directed to work with BC Transit to have the expansion of hourly service for the City of Parksville included in the 2009 transit expansions and update the financial plan.

That staff be directed to request BC Transit include the expansion of custom transit for Oceanside as part of the 2009/2010 expansion hours.

Sustainability Select Committee.

- 43-44 Minutes of the Sustainability Select Committee meeting held July 22, 2008. (for information)

Implications of "Prospering Today Protecting Tomorrow: Recommendations for a Sustainable Future". (All Directors – One Vote)

That this report be received and that staff be directed to schedule a seminar session with the Sustainability Committee for the purpose of having a detailed discussion including a determination of priorities and recommendations for action.

Agricultural Advisory Committee (ACC). (All Directors – One Vote)

That the proposed Terms of Reference be amended to indicate that when referred matters, the AAC would provide input on agricultural issues only and, in addition, that the membership be amended to include representation from the shellfish aquaculture industry while keeping the membership to 10 members.

That the Board approve the creation of an Agricultural Advisory Committee in accordance with the attached Terms of Reference, as amended.

Acceptance of the City of Nanaimo's Official Community Plan by the RDN Board.

See Administrator's Reports

8. ADMINISTRATOR'S REPORTS

- | | |
|---------|---|
| 45-58 | Islands Trust Natural Area Protection Tax Exemption Program. (All Directors – One Vote) |
| 59-61 | Approval of Five Year Term Agreement for Property Insurance Broker Services (All Directors – Weighted Vote) |
| 62-64 | Appointment of Regional District and Regional Hospital District Auditors (All Directors – Weighted Vote) |
| 65-82 | Board Remuneration Review and Recommendations |
| 83-86 | RDN Agricultural Advisory Committee (All Directors – One Vote) |
| 87-99 | Electoral Area 'H' Village Planning Project – Terms of Reference (Electoral Area Directors except EA 'B' – One Vote) |
| 100-111 | Development Permit Application No. 60829 Pt. Ellice Properties Ltd./Steel Pacific Electoral Area 'A' – 2079 Main Road (Electoral Area Directors except EA 'B' – One Vote) |
| 112-129 | Operating Results to June 30, 2008 (All Directors – One Vote) |
| 130-134 | Drinking Water and Watershed Protection Service Establishment Bylaw No. 1556 (All Directors – One Vote) |

- 135-137 Communications Strategy – Action for Water Referendum (All Directors – One Vote)
- 138-146 Pump and Haul Bylaw Amendment – 4571 Maple Guard Drive, Electoral Area 'H' and 667 South Road, Electoral Area 'B' (All Directors – One Vote)
- 147-167 Acceptance of the City of Nanaimo's Official Community Plan Context Statement by the RDN Board (All Directors – One Vote)

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

 Director Update – Spirit Pole Ceremony (D. Bartram - verbal).

12. BOARD INFORMATION (Separate enclosure on blue paper)

13. ADJOURNMENT

14. IN CAMERA

Armstrong, Jane

From: Pearse, Maureen
Sent: August 15, 2008 2:10 PM
To: Armstrong, Jane
Subject: FW: Delegation Confirmation

From: Wendy Thomson [mailto:wendy.thomson@acrd.bc.ca]
Sent: August 15, 2008 11:13 AM
To: Pearse, Maureen
Subject: Delegation Confirmation

Attention: Maureen Pearse

As per our telephone conversation yesterday, please accept this email as confirmation that the following representatives from the Alberni-Clayoquot Regional District will make a presentation to the Nanaimo Regional District on Tuesday, August 26th at 7:00 pm:

Hira Chopra, Chairperson
Mayor Dianne St. Jacques, District of Ucluelet
Mayor John Fraser, District of Tofino
Mike Kokura, Director
Bob Harper, Administrator

The presentation will be on the Highway 4 Connector via Horne Lake Route Study.

We will require power point equipment.

Thank you for your assistance.

Wendy Thomson
Deputy Corporate Secretary
Alberni-Clayoquot Regional District
(250) 720-2706 (Tel)
(250) 723-1327 (Fax)

15/08/2008

Armstrong, Jane

From: Pearse, Maureen
Sent: August 14, 2008 3:30 PM
To: Armstrong, Jane
Subject: FW: Request to be a delegation to the RDN Board, August 26th
Attachments: PRRD_LNG_Resolution_22May2008.pdf; CRD-BacksBanOnGas_TimesColonist_14Aug2008.pdf; LNG Briefing Notes.pdf

Hello, Maureen

Thanks for the helpful advice about applying to be a delegation to the RDN Board at its August 26th meeting.

This email to you might be useful in the Board's agenda package. It is a concise summary of the topic and the request to the RDN Board.

The delegation would consist of a speaker from the Alliance to Stop LNG, which is a coalition of some fifteen environmental, labour, community and public interest groups around the Georgia Basin, and a speaker from Texada Action Now (TAN), a community group on Texada Island.

The purpose of the delegation is a) to provide information to the RDN Board, in support of a resolution passed in May by the Powell River Regional District (PRRD) and b) to ask the Board to support the PRRD resolution or to adopt one of its own. (The PRRD resolution may actually already be on the Board's agenda by way of separate correspondence from the PRRD.) The resolution has three parts:

- a call to the federal government to ban LNG carriers in Georgia Strait
- a call to the provincial government to ban greenhouse gas emissions from gas-fired generation plants
- to put the resolution on the docket for the Union of BC Municipalities convention in September this year

What triggered this resolution is a proposal by WestPac LNG to build a liquified natural gas (LNG) terminal and a natural gas-fired electricity generation plant on Texada Island. If it is built, the project would result in 36 massive LNG carriers per year arriving through the Strait of Juan de Fuca and transiting the Strait of Georgia on their way to Texada Island. The generation plant would result in a huge leap in greenhouse gas emissions from electricity generation in British Columbia.

It is an important distinction that the PRRD resolution is NOT about the WestPac project, per se, but does address areas of concern that are brought forward by it. Similarly, our delegation, if this request is granted, would NOT be asking the Board to evaluate, form an opinion, or make a decision about the WestPac project. This is NOT about WestPac.

The PRRD resolution was preceded in 2007 by the then-Comox Strathcona Regional District which asked for a policy of zero greenhouse gas emissions from gas-fired power plants. The PRRD resolution has since been echoed by the Islands Trust, in June, and by the Capital Regional District, on August 13th. The RDN Board would be in good company.

To this application I have attached three items which could be a helpful part of the agenda package for the Board. They are:

- the PRRD resolution
- an August 14 (today) article from the Victoria Times Colonist about the CRD resolution on August 13
- a two page background

At our presentation to the Board we would ask for support of the PRRD resolution or for a similar resolution.

14/08/2008

I look forward to your reply. Thank-you for considering our request.

Arthur Caldicott, on behalf of
The Alliance to Stop LNG and Texada Action Now
4389 Wood Road
Cowichan Bay, BC, V0R 1N2
arthur@georgiastrait.org
250-743-5551

14/08/2008

POWELL RIVER REGIONAL DISTRICT
MOTION
May 22, 2008

MOVED "Director Murphy"
SECONDED "Director Anderson"

WHEREAS the Board of the Powell River Regional District supports the objectives of the BC Energy Plan of the Government of British Columbia which states:

1. Achieving electricity self-sufficiency is fundamental to our future energy security and that BC shall achieve electricity self-sufficiency by 2016.
2. For existing and new electricity plants the government will set policy around reaching zero net emissions through carbon offsets from other activities in British Columbia.
3. The government is committed to ensuring that British Columbia's electricity sector remains one of the cleanest in the world and that the province will require zero greenhouse gas emissions from any coal thermal electricity facilities which can be met through capture and sequestration technology.

AND WHEREAS WestPac LNG is soliciting interest to build an LNG import facility and an associated 600MW gas-fired electricity generating plant on Texada Island, the emissions from which could negatively impact the environment of the Powell River Regional District and beyond;

AND WHEREAS Westpac LNG's plans will involve the passage of a significant number of LNG tankers in the Georgia Strait, which will interfere with existing commercial and recreational marine traffic, put at risk these ecologically important and sensitive inland waters, and negatively impact upland development along this route;

THEREFORE BE IT RESOLVED THAT, consistent with the Province's goal of energy self-sufficiency and clean power, the Board of the Powell River Regional District urge the Provincial government, as part of achieving the BC Energy Plan, to require zero greenhouse gas emissions from new gas-fired electricity generation stations and to support a federal government ban on the passage of LNG tankers in the waters of the Malaspina and Georgia Straits;

AND THAT the Regional Board request the federal government to implement a ban on LNG tanker traffic as indicated above.

AND FURTHER THAT the Regional Board seek support for these initiatives from other Vancouver Island and mainland coastal communities potentially impacted by WestPac's LNG import plans.

I hereby certify the above to be a true and correct copy of a motion adopted by the Board of the Powell River Regional District at its meeting dated May 22, 2008.


Frances Ladret, Administrator

Dated this 26th day of May, 2008

CRD backs ban on gas-tanker traffic

LNG traffic deemed too hazardous for Inside Passage route

Bill Cleverley

Victoria Times Colonist

Thursday, August 14, 2008

<http://tinyurl.com/669e2h>

Liquefied natural gas tankers have no place travelling up and down the Inside Passage, Capital Regional District directors say.

The CRD yesterday endorsed a resolution supporting the Powell River Regional District in calling on the federal government to ban LNG tankers from using the Inside Passage -- one of the most heavily travelled waterways in North America.

"In some cases the potential explosion from an LNG tanker is rated one step down from a nuclear explosion," Saanich director Vic Derman said.

"It is extraordinarily significant. We don't want those kinds of vessels in restricted, busy waterways unless you have absolutely no other option and I don't think that's the case here."

A similar resolution has been passed by the Islands Trust.

The resolution, which is to go to the Union of B.C. Municipalities for support this fall, also calls on the provincial government to require no greenhouse-gas emissions be allowed from gas-fired generating plants.

The Comox-Strathcona Regional District passed a resolution last year calling for no greenhouse-gas emissions from generation plants.

CRD directors took the action after hearing from Powell River Regional district chairman Colin Palmer and representatives from environmental groups Texada Action Now and the Dogwood Initiative.

They are all concerned about Alberta-based WestPac's plans to build a LNG terminal and power plant on Texada Island.

The CRD's environment committee earlier had recommended directors not make a decision until hearing from WestPac representatives, but the company opted not to address the board and instead provided a written backgrounder about its plans.

WestPac says the proposed power plant would have a capacity of 600 megawatts, expandable to 1,200. The company expects to bring in one LNG tanker -- about the size of a large cruise ship -- every seven to 10 days in the winter and every 20 to 30 days in the summer months.

Tankers would travel through Juan de Fuca Strait, up Haro Strait and then up the Strait of Georgia to Texada.

The estimated capital cost is \$2 billion, and the project would provide 90 to 100 full-time jobs and up to 1,000 jobs during the three-year construction phase, the backgrounder says.

Derman said just the operation of an LNG system by itself produces substantial amounts of methane "which is a climate warming gas that's roughly 29 times as potent as carbon dioxide."

Saltspring Island director Gary Holman noted the resolution does not mention WestPac specifically, but rather is designed "to establish a set of principles under which such a project could proceed."

He said the issues that should be of concern to the board are the generation of greenhouse gases and safety and security.

"This resolution recommends to the province ... that they revise their energy plans so that they make their conditions applying to any fossil-fuel generation the same as for coal -- for zero emissions. That's not impossible, there are technologies, but they come with costs," Holman said.

"These tankers are sailing past our waters; past our neighbourhoods so to speak. There are serious safety and security concerns," he said.

bcleverley@tc.canwest.com

© Times Colonist (Victoria) 2008

LNG in the Georgia Basin

BRIEFING NOTES—ISSUES

prepared by Georgia Strait Alliance for

The Alliance to Stop LNG and Texada Action Now

www.texadalng.com

www.texadaactionnow.org

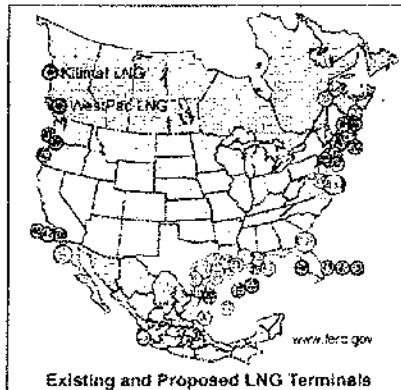
WHAT IS LIQUEFIED NATURAL GAS (LNG)?

When cooled to -160°C , natural gas becomes a liquid, and it contracts to $1/600^{\text{th}}$ of its volume as a gas. It then becomes economic and safer to transport by ship, over great distances.

WHY THE RECENT INTEREST IN LNG?

There is a lot of “stranded” natural gas in the world, with no nearby markets.

On the other hand, North America is a high demand area for gas, and new supply is increasingly expensive. Investors see an opportunity to exploit the price differential—there are now over 50 proposals to import LNG into North America. Only a few will get built. Though the gas is destined for US markets, US communities are fiercely opposed to these terminals.



Existing and Proposed LNG Terminals

THE TEXADA ISLAND LNG PROJECT

One of these many proposals is from WestPac LNG Corporation, which wants to build a LNG import terminal and natural gas-fired electricity generating plant on the north end of Texada Island. Texada is crossed by both a natural gas pipeline and an electricity transmission line. The WestPac project triggers an important discussion about LNG tankers and greenhouse gases.

LNG IMPORT TERMINAL

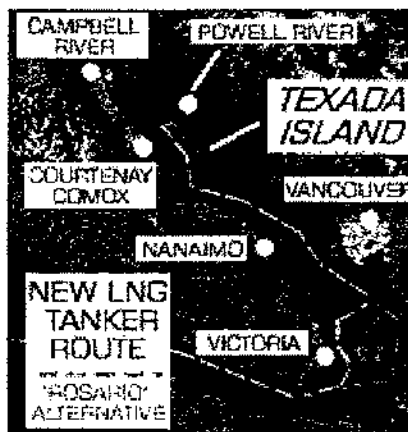
LNG tankers, 36 per year, will offload into two giant storage tanks on Texada, each with a capacity of 165,000 cubic metres of LNG. The terminal will be designed to regasify and “send-out” 500 million cubic feet of natural gas per day.

HOW MUCH NATURAL GAS IS THIS?

BC produces about 3 billion cubic feet of gas per day; WestPac’s proposed 500 million is about one-sixth of that. BC exports close to 80% of the gas it produces, so the gas imported to Texada is not for BC. Any gas that is not burned on Texada Island, will all net out as additional exports of gas.

GAS-FIRED GENERATION

WestPac statements vary on the capacity of the generation plant, which may be 300, 600 or 1200 megawatts (MW) and is sometimes a “base-load” plant which will run continuously, and sometimes a “peaking” plant. Its business case, and its project, are opportunistic and speculative, rather than designed to meet an identified market need. The province’s “self-sufficiency” goal cannot be met by electricity generated with imported gas!



WHAT ARE THE CONCERNS?

Tanker safety risk and greenhouse gas emissions are primary issues. And there are many other concerns about the project, particularly on Texada Island where environmental, safety, and property value impacts will be felt.

The imported natural gas is not needed in British Columbia.

BC’s clean energy policies leave little room for polluting gas-fired electricity generation. Of other gas-fired plants, the controversial Duke Point project was cancelled in 2005, and the BC Government has directed BC Hydro to eliminate its reliance on Burrard Thermal—not to commission a new gas-fired plant.

LNG in the Georgia Basin

BRIEFING NOTES-RESOLUTION

prepared by Georgia Strait Alliance for

The Alliance to Stop LNG and Texada Action Now

www.texadalng.com

www.texadaactionnow.org

THE POWELL RIVER REGIONAL DISTRICT RESOLUTION

In May 2008, the PRRD passed a resolution asking for two actions from senior governments: a ban on LNG tankers in Georgia Strait, and that no greenhouse gas emissions be allowed from gas-fired generation plants.

The Alliance to Stop LNG and Texada Action Now are asking local governments around the Georgia Basin to support the PRRD resolution.



BAN LNG CARRIERS

The tankers proposed by WestPac will be up to 330 metres long and will carry 165,000 cubic metres of LNG—as much as one of the two storage tanks it wants to build on Texada.

The route through the Strait of Juan de Fuca, Haro Strait, Boundary Pass to Georgia Strait is among the busiest marine areas in the world. Haro Strait includes these features:

- long and narrow, strong tides, winds & fogs
- Turn Point is sharp and visually obscured
- 99% of deep-draft vessels serving western Canada use the route
- a rapidly increasing number of oil tankers and cargo/container ships is expected
- over 130 boats run whale watching tours—most of the whales are found in Haro Strait
- recreational boats dominate in summer¹

Once LNG is released from containment, it begins to evaporate, and becomes explosive. The US puts a security zone around LNG carriers—2 miles in front, 1 behind and alongside, with armed escorts.

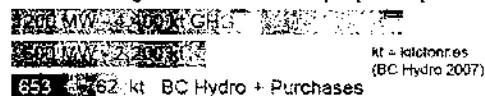
LNG carriers boast of a clean record, but the list of “near misses” is extensive. An accidental or terrorist disaster will happen despite the best design and plans. A ban on LNG tankers would ensure it cannot happen in British Columbia.

NO GREENHOUSE GASES

BC energy policy does not permit any greenhouse gas (GHG) emissions from coal-fired generation, but allows “zero net” GHGs from gas-fired plants.

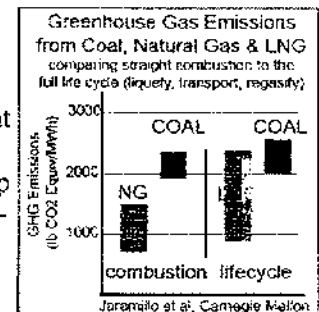
The PRRD resolution calls on the provincial government to make the same rule for new plants apply to all fossil fuels—no GHGs permitted!

Greenhouse gas emissions from proposed plants



If WestPac’s generation plant were operating at 1200 MW, it would produce well over 4 megatonnes of GHGs—three times the GHG emissions that BC Hydro produces generating electricity today. It would be BC’s largest single source of GHGs.

In terms of the GHGs, LNG is not the same as “clean” natural gas, either. The chart shows that GHGs from the full life cycle of LNG are right up there with coal, when liquefaction, transportation and regasification are factored in.



1. Vessel Traffic Services Special Application of Standards of Care to Haro Strait. (<http://tinyurl.com/6p9wt1>)
GSA 2008-Aug-03

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR MEETING OF THE BOARD
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JULY 22, 2008, AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director S. Herle	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director G. Korpan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director M. Unger	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
N. Avery	Gen. Mgr., Finance & Information Services
T. Osborne	Gen. Mgr. of Recreation & Parks
J. Finnie	Gen. Mgr. of Environmental Services
P. Thorkelsson	Gen. Mgr. of Development Services
D. Trudeau	Gen. Mgr. of Transportation & Solid Waste Services
N. Tonn	Recording Secretary

DELEGATIONS

Jim Ramsay, Gabriola Transportation Association, re Transportation Issues on Gabriola Island.

Mr. Ramsay was not in attendance.

BOARD MINUTES

MOVED Director Westbroek, SECONDED Director McNabb, that the minutes of the regular Board meeting held June 24, 2008 and the special Board meeting held July 8, 2008 be adopted.

CARRIED

UNFINISHED BUSINESS

BYLAWS

For Adoption.

Bylaw No. 975.47.

MOVED Director Biggemann, SECONDED Director Westbroek, that "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.47, 2008" be adopted.

CARRIED

Bylaw No. 799.08.

MOVED Director Sperling, SECONDED Director Holdom, that "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.08, 2008" be adopted.

CARRIED

Bylaw No. 1385.03.

MOVED Director Bartram, SECONDED Director Herle, that "Bow Horn Bay Fire Protection Local Service Amendment Bylaw No. 1385.03, 2008" be adopted.

CARRIED

Bylaw No. 1439.02.

MOVED Director Young, SECONDED Director Burnett, that "Extension Fire Protection Service Area Boundary Amendment Bylaw No. 1439.02, 2008" be adopted.

CARRIED

The Chairperson requested that Director McNabb chair the Board meeting to allow him to address the next two items as the Electoral Area 'G' Director.

Bylaw No. 1540.

MOVED Director Stanhope, SECONDED Director Biggemann, that "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2008" be adopted.

CARRIED

Public Hearing & Third Reading.

Bylaw No. 500.346 – Nanaimo Land Use and Subdivision Amendment Bylaw.

Director Stanhope noted the following changes to Schedule No. 2 to "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.346, 2008":

- a) The maximum height is amended from 10.0 metres to 8.0 metres.
- b) The front lot line is amended from 5.0 metres to 8.0 metres.

MOVED Director Stanhope, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.346, 2008" be granted third reading as amended.

MOVED Director Korpan, SECONDED Director Holdom, that this motion be tabled.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that the report of the Public Hearing containing the Summary of Minutes and Submissions of the Public Hearing held Wednesday, July 9, 2008, together with all written submissions to the Public Hearing and Open House on "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.346, 2008" be received.

CARRIED

MOVED Director Stanhope, SECONDED Director Manhas, that the tabled motion be lifted.

CARRIED

MOVED Director Stanhope, SECONDED Director Bartram, that "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.346, 2008" be granted third reading as amended.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.346, 2008" be forwarded to the Ministry of Transportation and Infrastructure for consideration of approval.

CARRIED

Director Stanhope returned to the Chair.

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

MOVED Director Holme, SECONDED Director Manhas, that the minutes of the Electoral Area Planning Committee meeting held July 8, 2008 be received for information.

CARRIED

PLANNING

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. 60630D & Consideration of Park Land – Dave Scott on behalf of BCIMC Realty Corporation & 3536696 Canada Inc. No. A48904 (Fairwinds) – Rockcliffe & Bonnington Drive – Area E.

MOVED Director Holme, SECONDED Director Bartram, that Development Permit No. 60630D submitted by Dave Scott, on behalf of BCIMC Realty Corporation, Inc. No. A41891 & 3536696 Canada Inc., Inc. No. A48904 (Fairwinds) for the property legally described as Lot 1, District Lot 78, Nanoose District, Plan VIP83117 and designated within the Sensitive Ecosystem Protection Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 to 7 of the corresponding staff report, and the notification procedures pursuant to the *Local Government Act*.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that the park land requirement pursuant to section 941 of the *Local Government Act* be calculated from the existing Fairwinds park land surplus.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

MOVED Director Westbrook, SECONDED Director McNabb, that the minutes of the Committee of the Whole meeting held July 8, 2008 be received for information.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Sheila Malcolmson, Gabriola Island Local Trustee, re Affordable Housing Needs Assessment Initiative, RDN Support.

MOVED Director Westbrook, SECONDED Director Sperling, that the correspondence from Sheila Malcolmson regarding the Gabriola Local Trust Committee's grant application for a community housing/affordable housing needs assessment, be received.

CARRIED

Alvin Hui, Alvin Hui Law Corporation, re Boat Harbour Proposal.

MOVED Director Burnett, SECONDED Director Korpan, that the correspondence from Alvin Hui Law Corporation regarding the proposed Boat Harbour development, be received.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Notice of Bylaw Contravention – 1310 Wilson Road – Area 'B'.

MOVED Director Sperling, SECONDED Director Korpan, that staff be directed to register a Notice of Bylaw Contravention on title pursuant to Section 57 of the *Community Charter* and that legal action be taken to ensure Lot 7, Section 9, Gabriola Island, Nanaimo District, Plan 30347, is in compliance with the "Regional District of Nanaimo Building Regulation and Fees Bylaw No. 1250, 2000".

CARRIED

ENVIRONMENTAL SERVICES

LIQUID WASTE

Pump and Haul Local Service Area Amendment Bylaw No. 975.48 – 1846 Ballenas Road – Area 'E'.

MOVED Director Holme, SECONDED Director Manhas, that the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to exclude Lot 24, DL 68, Plan 30341, Nanoose District, (1846 Ballenas Road, Electoral Area 'E').

CARRIED

MOVED Director Holme, SECONDED Director Manhas, that "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.48, 2008" be introduced and read three times.

CARRIED

UTILITIES

Fairwinds Sewerage Facilities Local Service Area Amendment Bylaw No. 947.04 – Inclusion of Strata Lots 1 to 49, DL 78, Nanoose District, Plan VIS745 into the Fairwinds Sewerage Facilities Local Service Area – Area ‘E’.

MOVED Director Holme, SECONDED Director Biggemann, that “Fairwinds Sewerage Facilities Local Service Area Amendment Bylaw No. 947.04, 2008” be introduced and read three times.

CARRIED

Electoral Area ‘E’ Water Source Assessment Study – Information Report.

MOVED Director Holme, SECONDED Director McNabb, that the Board receive the “Water Source Assessment Study for Electoral Area ‘E’ in the Regional District of Nanaimo” report for information.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Electoral Area ‘A’ Parks and Green Space Advisory Committee.

MOVED Director Burnett, SECONDED Director McNabb, that the minutes of the Electoral Area ‘A’ Parks and Green Space Advisory Committee meeting held May 15, 2008 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Ministry of Transportation be advised that the Electoral Area ‘A’ Parks and Green Space Advisory Committee has no objection to the proposed road closure of 2347 South Wellington Road.

CARRIED

Electoral Area ‘E’ Parks and Open Space Advisory Committee.

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Electoral Area ‘E’ Parks and Open Space Advisory Committee meeting held June 2, 2008 be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Herle, that the minutes of the District 69 Recreation Commission meeting held June 19, 2008 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Herle, that the program, admission and rental fees for Oceanside Place in 2008/09 be approved as outlined in Appendix A.

CARRIED

MOVED Director Bartram, SECONDED Director Westbroek, that the program, admission and rental fees for Ravensong Aquatic Centre in 2009 be approved as outlined in Appendix B.

CARRIED

MOVED Director Bartram, SECONDED Director Herle, that Recreation Coordinating program fees and recovery rates, administration, fee and revenue-sharing percentage ratio for Term Instructor (Companies) agreements in 2009 be approved as outlined in Appendix C.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Natural Area Protection Tax Exemption Program (NAPTEP).

MOVED Director Sperling, SECONDED Director Young, that the Natural Area Protection Tax Exemption Program proposal be referred to staff for a report on the implications and staff recommendations.

CARRIED

Islands Trust Affordable Housing Needs Assessment Initiative.

MOVED Director Sperling, SECONDED Director Holdom, that the Board forward a letter of support to the Islands Trust for their affordable housing needs assessment initiative.

CARRIED

MOVED Director Sperling, SECONDED Director Holdom, that the request from Islands Trust for a funding commitment from the Regional District of Nanaimo as a "Project Partner" be referred to staff for a report.

CARRIED

COMMISSIONS

Electoral Area 'A' Recreation & Culture Commission.

MOVED Director Burnett, SECONDED Director Korpan, that the minutes of the Electoral Area 'A' Recreation & Culture Commission meeting held July 9, 2008 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Electoral Area 'A' Recreation and Culture Service Delivery Options Update report be received as information.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Grant-in-Aid request in the amount of \$598 from the South Wellington and Area Community Association to provide badminton and yoga programs be approved.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Grant-in-Aid request in the amount of \$1,500 from the Yellow Point Drama Group to purchase a portable storage trailer be approved.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Grant-in-Aid request in the amount of \$876 from Cedar Family of Community Schools and the Cedar School & Community Enhancement Society to provide the Run, Jump, Throw program be approved.

CARRIED

ADMINISTRATOR'S REPORTS

Application to the Union of British Columbia Municipalities (UBCM) Emergency Planning Grant.

MOVED Director Bartram, SECONDED Director Westbroek, that the application for the 2008 Provincial Emergency Planning Grant Program funding be approved.

CARRIED

Pacific Coach Lines Agreement – Duke Point Ferry Service.

MOVED Director Holdom, SECONDED Director Manhas, that the agreement with Pacific Coach Lines to share the use of RDN transit exchanges with Pacific Coach Lines be approved and that staff be directed to jointly reduce fares for passengers connecting between the two services.

CARRIED

Coombs Hilliers Volunteer Fire Department – Release of Reserve Funds - Rescue Equipment Truck.

MOVED Director Biggemann, SECONDED Director Bartram, that the Board approve the release of up to \$79,400 from the Coombs Hilliers Volunteer Fire Department reserve fund for the purchase of a Rescue Equipment Truck.

CARRIED

Gabriola Island Community Hall Association – Funding Agreement.

MOVED Director Sperling, SECONDED Director Bartram, that the Funding Agreement with the Gabriola Island Community Hall Association be approved for a three year term commencing on August 1, 2008 and ending July 31, 2011, to be funded by the Electoral Area 'B' Community Park Function.

CARRIED

MOVED Director Sperling, SECONDED Director Bartram, that the 2008 Area 'B' Community Park budget and Five Year Financial Plan be amended to provide the Gabriola Island Community Hall Association for Community Hall upgrades of \$12,200 in 2008, 2009 and 2010 as per the Funding Agreement.

CARRIED

Support for Snuneymuxw First Nation Sewer Project.

MOVED Director Korpan, SECONDED Director McNabb, that the Board provide a letter of support to Snuneymuxw First Nation for Indian and Northern Affairs Canada to provide funding to advance to detailed design the project for sewer servicing of the Snuneymuxw Nation communities on Nanaimo River IR #2, #3 and #4.

CARRIED

BOARD INFORMATION

RV Park Development.

MOVED Director Bartram, SECONDED Director Holme, that staff prepare a report on recreational vehicle park development with a view toward those subjects that would affect local government.

CARRIED

IN CAMERA

MOVED Director Holme, SECONDED Director Herle, that pursuant to Section 90(1)(c) and(e) of the *Community Charter* the Board proceed to an In Camera meeting to consider items related to labour relations and land issues.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Herle, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 7:29 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Burgoyne, Linda

From: Avery, Nancy
Sent: Wednesday, August 06, 2008 6:01 PM
To: Burgoyne, Linda
Cc: Mason, Carol
Subject: FW: MIA Voting Delegate

From: Marisa Newton [mailto:mnewton@miabc.org]
Sent: Wednesday, August 06, 2008 11:50 AM
To: Avery, Nancy
Subject: MIA Voting Delegate

The 21st Annual General Meeting of the Subscribers of the Municipal Insurance Association of British Columbia is scheduled to take place at 3 PM on Tuesday, September 23rd, 2008 at the Penticton Lakeside Resort.


At the AGM, there will be a couple of resolutions to clarify coverage. There will also be elections for five Directors to the MIA Board consisting of four Group Representatives based on population and a Regional District Representative. If you are interested in running for one of the positions, please forward your name to the Nominating Committee care of the MIA office. Prospective candidates must be elected officials or staff of an MIA member.

In accordance with Article 6.13 of the Reciprocal Agreement, the following Delegate and two Alternates have been registered with the MIA to vote your interests. Any change to this information shall require a resolution of Council/Board to be forwarded to MIA by September 8th, 2008.

Voting Delegate:
Director Larry McNabb

Alternates:



RDN REPORT	
CAO APPROVAL 	
EAP	
CCW	
AUG 14 2008	
RHD	
BOARD	✓ Aug 26 '08

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: July 30, 2008

FROM: Greg Keller
Senior Planner

FILE: 3360 30 0803

SUBJECT: Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.346, 2008 (*Electoral Area 'G' Official Community Plan Implementation*)
Electoral Area 'G'

PURPOSE

To consider "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500, 346" for adoption.

BACKGROUND

Bylaw No. 500.346, 2008 was introduced and given 1st and 2nd reading on June 24, 2008. This was preceded by an Open House held on June 17, 2008, and followed by a Public Hearing held on July 9, 2008. The Board granted 3rd reading to the bylaw on July 22nd, 2008. Following 3rd reading, the Bylaw was referred to the Ministry of Transportation and Infrastructure for consideration of approval. The Ministry provided the required approval on July 25, 2008.

Proposed Bylaw No. 500.346 is intended to implement some of the policies contained in the new Electoral Area 'G' Official Community Plan by making a number of changes to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987".

ALTERNATIVES

1. To adopt "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500. 346, 2008."
2. To not adopt "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500. 346, 2008" and provide staff with further direction.

VOTING

Electoral Area Directors - one vote except Electoral Area 'B'.

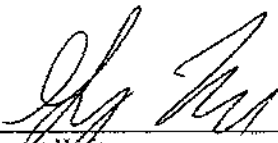
SUMMARY

"Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500, 346" was considered by the Board and given 1st and 2nd reading on June 24, 2008. This was preceded by an Open House held on June 17, 2008, and followed by a Public Hearing held on July 9, 2008. The Board granted 3rd reading to the bylaw on July 22nd, 2008. Approval pursuant to the *Transportation Act* was received from the Ministry of Transportation and Infrastructure on July 25, 2008. Therefore, this bylaw may now be considered for adoption.


The following recommendation is provided for consideration by the Board.

RECOMMENDATION

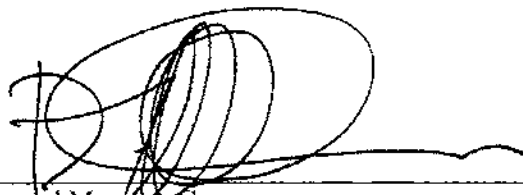
That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.346, 2008", be adopted.



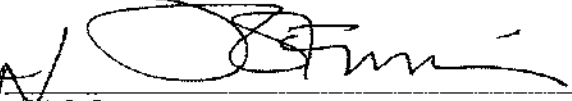
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SPECIAL ELECTORAL AREA PLANNING COMMITTEE
MEETING HELD ON TUESDAY, JULY 22, 2008, AT 6:30 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director D. Bartram	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director J. Stanhope	Electoral Area G

Also in Attendance:

P. Thorkeisson	General Manager, Development Services
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
T. Osborne	General Manager, Recreation & Parks Services
G. Garbutt	Manager of Current Planning
N. Tonn	Recording Secretary

PLANNING

DEVELOPMENT PERMIT APPLICATIONS

Development Variance Permit Application No. 90810 – J & C Biggs (BC Auto Wrecking)/Carolyn Jahnke – Schoolhouse & Balsam Roads – Area A.

Director Burnett noted the following addition to Schedule No. 1 to Development Variance Permit Application No. 90810:

Conditions of Approval:

- “3. That following the installation of all landscape materials and final inspection to the satisfaction of the Regional District of Nanaimo, landscape bonding in the amount of 25% of the original deposit shall be held for a period of 12 months from the date of final inspection.”

MOVED Director Burnett, SECONDED Director Young, that Development Variance Permit Application No. 90810, submitted by Carolyn Jahnke on behalf of J & C Biggs (BC Auto Wrecking) in conjunction with the development of the parcels legally described as Lots 2 and 6, Both of Section 12, Range 7, Cranberry District, Plan 27070, be approved subject to Schedule Nos. 1 (as amended) and 2 as outlined in the corresponding staff report and to the notification procedure pursuant to the *Local Government Act*.

CARRIED

OTHER

Electoral Area ‘A’ Official Community Plan Review – Terms of Reference.

MOVED Director Burnett, SECONDED Director Young, that the staff report on the Electoral Area ‘A’ Official Community Plan Review Terms of Reference be received.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Electoral Area 'A' Official Community Plan Review Terms of Reference (Schedule No. 1) be endorsed by the Board.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Board adopt a resolution that no applications to amend the Electoral Area 'A' Official Community Plan be accepted while the Official Community Plan is under review except where an application is consistent with the policies of current land use designation under "Electoral Area 'A' Official Community Plan Bylaw No. 1240, 2001".

CARRIED

Electoral Area 'H' Village Planning Project – Terms of Reference.

MOVED Director Stanhope, SECONDED Director Burnett, that the staff report on the Area 'H' Village Planning Project Terms of Reference (Schedule No. 1) be received.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that the Area 'H' Village Planning Project Terms of Reference (Schedule No. 1) be approved.

CARRIED

NEW BUSINESS

Landscaping and Landscape Security.

MOVED Director Burnett, SECONDED Director Young, that staff be directed to prepare a report on the landscaping and provision of landscape security including environmental best practice, security holdback and bylaw amendments for implementation.

CARRIED

ADJOURNMENT

MOVED Director Stanhope, SECONDED Director Biggemann, that this meeting terminate.

CARRIED

TIME: 6:39 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD ON THURSDAY, JUNE 16, 2008, 7:30PM
AT ERRINGTON WAR MEMORIAL HALL**

Attendance: Lou Biggemann, Director, RDN Board
Reg Nosworthy
Kebble Scheaff
Don Brittain
Linda Tchorz
Robyn Elliott
Peter Doukakis

Staff: Elaine McCulloch, RDN Parks Planner

CALL TO ORDER

1 Chair Doukakis called the meeting to order at 7:02pm.

MINUTES

4.1 MOVED R. Nosworthy, SECONDED K. Scheaff, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee Meeting held April 21, 2008, be approved. CARRIED

COMMUNICATIONS/CORRESPONDENCE

5 MOVED R. Nosworthy, SECONDED K. Scheaff, that the following Correspondence be received.

- Ceri and John Peacey, Re: Trail Created on Wilderness Road
- Arrowsmith Agriculture Association, Re: RDN Support Community Activities / Disaster Centre Building Construction
- M. Pearse to Arrowsmith Agriculture Association, Re: Recreation Building and Emergency Disaster Centre -- Electoral Area F

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

7 MOVED R. Elliott, SECONDED R. Nosworthy, that the correspondence from Ceri and John Peacey and from Arrowsmith Agriculture Association, be brought forward for discussion. CARRIED

Mr. Scheaff reported he was one of the neighbours who constructed the trail on Wilderness Road, as noted in the correspondence received from Ceri and John Peacey. The trail is on private property, along a sixty foot road allowance, with a footbridge over the stream. The trail is for neighbourhood use and gives access to Stevens Road and Little Qualicum Falls Provincial Park.

MOVED R. Nosworthy, SECONDED D. Brittain, that the Area F POSAC Support, in principle, the Arrowsmith Agriculture Association grant request in the amount of \$25,000, to help further

the construction of a new Arrowsmith Activities Building and Emergency Disaster Centre for Area 'F', which is to be located on the Coombs Fair Grounds and that the final decision be deferred to the 2009 budget process.

CARRIED

REPORTS

8.2 Staff Report

Ms. McCulloch noted that due to staffing issues, the public meeting on the proposed trail plans and the Errington Elementary School trail will be deferred until the fall.

8.3 Malcolm Property Update

Ms. McCulloch reported the roads on both the east and west sides of the property are littered with downed trees. The property has some unique vegetation and also a large hill which would be ideal for the development of a ridge trail. Ms. McCulloch also noted Coastal Forest Service staff are very interested in assisting with trail construction, as a training exercise, possibly in September during their shoulder season.

MOVED R. Nosworthy, SECONDED R. Elliott, that the Advisory Committee support the Malcolm Property strategic plan, as presented, regarding the development of the Malcolm Property and that the development be in the most expedient manner as possible.

CARRIED

MOVED R. Nosworthy, SECONDED R. Elliott, that the Reports be received.

CARRIED

NEW BUSINESS

- 9 Mr. Nosworthy requested that staff define the Electoral Area 'F' Parks and Open Space Advisory Committee budgeting process with regard to grant requests.

COMMITTEE ROUND TABLE

- 10 Mr. Nosworthy noted he had received some valuable information about recreational work stations for community parks, when he attended the BCRPA conference in Victoria.

Mr. Elliott noted there will be a meeting on the development of a Track and Field Facility, Wednesday, June 18, 2008, at Ballenas Secondary School

ADJOURNMENT

- 12 MOVED R. Elliott, SECONDED R. Nosworthy, that the meeting be adjourned at 8:20pm.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD ON JULY 3, 2008, 7:00PM
AT OCEANSIDE PLACE**

Attendance: Joe Stanhope, Director, RDN Board
Jennifer O'Farrell
Brian Coath
Jacqueline Thompson
Aileen Fabris

Staff: Elaine McCulloch, RDN Parks Planner

CALL TO ORDER

1 Ms. McCulloch called the meeting to order at 7:05pm.

ELECTION OF CHAIR AND SECRETARY

2.1 Ms. McCulloch called for nominations for the position of Chair.

MOVED A. Fabris, SECONDED J. Thompson, that Ms. O'Farrell be nominated as Chair.

CARRIED

As no other nominations were received Ms. McCulloch declared Ms. O'Farrell as Chair.

2.2 Ms. McCulloch called for nominations for the position of Secretary.

MOVED B. Coath, SECONDED J. Thompson, that Ms. Fabris be nominated as Secretary.

CARRIED

As no other nominations were received Ms. McCulloch declared Ms. Fabris as Secretary.

Ms. McCulloch handed the Chair over to Ms. O'Farrell.

MINUTES

4.1 MOVED J. Stanhope, SECONDED A. Fabris, that the Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee Meeting held November 8, 2007, be approved.

CARRIED

4.2 MOVED J. Stanhope, SECONDED A. Fabris, that the Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee Meeting held May 8, 2008, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

- 6 MOVED J. Stanhope, SECONDED A. Fabris, that the following late Correspondence from Susan Urie, Re: Dashwood Community Park and Wayne Moorman, RDN Manager of Engineering Services, Re: Motor Bikes in Englishman River Estates, be received.

CARRIED

REPORTS

- 9.1 **Monthly Update of Community Parks and Regional Parks and Trails Projects March through to May.**

MOVED A. Fabris, SECONDED J. Stanhope, that the Reports be received.

CARRIED

NEW BUSINESS

- 10.1 **Dashwood Community Park**

MOVED A. Fabris, SECONDED J. Stanhope, that the RDN Parks Staff support the community volunteers in their efforts toward the beautification of Dashwood Community Park.

CARRIED

- 10.2 **Englishman River Estates – Motor Bikes**

MOVED J. O'Farrell, SECONDED A. Fabris, that the Electoral Area 'G' Parks and Open Space Advisory Committee support RDN Park Staff in their effort to discourage motorized vehicle use in Regional District parks.

CARRIED

COMMITTEE ROUND TABLE

Mr. Stanhope noted the following items:

- TimberWest's proposed development in the region, may pose a threat to aquifers and the local forest industry.
- A Public Hearing will be held Wednesday, July 9, 2008, regarding the implementation of the new Electoral Area 'G' Official Community Plan, and the amendment of the Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987.

ADJOURNMENT

MOVED J. Stanhope, SECONDED B. Coath, that pursuant to Section (90) (1) E of the Community Charter to consider land issues, the Committee proceed to an In Camera meeting to consider items related to land.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'H'
PARKS AND OPEN SPACE ADVISORY COMMITTEE MEETING
HELD AT LIGHTHOUSE COMMUNITY CENTRE
AUGUST 13, 2008, AT 7:30PM**

Attendance: Michael Procter, Chair
Patty Biro, Secretary
David Bartram, Director, RDN Board
Valerie Weismiller
Brenda Wilson
Marguerite Little

Staff: Jonathan Lobb, Parks Operations Coordinator

Regrets: Barry Ellis

CALL TO ORDER

1 Chair Procter called the meeting to order at 9:30am.

MINUTES

3 MOVED D. Bartram, SECONDED B. Wilson, that the Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee Meeting held Thursday, May 22, 2008, be approved. CARRIED

BUSINESS ARISING FROM THE MINUTES

4 **Proposed Road Closure Fowler Road and the Island Highway**

Mr. Lobb noted after discussions with staff the Regional District trail access requirements do not require access on Fowler Road.

MOVED D. Bartram, SECONDED M. Little, that the May 22, 2008, resolution that the Regional District request the Ministry of Transportation retain a minimum six metre wide Easement/Right of Way for potential pedestrian and public use, on the portion of Fowler Road adjacent to Lot 23, District Lot 81, Newcastle Land District, Plan 1967 when considering the Road Closure request, be rescinded.

CARRIED

MOVED D. Bartram, SECONDED M. Little, that the Electoral Area 'H' Parks and Open Space Advisory Committee support the proposed Road Closure in conjunction with Lot 23, District Lot 81, Newcastle Land District, Plan 1967, Fowler Road.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

- 5 MOVED D. Bartram, SECONDED M. Procter, that the late Correspondence from B. Ellis, re: Cash In-Lieu of Park Land, be received.

CARRIED

NEW BUSINESS

9.1 Cash In-Lieu of Park Land Proposal

MOVED D. Bartram, SECONDED B. Wilson, that the Electoral Area 'H' Parks and Open Space Advisory Committee support the Cash In-Lieu of Park Land Proposal in conjunction with the Subdivision Application for Lot 2, District Lot 85, Newcastle Land District Plan 6267, Except Plan 19744 6614/6618 Island Highway West, Electoral Area 'H'.

CARRIED

9.2 Road Closure Island Highway and Midland Road

MOVED P. Biro, SECONDED V. Weismiller, that the Electoral Area 'H' Parks and Open Space Advisory Committee support seeking a six metre (6m) wide statutory right-of-way for the entire length of the proposed road closure in conjunction with Lot 4, District Lot 36, Newcastle District, Plan 2076 except those parts in Plans 5729 and 12936 for the purposes of developing a pedestrian trail in conjunction with the Regional District's plan for regional trail development.

CARRIED

ADJOURNMENT

- 12 MOVED D. Bartram that the meeting be adjourned at 10:20am.

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, JULY 24, 2008 AT 12:00 NOON IN THE COMMITTEE ROOM

Present:

Director L. McNabb	Chairperson
Director J. Burnett	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director G. Holme	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director D. Brennan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director S. Herle	City of Parksville
Director C. Haime	District of Lantzville

Also in Attendance:

M. Brown	CAO, Town of Qualicum Beach
F. Manson	CAO, City of Parksville
C. Mason	CAO, RDN
D. Holmes	City of Nanaimo
D. Trudeau	Gen. Manager, Transportation & Solid Waste Services
L. Kiteley	Manager, Transportation Services, RDN
M. Moore	BC Transit
F. McFarlane	Recording Secretary

CALL TO ORDER

The meeting was called to order at 12:05 pm by the Chair.

MINUTES

MOVED Director Holme, SECONDED Director Manhas, that the minutes of the Transit Select Committee meeting held on May 15, 2008 be adopted. CARRIED

CORRESPONDENCE

June 5, 2008 letter to Mark Brown, CAO, Town of Qualicum Beach re handyDART Services.
Director Stanhope moved that this correspondence be moved to In Camera.

MOVED Director Brennan, SECONDED Director Manhas, that this correspondence be received. CARRIED

BC TRANSIT UPDATE

Myrna Moore introduced herself to the Committee. She advised that the BC Transit Board of Directors is meeting today and hopes to receive approval for a handyDART expansion of 2400 hours annually to the system.

ADMINISTRATION

Update on Projected Fuel Impacts to the 2008 Transportation Services Budget

D. Trudeau stated that additional expenses on fuel are being made up by extra ridership and additional funds from this increased ridership. We are also receiving supplementary funding from BC Transit, our co-partner.

L. Kiteley advised that a quick review of the recent statutory and holiday services demonstrated strong ridership numbers; over 5,000 over the two day period. Two really prominent groups stood out - family groups and seniors who are trying the system out for the first time. Ticket sales are currently very brisk and handyDART ticket sales, in particular, are surpassing expectations. Sunday ridership for conventional transit has increased over 13% from last year.

D. Trudeau advised that we will monitor the impact of rising fuel costs and will keep the Board apprised.

MOVED by Director Brennan, SECONDED by Director Stanhope that the Board receive the report on Update on Projected Fuel Impacts to the 2008 Transportation Services Budget for information.

CARRIED

City of Parksville – Transit Expansion for Local Hourly Service

D. Trudeau noted that at the May Transit Select Committee meeting staff was directed to prepare a report on the costs of increasing transit service in the City of Parksville. A number of years ago, at the request of the Board, some of the routes were discontinued and the subsequent reduced service to the area caused a drop in ridership. Staff is now proposing to increase service to the area in 2009 and this would mean a cost of \$131,000 to District 69, if BC Transit is able to cost-share in the function.

Director Herle stated that the community is looking forward to increased service. With the rising price of gas, people are looking for alternate methods of transportation and are eagerly anticipating the institution of this program. D. Trudeau noted that by proposing a September 2009 start date the increase in funding from District 69 can be factored in over two years. Transportation Services personnel will be working closely with the City of Parksville planning staff to organize the most effective routes.

MOVED Director Herle, SECONDED Director Holme that staff be directed to work with BC Transit to have the expansion of hourly service for the City of Parksville included in the 2009 transit expansions and update the financial plan.

CARRIED

Custom Transit (handyDART) Open House Update

D. Trudeau advised that Open Houses and Focus Group meetings have been held to obtain feedback from members of the various communities served by handyDART. It was found that Nanaimo is very supportive. District 69 statistics currently show almost five rides per hour and they are requesting more service. Additional service is not proposed for this area until 2010. D. Trudeau noted that staff has met with BC Transit to try to move the expansion forward.

MOVED Director Herle, SECONDED Director Burnett, that staff be directed to request BC Transit include the expansion of custom transit for Oceanside as part of the 2009/2010 expansion hours.

CARRIED

U-PASS Update

D. Trudeau provided a verbal update on the status of U-PASS; a universal transit pass that provides eligible students with unlimited access to regular transit services for a specified period of time. U-PASS would be a partnership among Nanaimo Regional Transit System, BC Transit, Vancouver Island University (VIU) and the Students' Union (SU). D. Trudeau recently met with S. Beasley, Executive Director of the Students' Union, who has agreed to support a referendum based on a number of conditions. Senior officials at VIU see the merit of the U-PASS and will try to contribute additional funding. Meetings will continue with BC Transit, VIU and the SU for possible implementation in 2009.

ADDENDUM

CORRESPONDENCE

July 14, 2008 letter from the Town of Ladysmith re Ladysmith Transit System.

D. Trudeau noted that if we are going to move forward with the U-PASS it would make sense to have transit service from Ladysmith. Currently, Ladysmith is looking at a connection between Ladysmith and Duncan but have also expressed interest in a connection from Ladysmith to Nanaimo. The connection would also help facilitate service to the airport, which is to be undergoing an expansion. Staff will update the Committee on our progress with this expansion opportunity.

MOVED Director Holme, SECONDED Director Stanhope, that this correspondence be received.

CARRIED

NEW BUSINESS

Transit Stops on Property at Nanaimo Regional General Hospital

Director Young asked if there was some way that patients could be dropped off closer to the Main Entrance of the Nanaimo Regional General Hospital as many patients have difficulty negotiating the incline. D. Trudeau noted that there is a stop on Dufferin Crescent, directly across from the entrance to the Ambulatory Care Clinic. This provides level access to the Ambulatory Care entrance, inside which are elevators for those who need them. Director Stanhope suggested a letter be written to the Vancouver Island Health Authority requesting they notify Transportation Services when future changes are being considered to the configuration of hospital property.

IN CAMERA

MOVED Director Holme, SECONDED Director Manhas, that pursuant to Section 90(1)(g) of the *Community Charter* the Board proceed to an In Camera meeting to consider items related to legal issues.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Stanhope that this meeting adjourn to allow for an In Camera meeting.

CARRIED

NEXT MEETING

The next meeting of the Transit Select Committee will be held Thursday, September 18, 2008.

L. McNabb, Chair

TO: Dennis Trudeau
General Manager, Transportation & Solid Waste Services

DATE: June 27, 2008

FROM: Laura Kiteley
Manager, Transit Operations

FILE: 8620-20-PARK

SUBJECT: City of Parksville – Transit Expansion for Local Hourly Service

PURPOSE

To provide approximate costs for reintroducing local hourly service to the City of Parksville.

BACKGROUND

At the Transit Select Committee meeting on May 15, 2008, the Committee directed staff “to prepare a report on the costs of increasing transit service in the City of Parksville.”

In the current Transit Business Plan, the expansion of local hourly service for the City of Parksville is identified in the medium range portion of the Transit Business Plan. Implementation of local hourly service is scheduled for the fall of 2010. Staff has had discussions with BC Transit (BCT) to explore the possibility of moving this expansion request forward to the fall of 2009, thereby including it with the approved expansions outlined in the Transit Business Plan for 2009.

BCT staff has indicated they would be prepared to put this additional request to the Province as part of the overall expansion requests for RDN Transit. If approved, this would advance the expansion from 2010 to 2009. Verification of whether this proposed additional expansion is approved should be received by BCT at the end of February 2009. If approved, the City of Parksville expansion would then be cost-shared under the current cost-sharing formulae.

Staff, along with the Transit Scheduling Committee, has spent considerable time in the City of Parksville recently reviewing the local routes, timing points and connections to the Inter-City Connector. In addition, local ridership statistics for the past three years have been reviewed, looking for patterns suggesting growth and sustainability. By re-introducing local hourly service, it would bring the City of Parksville back to the original service levels it had when the Community Bus was in place. When hourly service was in place ridership was strong for a community the size of Parksville; when the Community Bus was removed in 2006 local service went from hourly service to every two hours and as a result ridership numbers were significantly decreased and have yet to reach the 2006 ridership levels.

Staff believes that re-introducing hourly service into the City of Parksville would be advantageous to their citizens and is confident that ridership would surpass previous ridership levels that occurred when hourly service was in place due to growth in the area and current ridership demographics. If approved, staff will collaborate with City of Parksville staff to help determine if routing changes are necessary and, if so, where, thereby ensuring the routes reflect local needs.

CITIZEN IMPLICATIONS

The passenger counts conducted by BC Transit for two-week periods on the local route (#88) indicate that ridership declined dramatically when the Community Bus model was removed from the City of Parksville. Currently, the local service has been showing very slow but steady growth in terms of customer utilization; however, there is still a significant difference in ridership from when local service was hourly versus the current two-hour service.

Date	Productivity (passengers per hour)	% of Total RDN Transit Ridership	Average Cost per Ride
* March 2006	20.40	3.3%	\$3.53
October 2007	9.10	.4%	\$7.37
February 2007	11.00	.5%	\$6.44
February 2008	11.80	.6%	\$5.61

**Community Bus was in service with hourly local service*

FINANCIAL IMPLICATIONS

Staff has completed an initial review and analysis of changing local service in the City of Parksville from the current two-hour service to hourly service. The following table outlines the annual, additional costs of providing local hourly service. Total cost (if BC Transit is unable to cost share) and the net local cost (if cost sharing is approved) are also shown. The costs below do not reflect Sunday or statutory holiday service.

Parksville Service – Additional costs for local hourly service, six days per week			
Service hours:	2,700	Total cost:	\$294,000
Additional vehicles:	1	Revenue:	\$57,000
Additional ridership:	40,500	Provincial share:	\$106,000
		Net local cost:	\$131,000

The above graph represents what the additional seven hours per day of service will cost, per annum

The above costs also factor in a contingency due to fluctuating fuel prices. If approved (with BC Transit cost sharing), the projected annualized net local costs are approximately \$131,000.00. If not approved by BC Transit, the projected annualized net local costs are approximately \$237,000.00. As this service would be implemented in September of 2009, the additional 2009 costs with BC Transit cost sharing are approximately \$43,700 and \$98,000 if they do not cost-share.

ALTERNATIVES

1. Direct staff to work with BC Transit to have the expansion of hourly service for the City of Parksville included in the 2009 transit expansions and update the financial plan.
2. Direct staff to maintain the existing transit system for the City of Parksville.

SUSTAINABILITY

Ensuring that the negative impacts on the environment due to greenhouse gas emissions are reduced can be achieved in part by getting people out of their cars. By reducing the overall carbon footprint this, in turn, lowers emissions and effluents. The reintroduction of local hourly transit services in the City of Parksville will enable residents to make a conscious choice to leave their automobile home, taking the environmentally friendly transit alternative. Transit is a viable transportation alternative that is the sustainable way to be part of the solution.

SUMMARY/CONCLUSIONS

In the May 2008 Transit Select Committee meeting, staff was directed to “prepare a report on the costs of increasing transit service in the City of Parksville.” In the current Transit Business Plan, this expansion is scheduled to occur as part of the medium range transit expansions targeting this service to occur in the fall of 2010.

Staff, along with the Transit Scheduling Committee, has spent considerable time in the City of Parksville recently, reviewing the local routes, timing points and connections to the Inter-City Connector. In addition, local ridership statistics have been reviewed for the past three years, looking for patterns suggesting growth and sustainability. By re-introducing local hourly service, it would bring the City of Parksville back to the original service levels it had when Community Bus was in place. When hourly service was in place ridership was strong for a community the size of Parksville. When the Community Bus was removed in 2006 local service went from hourly service to every two hours and as a result, ridership numbers were significantly decreased and have yet to reach the 2006-ridership levels.

Staff believes that re-introducing hourly service into the City of Parksville would be advantageous to their citizens and is confident that ridership would surpass previous ridership levels that occurred when hourly service was in place due to growth in the area and current ridership demographics. The increase in ridership may not be realized immediately but it would build over the term of the Transit Business Plan. If approved, staff will collaborate with City of Parksville staff to help determine if routing changes are necessary and, if so, where, thereby ensuring the routes reflect local needs.

RECOMMENDATION

1. Direct staff to work with BC Transit to have the expansion of hourly service for the City of Parksville included in the 2009 transit expansions and update the financial plan.

Report Writer

General Manager Concurrence

C.A.O. Concurrence

TO: Dennis Trudeau
General Manager, Transportation & Solid Waste Services

DATE: June 27, 2008

FROM: Laura Kiteley
Manager, Transit Operations

FILE: 8600-20-CUTR

SUBJECT: Custom Transit (handyDART) Open House Update

PURPOSE

To provide an update on the Custom Transit Open Houses and Focus Group meetings held as part of the public consultation process for the Transit Business Plan.

BACKGROUND

As part of the public consultation process for the Transit Business Plan, staff held a series of Open Houses and a focus group meeting, to gather public input on the proposed expansions for custom transit (handyDART) in both Nanaimo and in Oceanside.

A Focus Group meeting was held at the RDN where caregivers, members of the medical community, daycare providers, seniors groups, electoral area directors and members of the Transit Select Committee, as well as disabled group representatives, were invited to participate in a round table discussion. The meeting focused on the existing service and the proposed expansion for both Nanaimo and Oceanside areas. Staff outlined the plan and invited feedback and commentary on how the plan could be modified to better meet the needs of the clients, customers and the community.

Staff then held Open Houses in Nanaimo, the City of Parksville and the Town of Qualicum Beach where the focus was presenting the expansion plan outlined in the Transit Business Plan, inviting commentary and discussion.

There were distinct outcomes of the Focus Group meeting, in particular:

1. Community support workers, working with disabled customers, communicated strongly that the expansions that were slated for 2010/2011 in Oceanside need to occur in 2009/2010 that would coincide with the expansion in Nanaimo, to make the system more useable and more accessible.
2. Health care professionals seemed to echo the community support workers, as they have very little success in accessing the custom transit system in Oceanside currently, and their client bases are growing not shrinking so the problem will continue to worsen.
3. Daycare providers and caregivers voiced frustration with not being able to access the system at all for new clients that may come into their program but cannot because there is no transportation available to them. They, too, echoed that a real expansion was needed right away.
4. The planned expansions for Nanaimo, as outlined in the Transit Business Plan, appeared to meet the needs of most of the people present with the exception of those wanting late night service, late service on the weekends and availability to do group bookings in the evenings when events come up. For the majority, they were very pleased with the possibilities that the expansion will provide.

Currently, there are no plans for expanding custom transit in Oceanside for 2008/2009. The Transit Business Plan outlines adding one additional full time bus (2400 hours) into the Oceanside area for 2010/2011 and one additional full time bus for Nanaimo in 2009/2010, pending budget approvals.

Staff can confirm that currently the custom transit system in Oceanside is full, with few options for customers that are either new, or that are not currently riding the system on a regular basis. Peak times are fully booked with virtually no opportunity to access the service and very little opportunity for accessing a mid-day trip. The service is operating at close to 5.0 rides per hour while Nanaimo is at 3.2.

The following graph shows the total number of trips by Electoral Area and Municipalities for custom transit for 2007:

Area	# Annual Trips	Area	# Annual Trips
Nanaimo	52,788	Nanoose	211
Cedar	360	Parksville	4,720
"C"	708	Qualicum Beach	1,392
Lantzville	1,315	French Creek	505
D68 Total	55,171	D69 Total	6,828
Overall Annual Trips Total D68 & 69		61,999	

The members of the Focus Group meeting, in particular, felt that the Oceanside service simply had to expand in 2009/2010 in conjunction with the Nanaimo expansion, as there is simply too much need to wait until 2010/2011.

Staff approached the Custom Transit Coordinator for BC Transit to ascertain whether there was any possibility of moving the expansion forward to the 2009/2010 year to coincide with the Nanaimo expansion. He has confirmed that since the hours have been identified in the Transit Business Plan, he has the ability to put them in as a request for additional expansion hours, moving them one-year forward. He would find out if the hours were approved as part of the approval process BC Transit undergoes, which would be in the spring of 2009. He was cautiously optimistic that the hours might be available as some systems have not yet completed their Business Plans and it is more difficult to make changes without the approved plan.

ALTERNATIVES

1. Direct staff to request BC Transit include the expansion of custom transit service in the Oceanside area for 2009/2010.
2. Direct staff to receive the report for information only.

FINANCIAL IMPLICATIONS

Staff has included the expansions outlined in the Transit Business Plan into the five-year RDN Transit Financial Plan previously approved by the RDN Board of Directors. If the expansion for Oceanside is to be moved forward to 2009/2010 it will affect the overall financial plan and overall budget by approximately \$195,000 if BC Transit is unable to cost share, and by \$116,000 if cost sharing is approved on an annual basis. Since this expansion would go in around September 2009, the costs would be around \$65,000 without BC Transit funding and approximately \$38,700 with BC Transit funding.

SUSTAINABILITY

The Transportation Services Department is working continuously on improving the viability and efficiency of public transit. Providing an additional custom transit vehicle in Oceanside one year earlier will provide residents viable transportation solutions in a community where, for those that are unable to take transit or drive a car, their options are extremely limited. Additionally, cleaner running buses that maximize the use of biodiesel further demonstrates RDN Transit's commitment to reducing its carbon footprint, which is in keeping with the RDN's Corporate Climate Change Plan.

SUMMARY/CONCLUSIONS

As part of the public consultation, process for the Transit Business Plan staff held a series of Open Houses and a Focus Group meeting to gather public input on the proposed expansions for custom transit in both Nanaimo and in Oceanside.

A Focus Group meeting was held at the RDN where caregivers, members of the medical community, day care providers, seniors groups, electoral area directors and members of the Transit Select Committee, as well as disabled group representatives, were invited to participate in a round table discussion. The meeting focused on the existing service and the proposed expansion for both Nanaimo and Oceanside areas. Staff outlined the plan and invited feedback and commentary on how the plan could be modified to better meet the needs of the clients, customers and the community.

Staff then held Open Houses in Nanaimo, the City of Parksville and the Town of Qualicum Beach where the focus was presenting the expansion plan outlined in the Transit Business Plan, inviting commentary and discussion and feedback to the proposals.

The outcomes of the meetings indicated that customers and those support staff that provide services to the disabled were of the opinion that waiting until 2010/2011 for an expansion of hours in Oceanside would be problematic for the residents trying to access an already full custom transit system. Staff can confirm that currently the custom transit system in Oceanside is full, with few options for customers who are new or who are not currently riding the system on a regular basis. Peak times are fully booked, with virtually no opportunity to access the service and very little opportunity exists for accessing a midday trip. The service is operating at close to 5.0 rides per hour while Nanaimo is at 3.2.

Currently, there are no plans for expanding custom transit in Oceanside for 2008/2009. The Transit Business Plan outlines adding one additional full time bus (2400 hours) into the Oceanside area for 2010/2011 and one additional full time bus for Nanaimo in 2009/2010, pending budget approvals.

Based upon the expressed need of the community staff is recommending working with BC Transit to move the custom transit expansion forward to 2009/10.

RECOMMENDATION

1. That staff be directed to request BC Transit include the expansion for Oceanside as part of the 2009/2010 expansion hours.

Report Writer

General Manager Concurrence

C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE
MEETING HELD ON TUESDAY, JULY 22, 2008 AT 5:00 PM
IN THE RDN COMMITTEE ROOM

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director D. Bartram	Electoral Area H
Director S. Herle	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director B. Holdom	City of Nanaimo
Director M. Unger	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
N. Avery	Gen. Manager of Finance & Information Services
J. Finnie	General Manager of Environmental Services
P. Thorkelsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
D. Trudeau	Gen. Mgr. of Transportation & Solid Waste Services
P. Thompson	Manager of Long Range Planning
C. Midgley	Sustainability Coordinator
N. Tonn	Recording Secretary
Gayle Jackson	City of Parksville
Andrew Tucker	City of Nanaimo
Paul Butler	Town of Qualicum Beach
Luke Sales	Town of Qualicum Beach

REPORTS

Implications of "Prospering Today Protecting Tomorrow: Recommendations for a Sustainable Future".

MOVED Director Westbrook, SECONDED Director Bartram, that this report be received and that staff be directed to schedule a seminar session with the Sustainability Committee for the purpose of having a detailed discussion including a determination of priorities and recommendations for action.

CARRIED

Agricultural Advisory Committee.

The Manager of Current Planning provided an overview of the proposed Terms of Reference for the Agricultural Advisory Committee (AAC).

MOVED Director Westbrook, SECONDED Director Bartram, that the proposed Terms of Reference be amended to indicate that when referred matters, the AAC would provide input on agricultural issues only and, in addition, that the membership be amended to include representation from the shellfish aquaculture industry while keeping the membership to 10 members.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that the Board approve the creation of an Agricultural Advisory Committee in accordance with the attached Terms of Reference, as amended.

CARRIED

Acceptance of the City of Nanaimo's Official Community Plan by the RDN Board.

MOVED Director Westbrook, SECONDED Director Unger, that the City of Nanaimo Regional Context Statement be accepted as submitted.

CARRIED

MOVED Director Unger, SECONDED Director Westbrook, that staff be directed to provide a letter to the City of Nanaimo indicating acceptance of the Context Statement.

CARRIED

ADJOURNMENT

MOVED Director Bartram, SECONDED Director Westbrook, that this meeting terminate.

CARRIED

TIME: 6:28 PM

CHAIRPERSON



RDN REPORT	
CAO APPROVAL <i>CAJ</i>	
EAP	
CO/W	
JUL 24 2008	
RHD	
BOARD	✓ <i>Aug. 26/08</i>

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: July 24, 2008

FROM: Tom Osborne
General Manager, Recreation and Parks Services

FILE:

SUBJECT: Islands Trust Natural Area Protection Tax Exemption Program

PURPOSE

To consider the implementation of the Natural Area Tax Exemption Program in the Regional District of Nanaimo, for the islands within the jurisdiction of the Islands Trust.

BACKGROUND

At the July 8, 2008 Regional District Board Committee of the Whole Meeting, a delegation from the Islands Trust spoke to the merits of the Islands Trust Natural Area Protection Tax Exemption Program (NAPTEP) that was enacted in 2005 and recently adopted in the Capital Regional District and Sunshine Coast Regional District. In order for NAPTEP to be implemented in the Regional District of Nanaimo by the Islands Trust, the Regional Board is required to agree to its implementation as required by provincial legislation.

At the July 22, Regional Board Meeting the following resolution was approved:

"That the Natural Area Protection Tax Exemption Program proposal be referred to staff for a report on the implications and staff recommendations."

Program Details

NAPTEP is a joint initiative between the Islands Trust and the Islands Trust Fund. To qualify for NAPTEP a landowner must be willing to permanently protect, through a NAPTEP conservation covenant, one or more of the following eligible features on their property:

- Areas relatively undisturbed by human activity that are good examples of important ecosystems such as forests over 80 years old, woodlands, water features, sparsely vegetated natural areas, coastal bluffs, etc.
- Areas relatively undisturbed by human activity that are key habitat for rare native plant species or plant communities.
- Areas that are critical habitat for native animal species in relation to breeding, rearing, feeding or staging.
- Special geological features.

There are no minimum or maximum lot size requirements. However, the program may not be beneficial for small properties with a low assessed value. Each situation is unique based on a landowner's personal tax circumstances.

As there are other tax reduction programs to protect forest and agricultural land, lands in the Agricultural Land Reserve (ALR) or lands designated as Private Managed Forest Lands (PMFL) are not eligible for NAPTEP. Properties must be classified as "residential" by BC Assessment to qualify for the program.

By October of 2008 the Islands Trust has indicated that there will be fifteen NAPTEP covenants registered on title, protecting almost 60 hectares of land. The protected areas range in size from 1.8 hectares (4.4 acres) to 23.7 hectares (58.5 acres).

NAPTEP participants are reporting annual reductions of \$1,300 to \$3,700 on their property taxes. Participants normally recover the costs to participate (survey, legal and baseline report) in a few years.

If a land owner breaches the conditions of the covenant, the Islands Trust will then enforce the covenant by removing the NAPTEP certificate from the property and billing the current landowner for the full value of the discounted taxes since the certificate was issued.

The Islands Trust Area (Executive Committee Local Trust Area & Gabriola Island Local Trust Area) in which NAPTEP would be implemented within the Regional District of Nanaimo boundaries, as shown on the map in *Appendix 1*, would include the following Islands:

Ada Island	Amelia Island	Ballenas Island	DeCourcy Island
Douglas Island	Gabriola Island	Gerald Island	Maude Island
Mistaken Island	Mudge Island	Ruth Island	Southey Island
Winchelsea Islands	Yeo Islands		

The brochure with the programs details and additional information on the administration of NAPTEP by the Islands Trust is provided in *Appendix 2*.

ALTERNATIVES

1. That the Regional District of Nanaimo Board agree to the implementation of the Natural Area Tax Exemption Program in the Regional District of Nanaimo, on the islands within the jurisdiction of the Islands Trust.
2. That the Regional District of Nanaimo Board not agree to the implementation of the Natural Area Tax Exemption Program within boundaries of the Regional District of Nanaimo.

FINANCIAL IMPLICATIONS

There are no direct financial implications for the Regional District with regard to the administration of NAPTEP as these costs are incurred by the Islands Trust.

The extent of the tax exemption equals 65 percent of the assessed value of that part of the land subject to the protection covenant. It does not affect the tax on improvements. The taxes affected are Provincial School, Provincial General, Regional District, and Islands Trust. Local service taxes, excluding parcel taxes, may be affected as well.

There is a small “tax-shift” to other tax payers with each new successful application just as there is from agricultural exemptions or from homeowner’s grants. In other words, there will be an increase in the mill rate in order for each government jurisdiction to collect the required taxation funds to achieve the required budgeted amount. Staff are unable to determine the amount the RDN tax mill rate will increase by at this stage as it is dependant on how many property owners in the designated area will apply for NAPTEP and how much new growth will take place each year that will help offset the tax exemption.

SUSTAINABILITY IMPLICATIONS

Should the Regional Board adopt NAPTEP, the program will help ensure important ecosystems and ecological features are protected.

The Gabriola Local Trust Area is comprised of 5,856 ha. At present 533 ha (9.1%) is currently under some form of protection by various government and trust agencies. The Trust has a 15% goal that has been identified in their Regional Conservation Plan, therefore an additional 345.5 ha requires protection or an additional 931 ha to meet a 25% goal. Using NAPTEC, in conjunction with other forms of parkland protection, will help achieve the goals in the Trust’s Regional Conservation Plan

CONCLUSION

At the July 8, 2008 Regional District Board Committee of the Whole Meeting, a delegation from the Islands Trust spoke to the merits of the Islands Trust Natural Area Protection Tax Exemption Program (NAPTEP) that was developed implemented in 2005 and recently adopted in the Capital Regional District and Sunshine Coast Regional District. In order for NAPTEP to be implemented in the Regional District of Nanaimo by the Islands Trust, the Regional Board is required to agree to its implementation as required by provincial legislation.

To qualify for NAPTEP a landowner must be willing to permanently protect, through a NAPTEP conservation covenant, one or more of the eligible features on their property:

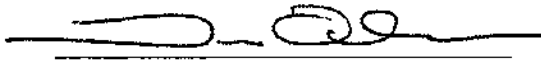
- Areas relatively undisturbed by human activity that are good examples of important ecosystems such as forests over 80 years old, woodlands, water features, sparsely vegetated natural areas, coastal bluffs, etc.
- Areas relatively undisturbed by human activity that are key habitat for rare native plant species or plant communities.
- Areas that are critical habitat for native animal species in relation to breeding, rearing, feeding or staging.
- Special geological features.

The Islands Trust Area (Executive Committee Local Trust Area & Gabriola Island Local Trust Area), in which NAPTEP would be implemented within the Regional District of Nanaimo boundaries, is shown on the map in *Appendix I*.

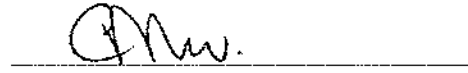
Staff are recommending that NAPTEC be adopted by the Regional District of Nanaimo, to then be used in conjunction with other forms of parkland protection in order to ensure important ecosystems and ecological features are protected within the Region.

RECOMMENDATION

That the Regional District of Nanaimo Board agree to the implementation of the Natural Area Tax Exemption Program in the Regional District of Nanaimo, on the islands within the jurisdiction of the Islands Trust.



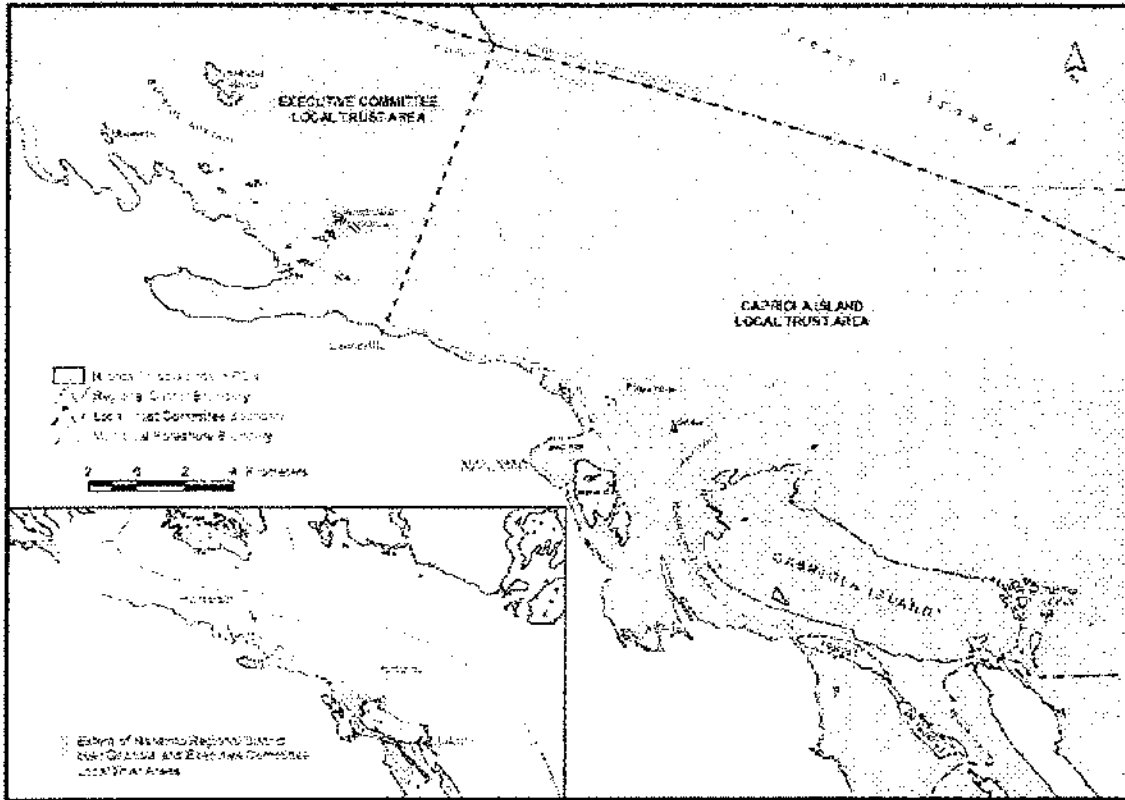
Report Writer



CAO Concurrence

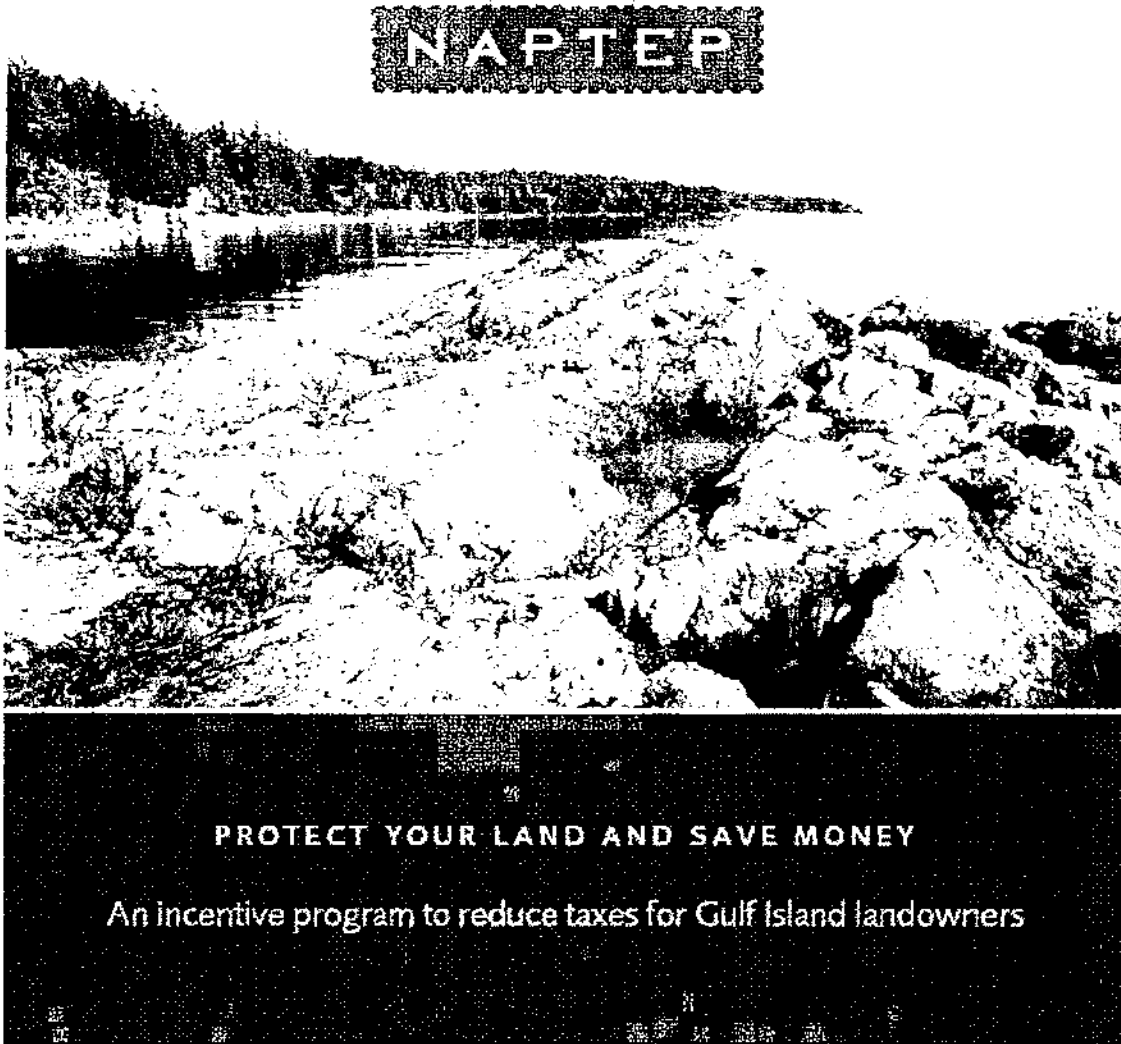
Appendix 1

Islands in the Regional District of Nanaimo to be included in NAPTEP



Appendix 2

The Natural Area Protection Tax Exemption Program



A Special Part of the World

The Canadian Gulf Islands are renowned and cherished for their stunning physical beauty, gentle climate, and rural charm. These characteristics have led to a steadily increasing demand for land on these islands resulting in higher property values and taxes. More development also means more pressure on sensitive island ecosystems that are frequently home to rare and endangered species.

Some people who bought land on the islands to be close to nature and to enjoy the serenity of island life are now faced with the difficult decision of logging or developing their properties to pay for their high property taxes. Living in paradise has become expensive.

The Natural Area Protection Tax Exemption Program (NAPTEP) provides a property tax incentive to protect the natural features of the islands.

Background

In response to development and population growth pressures facing the region, the British Columbia government created the Islands Trust in 1974 to make land use decisions that preserve and protect the Gulf Islands. In 1990, the Province also created the Islands Trust Fund to act as a conservation land trust. NAPTEP is a joint initiative between the Islands Trust and the Islands Trust Fund. The Sunshine Coast Regional District and the Capital Regional District are the first regional districts to join the program. Other regional districts may become program partners in the future.

Eligible Lands and Features

To qualify for NAPTEP a landowner must be willing to permanently protect, through a NAPTEP conservation covenant, one or more of the eligible features on their property. Eligible features include:

- Areas relatively undisturbed by human activity that are good examples of important ecosystems such as forests over 80 years old, woodlands, water features, sparsely vegetated natural areas, coastal bluffs, etc.
- Areas relatively undisturbed by human activity that are key habitat for rare native plant species or plant communities.
- Areas that are critical habitat for native animal species in relation to breeding, rearing, feeding or staging.
- Special geological features.

There are no minimum or maximum lot size requirements. However, the program may not be beneficial for small properties with a low assessed value. Each situation is unique based on a landowner's personal tax circumstances.

As there are other tax reduction programs to protect forest and agricultural land, lands in the Agricultural Land Reserve (ALR) or lands designated as Private Managed Forest Lands (PMFL) are not eligible for NAPTEP. Properties must be classified as "residential" by BC Assessment to qualify for the program.

SUNSET OVER ST. MARY'S LAKE,
V. SALT SPRING ISLAND
PHOTO BY ANTHONY GRANT

SAVE MONEY BY PROTECTING LAND

The Natural Area Protection Tax Exemption Program (NAPTEP) is available to Gulf Island landowners in the Sunshine Coast Regional District and the Capital Regional District, British Columbia, Canada. It provides landowners who permanently protect natural features of their land with the opportunity to receive a 65% exemption in property taxes on the protected portion of their land.





▲ SKUNK CABBAGE OR SWAMP LANTERN LIGHT UP ECOLOGICALLY IMPORTANT WETLANDS ON THE GULF ISLANDS. PHOTO BY RONNIE HAN CRABT

Protecting Land Forever

Landowners who enter into a NAPTEP covenant continue to own their land. The standard NAPTEP covenant simply prevents current and future owners of the land from doing anything to the covenant area that may harm its special values. This includes:

- removal of native plants
- use of herbicides and pesticides
- alteration of natural watercourses or water bodies
- grazing of animals
- modification of the soil or geological features.

A NAPTEP covenant, once registered, is listed on the land's title forever. Violating the covenant can result in heavy penalties including, but not limited to, payment of all exempted taxes plus interest and a charge for each infraction.



The Application Process

There are two phases to a NAPTEP application:

Phase One will determine whether or not a landowner is eligible for NAPTEP.

Phase Two requires registration of a NAPTEP covenant on the land's title and results in the issuing of a Natural Area Exemption Certificate.

Upfront Costs

APPLICATION FEE
\$175 payable to the Islands Trust.

APPLICATION FEE
\$175 payable to the Islands Trust.

The following additional costs will vary depending on the size of the covenant area to be protected and the complexity of the covenant and survey.

- Legal advice for developing and amending your covenant
- Tax and financial advice for reviewing your situation to ensure the program is right for you
- A survey of the proposed covenant area(s)
- A report about the current state of the covenant area and its ecosystems, prepared by an approved Environmental Professional
- Covenant registration costs
- A voluntary endowment to cover future monitoring costs would be eligible for a charitable receipt

As a landowner you will play an important role in protecting fragile Gulf Island ecosystems forever.

Covenant Monitoring

As required by NAPTEP, an Islands Trust Fund representative will visit the covenant area annually to ensure the covenant area is being managed in accordance with the covenant. The landowner has input over when the monitoring visit will take place and can meet with the monitor to discuss the property and its special features. There is no cost to the landowner for this annual visit. The Islands Trust Fund will mail a follow-up letter soon after the visit.

Benefits

As a landowner participating in NAPTEP, you will not only be getting a tax exemption, you will also be creating a legacy for your community and the plants and animals that live there. And, you will play an important role in protecting fragile Gulf Island ecosystems forever.

With a Natural Area Exemption Certificate landowners will see a 65% reduction in property taxes on the protected portion of their land. Applicants will need to determine if the reduction in property tax outweighs the costs of participating in the program.

Before deciding to apply to NAPTEP, you should obtain legal, tax and financial advice to be sure you understand how a Natural Area Exemption Certificate affects you and your land.

Timeframe

It will take at least six months from the time applicants submit their Phase I application until their Natural Area Exemption Certificate is issued. Applicants who wish to have their Natural Area Exemption Certificate issued for the following year's tax roll must submit their Phase I application by April 1 and must have their covenants registered by October 15.

Partner Agencies Working Together

The Islands Trust Fund will assist applicants interested in applying for the Natural Area Exemption Certificate. You may also want to invite another organization such as a local or regional conservancy to co-hold the NAPTEP covenant. Conservation covenants are typically held by two organizations.

The Islands Trust is responsible for issuing the Natural Area Exemption Certificate which will officially grant a property tax exemption on the portion of the land governed by NAPTEP. This exemption will automatically be applied to future property tax statements.

The Sunshine Coast Regional District, the Capital Regional District and the governing Local Trust Committee will have the opportunity to comment on the applications to the NAPTEP program, if they wish.

For More Information

For more information please contact the Islands Trust Fund at (250) 405-5186 or visit the Islands Trust Fund website at <http://www.islandstrustfund.bc.ca>.

NAPTEP is currently available in:

Galiano Island Local Trust Area

Gambier Island Local Trust Area

Mayne Island Local Trust Area

North Pender Island Local Trust Area

South Pender Island Local Trust Area

Salt Spring Island Local Trust Area

Saturna Island Local Trust Area



200-1627 Fort Street, Victoria BC Canada V8R 1H8
Telephone (250) 405-5186 Fax (250) 405-5155
Toll free through Enquiry BC, in Vancouver (604) 660-2421
Elsewhere in BC, 1-800-663-7267
Internet: www.islandstrust.bc.ca

2.1.x Procedure

ADMINISTRATION OF NATURAL AREA PROTECTION TAX EXEMPTION PROGRAM

Trust Council: September 13, 2002

Amended: March 12, 2004; December 8, 2006 and June 15, 2007

A: PURPOSE:

1. To define policies and procedures that will ensure a fair, effective and coordinated process to implement the *Islands Trust Natural Area Protection Tax Exemption Regulation* in accordance with related policies of Islands Trust Council.

B: REFERENCES:

1. *Islands Trust Act* (7.1)
Islands Trust Natural Area Protection Tax Exemption Regulation
2. Policy Manual:
 - 2.1. Protocol Agreement Process: Government (2.1.iv)
 - 2.2. Administrative Fairness Principles (7.1.i.)
 - 2.3. Trust Fund Board Natural Area Protection Policy (Ref No. TFB02008)
3. Protocol Agreements:
 - 3.1. SCR D Protocol Agreement and Memorandum of Understanding
 - 3.2. CRD agreement (in development)

C: DEFINITIONS:

(Note: The following definitions are based on the Islands Trust Natural Area Tax Exemption Regulation)

1. **eligible natural area property** means land that meets all the following requirements:
 - (a) it must be in an area designated under section 49.2 of the *Islands Trust Act*;
 - (b) it must be land in relation to which there is one or more natural area values or amenities prescribed under section 53(2)(k) of the *Islands Trust Act*;
 - (c) it must be subject to a covenant under section 219 of the *Land Title Act* that relates to the protection of values or amenities referred to in paragraph (b) of this definition;
 - (d) the Trust Fund Board must be a covenantee in whose favour the protection covenant is made; and

- (e) any other requirements prescribed under section 53(2)(k) of the *Islands Trust Act*.
- 2. **natural area exemption certificate** means a certificate under section 49.3 of the *Islands Trust Act* that is in effect.
- 3. **protection covenant** means a covenant referred to in paragraph (c) of the definition of eligible natural area property.

D. POLICY and PROCEDURES

GENERAL

- 1. Trust Council will consider the issuance of natural area exemption certificates in parts of the Trust Area that have been designated pursuant to section 49.2 of the *Islands Trust Act*, following an application by a landowner, provided an assessment by Trust Fund Board staff confirms eligibility for NAPTEP and the Trust Fund Board is willing to hold the required protection covenant.

APPLICATION PROCESS

- 2. Staff will use the following process for applications for natural area exemption certificates:
 - a. A property owner or agent submits a complete application form, enclosing the Phase 1 application fee and all information required to assess eligibility for NAPTEP. In order for Trust Council to consider issuing a natural area exemption certificate by October 31st of any year, the applicant must apply by March 1 of that year.
 - b. Trust Fund Board staff will complete an initial assessment of the application to confirm eligibility according to the *Islands Trust Act*, the *Islands Trust Natural Area Protection Tax Exemption Regulation* and any written agreements with the relevant regional district or municipality.
 - c. If staff determines that the application is **not** eligible for NAPTEP, they will advise the applicant, and include reasons for the determination. The applicant will have the option of amending the application or providing additional information.
 - d. If staff determines that the application is eligible for NAPTEP, they will send it to the Local Trust Committee and the relevant regional district or municipality for comment, before making recommendations to the Trust Fund Board or Trust Council.
 - e. Trust Fund Board staff will confirm that the Trust Fund Board is willing to hold the required protection covenant, before making recommendations to Trust Council regarding issuance of a natural area exemption certificate.
 - f. Trust Fund Board staff will submit a Request for Decision to Trust Council, with recommendations regarding the issuance of a natural area exemption certificate. Responses from the Local Trust Committee and the

relevant regional district or municipality will be included for consideration. If staff recommends in favour of an application, it will recommend that the certificate be issued if and when the applicant has provided an appropriate property baseline assessment (meeting guidelines approved by Islands Trust Council and the Trust Fund Board) and has registered the required protection covenant (meeting guidelines approved by Islands Trust Council and the Trust Fund Board) on the relevant property title.

- g. If Trust Council is in favour of the application, it will normally pass a standard resolution instructing the Secretary to issue a certificate upon receipt of an acceptable baseline assessment and proof of registration of the required protection covenant.
- h. Within two years of the Trust Council resolution in favour of an application, the applicant must provide an acceptable baseline assessment and register the required conservation covenant against the title of the subject property in order to receive the natural area exemption certificate. If the applicant does not complete these steps within two years, the applicant must reapply for the natural area exemption certificate.
- i. Once the applicant has registered the required protection covenant, the Islands Trust Secretary will issue the natural area exemption certificate.
- j. Trust Fund Board staff will notify the Land Titles Office and the area assessor of all natural area exemption certificates issued within 30 days of their issuance.
- k. Once the exemption certificate is issued, the Trust Fund Board can issue a news release jointly with the Local Trust Committee announcing the certificate.

PROTECTION COVENANTS

- 3. All NAPTEP protection covenants must be in the Trust Fund Board's standard form, subject to changes approved by the Trust Fund Board.
- 4. Covenants will be monitored annually by the Trust Fund Board, following guidelines approved by Islands Trust Council and the Trust Fund Board at no cost to the land owner.
- 5. Where Trust Council issues a natural area exemption certificate in regards to public access features, the protection covenant will require that the property owner maintain public access.
- 6. Trust Council will consider developing a process whereby existing conservation covenants can be transferred into NAPTEP, provided the conservation covenant meets the required standards, or the covenant is willing to make the necessary amendments. Where an existing covenant is being transferred into NAPTEP, application fees may be reduced.

COVENANT HOLDERS

7. The Trust Fund Board is the only party authorized to hold covenants related to applications for natural area exemption certificates, until other Islands Trust bodies have a similar capacity to administer and enforce protection covenants. *(Note: The Trust Fund Board has adopted a policy indicating its willingness to hold covenants on lands that are qualified in categories 2(a) through 2(d) of the Natural Area Protection Tax Exemption Regulation, subject to the availability of resources and an acceptable covenant)*
8. If the Trust Fund Board is unwilling to hold the required protection covenant, Trust Fund staff will notify the relevant Local Trust Committee to determine if it is willing and has the capacity to hold and monitor the required protection covenant. The final decision on the capacity lies with Trust Council.
9. If neither the Trust Fund Board nor the relevant Local Trust Committee is willing or able to hold the required protection covenant, and if the applicant still wishes to proceed, Trust Fund Board staff will request a decision from the Islands Trust Council as to whether it is willing to hold the required protection covenant.
10. Protection covenants may be held jointly with other eligible organizations.

PROGRAM COSTS AND FEES

11. Applicants will bear the costs of the required baseline, survey, personal legal and financial advice.
12. Application fees are governed by Bylaw 115
13. Trust Council will direct staff to allocate all application fees received to the processing and assessment of applications, including the retention of contract staff, as necessary. The Chief Administrative Officer is to manage these funds.

CANCELLATION OF TAX EXEMPTION CERTIFICATES

Note: Cancellation of tax exemption certificates is regulated by sections 49.4 through 49.5 of the Islands Trust Natural Area Tax Exemption Regulation

14. Trust Council intends that protection covenants related to NAPTEP are to be permanent.
15. Where a contravention of a protection covenant takes place, Trust Council may consider cancellation of the tax exemption certificate until the contravention has been rectified.
16. Where a contravention of a protection covenant takes place and cannot be rectified, Trust Council will consider cancellation of the related tax exemption certificate, according to regulations in the *Islands Trust Natural Area Exemption Regulation*.
17. Trust Council will seek agreements with the Minister of Finance to distribute to Trust Council any recaptured taxes related to the cancellation of tax exemption

certificates. Any such funds will be used for the conservation of natural areas in the trust area.

RECORD KEEPING AND REPORTS

18. Trust Fund Board staff will maintain a record of all natural area tax exemption certificates in the Trust Area Property Information System (TAPIS).
19. Trust Fund Board staff will provide an annual report to Trust Council regarding natural area exemption certificates.

PROGRAM MONITORING

20. Trust Fund Board staff will notify holders of natural area exemption certificates of the timing of annual monitoring visits in relation to their protection covenant.
21. Trust Fund Board staff will send copies of monitoring reports to land owners and co-covenant holders.
22. Trust Fund Board staff will advise Trust Council of any irreparable contraventions of protection covenants, including failures to provide the required annual monitoring report.

AGREEMENTS WITH OTHER AGENCIES

23. Trust Council will enter into agreements with the Trust Fund Board, the Local Trust Committee, regional districts, and provincial and federal agencies as necessary to ensure the effective implementation of the NAPTEP.

PROGRAM ASSESSMENT

24. Trust Council will monitor NAPTEP to ensure the fair and efficient administration of the program, and will assess staff and financial resources for possible expansion to additional Local Trust Areas.



RDN REPORT	
A / CAO APPROVAL	<i>(Signature)</i>
EAP	
COW	
AUG 15 2008	
RHD	
BOARD	✓ Aug 26 '08

MEMORANDUM

TO: C. Mason
Chief Administration Officer

DATE: August 13, 2008

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Approval of Five Year Term Agreement for Property Insurance Broker Services

PURPOSE

To obtain approval to award a contract for property insurance brokerage services for a five year period with AON Reed Stenhouse.

BACKGROUND

The contract for property insurance brokcrage services has expired and this report summarizes the results of a request for proposals (RFP) for those services commencing April 1, 2009. Five proposals were received as follows:

- | | |
|--|-----------|
| AON Reed Stenhouse (incumbent) | Victoria |
| Jardine, Lloyd Thompson Canada | Victoria |
| Megson, Fitzpatrick Inc. | Victoria |
| Coastal Community Insurance Services (2007) Ltd. | Victoria |
| BFL Canada Insurance Services | Vancouver |

The proposals were reviewed by the General Manager, Finance & Information Services and the Manager, Budgets & Capital Planning. Evaluation criteria included proposed rates, experience with Municipal insurance portfolios and claims, the experience and qualifications of individuals assigned to the account, evidence of a full range of insurers and markets for placing insurance and evidence that the broker was capable of providing coverage equal to or better than the existing coverage.

AON Reed Stenhouse (AON), our current provider, BFL Canada Insurance Services (BFL) and Jardine, Lloyd Thompson Canada (Jardine) are national or international independent brokerage firms. Megson, Fitzpatrick Ltd (Megson) and Coastal Community Insurance Services (Coastal) are locally owned and managed firms. All of the firms demonstrated the capacity to place our property insurance at competitive rates. AON, Jardine and BFL were stronger candidates from the perspective of the size and breadth of their municipal portfolios. AON Reed Stenhouse offered the lowest commission rate - a fee which will be the lesser of 12.5% or \$12,500 annually.

ALTERNATIVES

1. Award a five year term agreement for property insurance brokerage services to AON Reed Stenhouse.
2. Award a five year term agreement to another proponent.

FINANCIAL IMPLICATIONS

Alternative 1

The price paid for property insurance includes both a rate for the actual property values and the broker's commission. On a combined premium rate and commission basis, AON received the overall best ranking. The fee proposal from AON Reed Stenhouse is unchanged from the fee paid for the last two years of the current contract. Our current insurance premiums result in a fee of \$12,500. AON as the incumbent is completely familiar with the Regional District portfolio. Staff is satisfied with AON's performance and recommends this alternative.

Alternative 2

The remaining proponents quoted either higher commission rates and/or higher estimated premium rates than AON.

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

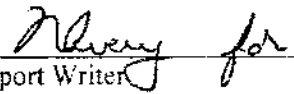
There are no environmental or sustainability implications with this award other than to ensure that the physical property of the Regional District is adequately insured against loss or damage.


SUMMARY/CONCLUSIONS

Five firms submitted responses to a request for property insurance brokerage services which would commence April 1, 2009. The incumbent firm AON Reed Stenhouse achieved the highest overall scoring on the proposal criteria and offers the best overall value for the Regional District. Staff recommend awarding a five year term agreement for property insurance brokerage services to AON Reed Stenhouse.

RECOMMENDATION

That AON Reed Stenhouse be awarded a five year term agreement for property insurance brokerage services commencing April 1, 2009.


Report Writer


General Manager Concurrence


A/ C.A.O. Concurrence

COMMENTS:



RDN REPORT	
A/ CAO APPROVAL	
EAP	
COV	
AUG 14 2008	
RHD	
BOARD	✓ Aug 26/08

MEMORANDUM

TO: C. Mason
Chief Administrative Officer **DATE:** August 12, 2008

FROM: N. Avery **FILE:**
General Manager, Finance & Information Services

SUBJECT: Appointment of Regional District & Regional Hospital District auditors

PURPOSE

To approve the appointment of the firm of Meyers, Norris, Penny for a three year term to conduct the annual audits of the Regional District and the Nanaimo Regional Hospital District.

BACKGROUND

The firm of Meyers, Norris, Penny (previously known as Bestwick & Partners) has been conducting the annual audit for the Regional District and the Nanaimo Regional Hospital District, with the exception of a five year period between 1997 and 2002, since 1967. The last contract covered the five year period between 2001 and 2006 and was extended for one additional year to accommodate reorganizational initiatives in the Finance department. Based on the quality of their work and the economics obtained by a longer term appointment, staff requested a fee proposal for a three year period covering audits to 2010. The fee proposal is as follows:

	Regional District	Regional Hospital District
2008	\$30,000 (same as 2007)	\$ 4,500 (same as 2007)
2009	\$31,500	\$ 4,500
2010	\$31,500	\$ 4,725
	<u>\$93,000</u>	<u>\$13,725</u>
2009 Tangible capital asset review		\$3,000 - \$5,000
2010 Tangible capital asset review		\$ 900 - \$2,000 (only if required)

Meyers, Norris, Penny provides audit services from several offices on Vancouver Island to a number of local governments including the Cities of Campbell River (over 30 years) and Courtenay (2006 to present), and the Cowichan Valley Regional District (29 years). Staff here have found them to be professional and thorough, demonstrating excellent knowledge of the local government legislative and business environment.

ALTERNATIVES

1. Appoint Meyers Norris Penny as the auditors for the Nanaimo Regional District and the Nanaimo Regional Hospital District for a three year period ending with the completion of the audits for 2010, for the fees as outlined in this report.
2. Proceed to a request for audit services.

FINANCIAL IMPLICATIONS

Alternative 1

Our purchasing policy provides for a sole source award where the proponent is providing an update or a continuation of the same work completed within the previous three to five years. Sole source awards are considered any exception to our normal standard of tendering work or seeking alternative quotations and is meant to take advantage of certain benefits arising from a previous assignment relationship – i.e. high degree of familiarity with previous projects and or information relevant to the assignment is already in the possession of the consultant and no additional value is obtained by re-creating the information by someone else. In the case of local government auditors, considerable value is obtained from continuity. Our staff do not have to re-familiarize new auditors with systems and procedures and the auditor team benefits by being able to operate beyond the learning curve to investigate more thoroughly our accounting practices.

The appointment is for a shorter than typical period (three years rather than five years) after which a re-tendering would be appropriate.

Alternative 2

Under this alternative staff would conduct a full re-tendering of the work. Based on conversations with our peers, audit fees generally have increased quite a bit over the last five years and our fees have been comparable, if not somewhat lower than elsewhere. Staff consider the proposal above to be fair and recommend appointing Meyers Norris Penny to a three year term.

SUSTAINABILITY IMPLICATIONS


There are no implications arising from this report.


SUMMARY/CONCLUSIONS

After the completion of the 2007 annual audit and based on their record of excellent service and knowledge, staff requested a proposal for further audit services from Meyers, Norris, Penny. They responded with a three year fee proposal totaling approximately \$111,725 covering the audits for both the Regional District and the Regional Hospital District. If the firm is appointed for a further three year term, they will have been the auditors for 9 years – a period which results in economies of training, file preparation and a team which operates beyond a basic learning curve in critically examining our accounting records and practices. Based on conversations with other peer local governments, staff find the fee proposal to be fair and recommend proceeding with the appointment on the terms outlined in this report.

RECOMMENDATION

That the firm of Meyers, Norris, Penny be appointed as the auditors for the Regional District and the Nanaimo Regional District for the years 2008, 2009 and 2010 at the fees outlined in this report.


Report Writer


A/ C.A.O. Concurrence

COMMENTS



RDN REPORT	
<input checked="" type="checkbox"/> CAO APPROVAL	(23)
EAP	
COW	
AUG 15 2008	
RHD	
BOARD	<input checked="" type="checkbox"/> Aug 26 '08

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: August 12, 2008

FROM: N. Avery
General Manager, Finance & Information Services

FILE:

SUBJECT: Board Remuneration Review and Recommendations

PURPOSE:

To introduce bylaws and policies which will amend Board remuneration and expense reimbursement rates commencing with the inauguration of the next Board of Directors in December 2008.

BACKGROUND:

The Regional District has established a protocol of reviewing Board remuneration and expense reimbursement rates every three years, in the year of local government elections. The rates established from the review are set for the new Board resulting from the November elections. The rates apply once the new Board is sworn in at the inaugural meeting in December after the elections.

The review is carried out by a committee of three former Board members – the 2008 committee members were:

- | | |
|-----------------|--------------------|
| Tom Krall | City of Nanaimo |
| Julia MacDonald | City of Parksville |
| Henrik Kreiberg | Electoral Area 'A' |

The committee met with staff over the course of May and June to review background information. Additionally a survey questionnaire was distributed to all Board members and members were invited to meet personally with the Committee to discuss items of particular interest and concern. The Committee reviewed and discussed in depth the following information:

- 1) a comparison of remuneration and expense reimbursement rates of a peer group
- 2) a summary of total remuneration and expenses by Board member as reported on publicly for 2006/2007
- 3) results of the survey questionnaire and personal interview

Generally speaking the Committee noted that Board members are satisfied with the way remuneration is structured – that is, a base rate for all members with additional allowances for the Chairperson and Electoral Area Directors. The base rate of remuneration is intended to cover up to four (4) meetings per month including all regularly scheduled Board/Committee meetings, our Ideas and Updates meeting and up to one additional informational “seminar” type meeting.

The peer group comparison indicated that Electoral Area and Municipal Director remuneration (base plus allowance) is at 94% and 89% respectively of the peer group average. The Chairperson remuneration package is 66% of the average for the peer group. Expense reimbursement rates for meals, mileage and overnight allowances are comparable but are recommended to be adjusted modestly upwards.

The Committee also considered information with respect to Directors being absent from meetings. While it was observed that it is not very common to reduce remuneration when a Board member does not attend a meeting the Committee did feel that being elected or appointed to the Board meant the member was committed to full participation at all regularly scheduled meetings. The Committee recommended that additional phrasing be added to the bylaw as follows:

3. Directors elected or appointed to the Board do so with the understanding that they will participate fully in the business of the Board. The remuneration rates established in this bylaw reflect the work of an elected member and members are expected to attend all regularly scheduled Board and Committee meetings unless there are extenuating circumstances.

For ease of reference Attachment 1 is a consolidated version of Bylaw No. 1078 including the recommendations outlined in this report.

ALTERNATIVES:

1. Approve the Committee recommendations, adopt the bylaws and approve the amended policy as presented.
2. Recommend further adjustments and adopt the bylaws and policy as further amended.

FINANCIAL IMPLICATIONS:

Alternative 1

The following table compares current base remuneration rates with the recommended rates all of which would be effective following the inaugural Board meeting in December 2008. The rates below would be adjusted annually each December by the Vancouver Consumer Price Index as currently outlined in Bylaw 1078.

Description	Current rate	Total for all members	Revised rate	Total for all members	Change
Base rate	\$ 9,370	\$ 159,290	\$ 10,000	\$ 170,000	6.7%
Chairperson allowance	\$ 12,175	\$ 12,175	\$ 14,000	\$ 14,000	14.9%
Electoral Director allowance	\$ 5,205	\$ 31,230	\$ 5,500	\$ 33,000	5.6%
Total base remuneration		\$ 202,695		\$ 217,000	7.0%

Other rates: Board members receive additional meeting per diems for additional committee work, public hearing and information meetings. These amounts are periodic and the committee recommends that new rates be established which would be fixed for the next three years. The following rates reflect an estimate of inflation over that period of time:

Description	Current rate	Revised rate
Vice Chairperson	\$150	\$160
Committee Chairperson	\$100	\$110
Committee Vice Chairperson	\$75	\$85
Alternate Directors	\$75	\$80
Select/Scheduled Standing/Advisory Standing Committees	\$65	\$70
Public hearings/information meetings	\$65	\$70
Other meetings	\$65	\$70
Meetings over 4 hours	\$100	\$110

A new section is added under "Other Meetings" as follows:

- (c) Where the Chair and/or a Director designated by the Chairperson attends a meeting with senior levels of government outside of the boundaries of the Regional District, a per diem of \$110 shall be paid in addition to any other out of pocket expenses or allowances outlined in this bylaw.

Travel to conferences:

Travel to conferences is reimbursed to Directors using the most economical means of transportation. For distances away from Vancouver Island and British Columbia, air travel is the most economical option, however, for some distances, for example between the coast and Alberta, a Director may prefer to drive. The Committee recommends the following items be included in a calculation of the amount to be paid for ground transportation in lieu of air travel:

- Mileage and/or ferry fare to/from the Director's residence to the departing airport
- Parking at the departing airport
- Lowest airfare
- Estimated taxi costs from the arrival airport to/from the conference site

Extra conference/seminar attendance:

The Board receives numerous notices of seminars and workshops on topics of interest to the Board, however, there is currently no budget for attending these events. Staff recommend and the Committee concurs that an allowance of \$500 per Director be budgeted each year commencing in 2009, to cover the costs of extra workshops. It is recommended that attendance be approved in advance by the Board, but approval is delegated to the Chairperson if there is not a regularly scheduled Board meeting before the seminar conference takes place. The Board shall approve the request to attend in any case at the next regularly scheduled Board meeting.

Meals/mileage rates:

Mileage rates were recently increased effective December 1st from \$0.47/km to \$0.50/km. Given that the cost of fuel continues to increase and has increased about 15% locally since the beginning of January, the Committee recommends that mileage rates be reviewed semi-annually to determine if further adjustments are warranted.

Meal and overnight allowance rates are recommended to be set as follows until the next local government election:

Breakfast	\$15
Lunch	\$20
Dinner	\$30
Overnight absence	\$75

Computers/printers/fax machines:

Most Electoral Area Directors have equipment purchased and supplied by the Regional District. Our policy also permits, at the option of a Director, the payment of a taxable cash allowance for this purpose. Based upon the expectation and significant use of this equipment over the course of Director's term the committee recommends that a taxable allowance of \$2,000 be made available to Director's. Repair and/or replacement of the equipment would become the Directors' sole responsibility regardless of the length of their term. The following change is added after Section 3 of Policy A1.15:

Where a Director is re-elected to a further term, a taxable cash allowance of \$2,000 shall be paid on January 1 in the year following election. The Regional District shall have no further responsibility for the repair or upgrading of computer/printer/fax equipment beyond a Directors' first term of office.

Section 4 of Policy A1.15 is deleted and the following is substituted:

In consideration of the extensive use of fax machines and computer/printer equipment during a term of office, any equipment purchased by a Director using a cash allowance or supplied directly by the Regional District to the Director as outlined in this policy, shall remain the property of the Director once they no longer hold office.

SUSTAINABILITY IMPLICATIONS:


There are no implications arising from this report.

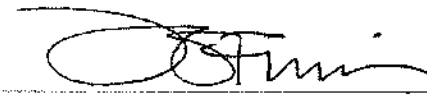
SUMMARY/CONCLUSIONS:

A Board Remuneration Committee composed of three former Board members has reviewed and discussed information with respect to current remuneration rates, has surveyed Board members for consideration of alternative rates and met personally with a Board member to hear views on remuneration rates. The Committee found that the structure for Board remuneration, using a base amount for all Directors and additional allowances for the Chairperson and Electoral Area Directors continues to function satisfactorily. The Chairperson's overall remuneration package was found to be considerably lower than the average of a peer group. The committee recommends a larger increase in the Chairperson allowance to begin to address this variance. The report above summarizes a variety of other changes, none of which have a significant financial impact. Two bylaws and one policy are amended to reflect these recommendations and are presented with this report.

RECOMMENDATIONS:

1. That the changes recommended by the Remuneration Committee be approved for implementation following the swearing in of the newly elected Board in December 2008.
2. That "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.06, 2008" be introduced and read three times.
3. That "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.06, 2008" be adopted.
4. That "Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317.02, 2008" be introduced and read three times.
5. That "Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317.02, 2008" be adopted.
6. That Policy A1.15 (Fax Machines & Personal Computers for Board Members) be amended as outlined in this report and be approved.


Report Writer


A/ C.A.O. Concurrence

COMMENTS:

BYLAW NO. 1078 (*consolidated to 1078.06*)

**A BYLAW TO AUTHORIZE THE PAYMENT OF
REMUNERATION AND EXPENSES TO
DIRECTORS, ALTERNATE DIRECTORS
AND COMMITTEE MEMBERS**

WHEREAS the Board of the Regional District of Nanaimo wishes by bylaw, to provide for the remuneration, expenses and benefits of Directors and Committee Members;

NOW THEREFORE, the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078, 1997".
2. In this bylaw unless the context otherwise requires:

"Act" means the Municipal Act.

"Advisory Committee" means an Advisory Committee or Commission appointed by the Board, which includes at least one Board member, but does not include a Standing or Select Committee.

"Alternate Director" means a person appointed as an Alternate Director pursuant to the Municipal Act.

"Commission" means a commission appointed by the Board under Sections 176(1)(g) of the Local Government Act.

"Committee Member" means a member of the public appointed by the Board to an Advisory Standing Committee or Commission as established by the Board, or to the Regional District of Nanaimo Board of Variance.

"Director" means a person appointed or elected to the Board as a Director and includes the Chairperson and Vice Chairperson but does not include an Alternate Director.

"Local Interest Group" means an advocacy group which does not exist outside of the Regional District of Nanaimo, whose membership consists primarily of residents and/or property owners of the Regional District, whose primary purpose is to provide educational material and resources related to its establishing purposes, to residents of the District and which does not act as or provide any commercial or business activities on a regular basis.

"Public Information Meeting" means a meeting scheduled pursuant to the "Coordinated Public Consultation/Communication Framework 2000" Policy.³

"Scheduled Standing Committee" means a liaison committee of one as identified in the "Regional District of Nanaimo Board Procedures Bylaw No. 1512, 2006".

"Select Committee" means a Select Committee appointed under Section 795 of the Local Government Act comprised solely of Board members.

"Standing Committee" means a Standing Committee appointed by the Chairperson under Section 795 of the Local Government Act comprised solely of Board members.

3. Directors elected or appointed to the Board do so with the understanding that they will participate fully in the business of the Board. The remuneration rates established in this bylaw reflect the work of an elected member and members are expected to attend all regularly scheduled meetings unless there are extenuating circumstances.
4. The remuneration for Directors is established according to Schedule 'A' to this bylaw. Remuneration rates are effective commencing the pay period following the annual inaugural Board meeting.
5. One third of all remuneration paid pursuant to Section 3 shall be considered to be an allowance for expenses incidental to the discharge of the duties of office other than those described under Sections 5 and 6 of this bylaw.
6. In addition to the remuneration paid in Section 3, the following expenditures made or expenses incurred by a Director or Alternate Director when the Director or Alternate Director is representing the Regional District, engaged in Regional District business or attending a meeting, course or convention in connection with the business of the Regional District, will be paid by the Regional District, at cost, including applicable taxes, unless otherwise specified, for:
 - (a) For transportation as described in Sections 5(b), (c), (g), (h) and (j), reimbursement will be only for the most direct and/or economical means of transportation.
 - (b) Mileage accumulated on a Director's or Alternate Director's own motor vehicle at the rate prescribed in Schedule 'B', incurred for:
 - (i) attendance at Regular or Special Board meetings.²
 - (ii) attendance at Standing or Select Committee meetings.²
 - (iii) attendance at seminars, conferences or conventions.²

² Bylaw No. 1078.02 adopted September 14, 1999.

³ Bylaw No. 1078.03 adopted February 13, 2001

- (iv) attendance at Public Hearings held pursuant to Section 956 of the Act.²
- (v) attendance at Public Hearings called for by the Board for any other purpose.²
- (vi) *attendance at Public Information meetings called for by the Board for any purpose.*
- (vii) attendance at meetings outside of the members jurisdiction pursuant to a request from Regional District staff.⁴
- (viii) attendance at public meetings arranged by the AVICC, UBCM, LGMA or other levels of Government.⁴
- (ix) attendance at other meetings outside of the Director's electoral jurisdiction when appointed by the Board or the Board Chair to represent the Board.²

but for greater clarity does not include:

mileage incurred within a Director's electoral or municipal area jurisdiction, including but not limited to neighbourhood association or residents association meetings or official ceremonies unless specifically authorized by the Board to attend the meeting on behalf of the Board.¹

- (x) *for Alternate Electoral Area Directors, reimbursement is provided for mileage accumulated on their own vehicle for attendance at meetings in the absence of the elected Director when staff are in attendance at the meeting .*
- (c) For the Chairperson, in addition to amounts reimbursed under 5(b), mileage accumulated on his/her own motor vehicle at the rate prescribed in Schedule 'B' for travel while representing the District or engaged in Regional District business.
- (d) Accommodation for a Director or Alternate Director based on single occupancy, at a facility most convenient to the location of the seminar, convention or meeting.
- (e) Accommodation for a Director or Alternate Director and their spouse/partner at a facility most convenient to the location of the annual UBCM and AVIM conventions.
- (f) For the Director of Electoral Area 'B', where returning home on the same day from a Board or Standing or Select Committee meeting is not possible as a result of the duration of the meeting, accommodation based on single occupancy and breakfast at the rate prescribed in Schedule 'B'.
- (g) Return airfare for trips based on single economy fare:

² Bylaw No. 1078.02 adopted September 14, 1999.

⁴ Bylaw No. 1078.04 adopted August 13, 2002.

- (i) for Electoral Area Directors or Alternate Electoral Area Directors to attend the Union of British Columbia Municipalities annual convention;
 - (ii) *for the Chairperson and authorized Board members to attend the Federation of Canadian Municipalities annual convention;*
 - (iii) for Directors or Alternate Directors, with prior Board approval, and in all cases for the Chairperson to travel to Victoria or the Lower Mainland for purposes related to Regional District business in addition to subparagraph (i);
 - (iv) for Directors and/or the Chairperson for purposes of urgent Regional District business and attendance at administrative, tribunal or court proceedings related to the Regional District.
- (h) Ferry fares for vehicle and one driver or one foot passenger;
 - (i) Taxis or shuttle bus rides;
 - (j) Rental motor vehicles;
 - (k) Parking fees;
 - (l) Long distance telephone charges for calls on Regional District business.
 - (m) Meal allowances at the rates prescribed in Schedule 'B' will be paid to Directors and Alternate Directors while attending a meeting, a course or a convention as a representative of the Regional District, excluding the cost of any meal provided as part of the cost of registration to a meeting, convention or seminar;
 - (n) For meal expenses incurred by the Chairperson, not to exceed the rates prescribed in Schedule 'B' times the number of persons in attendance, or the actual expense, whichever is less;
 - (o) For meal expenses incurred by a Director or Alternate Director at the rate prescribed in Schedule 'B' where consecutive Board or Standing or Select Committee meetings make returning home for a meal impractical; and
 - (p) Registration fees for conventions/seminars will be paid for Directors or Alternate Directors only.

7. Mileage or travel expenses including ferry expenses, incurred by a Committee member or Alternate Committee member while engaged in Regional District business related to the attendance at an *Advisory Committee*, Commission or Board of Variance meeting will be paid by the Regional District at cost, including applicable taxes, as provided for in Schedule 'B'.
8. *Where a Board member uses a personal vehicle to drive to an annual conference location to which there is scheduled air service the following shall be used to calculate the maximum payable to the Board member in lieu of air travel. The amount payable shall be the lesser of:*

The actual cost for:

<i>Kilometers to/from event location x current mileage rate</i>	<i>plus</i>
<i>Car and driver ferry fare</i>	<i>plus</i>
<i>Hotel parking fees</i>	

or

<i>Single economy airfare based on 21 days advance booking</i>	<i>plus</i>
<i>Kilometers driven to/from departure airport x current mileage rate</i>	<i>plus</i>
<i>Airport parking fees at departure airport</i>	<i>plus</i>
<i>Estimated taxi fares to/from airport at event location</i>	

9. The provisions of Sections 5 and 6 shall be administered by the *General Manager, Finance & Information Services* of the Regional District of Nanaimo who shall be responsible for the application of its provisions and the review and adjudication of expense claims submitted. In the event of a conflict of interpretation, the matter shall be referred to an Administrative Committee comprised of the *General Manager, Finance & Information Services*, the *Chief Administrative Officer* and the Chairperson of the Board. Where this Committee is unable to resolve the conflict to the satisfaction of the Director, the matter shall be referred to the Board for adjudication.
10. (a) Directors and Alternate Directors are, subject to insurance carrier requirements, eligible for medical, extended health, dental and group life insurance benefits for themselves and their dependents on the same basis that the Regional District provides those benefits to its employees;
- (b) The Regional District may obtain and pay the premiums for accident insurance coverage for Directors and Alternate Directors while on Regional District business;
- (c) All premiums for insurance under Section 10(a) shall be fully paid by Directors and Alternate Directors and not by the Regional District.

11. Schedules 'A' and 'B' are a part of and enforceable in the same manner as this bylaw.

Introduced and read three times this 26th day of August, 2008

Adopted this 26th day of August, 2008

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'A'

1. Remuneration rates effective commencing the pay period following the Inaugural Board Meeting in each year shall be as follows:

	<u>Dec. 2008</u>	<u>Dec. 2009</u>	<u>Dec. 2010</u>
All Directors (See 1(a))	10,000	See 1(b)	See 1(b)
Chairperson – allowance (See 1(c))	14,000	See 1(b)	See 1(b)

- (a) The base remuneration shall cover up to four regularly scheduled Board or Committee meetings, Ideas and Updates meetings and up to one additional informational seminar per month.
- (b) The rates above shall be adjusted by the Vancouver CPI as published at November 30th, to be effective commencing the pay period following the December Board Meeting each year.
- (c) The member elected as Chairperson shall receive no additional remuneration beyond the Chairperson's allowance.

2. In addition to the annual remuneration rates shown at (1) above, there shall be paid the following rates:

Vice Chairperson of the Board	\$160 per meeting when acting as Chairperson of the Board
Committee Chairperson (Standing, Select, Advisory, Public Hearing or Public Information Meeting)	\$110 per meeting chaired
Committee Vice Chairperson (has the same meaning as Committee Chairperson)	\$85 per meeting chaired
Alternate Director	\$80 per meeting when attending in the regular Director's place
Select Committees	\$70 per meeting attended
Scheduled Standing Committees	\$70 per meeting attended
Advisory Standing Committees	\$70 per meeting attended
Public Hearings	\$70 per meeting attended

- | | |
|----------------------------|--|
| Public Information Meeting | \$70 per meeting attended |
| Other meetings | \$70 per meeting for Directors appointed by the Board or the Chairperson to represent the Regional District at other Regional District business meetings |
- (a) Where a Committee meeting, Public Hearing, Public Information meeting or Other Business meeting, exceeds half a day or four hours in length, the per diem shall be \$110.
 - (b) **The Chair and/or a Director designated by the Chair shall receive a meeting per diem of \$110 when attending meetings with senior levels of government or when representing the Regional District at locations outside of the Regional District unless otherwise remunerated as a representative of another organization attending the meeting.**
 - (c) Meeting per diems shall be paid for sub-committee work only where the committee appointment is to an organization constituted under Provincial legislation or is directly related to the Regional District's service responsibilities.
3. The rates above shall be reviewed by a Committee appointed by the Board in the year of Local Government elections and any changes shall be effective from the pay period following the December inaugural Board meeting of that year.

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1317.02

**A BYLAW TO AMEND THE SUPPLEMENTAL
REMUNERATION RATES FOR
ELECTORAL AREA DIRECTORS**

WHEREAS the Board of the Regional District of Nanaimo by bylaw, cited as “Board Remuneration and Expenses (Electoral Areas Only) Bylaw No.1317, 2002” and subsequent amendments thereto, provided for the remuneration rates and reimbursement of expenses incurred by Electoral Area Directors;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the rates within the bylaw;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. Schedule ‘A’ attached to Bylaw 1317 is hereby repealed and replaced with Schedule ‘A’ attached hereto.
5. This bylaw may be cited as “Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Amendment Bylaw No. 1317.02, 2008”.

Introduced and read three times this 26th day of August, 2008.

Adopted this 26th day of August, 2008

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'A'

1. Remuneration rates effective commencing the pay period following the Inaugural Board Meeting in each year shall be as follows:

	<u>Dec. 2008</u>	<u>Dec. 2009</u>	<u>Dec. 2010</u>
Regional Allowance – Electoral Areas only	\$ 5,500	See 1(a)	See 1(a)

- (a) The rates above shall be adjusted by the Vancouver CPI as published at November 30th, to be effective with the first Board meeting in December of each year of the term.
2. The rates above shall be reviewed by a Committee appointed by the Board in the year of Local Government elections and any changes shall be effective from the pay period following the December inaugural Board meeting of that year.

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'B'

1. Meal Expenses

- a) Breakfast to a maximum of: \$15.00 without a receipt
- b) Lunch to a maximum of: \$20.00 without a receipt
- c) Dinner to a maximum of: \$30.00 without a receipt
- d) If a receipt is submitted, the actual cost will be reimbursed provided that:
 - (i) the cost of the meal excluding taxes but not including a gratuity does not exceed the maximum cost under a), b) or c); and,
 - (ii) the gratuity if any, does not exceed 15% of the total meal cost including taxes.
- e) Where travel occurs outside of Canada the meal expense maximums shall be converted at prevailing exchange rates.
- f) There will be no reimbursement for alcoholic beverages.

2. Overnight Travel

An overnight per diem of \$75 shall be paid to cover the costs of meals, gratuities and incidentals. This per diem shall be paid in lieu of the standard meal per diems above and receipts are not required.

3. Mileage

The mileage rate will be amended on January 1st of each year by an adjustment equal to the consumer price index for Vancouver Island (or equivalent) as at November 30th of the prior year.

Mileage rates will be reviewed in July each year for further adjustment which may be warranted as a result of increased fuel costs over the preceding period.

REGIONAL DISTRICT OF NANAIMO

POLICY

SUBJECT: <i>Fax Machines & Personal Computers for Board Members</i>	POLICY NO: A1.15 CROSS REF:
EFFECTIVE DATE: May 10, 1994	APPROVED BY: Board
REVISION DATE: October 12, 1999 July, 2005 April 10, 2001 August, 2008 January 14, 2003	PAGE 1 of 2

PURPOSE

To establish the terms and conditions for providing fax machines and personal computers to Board members.

POLICY

1. Fax Machines

At the request of a Director, the Regional District will provide a fax machine to the Director for use in their residence for the purpose of carrying on Regional District business during their term of office. The Regional District will pay, or reimburse Directors, for the cost of installation, setup and maintenance of the equipment, as required. The Regional District shall provide paper, supplies and toner cartridges necessary for the operation of the fax machine for Regional District business only.

Fax machines will not be provided to Alternate Directors.

2. Dedicated Fax Line

The Regional District will pay, or reimburse Directors, for the cost of installation and setup of a dedicated fax line for Directors who have fax machines in their residence. The monthly cost of the dedicated fax line shall be reimbursed by the Regional District on or about the first day of the month.

In order to mitigate Director long distance charges, the Regional District shall provide a 1-800 fax line for the use of the Directors only. The 1-800 number shall not to be made available to the general public.

3. Personal Computers

Upon initial election and Electoral Area Director shall have the option to have the Regional District provide a desktop computer, monitor and printer to the Director for use in their residence for the purpose of carrying on Regional District business during their term of office. The Regional District will pay for the initial installation, setup and maintenance costs as required and shall reimburse the Director for paper, supplies and printer cartridges necessary for the operation of the printer for Regional District business only.

Desktop computers will include basic word processing and internet/email communication software. The Regional District will contract with a local service provider for hardware and software support. Desktop computers will not be provided to Alternate Directors.

At the option of a Director, upon initial election, the Director may choose to receive a taxable cash allowance of \$2,000 for the purchase of computer/printer equipment.

Where a Director is re-elected to a further term, a taxable cash allowance of \$2,000 shall be paid on January 1 in the year following the election. The Regional District shall have no further responsibility for the repair or upgrading of computer/printer/fax equipment beyond a Director's first term of office.

4. Equipment disposition at the end of a Director's term of office

In consideration of the extensive use of fax machines and computer/printer equipment during a term of office, any equipment purchased by a Director using a cash allowance or supplied by the Regional District to a Director as outlined in this policy, shall remain the property of the Director once they are no longer holding office.

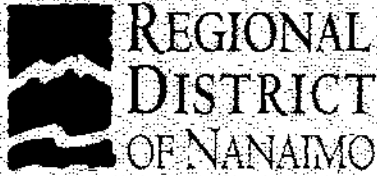
5. Internet Service

The Regional District will pay, or reimburse Electoral Area Directors, for the cost of installation and setup of internet access (high speed where available) for Electoral Area Directors who have desktop computers in their residence. The monthly cost of the internet service shall be reimbursed by the Regional District on or about the first day of the month.

6. Non-Taxable Benefit

Where the Regional District purchases and provides fax machines and personal computers under this Policy in order to provide a benefit to the Regional District, the equipment is deemed to be a non-taxable benefit in accordance with Canada Customs and Revenue Agency rules and regulations.

Cash allowances provided under this policy shall be treated as taxable benefits in accordance with Canada Customs and Revenue Agency rules and regulations.



A/ CAO APPROVAL	
EAP	
CSW	
AUG 14 2008	
RHD	
BOARD	✓ Aug 26/08

MEMORANDUM

TO: Paul Thorkeisson
General Manger of Development Services

DATE: August 8, 2008

FROM: Geoff Garbutt
Manager of Current Planning

FILE: 0360 20 AAC

SUBJECT: RDN Agricultural Advisory Committee

PURPOSE

The purpose of this report is to seek Board approval to establish the Regional District of Nanaimo Agricultural Advisory Committee and receive a Terms of Reference for this Committee.

BACKGROUND

At the Committee of the Whole meeting held on June 10, the Board received a staff report on the creation of an Agricultural Advisory Committee (AAC) and referred the report to the RDN Sustainability Committee for discussion and recommendation on the Terms of Reference for the AAC.

The Sustainability Committee considered the draft Terms of Reference at their meeting held on July 22, 2008. The draft Terms of Reference included a 10 person committee with representation from District 68, District 69, recognized Agricultural Organizations, two Electoral Area Directors and one Municipal Director. The focus of this committee would be to include individuals with an interest in farming within our region and use the AAC to provide focused input on RDN initiatives.

The Sustainability Committee discussed the role and purpose of the AAC as well as the proposed membership and representation. The committee members directed staff to amend the Terms of Reference to indicate that when referred matters, the AAC would provide input on agricultural issues only and the committee directed staff to keep the membership to 10 members but include representation from the shellfish aquaculture industry as a recognized agricultural organization. Given this direction, the Committee Membership is revised as follows:

- Two Members with an interest in agriculture in District 68;
- Two Members with an interest in agriculture in of District 69;
- Two Members representing Regional Agricultural Organizations;
- One Member representing Shellfish Aquaculture Organizations;
- One Electoral Area Director from District 68;
- One Electoral Area Director from District 69; and
- One Municipal Director.

ALTERNATIVES

1. That the Board approve the creation of the Agricultural Advisory Committee with the attached Terms of Reference.
2. That the Board approve the creation of the Agricultural Advisory Committee with revised Terms of Reference.
3. That the Board not approve the creation of the Agricultural Advisory Committee.

FINANCIAL IMPLICATIONS

The costs associated with the creation of the Agricultural Advisory Committee are minimal. Staff time will be limited to attendance at committee meetings, as well as preparation of materials for internal circulation, minutes and reports to the Board as necessary, and public outreach. One RDN staff person in the Long Range Planning section of Community Planning will coordinate these activities.

SUSTAINABILITY IMPLICATIONS

As outlined in the original staff report, the issue of farmland protection and the promotion of local agriculture has emerged as a significant issue in our region. Although, the majority of the RDN high level policy documents, including the Regional Growth Strategy and Official Community Plans promote the retention of resource lands for agricultural production and limit the subdivision of these lands, local representatives have not had a direct voice or focused input on the range of policy and regulatory documents in the RDN. The creation of an AAC will allow for input and innovation with the goal of increased local food security, increased production on farms in the region and raise the profile of this important economic driver. This committee may facilitate future efforts to manage growth and promote local agriculture according to established principles of sustainability.

PUBLIC CONSULTATION IMPLICATIONS

AAC Members should be involved in agriculture and/or aquaculture in the Region and represent diverse backgrounds, interests and expertise. Members will be selected by the Board through an application process which will include advertisements in local media.

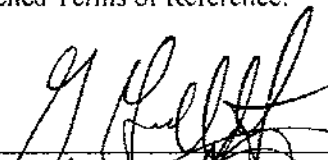
The creation of the AAC would increase the opportunity for public consultation and provide the Board with input from stakeholders and industry professionals on agricultural issues in our region.

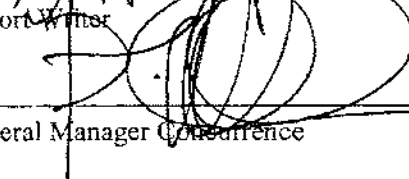
SUMMARY/CONCLUSIONS

The creation of an Agricultural Advisory Committee will enhance opportunities for input on and raise awareness of issues related to agriculture within the RDN. Given the importance of agricultural issues, significant community interest in an Agricultural Advisory Committee and opportunity for valuable input, staff recommends the creation of an AAC in accordance with the attached Terms of Reference, which includes representation from all portions of the RDN, local agriculture organizations and shellfish aquaculture.

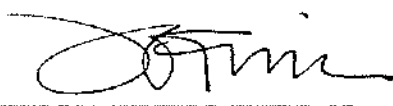
RECOMMENDATION

That the Board approve the creation of an Agricultural Advisory Committee in accordance with the attached Terms of Reference.



Report Writer


General Manager Concurrence



A/ CAO Concurrence

REGIONAL DISTRICT OF NANAIMO
AGRICULTURAL ADVISORY COMMITTEE
TERMS OF REFERENCE

GOAL

The Agricultural Advisory Committee's goal is to increase awareness of agricultural issues in the Regional District of Nanaimo and provide leadership in the promotion of agriculture as an important economic driver in the region.

MANDATE

The Agricultural Advisory Committee is an advisory committee to provide input on agricultural issues, created by and reporting to the Board of the Regional District of Nanaimo.

COMMITTEE ROLE AND RESPONSIBILITY

The primary purpose of the Agricultural Advisory Committee is to:

- Provide comments and recommendations to the RDN Board as it relates to agriculture on items including, but not limited to, the Regional Growth Strategy, Official Community Plans, Local Area Plans, reviews of RDN Zoning Bylaws, Parks and Trails Master Plans, Drinking Water and Watershed Protection Plans, Liquid Waste Management Plans, Rainwater Management Plans, noxious weed/insect control referred to the Committee by the Board of the Regional District.
- Promote public awareness of agriculture, its role and economic importance in the community.
- Advocate on behalf of the agricultural community.

MEMBERSHIP

The Agricultural Advisory Committee will consist of 10 members appointed by the Board of the Regional District of Nanaimo representing a diversity of commodity groups/producers, established regional farming organizations and be residents of the Regional District of Nanaimo.

Members shall be involved in or have an interest in agriculture in the Region and represent diverse backgrounds, interests and expertise.

Members will be selected by the Board through an application process. The application process for committee membership will be promoted through advertisements in local media. Applications must demonstrate the applicant's interest in agriculture, ability to commit the necessary time to the committee.

Membership representation will be as follows:

- Two Members with an interest in agriculture in District 68;
- Two Members with an interest in agriculture in of District 69;
- Two Members representing Regional Agricultural Organizations;
- One Member representing Shellfish Aquaculture Organizations;
- One Electoral Area Director from District 68;
- One Electoral Area Director from District 69: and
- One Municipal Director.

Regional District staff Provincial Ministry staff and Agricultural Land Commission staff shall participate in a non-voting capacity.

TERM

The term of appointment for Community Committee Members is two years. Alternate member appointments will be approved by the Committee as required. No substitute members will be permitted. If a member must resign from the committee, their position will be filled through the application process.

No remuneration for participation on the committee is provided but if committee activities coincide with meal times, meals will be provided.

Committee Members having a priority or pecuniary interest in a matter discussed by or are personally affected by a matter discussed by the Committee must declare an conflict and step aside from the discussion and subsequent vote/motion on that particular matter.

DECISION MAKING

Committee recommendations to the RDN Board on agricultural issues will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Board in addition to the majority opinion.

AAC meetings will be open to the public, however non-AAC members will not have speaking or voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. Acceptance of a delegates request to speak to the committee will be at the discretion of the committee.

CHAIRPERSON

The Chair will be one of the RDN Board members appointed to the Committee in order to provide a direct link between the advisory committee and the Board.



RON REPORT	
A/ CAO APPROVAL	
SEP	10
SOW	
SAD	
COA	July 26 '08

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: July 31, 2008

FROM: Ginay Cosgrove
Senior Planner

FILE: 6480 00 EA H VP

SUBJECT: Electoral Area 'H' Village Planning Project - Terms of Reference
Follow-up from July 22, 2008 Electoral Area Planning Committee Discussions

PURPOSE

To provide an amended copy of the Electoral Area 'H' Village Planning Project - Terms of Reference, to address housekeeping/clarification matters, as referred to by the Area 'H' Director at the July 22, 2008 Electoral Area Planning Committee (EAPC) meeting.

BACKGROUND

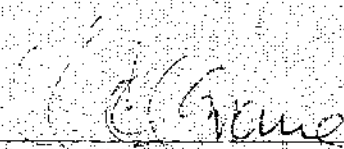
During EAPC discussions on the Electoral Area 'H' Village Planning Project - Terms of Reference, Area 'H' Director Bartram advised the EAPC Committee that as a result of discussions with staff, minor amendments to the Terms of Reference document, for clarification purposes only, will be made. The changes are solely for clarification purposes and do not change the substantive nature of the document.

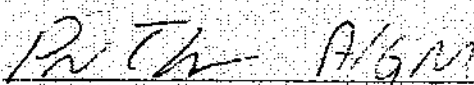
ALTERNATIVES

1. That the amended Terms of Reference for the Electoral Area 'H' Village Planning Project (Schedule No. 1) be approved.
2. That the amended Terms of Reference for the Electoral Area 'H' Village Planning Project (Schedule No. 1) be approved with amendments from the EAPC.
3. That the amended Terms of Reference for the Electoral Area 'H' Village Planning Project (Schedule No. 1) not be approved.

RECOMMENDATIONS

1. That the amended Area 'H' Village Planning Project Terms of Reference (Schedule No. 1) be approved, in accordance with the July 22, 2008 EAPC direction.


Report Writer


General Manager Concurrence


Manager Concurrence


CAO Concurrence

COMMENTS:

Schedule No. 1

Area H Village Planning Project

Terms of Reference

1.0 Background

The Electoral Area 'H' Official Community Plan (OCP), adopted in 2004, designates and provides guidance on the development of three village centres in Electoral Area 'H'. They are named the Dunsmuir, Qualicum Bay and Bowser Village Centres (*see Appendix 1 for Location Map*). In addition to providing policy direction for the village centres, the OCP directs that village centre plans be carried out within five years or before the next OCP review.

At the request of the Area Director, and based on community interest and OCP direction, the RDN has allocated funding in 2008 to start working with the community to look at village planning.

The general location of the three Area 'H' village centres was first identified in the 1997 Regional Growth Strategy. The boundaries of the centres were developed through the Shaw Hill – Deep Bay Official Community Plan process in 1996, at which time a number of planning policies were developed to assist with the implementation of the village centres, including residential densities, density bonuses, development permit requirements, and the use of a design panel process. Policies were also included requiring further assessment of the Dunsmuir Village Centre prior to further rezoning of this area. Prior to the next OCP review in 2003, few changes occurred in the village centre areas, due in part, to issues related to sewer servicing.

Through the 2003 - 2004 OCP Review process, a number of the original village centre policies were removed in favour of creating village centre plans. The current OCP implementation schedule identifies further studies and works required to address village centres, including investigations of sewer servicing requirements for village centres, a watershed study with specific reference to aquifer quality and quantity, and the creation of village centre plans. While providing some policy direction for the village centre areas, the OCP does not specifically outline what the village centre plans would need to address.

The last few years have seen continued residential and population growth in the Dunsmuir to Deep Bay areas, with only a limited amount of residential development occurring within the village centre areas. The Bowser Village Centre area continues to diversify in terms of the mixture of uses and services, including the recent introduction of a library. There is interest in developing seniors housing in the area.

There is likely to be continued interest to develop outside of the village centre areas, including the Deep Bay area, which was never included as a village centre, but has commercial activities taking place in association with the Deep Bay wharf, shellfish industry activities, and the shellfish research station.

There was a high degree of community participation in the 2003 - 2004 OCP review, and the Electoral Area 'H' Official Community Plan contains a Community Values Statement which states, amongst other values, the requirement for "comprehensive public consultation with respect to decisions about the future development of all lands and services within (Area 'H') communities".

Prior to developing the proposed Terms of Reference for this project, Planning staff held an Open House in Area 'H' on June 9, 2008 to help staff better understand the scope of planning issues

related to the village centres and village planning from a community perspective. An in-depth questionnaire was developed, seeking input on a range of topics, including:

- what has been happening since the last OCP review;
- guiding principles for the project;
- what is important to people as we undertake further planning;
- more specific issues and opportunities, related to all three village centres, a particular centre area or surrounding area;
- questions or comments on the location, size or boundaries of the village centres;
- the concept of preparing a village plan versus a village centre plan;
- who should be involved in this project; and,
- how the RDN should communicate about the project with the community.

Feedback results are contained in a separate report which can be made available upon request. While the RDN did not receive a large number of responses (14 questionnaires returned in addition to open house comment boards available to the 40 - 50 open house attendees), the results did help staff to understand better the scope of planning issues related to the Area 'H' village centres.

The results suggest that:

- changes in the community are being noticed, in terms of additional residential and population growth;
- there is support to develop a set of sustainability principles that would guide village planning and the RDN Strategic Plan Vision Statement, the RGS Goals and the Electoral Area 'H' OCP Community Values Statement could be a good basis from which to derive these principles;
- there are questions regarding the location, size or boundaries of the existing village centres;
- there is support to prepare "village plan(s)", as opposed to "village centre plans", the difference being that village plan(s) would help to provide direction on the village centres and provide a better picture of how village centres relate to the surrounding context; and,
-

the scope of issues that are on the minds of residents include:

- mobility (road safety, alternatives to car travel, including public transit, rail, and walking and cycling connections);
- the location and type of additional local commercial and tourist uses;
- health services;
- infrastructure (e.g. water, sewer, storm water);
- affordable housing and types of housing;
- the role of open space in village centres;
- sustainability and environmental protection;
- sense of place, community identity and how much and what type of growth is desired;
- the future of the Dunsmuir, Qualicum Bay, Bowser and Deep Bay areas and the roles of each of these areas; and,
- financial implications of village planning.

- Everyone in the community should have the opportunity participate in this project, and efforts should be made to encourage groups that are typically under-represented (e.g. youth);
- A range of communication methods should be considered including, open houses, newsletters, e-mail, and advertisements through The Beacon.

The feedback received through this process, along with initial background research have helped to shape the proposed Terms of Reference. While efforts have been made to anticipate the scope of work required, flexibility will be required to adjust or fine-tune the work program in response to emerging issues or opportunities.

2.0 Purpose

The purpose of the Area 'H' Village Planning Project is two-fold:

1. To carry out a planning process that is based on Sustainability Principles, and which assists the Area 'H' Community in determining how it would like to address these principles through village centres and village planning.
2. To prepare a village plan(s) which provides comprehensive guidelines for the development of village centres, and which recognizes the relationship of the village centres to one another and to the surrounding areas.

Supporting goals include:

- To carry out a public participation process which provides opportunities for all interested residents, business owners, community interest groups, and government agencies to participate in village planning for Area 'H';
- To encourage those people, groups or agencies who are most affected by an issue, or that have an ability to assist in understanding or problem solving around an issue, to participate;
- To encourage an integrated approach to planning by identifying matters where a multi-disciplinary approach (i.e. involving a combination of land use, transportation, parks and environmental planning, engineering, architecture and/or other disciplines) would be useful, and by creating opportunities for multi-disciplinary discussions and solutions; and,
- To provide a planning process which acknowledges that there may be a variety of perspectives on a number of matters and which provides a respectful and productive approach to consensus building.

3.0 Study Area

The OCP directed that "village centre plans" be created, and on first read, this would imply study areas defined by the village centre areas themselves.

Based on initial research and Community feedback, Planning staff believe that the project needs to be based on a broader Study Area, including the Dunsmuir, Qualicum Bay, Bowser and Deep Bay areas, and that it is important for this planning process to consider how these areas relate to one another. Through the process, it will become clearer as to whether there should be one Village Plan for the entire area, or perhaps a series of plans.

4.0 Scope of Work

The proposed work program consists of two main parts:

Part 1: Establishing the groundwork for village planning in Area 'H'

- Background Research
- Establishing a set of Guiding Principles Based on Sustainability
- Understanding Issues and Opportunities: What do these principles mean in the context of the Dunsmuir to Deep Bay Area? How are we currently addressing these principles? What further steps are required?
- Identifying Solutions

Part 2: Preparing Village Plan(s)

Part 1: Establishing the groundwork for village planning in Area 'H'

Step 1 Background Research

Planning staff will produce a background report that will provide the community and others a good basis from which to begin the project.

The Study will include:

- RDN planning policies related to the village centres in Area 'H';
- Other RDN planning initiatives related to village centres in Area 'H';
- Outside Agency Initiatives/Roles related to village centres in Area 'H';
- Status of current planning for village centres in Area 'H' and surrounding areas;
- A summary of consultation/feedback undertaken to date regarding the village centres and village planning;
- A summary of issues & opportunities identified to date; and,
- The purpose of the Area 'H' Village Planning Project and the Terms of Reference

The report will include information collected to date, in addition to further research and consultation with outside agencies and community interest groups.

Step 2 Establishing Sustainability Principles as Guiding Principles

Planning staff will review the work program with the Community, and ask the Community to help confirm a set of Sustainability Principles that will guide village planning.

The Regional District of Nanaimo, through its 2006 - 2009 Strategic Plan, signing onto the BC Climate Action Charter, and the Regional Growth Strategy, has committed to working to become a more sustainable region. The Electoral Area 'H' Community, through its current Official Community Plan, has adopted a Community Values statement which embraces many sustainability principles.

The RDN received support at the Open House and via the questionnaire feedback to establish a set of Sustainability Principles that would guide village planning. Most respondents indicated that the Electoral Area 'H' OCP Community Values Statement, the

2006 - 2009 Strategic Plan and the Regional Growth Strategy goals would serve as a useful basis from which to develop these principles.

Based on this support, one of the first steps in the work program will be to work with the Community to confirm a set of Sustainability Principles which will help to guide the process and provide a common ground for discussions.

Step 3 Understanding Issues and Opportunities:

Having developed a set of Sustainability Principles in Step 2, Planning Staff will now work with the Community to think about:

- What these sustainability principles mean in the context of the Dunsmuir to Deep Bay Area;
- How we (collectively) are currently addressing these principles (what is working well); and,
- What further steps or measures are desired to address these principles (what is not working as well).

Planning staff will work with the Community to provide a variety of opportunities for the community to participate in this step.

It is anticipated that this step may result in the need for additional work and/or expert opinion on topics such as:

- liquid waste infrastructure;
- water quality and quantity;
- storm water management;
- transportation systems, including roads, bus and rail systems, and walking and cycling networks;
- green development standards; and,
- village design (aesthetics).

There is a limited budget within the project to undertake specific studies. Planning staff will work with the Community to prioritize what types of studies are required.

This step will result in a third Project report, which will summarize the issues and opportunities identified, and provide a framework for moving to the next step.

Step 4 Identifying Solutions

Having better understood the issues and opportunities for village centres planning and village planning, Planning staff will work with the Community to look at how the village centres and a Village Plan(s) can help to address the issues and opportunities identified in Step 3.

Planning staff will work with the Community to identify a process for problem solving and consensus building. It may be that working groups are formed and/or that various proposals are put together for the Community's consideration. Other approaches may also be identified at this time.

To the extent possible, staff will encourage a multi-disciplinary approach to problem solving and encourage those who are most affected by an issue to become part of the

problem solving process, including residents, business operators and owners, interest groups and government agencies.

Part 2: Preparing Village Plan(s)

The second part of the project provides an important deliverable, a village plan(s) which will guide the development of village centres and which will provide a better understanding of not only the village centres, but the surrounding neighbourhoods and areas that together with the village centre form a village(s). It will become clearer as the project progresses as to whether there should be one Village Plan for the entire area, or perhaps a series of plans.

4.0 Public Consultation Strategic Plan

4.1 Background

The success of the Area 'H' Village Planning process is dependent on a comprehensive public consultation plan that enables Planning staff to work together with community members at large (residents and business owners), community interest groups, local business associations, and government agencies in a meaningful and productive way.

In preparing this Public Consultation Strategy staff have considered:

- feedback received by the Area 'H' Community at the June 2008 Open House and subsequent questionnaire feedback;
- *Local Government Act* requirements; and,
- the Regional District of Nanaimo Public Consultation Policy.

Community Feedback

Community feedback from the June 2008 Open House and questionnaire is in keeping with the current Electoral Area 'H' OCP Community Values Statement that requests "comprehensive public consultation" where decisions are being made regarding future development of lands and services. While "everyone" should be involved, it was noted that seniors (particularly those with mobility issues) and youth should be encouraged to participate, along with non-property owners. A number of specific community organizations were identified as well. Several respondents noted a need for Resident Associations in the area.

The Beacon magazine is noted as a primary source of information sharing for the Area 'H' community, and staff will explore opportunities to work with this publication. In addition, while respondents identified a wide range of communication methods, a preference towards open houses, newsletters, weekday or weeknight meetings, e-mail and the internet was indicated. Staff are conscious that not all residents have access to the internet and that opportunities for personal and community discussion are vital.

Local Government Act Requirements

It is anticipated that the Village Plans produced through this project will need to be incorporated into the current Electoral Area 'H' Official Community Plan through an OCP amendment process. Amendments to the Regional Growth Strategy may also be required.

The *Local Government Act* requires that during the development of an amendment of an Official Community Plan, the Regional District, must, at a minimum, provide one or more opportunities it considers appropriate for consultation with persons, organization and authorities it considers will be affected. Furthermore, the Regional District must specifically consider whether consultation is required with the Board of any regional district that is adjacent to the area covered by the plan, the council of any municipality that is adjacent to the area covered by the plan, first nations, school district boards, greater boards and improvement district boards and the Provincial and Federal governments and their agencies.

The Regional District of Nanaimo Public Consultation Policy

The Regional District of Nanaimo Consultation Policy provides a framework to ensure that a comprehensive approach is undertaken with respect to public consultation. In addition to community feedback and *Local Government Act* considerations, Planning staff referred to this policy in establishing guiding principles, communication methods, and an overall consultation schedule.

4.2 Guiding Principles for Public Consultation

The following principles will help to guide how public consultation is carried out:

- Opportunities for input throughout the process will be provided for any person, group or agency likely to be affected by this project;
- People, groups or agencies who are most likely to be affected by an issue or those who have an ability to help understand or problem solve will be encouraged to participate;
- Efforts will be made to reach those segments of the population who may be under-represented (e.g. youth, seniors with mobility issues, non-property owners);
- Opportunities for meaningful involvement will be provided and open and informed discussions will be encouraged;
- All positions and input received will be considered and participants will be encouraged to work towards broad-based consensus wherever possible, recognizing that at the end of the project, it may be that not all input can and will be accommodated;
- The different characteristics and ability of the community will be considered and taken into account;
- The integrity of broad public involvement is paramount to the process and must not be superseded by any individual or interest group;
- Interdepartmental and interagency consultation and cooperation will be encouraged;
- Feedback on how public input is being used either at a staff, Committee or Board level and how the public will be affected, will be provided in a timely manner;
- Evaluation components will be used throughout the process to assist staff in learning, making improvements and ensuring proper use of resources; and,
- The project will meet and exceed all required consultation requirements of the *Local Government Act*.

4.3 The Use of a Community-Based Project Committee

Given the size of the Study Area and the scope of the issues involved, at the on-set of the project a Community-Based Project Committee will be established made up of a broad cross-section of community interests.

The main purpose of the project committee is to work with RDN Planning staff to carry out the public consultation process and to provide advice, by:

- Helping to communicate about the project to the community at large and to the diverse interest groups which function within the community;
- Helping to communicate community issues and ideas to RDN staff;
- Assisting RDN staff to identify the most effective ways of encouraging broad community participation, particularly with respect to ‘harder to reach’ members of the community and people or groups who are most affected by a particular issue; and,
- To act as a ‘sounding board’ for project ideas, recognizing that the Committee does not speak for the Community at large, and that at each key stage in the project, there will be an opportunity for the Community at large to have input into the process.

5.0 Input from Agencies and Organizations

The following agencies and organizations will receive formal referrals from the Regional District of Nanaimo with respect to the Area ‘H’ Village Planning Project.

<p>Local Government Coinox Valley Regional District</p>	<p>Provincial Agencies Ministry of Community Development Ministry of Transportation and Infrastructure Ministry of Environment Ministry of Forests and Range Ministry of Agriculture and Lands Ministry of Energy, Mines and Petroleum resources Integrated Land Management Bureau Agricultural Land Commission</p>
<p>Federal Agencies Fisheries and Oceans Canada Canadian Wildlife Service Transport Canada</p>	<p>First Nations Qualicum First Nation Fort Nelson First Nation</p>
<p>Other Government Agencies School District 69 Vancouver Island Health Authority Deep Bay Waterworks District Bowser Waterworks District Qualicum Bay-Horne Lake Waterworks District British Columbia Hydro Terasen Gas</p>	

In addition to the above-noted agencies, other groups and service providers will be consulted as part of the broader consultation process.

6.0 Public Consultation Schedule

The following table outlines the schedule of public events and publications and sets out the key elements of each step in the Electoral Area 'H' Village Planning project. While efforts have been made to anticipate time requirements and the most effective consultation methods, flexibility will be required to adjust or fine-tune this schedule in response to emerging issues or opportunities.

April/May 2008	Background Research and Field visits Initial Community Outreach Advertise June Open House Development website presence
June 2008	June 9, 2008 Community Open House Community Questionnaire
July /August 2008	Draft Project Terms of Reference Conduct further Community Outreach (focus on identifying and contacting community interest groups) Provide project update to interdepartmental staff Agency Contact and Interviews – send introductory correspondence and initiate contact with staff members of provincial/referral agencies with planning/management responsibilities in the plan area; Project Report #1 (Background Study) – complete and make available on-line Community-Based Project Committee – draft proposed Terms of Reference, and Committee development process Develop media strategy by RDN staff (The Beacon, PQ News and the RDN Website as the primary advertising sites) Introductory Newsletter – general information about the project, outline schedule of proposed events, invitation to 1 st public meeting. Direct mail to all property owners. Advertisement in local papers, website and postings in area for open house/meeting
September	Project Open House/Meeting – to review the background report, work program and present an overview of how community members can be involved in the process, including proposed Project Committee – announce upcoming workshop date. Summarize Public Meeting/Open House information & post results on website Begin Preparing background materials required for upcoming public workshop. Advertisement in local papers, website and postings in area for public workshop
October	Project Committee – Introductory Meeting & preparation for 1 st public event. Public Workshop: to establish Guiding Principles for Village Planning based on sustainability & to begin identifying key issues &

	<p>opportunities</p> <p>Summarize community feedback/results and make information available to workshop participants & community at large</p> <p>Begin preparing discussion papers/background materials required for next public workshop</p> <p>Advertisement in local papers, website and postings in area for public workshop</p>
November/December 2008	<p>Project Committee Meeting – Project Update & Preparation for upcoming workshop(s)</p> <p>Newsletter #2 - project update, including results of project workshop #1, and notice of upcoming workshop.</p> <p>Project Workshop(s): Understanding issues & opportunities & developing a framework for working on planning solutions (including who needs to be involved/what work is required)</p> <p>Summarize community feedback/results and make information available to workshop participants & community at large</p> <p>Identify further studies required & draft terms of reference for work to be outsourced.</p> <p>Initiate preparation of additional research/planning studies</p> <p>Begin preparing discussion papers/background materials required for next step</p>
January 2009	<p>Project Committee Meeting - Project Update & Preparation for upcoming public events/notices</p> <p>Newsletter #3 - project update, including results of project workshop #2 and notice of upcoming public event.</p> <p>Advertisement in local papers, website and postings in area for public event.</p> <p>Begin preparing discussion papers/background materials required for next step</p>
February/March	<p>Public event (tbd) – Identifying solutions – how can Village Centres and village planning help? Examining options/solutions/approaches</p> <p>Summarize community feedback/results and make information available to participants and community at large</p> <p>Project Committee Meeting – Project Update</p> <p>Begin Drafting Village Plan(s) documents, including proposed amendments to the OCP and RGS (if applicable)</p> <p>Advertisement in local papers, website and postings in area for public event.</p>
April	<p>Project Committee Meeting - Project Update</p> <p>Public Open House – Draft Village Planning Review</p> <p>Newsletter #4 – provide update on OCP including next steps</p>
May	Public review & Revisions to Draft
June-July	Initiate Bylaw Adoption Process
September	Adopt Village Plan and amend OCP

5.0 Roles and Responsibilities

The Role of the **General Public** is to provide input into the development of village centres and village planning in Area 'H' by helping to confirm guiding principles for village planning, and by identifying how the village centres and village planning can help to address planning issues and solutions. Once village plan(s) are completed, it is anticipated that the general public will provide feedback on a proposed amendment to the Official Community Plan for its area through submission and at public hearings.

The Role of the **Electoral Area Director** is to provide situational leadership throughout the community planning process by chairing, facilitating, and/or presenting at public events, and reporting to the RDN Electoral Area Planning Committee and Board on the process as required.

The Role of the **Electoral Area Planning Committee** is to review the Project and final Plans from a regional and sub-regional perspective and make recommendations to the RDN Board on OCP or RGS amendments which may result from the project.

6.0 Resources and Budget

One full-time staff equivalent and mapping resources will be assigned to the project through to completion. The Community Planning Budget for 2008 includes funds to cover costs associated with the public consultation process, including mapping services, public processes, mailings, advertising, and building rentals.

The cost of hiring consultants to conduct additional studies during the project is allocated in the 2008 - 2009 RDN Community Works Fund Budget.

7.0 Final Product and Monitoring

The final product will be an amendment to the Electoral Area 'H' Official Community Plan, as a result of the production of one or more village plan(s). The OCP amendment will reflect the vision and goals of the people who live in the area and the policies and/or regulations of the region and senior levels of government.

The process will be evaluated pursuant to the successful completion of the consultation requirements specified in the *Local Government Act*, public consultation policies adopted by the RDN, and the process outlined in this Terms of Reference.



RDN REPORT	
M/CAD APPROVAL	
EAP	
COV	
DATE: Aug 26 '08	
NO.	
BY:	

MEMORANDUM

TO: Geoff Garbutt
Manager of Current Planning

DATE: August 11, 2008

FROM: Kristy Marks
Planner

FILE: 3060 30 60829

SUBJECT: Development Permit Application No. 60829
Pt. Ellice Properties Ltd. / Steel Pacific
Electoral Area 'A' – 2079 Main Road

PURPOSE

To consider an application for a Development Permit to recognize an existing metal recycling transfer station and associated improvements on the properties legally described as Lot 5, Block 7, Section 12, Range 7, Cranberry District, Plan 1643 and Lots 6 and 7, Block 7, Sections 12 and 13, Range 7, Cranberry District, Plan 1643 located 2079 Main Road.

BACKGROUND

The subject properties are located on Main Road in Electoral Area 'A' and are currently zoned Main Road Light Industrial Comprehensive Development Zone (CD37) pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". Steel Pacific Recycling (formerly Budget Steel), is currently operating a metal collection, salvage, and recycling depot on the subject properties. Adjacent land uses include Residential 2 zoned properties on the east side of Main Road and Industrial 1 zoned properties to the north, west, and south. Please refer to Attachment No. 1 for the location of the subject properties.

The subject properties are designated Industrial pursuant to the "Electoral Area 'A' Official Community Plan Bylaw No. 1240, 2001" (OCP) and are located within the South Wellington Development Permit Area (DPA). The purpose of this DPA is to ensure that development is visually sensitive and compatible with surrounding land uses and that industrial development does not have a negative impact on the Cassidy Aquifer or area watercourses.

Development Permit No. 9815 was issued in 1998 to allow the development of a waste transfer facility for the collection, crushing, and hauling away of scrap metals for recycling at 2079 Main Road (Lot 5, Plan 1643). The operation has expanded from the original property and now currently occupies three lots on Main Road which has triggered the requirement for a new Development Permit. In addition, Development Permit No. 60638 was approved by the Board on March 27, 2007; however this permit expired before the conditions of the permit were completed.

Sustainability Implications

The applicant has completed the "Sustainable Community Builder Checklist", as per Board Policy. Improvements to the subject properties proposed by the applicant are designed to address environmental protection issues and these works will reduce the environmental footprint of this industrial business. From a sustainability perspective, the use of the subject properties is directly related to and supports the Regional District of Nanaimo (RDN) Zero Waste Strategy.

ALTERNATIVES

1. To approve Development Permit Application No. 60829 according to the terms outlined in Schedules No. 1-3.
2. To deny the Development Permit as submitted and provide staff with further direction.

LAND USE IMPLICATIONS

The subject properties total approximately 1.3 hectares in area and access to the property comes from three driveways on Main Road and a secondary access off Tees Avenue via Harold Road. Currently there are four buildings on the subject properties including two trailers (office and weigh scale), a Quonset style storage building and a separate shop/storage building (see Schedule No. 2 for building locations). The applicant is requesting approvals to recognize the expanded outdoor storage and material handling aspects of the existing metal recycling use.

In order to accommodate the expansion of the use permitted under DP 9815, the applicant is proposing to construct two paved parking areas along Main Road, one for truck and bin storage and the second as drop off area for vehicles and metal. Drainage from these areas is directed through an engineered stormwater collection system. Second, the applicant is proposing an asphalt steel sorting and scrap vehicle storage area on the rear portion of Lot 6. This area has been designed with impervious surface to direct any vehicle fluids and water to an engineered oil water separator which is discharged to the road side ditch.

Third, on the portion of the property used for automobile storage and crushing, the applicant is proposing to construct a concrete slab area to accommodate a vehicle depolluting system. In order to meet the requirements of the Vehicle Dismantling Regulations this system may be required to be housed within a building. The general location of the depolluting system and impervious surfaces is outlined on Schedule No. 2. The vehicle depolluting system is equipped with a collection system to extract and contain any fluids prior to the vehicle being compacted for transportation off-site. The storage and crushing area has also been designed with an impervious surface to collect fluids that may discharge from scrap vehicles. Water from this storage pad is directed through an engineered oil water separator system designed to remove potential contaminants prior to off site discharge.

Although the visual appearance of the property will not change with the proposed works, these improvements have been designed to prevent the leakage of automotive fluids into soils on the subject properties. The storage, handling and disposal of hazardous fluids as well as the maintenance of the stormwater management system has been addressed through the RDN Waste Stream Management License discussed below.

DEVELOPMENT PERMIT GUIDELINES

Recognizing the intent of the South Wellington Development Permit Area Guidelines, the applicant has proposed the installation of a comprehensive landscape plan for the Main Road frontage and aquifer protection measures which include the construction of impervious storage surfaces and an engineered stormwater collection system. The works proposed by the applicant focuses on groundwater protection and screening of industrial uses from adjacent residential properties.

Environmental Protection Implications

In keeping with the Development Permit Guidelines for the protection of the Cassidy Aquifer, the applicant is proposing to construct four impervious areas designed by a professional engineer to prevent the leakage of automotive fluids and hazardous materials into soils on the subject properties. This system outlined on Schedule No. 2, includes paved and concrete areas, stormwater collection system, catch basins, two oil interceptors and a combination oil/grit separator. This system designed by Herold Engineering Ltd, will ensure that potential contaminants are removed prior to off site discharge. As

outlined in the South Wellington Development Permit Area Guidelines, Herold Engineering has certified that "...the proposed stormwater collection system will not negatively impact the Cassidy aquifer and that these measures will prevent seepage of contaminants into the Cassidy aquifer." (see Schedule No. 2)

In addition, the applicant is proposing to install a vehicle depolluting system on the concrete portion of the subject property. This vehicle depolluting system is designed to extract and contain fluid prior to the vehicle being flattened. As outlined above, water from the concrete surface is directed through an engineered oil water separator prior to discharge off site.

Riparian Area Regulations

The subject properties contain an unnamed tributary of Thatcher Creek that flows above ground in an open ditch for approximately 20 metres before going underground through a culvert. This watercourse is not identified by Regional District of Nanaimo mapping. However, as part of Development Permit Application No. 60638, an assessment prepared by a Qualified Environmental Professional was conducted to satisfy the requirements of the *Riparian Areas Regulations*.

The report found there to be no fisheries values on site. However, the watercourse is a stream as defined in the *Riparian Areas Regulations* because it eventually flows into Thatcher Creek which contains important fish habitat and is known to support populations of coho, chum, steelhead, and both anadromous and resident cutthroat trout. The report recommends that the watercourse be contained in a culvert to reduce the potential for contamination.

Landscaping and Screening

In order to buffer the industrial use from adjacent residential properties, the comprehensive landscape plan includes a combination of street trees, shrub plantings, ground cover, raised planter areas, climbing vines and decorative fencing on the Main Road frontage. In addition the applicant is proposing to install a berm and cedar hedging along adjacent property boundaries. In keeping with sustainable trends in landscape architecture, the landscape plan focuses on the installation of native and lower water use plantings including Pacific Dogwood, Douglas Fir, Red Osier Dogwood and Snowberry (see Schedule No. 3 for planting plan).

In addition to soft landscape plantings, the applicant has proposed a combination of cedar fencing with decorative details including the use of recycled metal materials, raised planters and decorative gate panels. This application of recycled materials will provide screening in the form of industrial art sculpture. The landscaping has been secured through a deposit in the amount of \$32,249. The deposit will be held until the landscaping requirements have been met to the satisfaction of the RDN.

Waste Stream Management Licensing Bylaw Implications

The applicant has submitted a Site Operating Plan (SOP) and a licence has been issued to Steel Pacific under the Waste Stream Management Licensing Bylaw (WSML). A WSML license compels a business receiving solid waste to submit, and operate in accordance with an RDN approved operating plan. The SOP contains plans for building, operating, maintaining, testing and regular reporting on all works required for environmental protection including maintenance schedules and testing of oil/water separators. The WSML license does not allow discharges of any type of material, including solid, liquid or gaseous wastes to the environment and gives the RDN the authority to order regular monitoring and reporting of surface and ground water of the land the facility is located on as well as adjacent lands.

In addition to operating plans and environmental monitoring the RDN has obtained a cash deposit security in the amount of \$12,000.00 as a guarantee that should the business cease to operate and materials are abandoned on site, they can be removed.

It is important to note that as a condition of the WSML issued for the subject property, all works identified related to groundwater protection and the collection of fluids must be complete by October 1,

2008. If these works are not completed, the applicant will not be permitted to receive 'wet vehicles' until such time as the works are installed.

VOTING

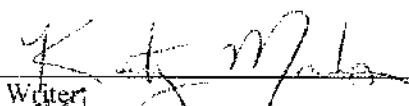
Electoral Area Directors - one vote, except Electoral Area 'B'.

SUMMARY AND CONCLUSION

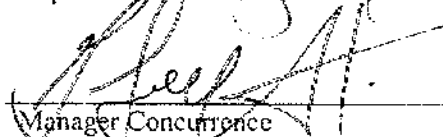
Given the proposed improvements to the subject properties which include development of containment pads for recycled materials, a stormwater collection system, vehicle depolluting system, installation of decorative fencing and landscape buffers, the requirements of the South Wellington Development Permit Area Guidelines have been addressed. Staff recommends that the Board approve the requested Development Permit subject to the terms outlined in Schedule Nos. 1-3.

RECOMMENDATIONS

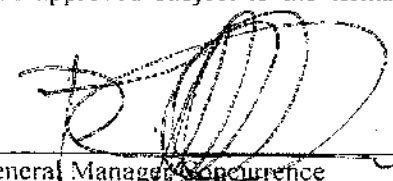
That Development Permit Application No. 60829, to recognize an existing metal recycling transfer station and allow associated improvements on the properties legally described as Lot 5, Block 7, Section 12, Range 7, Cranberry District, Plan 1643 and Lots 6 and 7, Block 7, Sections 12 and 13, Range 7, Cranberry District, Plan 1643 located 2079 Main Road, be approved subject to the terms outlined in Schedules No. 1-3.



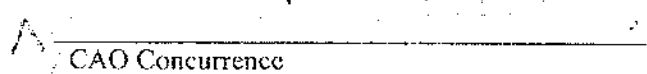
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:

Schedule No. 1
Terms of Development Permit Application No. 60829

The following sets out the terms and conditions of Development Permit No 60829.

Site Development

1. All development on the subject properties must be in substantial compliance with Schedules No. 1-3.
2. Stormwater management facilities shall be developed as outlined in Drawings C01 and C02 dated July 2008 prepared by Herold Engineering and the Letter Report dated July 22, 2008 prepared by Herold Engineering attached as Schedule No. 2.
3. The installation of all Stormwater works shall be supervised and certified by a professional engineer and the "as built" drawings shall be submitted to the Regional District of Nanaimo.
4. Asphalt paved areas, concrete paved areas, stormwater management improvements, and vehicle depolluting system outlined on Schedule No. 2 shall be installed by October 1, 2008.
5. The placement of buildings and structures to be undertaken must be consistent with "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987".
6. The placement of signage on the property must be consistent with "Regional District of Nanaimo Sign Bylaw No. 993, 1995".
7. The applicant shall develop the site in accordance with *Provincial* and *Federal* regulations. It is the responsibility of the landowner to ensure that all works on the lands are in compliance with the applicable *Provincial* and *Federal* regulations.

Site Landscaping

8. Site landscaping shall be developed as outlined in the drawing prepared by Gemella Design dated September 25, 2006 attached as Schedule No. 3.
9. The landscape security deposit in the amount of \$32,249.00 to be held by the RDN pending the completion of the required landscaping to the satisfaction of the Regional District of Nanaimo.
10. All landscaping shall be installed to the satisfaction of the Regional District of Nanaimo by October 1, 2008.

Schedule No. 2 (Page 1 of 3)
 Site Plan/Site Improvements

BUDGET STEEL
SITE IMPROVEMENTS
2079 MAIN ROAD
NANAIMO, BC



**HEROLD
 ENGINEERING LIMITED**
 Consulting Engineers
 3751 Brandon Road, Nanaimo, BC CANADA
 Telephone: 250-751-8008 Facsimile: 250-751-8009

NOTES:

- ALL WORK AND MATERIALS TO BE AS SHOWN ON THE CITY OF NANAIMO EXISTING STANDARDS & REGULATIONS LATEST EDITION OF THE STANDARD SPECIFICATIONS TO BE USED.
- THE ENGINE SHALL BE RESPONSIBLE FOR THE OBTAINING OF ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES OF GOVERNMENT AND AGENCIES OF LOCAL GOVERNMENT.
- THE ENGINE SHALL BE RESPONSIBLE FOR THE OBTAINING OF ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES OF GOVERNMENT AND AGENCIES OF LOCAL GOVERNMENT.
- THE ENGINE SHALL BE RESPONSIBLE FOR THE OBTAINING OF ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES OF GOVERNMENT AND AGENCIES OF LOCAL GOVERNMENT.

EXPLANATIONS:

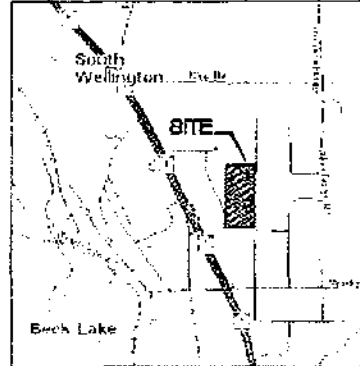
- ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
- ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

NO.	DESCRIPTION	DATE	BY	CHKD.
1	ISSUED FOR PERMIT	2008-07-01	HEROLD	HEROLD

- CONCRETE SHALL BE 25 MPa STRENGTH CLASS. THE MIXTURE SHALL BE AS SHOWN ON THE STANDARD SPECIFICATIONS TO BE USED. THE ENGINE SHALL BE RESPONSIBLE FOR THE OBTAINING OF ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES OF GOVERNMENT AND AGENCIES OF LOCAL GOVERNMENT.
- CONCRETE SHALL BE 25 MPa STRENGTH CLASS. THE MIXTURE SHALL BE AS SHOWN ON THE STANDARD SPECIFICATIONS TO BE USED. THE ENGINE SHALL BE RESPONSIBLE FOR THE OBTAINING OF ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES OF GOVERNMENT AND AGENCIES OF LOCAL GOVERNMENT.
- CONCRETE SHALL BE 25 MPa STRENGTH CLASS. THE MIXTURE SHALL BE AS SHOWN ON THE STANDARD SPECIFICATIONS TO BE USED. THE ENGINE SHALL BE RESPONSIBLE FOR THE OBTAINING OF ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES OF GOVERNMENT AND AGENCIES OF LOCAL GOVERNMENT.

REVISIONS:

- REVISION 1: ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
- REVISION 2: ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
- REVISION 3: ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.



SET NO.

JULY 2008
 1168-005

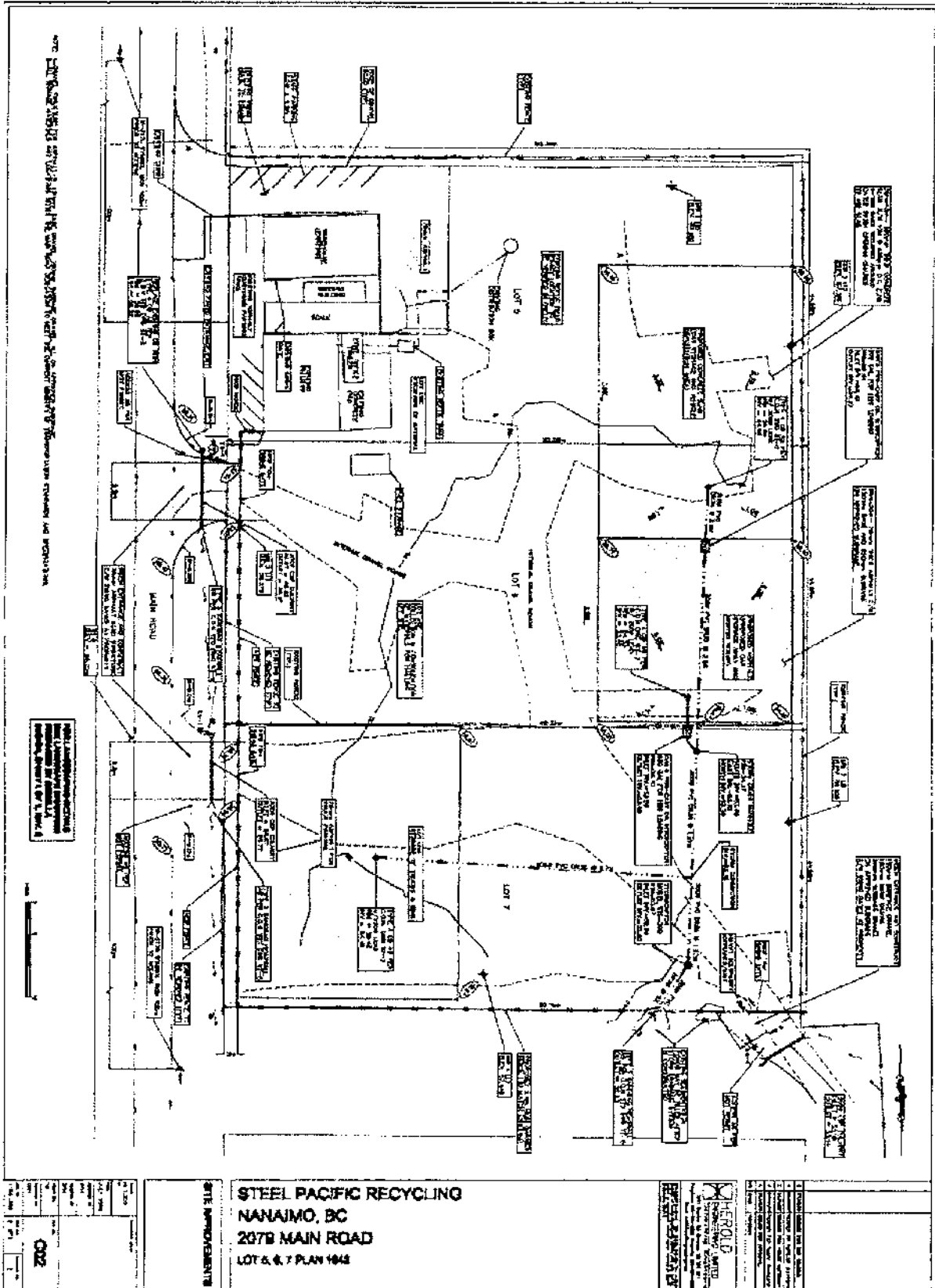
NO.	DATE	DESCRIPTION
1	2008-07-01	ISSUED FOR PERMIT
2	2008-07-01	ISSUED FOR PERMIT
3	2008-07-01	ISSUED FOR PERMIT
4	2008-07-01	ISSUED FOR PERMIT
5	2008-07-01	ISSUED FOR PERMIT
6	2008-07-01	ISSUED FOR PERMIT
7	2008-07-01	ISSUED FOR PERMIT
8	2008-07-01	ISSUED FOR PERMIT
9	2008-07-01	ISSUED FOR PERMIT
10	2008-07-01	ISSUED FOR PERMIT

STEEL PACIFIC RECYCLING
 NANAIMO, BC
 2079 MAIN ROAD
 LOT 5, 7 PLAN 184

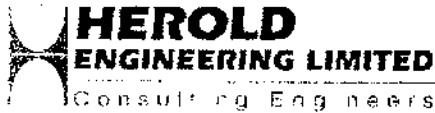
NO.	DATE	DESCRIPTION
1	2008-07-01	ISSUED FOR PERMIT
2	2008-07-01	ISSUED FOR PERMIT
3	2008-07-01	ISSUED FOR PERMIT
4	2008-07-01	ISSUED FOR PERMIT
5	2008-07-01	ISSUED FOR PERMIT
6	2008-07-01	ISSUED FOR PERMIT
7	2008-07-01	ISSUED FOR PERMIT
8	2008-07-01	ISSUED FOR PERMIT
9	2008-07-01	ISSUED FOR PERMIT
10	2008-07-01	ISSUED FOR PERMIT

C01

Schedule No. 2 (Page 2 of 3)
 Site Plan/Site Improvements



Schedule No. 2 (Page 3 of 3)
Certification of Works



July 22, 2008

1168-00512

Regional District of Nanaimo
6500 Hammond Bay Road
Nanaimo, BC V9T 6N2

Attn: Mr. Geoff Garbutt, MDEP, Manager of Current Planning

Re: Development Permit Application No. 60638
Steel Pacific Recycling 2079 Main Road

Dear Mr. Garbutt:

This letter is an update of a letter sent previously dated March 1 2007.

We have been asked by Steel Pacific Recycling to respond to your inquiry regarding the stormwater treatment proposed at the Steel Pacific Recycling site at 2079 Main Road.

The proposed storm sewer collection/treatment system consists of:

- paved areas where dips or spills may occur
- catch basins collecting all runoff from the paved areas
- two oil interceptors (precast concrete, triple baffle type)
- a Storm-Catcher Model 300 oil/grease separator (designed to remove more contaminants from stormwater than standard oil interceptors can)

The oil interceptors are located to capture contaminants remaining from the car preparation, depolluting, and storage areas. The Storm-Catcher is located downstream of the oil interceptors to provide an additional level of protection. Runoff from the truck parking area is also directed through the Storm-Catcher before being released from the site. It is our understanding that all potentially dirty operations will take place on the paved areas and runoff will therefore be routed through the storm sewer system.

The combination of oil interceptors and Storm-Catcher exceeds normal practice for storm water treatment for an industrial site. It is our opinion that the proposed stormwater collection system will not negatively impact the Category 2a, for which these measures will prevent leakage of contaminants into the Category 2a.

Yours truly,

HEROLD ENGINEERING LIMITED

A handwritten signature in black ink, appearing to read 'Allan Herold', is written over the printed name.

Allan Herold, P. Eng.
Senior Civil Engineer

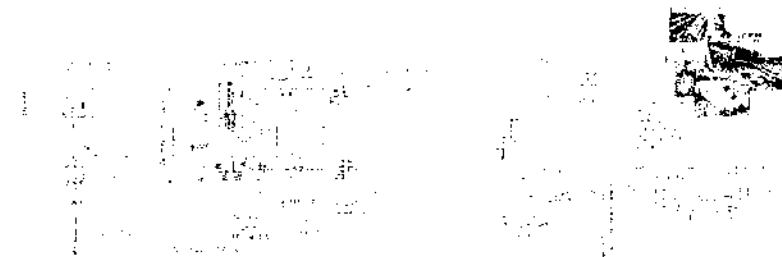



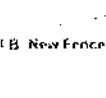



cc: Herold

cc: Mr. Geoff Garbutt, Steel Pacific Recycling

HEROLD ENGINEERING LIMITED
3721 Sheridan Road, Nanaimo, BC V9T 2H1

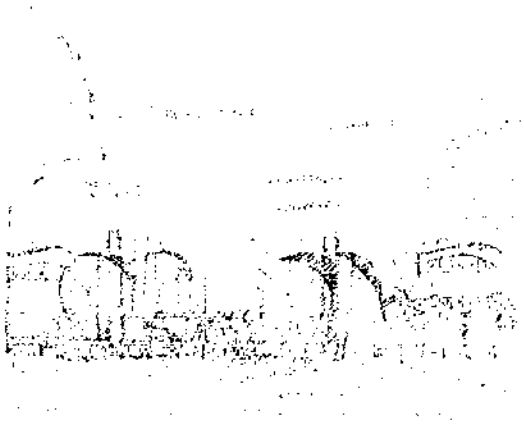
Telephone: (250) 751-6550 Fax: (250) 751-3558
e-mail: herold@heroldengineering.com

**Schedule No. 3 (Page 1 of 3)
 Proposed Landscape Plan**

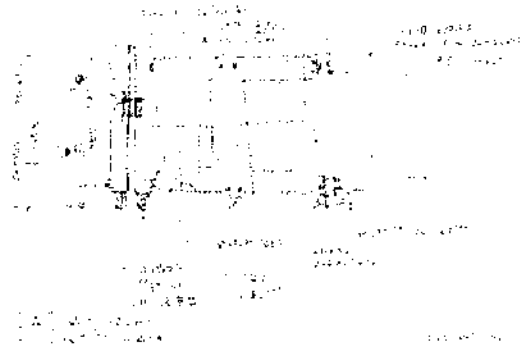
<p>Irrigation Design Requirement</p> <p>1. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p> <p>2. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p> <p>3. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p>	<p>Planting Notes</p> <p>1. All plants and trees shall be installed in accordance with the planting notes.</p> <p>2. All plants and trees shall be installed in accordance with the planting notes.</p> <p>3. All plants and trees shall be installed in accordance with the planting notes.</p>																																			
<p>Pipe</p> <p>1. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p> <p>2. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p> <p>3. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p>	<p>Sub-Grade Notes</p> <p>1. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p> <p>2. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p> <p>3. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p>	<p>Detail C: Bed Edge</p> 	<p>Detail A: Gate</p> 																																	
<p>Valves and other Equipment</p> <p>1. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p> <p>2. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p> <p>3. The irrigation system shall be designed to provide adequate water to all plants and trees in the landscape plan.</p>	<p>Detail B: New Fence</p> 																																			
<p>Parking Area Sketch - Planter Character</p> 		<p>Planting Character Sketch</p> 																																		
<p>Plant List</p> <table border="1"> <thead> <tr> <th>Plant Name</th> <th>Quantity</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Plant 1</td> <td>1</td> <td>Plant 1</td> </tr> <tr> <td>Plant 2</td> <td>1</td> <td>Plant 2</td> </tr> <tr> <td>Plant 3</td> <td>1</td> <td>Plant 3</td> </tr> <tr> <td>Plant 4</td> <td>1</td> <td>Plant 4</td> </tr> <tr> <td>Plant 5</td> <td>1</td> <td>Plant 5</td> </tr> <tr> <td>Plant 6</td> <td>1</td> <td>Plant 6</td> </tr> <tr> <td>Plant 7</td> <td>1</td> <td>Plant 7</td> </tr> <tr> <td>Plant 8</td> <td>1</td> <td>Plant 8</td> </tr> <tr> <td>Plant 9</td> <td>1</td> <td>Plant 9</td> </tr> <tr> <td>Plant 10</td> <td>1</td> <td>Plant 10</td> </tr> </tbody> </table>		Plant Name	Quantity	Notes	Plant 1	1	Plant 1	Plant 2	1	Plant 2	Plant 3	1	Plant 3	Plant 4	1	Plant 4	Plant 5	1	Plant 5	Plant 6	1	Plant 6	Plant 7	1	Plant 7	Plant 8	1	Plant 8	Plant 9	1	Plant 9	Plant 10	1	Plant 10	<p>Planting Character Sketch</p> 	
Plant Name	Quantity	Notes																																		
Plant 1	1	Plant 1																																		
Plant 2	1	Plant 2																																		
Plant 3	1	Plant 3																																		
Plant 4	1	Plant 4																																		
Plant 5	1	Plant 5																																		
Plant 6	1	Plant 6																																		
Plant 7	1	Plant 7																																		
Plant 8	1	Plant 8																																		
Plant 9	1	Plant 9																																		
Plant 10	1	Plant 10																																		

Budget Steel
 Landscape Plan

**Schedule No. 3 (Page 2 of 3)
Proposed Landscape Plan**



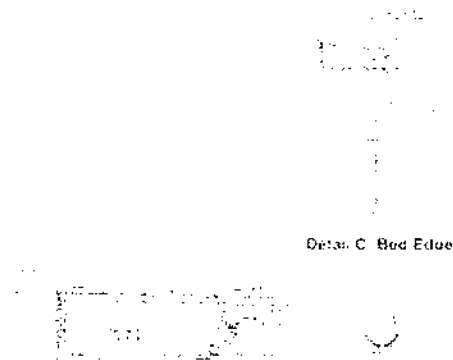
Planting Character Sketch



Detail A: Gate



Detail B: New Fence



Detail C: Bed Edge



Parking Area Sketch: Planter Character

**Schedule No. 3 (Page 3 of 3)
 Landscape Cost Estimate**

Jessica Gentella - Owner's Rep. Email: jgentella@shaw.ca
 417 Derry Place, Nanaimo - Telephone: 250.713.0047

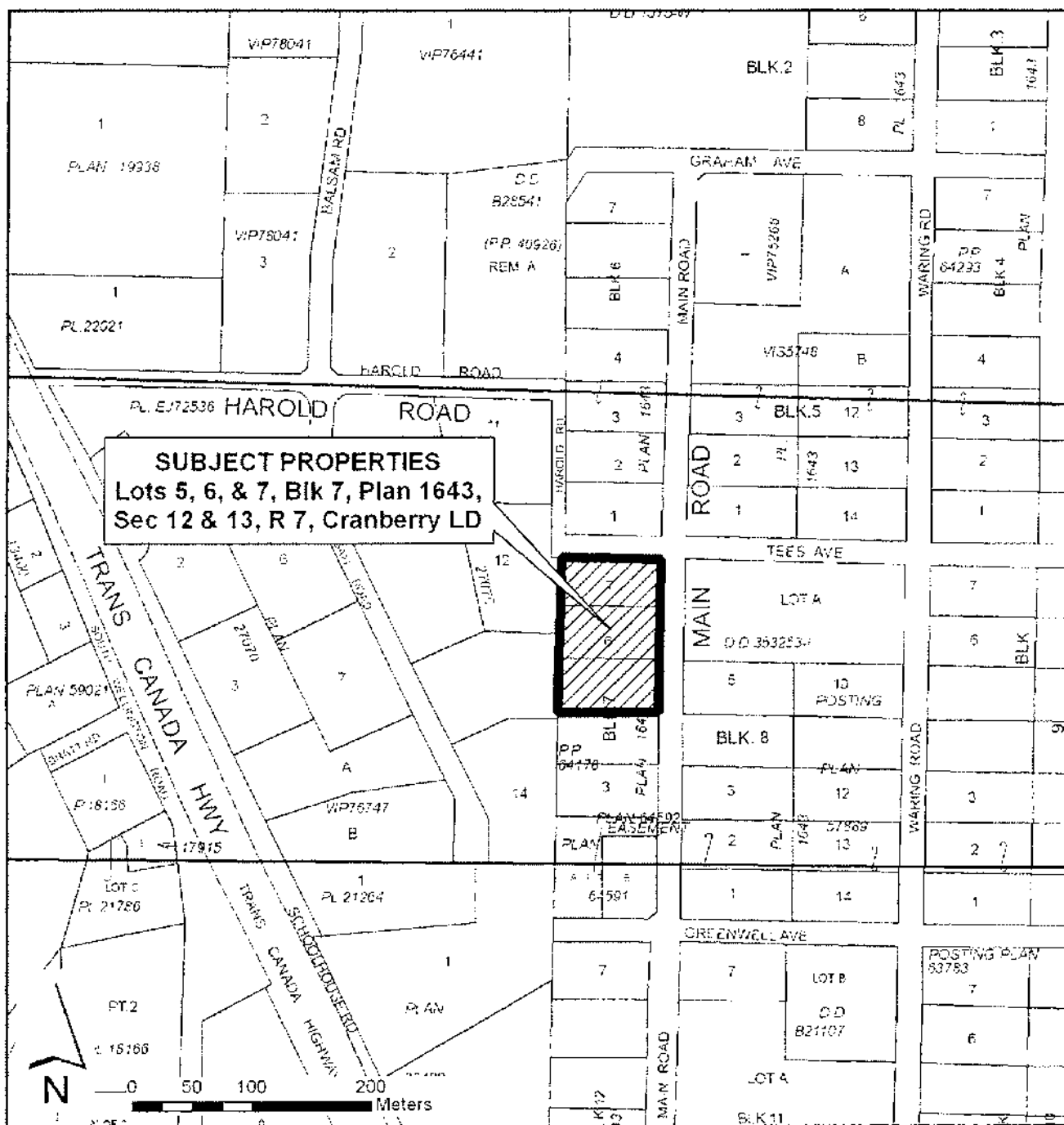
Budget Steel - Cost Estimate		DATE	September 22, 2006	
ITEM	UNIT	QUANTITY	UNIT-COST	TOTALS
*Pt. of Connection (dual check valve - solenoid valve)	each	1	\$750.00	\$375.00
Irrigations	sq.m	100	\$5.00	\$500.00
SUB-TOTAL, IRRIGATION				\$1,011.00
ITEM				
Fence	Lm	90	\$85.00	\$7,650.00
Gates - constructed w/on-site materials	each	4	\$1,000.00	\$4,000.00
Planter wall - steel tube (on-site material)	Lm	150	\$15.00	\$2,250.00
Parking area improvements	allowance	1	\$1,000.00	\$2,500.00
SUB-TOTAL, HARD LANDSCAPE				\$16,400.00
ITEM				
Gr. Cover beds - 10 cm pots w 300mm soil depth	sq.m	38	\$25.00	\$900.00
Shrub beds, #1 pots w soil (depth varies)	sq.m	110	\$5.00	\$5,500.00
Deciduous Tree, 5cm dia.	each	10	\$500.00	\$5,000.00
Coniferous Tree - 2m height	each	10	\$200.00	\$2,000.00
Compost mulch	cu.m	11	\$40.00	\$438.00
Establishment/landscape maintenance	allowance	1	\$1,000.00	\$1,000.00
SUB-TOTAL, SOFT LANDSCAPE				\$14,838.00
TOTAL				\$32,249.00

ORDER of MAGNITUDE ESTIMATE (Note: Accuracy is +/-25%)
 Based on conceptual Landscape Plan, September 25, 2006

This is a rough cost estimate based on conceptual drawings -- not implementation drawings. Prices for materials and labour can vary according to market, product selection, as well as for the construction/detailing of landscape features.

Note: assumes that the existing well has a holding tank, pump, foot valve, and pressure switch.

Attachment No. 1
Subject Property Map



BOGS Map Sheet no. 925 001 4 3



RDN REPORT	
CAO APPROVAL	
EAP	
DDW	
JUL 15 2008	
RFD	
BOARD	✓ Aug 26 '08

MEMORANDUM

TO: N. Avery
General Manager, Finance & Information Services

DATE: August 6, 2008

FROM: W. Idema
Manager of Accounting Services

FILE:

SUBJECT: Operating Results to June 30, 2008

PURPOSE

To present a summary of the operating results for the period ending June 30, 2008

BACKGROUND

This report provides information on the operating results for the period January 1st to June 30th, 2008. Attached as appendices to this report are the following:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department
- Appendices 3-7 Departmental Details by Division

The statements are prepared primarily on a cash basis. Exceptions to the cash basis include property taxes and debt payments, which are accrued each month and prior year surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 50% versus budget. Where significant variances have been observed, staff have provided comments in the individual sections below.

Overall Summary by Division (Appendix 1)

This summary provides an overview of the year to date results, at an organizational level.

Revenues

Property tax revenues are accrued monthly and are therefore at the expected 50% benchmark. Property taxes are received at the beginning of August each year. Referring to the Total Revenue Fund column, the category of 'Grants/Operating/Other' revenues stands at 42% overall. This is not statistically significant for this point in the year, given seasonal revenues in Recreation & Parks, as well as grant revenues tied to specific projects which may not be complete at this time. Additionally, approximately \$3.4 million in budgeted revenue are transfers of Development Cost Charges (DCC's) to the Liquid Wastewater service area to match planned expenditures. These DCC revenues are recorded as the corresponding project expenditures are incurred, the bulk of which is normally in the fall.

Expenditures

Other items which stand out at the overall level include Professional Fees (22%), Recreation Programs (23%), Capital Expenditures (11%) and Transfers to Reserve Funds (2%).

Professional fees include the Regional District's annual audit, landfill leachate and gas monitoring, Regional Parks management plans, a variety of Electoral Area planning initiatives, the Regional Growth strategy review and allowances for legal fees. Many of these items are underway and invoices are in process. Most capital projects occur over the summer/fall months and this pattern of spending is consistent with previous years and reports. For accounting purposes, transfers from budgets to reserve funds occurs on August 1 each year and so will be reflected in the next quarterly update.

Summary of Operating Results by Department (Appendix 2)

This schedule lists the total year to date revenues and expenditures for functions within each organizational division. This listing illustrates at a glance the overall status of an individual service as at June 30 compared to the overall budget for that service.

Departmental Details

Appendices 3 to 7 provide operating summaries for each service grouped by organizational division.

Corporate Services (Appendix 3)

Overall Grants/Operating/Other Revenues for this division are just above the benchmark at 52%.

Grants/Operating/Other Revenues for General Administration are at 50%. Fire Department Grants/Operating/Other Revenues stand at 41% as a result of some delay in grant receipts. The Electoral Areas budget includes in revenues \$63,000 for reserve transfers and cost recoveries related to the upcoming local government elections. Those amounts will be recorded later in the fall.

Overall expenditures for this division are below the benchmark at 43%.

The 'Trsf To Other Govt/Agencies' category (39%) consists of transfers of funds to the Vancouver Island Regional Library, E911 services and volunteer fire protection agencies. A large portion of the E911 transfers will be made in July, which will bring this category up to the benchmark. Wages and Benefits are close to the benchmark at 47%. Community Grants are at 71% because a one time special purpose Grant in Aid to Wheels for Wellness has been paid in the first half of the year. Professional Services are at 15% reflecting expenditures not yet incurred for fire department seismic reviews, the District's annual audit, a wide area network and integrated telephone systems studies. All of these initiatives are underway and are expected to be within budget by the end of the year. Capital expenditures stand at 11% as a result of projects such as the admin building expansion that are only recently underway. Other Operating Costs are at 5% of budget as 'clothing & gas allowances' and other expenses for fire departments are paid in December.

Development Services (Appendix 4)

Overall Grants/Operating/Other Revenues for this division are below the benchmark at 38%.

The major factor in the below benchmark performance for the division is initiatives related to Community Works projects. Revenues are recorded to match expenditures. Included as Community Works projects for Development Services are the following:

- Bylaw 500 update
- Affordable Housing Strategy
- Green Building & Public Awareness
- Village Planning (Area II)
- Official Community Plan Studies (Area A)
- Urban/Rural Open Burning Strategy

The status of these activities has been outlined in previous reports, and/or are at an early stage.

Building permit fee revenues of \$430,780 are in line with budget (48%). The budget for 2008 was reduced to reflect a possible cooling of the construction market and the current revenues are in fact 12% lower than the same period in 2007 (\$491,674). Permit fees can also be seasonal and may be influenced by single large permits in a period.

Overall expenditures for this division are below the benchmark at 40%.

Professional Fees (20%), which represent a significant portion of the overall Development Services division budget, are below the benchmark again as a result of Community Works funded projects and the Regional Growth Strategy Review which are relatively recently underway. Wages and Benefits for the Division are at 44% of budget, which is also related to the Community Works project budgets.

Environmental Services (Appendix 5)

Overall Grants/Operating/Other Revenues for this division are below benchmark at 24%.

Revenues for Environmental Services area below the budget benchmark largely because \$3.4 million in transfers from Development Cost Charge reserves occur only as capital projects are undertaken. At this time some of the projects budgeted for completion in 2008 such as the Operations Building and the Departure Bay Pump Station upgrade will be phased in over 2009 and 2010. This will reduce both revenues and expenditures accordingly. Additionally, approximately \$4.5 million in Gas Tax Funds, which were recently claimed have not yet been paid over through UBCM. Neither of these revenue items have an affect on property taxes budgeted in these service areas, as the costs of the projects are funded 100% by the sources identified above.

Sewerage Collection revenues are at 98% of budget because the annual billing was completed in May. The winter period billing for Water Supply services was completed in May and is slightly below expectations at 28%. 2008 will be the first full year of new metered rates. 2008 water service area budgets took the possible reaction to new water rates into consideration as much as possible and of course the wet climate in the spring period can affect final revenues for the year. Overall staff expect revenues to be slightly lower than projected but that budgets will still be in a positive position at year end.

Overall expenditures for this division are below the benchmark at 26%.

The comments above with respect to grant and development cost charge revenues also affect expenditures at this point. Wages and Benefits for the Division are at 45% of budget, similar to the results in other divisions at this date.

Recreation and Parks Services (Appendix 6)

Overall Grants/Operating/Other Revenues for this division are above the benchmark at 62%.

Regional Parks revenues include the final contribution of the Nanaimo Area Land Trust to the purchase of Mt. Benson Regional Park (\$238,000) and an installment on the second phase of the Province's Community Tourism program (\$166,450). D69 Recreation Coordinating revenues are strong at this point, with some program areas exceeding the expected budget. Revenues at Oceanside Place multiplex arena (47%) are a reflection of the seasonal nature of this operation and revenues at the Ravensong Aquatic Center are as would be expected for this time of year (57%).

Overall expenditures for this division are below benchmark at 34%.

Expenditures for Oceanside Place (50%) and Ravensong Aquatic Center (46%) are close to the benchmark while those for Regional Parks (28%), Recreation Program Coordinating services (29%) and Community Parks (35%) are below the benchmark. Noted above was the receipt of additional Community Tourism funds within the Regional Parks service, but those funds have not yet been spent. Community Parks expenditures show a seasonal pattern as will to a degree the D69 Coordinating Service. Revenues for recreation programs are received in advance of paying program instructors and other program costs, so this pattern of high revenues and slightly low expenditures is normal.

Transportation and Solid Waste Services (Appendix 7)

Grants/Operating/Other Revenues for this division are below benchmark at 41%.

The largest source of external revenues for the Regional District is the Transportation and Solid Waste division, in particular the Solid Waste service. Included in overall revenues are solid waste disposal fees (\$4,340,892), garbage and recycling collection services (\$2,061,404), BC Transit operating grants (\$2,110,790 actual vs. \$4,027,505 budgeted) and transit fares (\$1,726,328 actual vs. \$3,479,850 budgeted).

Transportation Services revenues are slightly under the benchmark, however, this is due to Gas Tax funds which are budgeted to cover a number of new initiatives. Those funds will be recorded when the project expenditures are complete.

Solid Waste Management revenues at 38% are below the benchmark, also reflecting Gas Tax funding to be received later in the year. Actual Tipping Fee revenues are close to the benchmark at 45%. Garbage Collection/Recycling operating revenues are at 89% because the annual garbage and recycling billing was completed in May.

Overall expenditures for this division are below the benchmark at 33%.

For the reasons noted above with respect to overall revenues being below benchmark, so too are expenditures for both Transportation and Solid Waste services below the benchmark for the period. Vehicle Operating costs are at 49% for Transportation Services. Wages and Benefits are at 49% in the Southern Community and 56% in Northern Community Transit. These results are in line with expectations.

Expenditures in Solid Waste Management are at 22% overall with Wages and Benefits at 44%, Office Operating expenses at 49% and Vehicle Operating costs at 52%. The transfer to the reserve (1%) will occur in August, and capital expenditures (4%), professional fees (29%) and other operating costs (25%) will be adjusted later in the year as projects are completed.

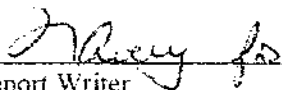
SUMMARY

The attached appendices reflect the operating activities of the Regional District recorded up to June 30, 2008. Appendix 1 summarizes the overall results across the organization. To date 52% of budgeted revenues and 33% of budgeted expenditures have been recorded. Grants/Operating/Other Revenues (42%) are below the benchmark, with varying results in all five divisions for the reasons outlined above.


Total expenditures (33%) are lower overall due to the timing of transfers to reserve accounts (2%), capital projects (11%) and associated professional fees (23%). Overall Wages and Benefits are at 46% of budget for the year, which is in line with expectations.

RECOMMENDATION

That the summary report of financial results from operations to June 30, 2008 be received for information.


Report Writer


General Manager


C.A.O. Concurrence

COMMENTS



**REGIONAL
DISTRICT
OF NANAIMO**

GENERAL REVENUE FUND
June 30, 2008

	CORPORATE SERVICES			DEVELOPMENT SERVICES			ENVIRONMENTAL SERVICES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES																		
TAX REQUISITION	\$ 2,470,038	\$ 4,940,080	50%	\$ 929,970	\$ 1,859,950	50%	\$ 5,394,930	\$ 10,789,825	50%	\$ 3,233,148	\$ 6,466,276	50%	\$ 2,484,380	\$ 4,968,765	50%	\$ 14,512,476	\$ 29,024,916	50%
GRANTS/OPERATING/OTHER	4,329,758	8,372,565	52%	634,166	1,861,655	38%	2,690,749	11,351,893	24%	\$ 1,316,983	\$ 2,123,835	62%	\$ 10,756,994	\$ 24,026,581	45%	\$ 19,728,700	\$ 47,536,529	42%
RETAINED EARNINGS	1,116,740	1,116,754	100%	1,744,118	1,744,115	100%	4,381,165	4,381,150	100%	\$ 1,244,140	\$ 1,243,040	100%	\$ 3,383,941	\$ 3,383,935	100%	11,870,112	11,869,004	100%
TOTAL REVENUES	7,916,544	14,429,399	55%	3,308,254	5,265,720	63%	12,466,884	26,522,678	47%	5,794,281	9,833,151	59%	16,625,325	32,378,301	51%	46,111,288	86,429,449	52%
EXPENSES																		
OFFICE OPERATING	\$ 493,698	\$ 950,876	52%	\$ 309,058	\$ 738,283	42%	\$ 362,323	\$ 818,330	44%	\$ 268,576	\$ 532,502	50%	\$ 1,415,695	\$ 2,866,050	49%	\$ 2,042,240	\$ 5,902,041	38%
COMMUNITY GRANTS	37,814	52,954	71%	0	0	0%	0	0	0%	28,868	72,700	40%	0	0	0%	66,682	125,654	53%
LEGISLATIVE	122,067	298,640	41%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	122,067	298,640	41%
PROFESSIONAL FEES	56,952	369,180	15%	123,365	613,181	20%	206,207	825,822	25%	31,724	201,000	16%	126,274	458,485	27%	544,472	2,468,648	22%
BUILDING OPS & MAINT	67,656	179,205	38%	20,180	59,400	34%	83,107	258,447	32%	308,939	568,831	54%	124,383	329,645	38%	604,275	1,363,528	43%
VEHICLE OPS & MAINT	34,326	45,110	76%	28,909	36,448	79%	396,599	500,439	50%	47,453	117,999	40%	1,675,372	3,780,362	50%	2,382,650	4,780,358	50%
OTHER EQUIPMENT OPS & MAINT	46,672	112,951	44%	1,096	8,380	13%	0	0	0%	30,731	75,900	40%	1,066	5,450	20%	92,585	202,651	41%
OTHER OPERATING COSTS	9,830	205,935	5%	94,709	204,835	46%	1,067,345	2,786,595	39%	119,625	532,095	22%	1,630,919	5,270,901	31%	2,942,428	9,000,362	33%
WAGES & BENEFITS	1,358,356	2,353,524	47%	1,051,185	2,265,448	44%	1,459,873	3,216,073	45%	1,412,259	3,170,058	45%	4,734,226	9,934,139	48%	9,663,679	20,839,252	46%
RECREATION PROGRAMS	0	0	0%	0	0	0%	0	0	0%	30,316	132,450	23%	0	0	0%	30,316	132,450	23%
CAPITAL EXPENDITURES	81,380	751,380	11%	21,506	83,270	26%	1,843,276	12,000,527	15%	34,607	589,065	6%	222,421	7,094,725	3%	2,203,190	20,518,907	11%
DEBT FINANCING-INTEREST	1,545,418	2,896,005	53%	0	0	0%	563,457	1,159,490	47%	314,152	611,020	51%	82,350	154,700	50%	2,505,377	4,870,215	51%
DEBT FINANCING-PRINCIPAL	1,926,630	1,935,090	99%	0	0	0%	417,582	353,790	118%	446,289	643,670	69%	45,360	90,720	50%	1,935,867	3,720,280	52%
DEBT FINANCING-EXCHANGE	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
CONTINGENCY	0	0	0%	0	0	0%	0	0	0%	0	156,005	0%	0	0	0%	0	156,005	0%
TRANSFER TO RESERVE FUND	7,415	335,985	2%	20,405	43,805	46%	29,110	1,635,445	2%	720	381,645	0%	13,445	1,074,445	1%	71,095	3,411,425	2%
TRANSFER FROM RESERVE FUND	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TRF TO OTHER GOV/AGENCIES	1,272,783	3,290,791	39%	0	3,800	0%	0	0	0%	95,036	1,270,980	7%	0	0	0%	1,367,299	4,573,771	30%
TOTAL EXPENDITURES	5,851,477	13,636,626	43%	1,620,384	4,054,130	40%	6,448,879	24,386,969	26%	3,167,295	9,265,900	34%	\$ 10,271,387	31,010,632	33%	27,369,430	82,394,247	33%
OPERATING SURPLUS (DEFICIT)	\$ 2,055,087	\$ 742,773		\$ 1,687,870	\$ 1,211,590		\$ 8,018,005	\$ 2,135,919		\$ 2,626,986	\$ 577,251		\$ 6,353,928	\$ 1,367,669		\$ 18,741,858	\$ 6,035,202	

117

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
June 30, 2008**

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
CORPORATE SERVICES								
General Administration	2,979,370	5,071,414	59%	1,762,287	4,566,820	39%	1,217,083	504,594
Electorate Areas Only	209,118	356,005	59%	65,977	225,805	29%	143,141	130,200
D58 E911	55,135	94,070	59%	28,185	79,445	35%	26,950	14,825
D69 E911	248,073	489,744	51%	2,562	483,345	1%	245,511	6,399
Comm Policing & Restorative Justice	29,486	59,375	50%	0	59,375		29,486	0
Fire Protection								
Volunteer Departments								
Bow Horn Bay Fire (Area H)	91,182	183,800	50%	106,487	183,530	58%	0	270
Coombs Hilliers	122,374	244,515	50%	169,640	244,515	69%	0	0
Dashwood	143,537	286,550	50%	212,015	286,550	74%	0	0
Meadowood	48,844	115,510	42%	32,644	115,510	28%	16,200	0
Errington	117,120	257,940	45%	137,791	257,940	53%	0	0
Extension	86,716	145,120	60%	26,762	142,800	19%	59,954	2,320
Nanaimo River	19,507	24,005	81%	1,138	24,005	5%	18,369	0
Nanoose Bay	185,612	366,400	51%	63,701	366,400	17%	124,911	0
Service Contracts								
Wellington Fire (Area D)	28,182	50,465	56%	891	43,300	2%	27,291	7,165
Yellowpoint Fire (Area A)	72,261	145,030	50%	2,319	145,025	2%	69,942	5
Parksville Local (Area G)	40,233	79,845	51%	80	75,030	0%	40,173	4,615
French Creek Fire (Area G)	197,709	353,510	56%	60	280,930	0%	197,649	72,580
Regional Library	686,588	1,373,176	50%	686,588	1,373,176	50%	0	0
Municipal Debt Transfers	2,552,499	4,733,125	54%	2,552,499	4,733,125	54%	0	0
	7,916,544	14,429,399	55%	5,861,477	13,686,626	43%	2,055,067	742,773
DEVELOPMENT SERVICES								
Building Inspection	1,474,621	1,978,390	75%	604,709	1,249,653	46%	869,912	728,737
Bylaw Enforcement								
Animal Control A,B,C,D	66,652	92,020	72%	23,771	55,594	42%	42,881	35,426
Animal Control E,G,H	60,045	95,915	63%	31,544	82,541	38%	28,501	13,374
Animal Control F	16,470	22,805	72%	6,795	14,541	47%	9,675	8,264
Noise Control A	13,934	15,660	83%	2,146	4,525	47%	10,888	11,135
Noise Control B	6,985	9,950	71%	2,103	4,195	50%	4,882	4,855
Noise Control C	11,321	15,725	72%	3,788	7,840	48%	7,533	7,885
Noise Control E	7,908	9,645	82%	2,077	4,530	45%	5,831	5,115
Noise Control G	6,128	7,985	77%	2,059	4,495	46%	4,069	3,490
Unsanitary Premises	19,930	25,900	77%	2,501	8,770	29%	17,429	17,130
Hazardous Properties	3,919	8,330	47%	2,017	6,415	31%	1,902	1,915
General Enforcement	86,486	182,260	47%	86,487	182,760	47%	0	0
Development Planning	1,036,236	1,628,125	64%	469,477	1,151,496	41%	566,759	476,629
Community Works Fund - Dev Services	0	358,865		15,746	358,865	4%	0	0
Long Range Planning	0	5,000		95,939	233,138	41%	0	0
Regional Growth Management	312,184	568,780	55%	170,999	442,507	36%	141,185	126,273
Emergency Planning	175,583	219,765	80%	87,574	219,765	40%	88,009	0
House Numbering	10,752	21,500	50%	10,752	21,500	50%	0	0
	3,305,254	5,295,720	53%	1,620,384	4,054,130	46%	1,687,870	1,211,590
ENVIRONMENTAL SERVICES								
Engineering Services	98,621	231,615	43%	98,621	231,615	43%	0	0
Community Works Fund - Eng Serv	0	70,000		30,000	70,000	43%	0	0
Southern Community Wastewater	5,629,406	14,447,105	39%	2,810,193	13,890,260	20%	2,819,303	556,845
Northern Community Wastewater	2,724,282	5,454,935	50%	1,814,278	4,956,822	37%	910,004	497,113
Duke Point Wastewater	150,227	214,345	70%	59,238	144,380	41%	90,989	69,965
Water Utilities								
Nanose Bay	58,037	100,890	59%	15,546	100,890	15%	43,491	0
Driftwood	4,001	7,995	50%	3,924	7,850	53%	77	145
San Pedro	239,873	339,730	71%	88,065	306,463	29%	151,788	33,267
French Creek	146,059	239,320	61%	47,002	204,726	23%	99,057	34,594

REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
 June 30, 2008

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
Surfs de	22,972	33,678	68%	7,555	26,919	28%	15,417	6,759
Decourcey	3,179	6,405	50%	2,049	5,845	35%	1,130	560
Englishman River	161,096	213,577	75%	34,354	111,466	31%	126,742	102,211
Melrose Place Water	22,150	34,714	64%	6,688	27,455	24%	15,462	7,259
Nanoose Peninsula Water	585,497	1,580,460	56%	499,750	1,541,160	32%	385,747	39,300
Drinking Water Protection	35,415	65,000	55%	3,735	65,000	5%	32,680	0
Nanoose Bay Bulk Water	609,927	1,094,270	55%	169,103	797,842	21%	440,824	295,428
French Creek Bulk Water	313,324	430,200	73%	33,593	125,530	27%	279,731	304,570
Sewer Utilities								
Fairwinds/Nanoose Coll & Treat	467,803	645,360	72%	177,017	547,497	32%	290,786	97,863
French Creek	551,571	713,270	77%	303,086	685,300	44%	248,585	27,970
Pacific Shores	25,652	40,455	63%	15,880	39,593	40%	9,772	862
Surfside Sewer	22,299	30,019	74%	9,600	21,278	45%	12,699	8,741
MacMillan R. Sewer	0	0		0	0		0	0
Cedar Sewer	0	3,750	-209%	4,812	3,750	128%	0	0
Englishman River Stormwater	8,689	10,940	79%	60	9,775	1%	8,629	1,165
Barclay Crescent Pump & Haul	99,407	146,585	68%	69,101	132,890	52%	30,306	13,795
Pump & Haul	2,582	2,300	111%	60	2,300	3%	2,502	0
Streetlighting	64,573	85,230	68%	19,558	58,722	33%	45,015	36,508
	12,340,895	26,251,448	47%	6,322,891	24,115,528	26%	6,018,005	2,135,919
RECREATION & PARKS SERVICES								
District 69 Recreation	945,950	1,525,270	62%	392,763	1,356,151	29%	553,187	169,119
Oceanside Place	1,164,267	2,121,630	55%	985,347	1,977,592	50%	178,920	144,038
Ravensong Aquatic Center	1,096,904	1,989,975	55%	891,624	1,959,297	46%	205,280	30,678
Gabriola Island Recreation	42,483	78,925	54%	36,897	74,196	50%	5,586	4,729
Southern Community Recreation	423,297	830,690	51%	16,633	830,690	2%	406,664	0
Hotel Room Tax	8,171	45,000	18%	6,376	45,000	14%	1,795	0
Port Theater	32,819	65,270	50%	0	65,160		32,819	110
Regional Parks	1,345,532	2,124,716	63%	580,650	2,052,230	28%	764,882	72,488
Community Parks								
A	111,726	150,075	74%	61,894	132,223	47%	49,832	17,852
B	104,789	166,870	63%	49,800	132,488	38%	54,989	34,382
C	22,295	37,295	60%	10,598	36,072	29%	11,597	1,223
D	64,509	86,120	75%	10,226	58,760	17%	54,283	27,360
E	76,252	102,750	74%	23,463	71,814	33%	52,789	30,936
F	59,978	89,385	67%	21,804	72,711	30%	38,174	16,674
G	69,085	101,730	68%	28,167	91,122	31%	40,919	10,608
H	88,571	141,550	63%	43,905	124,494	35%	44,666	17,056
Area A Recreation	137,652	175,900	78%	7,147	175,900	4%	130,505	0
	5,794,281	9,833,151	59%	3,167,294	9,255,900	34%	2,626,987	577,251
TRANSPORTATION AND SOLID WASTE SERVICES								
Gabriola Island Emergency Wharf	2,620	5,195	50%	278	5,150	5%	2,342	45
Southern Community Transportation	6,903,392	14,616,640	47%	5,830,512	14,220,654	41%	1,072,880	395,986
D69 Conventional Transit	874,058	1,447,535	60%	610,214	1,195,773	51%	263,844	251,762
Solid Waste Disposal Facilities	6,250,664	13,459,725	46%	2,920,851	13,208,180	22%	3,329,813	251,546
Solid Waste Collection & Recycling	2,594,591	2,849,206	91%	909,542	2,380,875	38%	1,685,049	468,331
	16,525,325	32,378,301	51%	10,271,397	31,010,632	33%	6,353,928	1,367,669
TOTAL - ALL SERVICES	45,985,299	88,158,019	52%	27,243,443	82,122,816	33%	18,741,857	6,035,202

REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
June 30, 2008

	ADMINISTRATION			ELECTORAL AREAS			PUBLIC SAFETY			FIRE DEPTS			REGIONAL LIBRARY		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES															
TAX REQUISITION	\$351,616	\$703,239	50%	\$83,880	\$167,765	50%	\$310,620	\$621,230	50%	\$1,037,334	\$2,074,670	50%	\$686,586	\$1,373,176	50%
GRANTS/OPERATING/OTHER	1,736,985	3,477,405	50%	0	63,000		114	0		40,160	99,035	41%	0	0	
RETAINED EARNINGS	890,767	890,770	100%	125,238	125,240	100%	21,960	21,959	100%	78,783	78,785	100%	0	0	
TOTAL REVENUES	2,979,370	5,071,414	59%	209,118	356,005	59%	332,694	643,189	52%	1,156,277	2,252,490	51%	686,586	1,373,176	50%
EXPENSES															
OFFICE OPERATING	\$408,103	\$708,426	58%	\$38,953	\$111,705	35%	\$6,302	\$12,030	52%	\$40,340	\$118,715	34%	\$0	\$0	
COMMUNITY GRANTS	37,814	52,954	71%	0	0		0	0		0	0		0	0	
LEGISLATIVE	106,709	222,210	48%	15,358	71,430	22%	0	0		0	5,006		0	0	
PROFESSIONAL FEES	44,306	310,655	14%	0	5,725		0	0		2,776	52,800	5%	0	0	
BUILDING OPS & MAINT	52,345	150,680	35%	32	2,500	1%	42	315	13%	15,237	25,710	59%	0	0	
VEHICLE OPS & MAINT	3,529	4,825	73%	0	0		0	0		30,797	40,285	76%	0	0	
EQUIP OPS & MAINT	32,952	73,701	45%	610	2,800	22%	3,000	5,150	58%	13,110	31,300	42%	0	0	
OTHER OPERATING COSTS	5,900	33,935	17%	0	0		0	0		3,930	172,000	2%	0	0	
WAGES & BENEFITS	1,041,903	2,221,679	47%	11,024	25,845	43%	0	0		3,429	6,200	55%	0	0	
CAPITAL EXPENDITURES	21,312	607,300	4%	0	6,000		0	0		60,668	138,080	44%	0	0	
DEBT FINANCING-INTEREST	0	0		0	0		0	0		9,511	69,345	14%	0	0	
DEBT FINANCING-PRINCIPAL	0	0		0	0		0	0		10,038	28,625	35%	0	0	
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	7,415	157,815	5%	0	0		0	6,800		0	171,370		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	22,640		0	0		21,403	597,870	4%	564,272	1,306,105	43%	686,588	1,373,176	50%
TOTAL EXPENDITURES	\$1,762,287	\$4,566,820	39%	\$65,977	\$225,805	29%	\$30,747	\$622,165	5%	\$753,508	\$2,165,535	35%	\$686,588	\$1,373,176	50%
OPERATING SURPLUS (DEFICIT)	\$1,217,083	\$504,594		\$143,141	\$130,200		\$301,947	\$21,024		\$402,769	\$86,955		(\$2)	\$0	

REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
June 30, 2008

	MUNICIPAL DEBT TRANSFERS			TOTAL CORPORATE SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES						
TAX REQUISITION	\$0	\$0		\$2,470,038	\$4,940,080	50%
GRANTS/OPERATING/OTHER	2,552,499	4,733,125	54%	4,329,758	8,372,565	52%
RETAINED EARNINGS	0	0		1,116,748	1,116,754	100%
TOTAL REVENUES	2,552,499	4,733,125	54%	7,916,544	14,429,399	55%
EXPENSES						
OFFICE OPERATING	\$0	\$0		\$493,698	\$950,876	52%
COMMUNITY GRANTS	0	0		37,814	52,954	71%
LEGISLATIVE	0	0		122,067	298,940	41%
PROFESSIONAL FEES	0	0		56,952	369,180	15%
BUILDING OPS & MAINT	0	0		67,656	179,205	38%
VEHICLE OPS & MAINT	0	0		34,326	45,110	76%
EQUIP OPS & MAINT	0	0		49,672	112,951	44%
OTHER OPERATING COSTS	0	0		9,830	205,935	5%
WAGES & BENEFITS	0	0		1,056,356	2,253,524	47%
CAPITAL EXPENDITURES	0	0		81,380	751,380	11%
DEBT FINANCING-INTEREST	1,535,907	2,826,660	54%	1,545,418	2,896,005	53%
DEBT FINANCING-PRINCIPAL	1,016,592	1,906,465	53%	1,326,630	1,935,090	53%
DEBT FINANCING-EXCHANGE	0	0		0	0	
CONTINGENCY	0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		7,415	335,985	2%
TRF TO OTHER GOVT/AGENCIES	0	0		1,272,263	3,299,791	39%
TOTAL EXPENSES	\$2,552,499	\$4,733,125	54%	\$5,861,477	\$13,686,626	43%
OPERATING SURPLUS (DEFICIT)	\$0	\$0		\$2,055,067	\$742,773	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
June 30, 2008**

	EA COMMUNITY PLANNING			COMM WORKS FND DEV SRVCS			REGIONAL GROWTH MANAGEMENT SERVICES			EMERGENCY PLANNING		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES												
TAX REQUISITION	528,720	1,057,445	50%	0	0		175,620	351,235	50%	88,200	176,400	50%
GRANTS/OPERATING/OTHER	53,208	121,375	44%	0	358,865		1,020	82,000	1%	56,285	12,265	459%
RETAINED EARNINGS	454,307	454,305	100%	0	0		135,544	135,545	100%	31,098	31,100	100%
TOTAL REVENUES	1,036,236	1,633,125	63%	0	358,865		312,184	568,780	55%	175,583	219,765	80%
EXPENSES												
OFFICE OPERATING	146,156	354,498	41%	\$0	\$0		\$32,950	\$67,576	48%	\$14,848	\$32,655	45%
PROFESSIONAL FEES	7,444	99,000	8%	0	250,000		13,968	44,000	32%	17,867	48,750	37%
BUILDING OP & MAINTENANCE	10,662	24,200	44%	0	0		1,041	15,000	7%	125	200	63%
VEHICLE OP & MAINTENANCE	6,525	5,235	125%	0	0		256	350	73%	1,815	2,350	77%
OTHER OPERATING COSTS	33,376	69,390	48%	0	0		2,416	24,870	10%	3,087	1,700	182%
WAGES & BENEFITS	346,558	798,311	43%	15,746	108,865	14%	119,963	270,306	44%	49,832	89,840	55%
EQUIP OP & MAINTENANCE	0	6,000		0	0		0	0		0	0	
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	7,595	21,030	36%	0	0		0	0		0	41,270	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	7,000	7,000	100%	0	0		405	20,405	2%	0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	3,000	
0	0	0										
TOTAL EXPENDITURES	565,316	1,364,634	41%	\$15,746	\$358,865	4%	\$170,999	\$442,507	39%	\$87,574	\$219,765	40%
OPERATING SURPLUS (DEFICIT)	\$470,920	\$248,491		(\$15,746)	\$0		\$141,185	\$126,273		\$88,009	\$0	

REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
 June 30, 2008

	HOUSE NUMBERING			BUILDING INSPECTION			BYLAW ENFORCEMENT			TOTAL DEVELOPMENT SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES												
TAX REQUISITION	10,752	21,500	50%	41,658	83,315	50%	85,020	170,055	50%	929,970	1,859,950	50%
GRANTS/OPERATING/OTHER	0	0		430,780	892,890	48%	92,872	194,260	48%	634,166	1,661,655	38%
RETAINED EARNINGS	0	0		1,002,183	1,002,185	100%	120,986	120,980	100%	1,744,118	1,744,115	100%
TOTAL REVENUES	10,752	21,500	50%	1,474,621	1,978,390	75%	298,878	485,295	62%	3,308,254	5,265,720	63%
EXPENSES												
OFFICE OPERATING	\$10,752	\$21,500	50%	\$99,091	\$231,219	43%	\$5,261	\$28,835	18%	\$309,058	\$736,283	42%
PROFESSIONAL FEES	0	0		30,641	32,500	94%	53,445	138,911	38%	123,365	613,161	20%
BUILDING OP & MAINTENANCE	0	0		6,852	16,700	41%	1,500	3,300	45%	20,180	59,400	34%
VEHICLE OP & MAINTENANCE	0	0		14,589	18,513	79%	5,715	10,000	57%	28,900	36,448	79%
OTHER OPERATING COSTS	0	0		35,071	68,430	51%	20,759	40,445	51%	94,709	204,855	46%
WAGES & BENEFITS	0	0		410,277	867,911	47%	58,789	130,215	45%	1,001,165	2,265,448	44%
EQUIP OP & MAINTENANCE	0	0		1,096	2,380	46%	0	0		1,096	8,380	13%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		6,092	11,000	55%	7,819	10,000	78%	21,506	83,270	26%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		1,000	1,000	100%	12,000	15,500	77%	20,405	43,905	46%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	3,000	
TOTAL EXPENDITURES	\$10,752	\$21,500	50%	\$604,709	\$1,249,653	48%	\$165,288	\$377,206	44%	\$1,620,384	\$4,054,130	40%
OPERATING SURPLUS (DEFICIT)	\$0	\$0		\$869,912	\$728,737		\$133,590	\$108,089		\$1,687,870	\$1,211,590	

**REGIONAL DISTRICT OF NANAIMO
ENVIRONMENTAL SERVICES
June 30, 2008**

	ENV SVCS ADMINISTRATION			ENV SVCS COMMUNITY WORKS FUND			LIQUID WASTE MANAGEMENT			WATER SUPPLY		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES												
TAX REQUISITION	\$0	\$0		\$0	\$0		\$4,080,264	\$8,160,520	50%	\$868,674	\$1,737,335	50%
GRANTS/OPERATING/OTHER	125,989	271,430	46%	0	70,000		1,793,184	9,324,500	19%	305,598	1,079,744	28%
RETAINED EARNINGS	0	0		0	0		2,630,467	2,630,465	100%	1,329,258	1,329,260	100%
TOTAL REVENUES	125,989	271,430	46%	0	70,000		8,503,915	20,115,485	42%	2,503,530	4,146,339	60%
EXPENSES												
OFFICE OPERATING	\$82	\$1,000	8%	\$0	\$0		\$268,565	\$522,810	51%	\$66,255	\$232,344	29%
PROFESSIONAL FEES	0	0		30,000	70,000	43%	113,334	439,800	26%	47,269	242,683	19%
BUILDING OP & MAINTENANCE	0	0		0	0		59,017	98,555	60%	17,130	115,054	15%
VEHICLE OP & MAINTENANCE	0	0		0	0		330,721	669,385	49%	36,078	88,473	41%
WAGES & BENEFITS	121,388	260,711	47%	0	0		814,960	1,777,787	46%	322,663	739,722	44%
OTHER OPERATING COSTS COSTS	1,623	5,720	28%	0	0		603,612	1,616,625	37%	141,597	420,864	34%
CAPITAL EXPENDITURES	2,895	4,000	72%	0	0		1,750,369	10,849,030	16%	63,942	936,908	7%
DEBT FINANCING - INT	0	0		0	0		407,796	852,445	48%	129,600	299,435	43%
DEBT FINANCING - PRINCIPAL	0	0		0	0		329,880	659,760	50%	72,660	160,950	45%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		0	0		5,365	1,505,365	0%	14,083	84,813	17%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	\$125,988	\$271,431	46%	\$30,000	\$70,000	43%	\$4,683,619	\$18,991,562	25%	\$911,477	\$3,321,246	27%
OPERATING SURPLUS (DEFICIT)	\$1	(\$1)		(\$30,000)	\$0		\$3,820,296	\$1,123,923		\$1,592,053	\$825,093	

**REGIONAL DISTRICT OF NANAIMO
ENVIRONMENTAL SERVICES
June 30, 2008**

	SEWAGE COLLECTION			STREET LIGHTING			ENV SVCS ENGINEERING			TOTAL ENVIRONMENTAL SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES												
TAX REQUISITION	\$415,668	\$831,330	50%	\$30,324	\$60,640	50%	\$0	\$0		\$5,394,930	\$10,789,825	50%
GRANTS/OPERATING/OTHER	367,281	374,149	98%	116	455	25%	98,621	231,615	43%	2,690,789	11,351,893	24%
RETAINED EARNINGS	367,307	387,300	100%	34,133	34,135	100%	0	0		4,381,165	4,381,160	100%
TOTAL REVENUES	1,170,256	1,592,779	73%	64,573	95,230	68%	98,621	231,615	43%	12,466,884	26,522,878	47%
EXPENSES												
ADMINISTRATION	\$22,732	\$51,481	44%	\$498	\$1,045	48%	\$4,191	\$7,650	55%	\$362,323	\$816,330	44%
PROFESSIONAL FEES	11,497	46,839	25%	0	0		4,107	26,500	15%	206,207	825,822	25%
BUILDING OP & MAINTENANCE	6,456	30,788	21%	504	12,050	4%	0	0		83,107	256,447	32%
VEHICLE OP & MAINTENANCE	29,800	42,581	70%	0	0		0	0		396,599	800,439	50%
WAGES & BENEFITS	120,913	256,113	47%	0	875		79,949	180,865	44%	1,459,873	3,216,073	45%
OTHER OPERATING COSTS	320,905	696,535	46%	18,556	44,752	41%	1,052	2,100	50%	1,087,345	2,786,596	39%
CAPITAL COST	16,748	196,089	9%	0	0		9,322	14,500	64%	1,843,276	12,000,527	15%
DEBT FINANCING - INT	25,861	46,610	55%	0	0		0	0		563,457	1,198,490	47%
DEBT FINANCING - PRINCIPAL	15,042	30,080	50%	0	0		0	0		417,582	850,790	49%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
CONTRIBUTION TO OTHER FUNDS	9,662	45,267	21%	0	0		0	0		29,110	1,635,445	2%
CONTRIBUTION FROM OTHER FUNDS	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
TOTAL EXPENSES	\$579,616	\$1,442,383	40%	\$19,558	\$58,722	33%	\$98,621	\$231,615	43%	\$6,448,879	\$24,386,959	26%
OPERATING SURPLUS (DEFICIT)	\$590,640	\$150,396		\$45,015	\$36,508		\$0	\$0		\$6,018,005	\$2,135,919	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
June 30, 2008**

	REGIONAL PARKS			COMMUNITY PARKS			AREA A RECREATION			D69 RECREATION COORDINATING			OCEANSIDE PLACE		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES															
TAX REQUISITION	632,982	1,265,966	50%	283,308	566,615	50%	38,250	76,500	50%	615,994	1,031,985	50%	632,064	1,264,125	50%
GRANTS/OPERATING/OTHER	507,860	655,160	78%	4,738	0		0	0		184,130	247,460	74%	292,544	617,845	47%
RETAINED EARNINGS	204,690	203,590	101%	309,160	309,160	100%	99,402	99,400	100%	245,826	245,825	100%	239,659	239,660	100%
TOTAL REVENUES	1,345,532	2,124,716	63%	597,206	875,775	68%	137,652	175,900	78%	945,950	1,525,270	62%	1,164,267	2,121,630	55%
EXPENSES															
OFFICE OPERATING	\$35,706	\$66,995	53%	\$17,746	\$43,659	41%	\$671	\$2,605	26%	\$54,656	\$112,378	49%	\$77,070	\$149,939	51%
PROFESSIONAL FEES	17,693	134,000	13%	2,729	42,500	6%	43	0		8,345	10,500	79%	0	2,000	
BUILDING OP & MAINTENANCE	16,854	52,325	32%	2,919	5,471	53%	30	0		8,098	26,610	30%	144,965	240,575	60%
VEHICLE OP & MAINTENANCE	11,102	25,515	44%	2,859	8,000	36%	0	0		8,082	33,409	24%	21,484	43,645	49%
OTHER OPERATING COSTS	52,521	277,205	19%	39,141	193,720	21%	23	700	3%	10,108	22,275	45%	6,192	15,420	40%
WAGES & BENEFITS	150,017	333,870	45%	129,787	282,999	46%	6,251	16,590	38%	255,359	674,749	38%	411,759	835,068	49%
EQUIP OP & MAINTENANCE	1,429	1,000	143%	0	0		0	0		1,096	2,700	41%	12,961	45,000	29%
COMMUNITY GRANTS	0	0		0	0		0	0		25,076	65,000	39%	303	700	43%
RECREATION PROGRAMS	0	1,500		0	750		0	0		7,313	64,360	11%	7,940	21,650	37%
CAPITAL EXPENDITURES	2,407	450,835	1%	18,084	22,000	82%	129	0		450	3,335	13%	9,705	12,835	76%
DEBT FINANCING - INTEREST	23,205	27,730	84%	12,336	26,070	47%	0	0		0	0		156,264	312,530	50%
DEBT FINANCING - PRINCIPAL	239,535	430,150	56%	8,256	16,515	50%	0	0		0	0		136,524	273,050	50%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	156,005		0	0		0	0	
TRANSFER TO RESERVE FUND	180	221,105	0%	0	65,000		0	0		180	70,180	0%	180	25,180	1%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOV'TS	30,000	30,000	100%	16,000	16,000	100%	0	0		14,000	270,655	5%	0	0	
TOTAL EXPENDITURES	\$580,650	\$2,052,230	28%	\$249,857	\$719,684	35%	\$7,147	\$175,900	4%	\$392,763	\$1,356,151	29%	\$985,347	\$1,977,592	50%
OPERATING SURPLUS (DEFICIT)	\$764,882	\$72,486		\$347,349	\$156,091		\$130,505	\$0		\$553,187	\$169,119		\$178,920	\$144,038	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
June 30, 2008**

	RAVENSONG AQUATIC CENTER			GABRIOLA ISL RECREATION			SOUTHERN COMMUNITY RECREATION & CULTURE			TOTAL RECREATION & PARKS SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES												
TAX REQUISITION	654,630	1,309,255	50%	35,946	71,890	50%	439,974	879,940	50%	3,233,148	6,466,276	50%
GRANTS/OPERATING/OTHER	319,426	557,870	57%	0	500		8,295	45,000	18%	1,316,993	2,123,835	62%
RETAINED EARNINGS	122,848	122,850	100%	6,537	6,535	100%	16,018	16,020	100%	1,244,140	1,243,040	100%
TOTAL REVENUES	1,096,904	1,989,975	55%	42,483	78,925	54%	464,287	940,960	49%	5,794,281	9,833,151	59%
EXPENSES												
OFFICE OPERATING	\$78,888	\$153,160	52%	\$499	\$1,066	47%	\$1,340	\$2,700	50%	\$266,576	\$532,502	50%
PROFESSIONAL FEES	2,914	12,000	24%	0	0		0	0		31,724	201,000	16%
BUILDING OP & MAINTENANCE	119,439	215,100	56%	0	0		16,634	28,750	58%	308,939	568,831	54%
VEHICLE OP & MAINTENANCE	3,926	7,355	53%	0	76		0	0		47,453	117,999	40%
OTHER OPERATING COSTS	11,617	25,550	45%	23	150	15%	0	75		119,625	532,095	22%
WAGES & BENEFITS	452,840	1,013,887	45%	6,246	12,905	48%	0	0		1,412,259	3,170,068	45%
EQUIP OP & MAINTENANCE	15,245	27,200	56%	0	0		0	0		30,731	75,900	40%
COMMUNITY GRANTS	3,489	7,000	50%	0	0		0	0		28,868	72,700	40%
RECREATION PROGRAMS	15,063	44,220	34%	0	0		0	0		30,316	132,480	23%
CAPITAL EXPENDITURES	3,703	85,000	4%	129	0		0	15,000		34,807	589,005	6%
DEBT FINANCING - INTEREST	122,346	244,690	50%	0	0		0	0		314,152	611,020	51%
DEBT FINANCING - PRINCIPAL	61,974	123,955	50%	0	0		0	0		446,289	843,670	53%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	156,005	
TRANSFER TO RESERVE FUND	180	180	100%	0	0		0	0		720	381,645	0%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		30,000	60,000	50%	5,036	894,325	1%	95,036	1,270,980	7%
TOTAL EXPENDITURES	\$891,624	\$1,959,297	46%	\$36,897	\$74,196	50%	\$23,010	\$940,850	2%	\$3,167,295	\$9,255,900	34%
OPERATING SURPLUS (DEFICIT)	\$205,280	\$30,678		\$5,586	\$4,729		\$441,277	\$110		\$2,626,986	\$577,251	

REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION AND SOLID WASTE SERVICES
 June 30, 2008

	DESCANSO BAY EMERGENCY WHARF			SOUTHERN COMMUNITY TRANSIT			NORTHERN COMMUNITY TRANSIT		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES									
TAX REQUISITION	\$2,574	\$5,150	50%	\$2,009,562	\$4,019,120	50%	\$271,104	\$542,210	50%
GRANTS/OPERATING/OTHER	0	0		4,046,004	9,749,695	41%	308,694	611,065	51%
RETAINED EARNINGS	46	45	102%	847,826	847,825	100%	294,260	294,260	100%
TOTAL REVENUES	\$2,620	\$5,195	50%	\$6,903,392	\$14,616,640	47%	\$874,058	\$1,447,535	60%
EXPENSES									
OFFICE OPERATING	\$278	\$150	185%	\$676,337	\$1,377,950	49%	\$361,914	\$723,820	50%
PROFESSIONAL FEES	0	0		7,500	40,000	19%	0	0	
BUILDING OP. & MAINT.	0	4,000		91,664	243,400	38%	0	0	
VEHICLE OP. & MAINT	0	0		1,523,205	3,096,444	49%	0	0	
OTHER OPERATING COSTS	0	0		132,966	329,050	40%	0	26,900	
WAGES & BENEFITS	0	0		3,375,582	6,951,045	49%	248,300	445,053	56%
EQUIP. OP & MAINT	0	0		1,096	5,450	20%	0	0	
COMMUNITY GRANTS	0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		16,867	2,172,020	1%	0	0	
DEBT FINANCING - INT.	0	0		0	0		0	0	
-PRINCIPAL	0	0		0	0		0	0	
-EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	1,000		5,295	5,295	100%	0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$278	\$5,150	5%	\$5,830,512	\$14,220,654	41%	\$610,214	\$1,195,773	51%
NET SURPLUS	\$2,342	\$45		\$1,072,880	\$395,986		\$263,844	\$251,762	

**REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION AND SOLID WASTE SERVICES
June 30, 2008**

	SOLID WASTE MANAGEMENT			GARBAGE COLLECTION/RECYCLING			TOTAL TRANSPORTATION AND SOLID WASTE SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES									
TAX REQUISITION	\$201,150	\$402,305	50%	\$0	\$0		\$2,484,390	\$4,968,785	50%
GRANTS/OPERATING/OTHER	4,340,892	11,348,800	38%	2,061,404	2,316,021	89%	10,756,994	24,025,581	45%
RETAINED EARNINGS	1,708,622	1,708,620	100%	533,187	533,185	100%	3,383,941	3,383,935	100%
TOTAL REVENUES	6,250,664	13,459,725	46%	2,594,591	2,849,206	91%	16,625,325	32,378,301	51%
EXPENSES									
OFFICE OPERATING	\$297,431	\$602,065	49%	\$79,625	\$162,065	49%	\$1,415,585	\$2,866,050	49%
PROFESSIONAL FEES	118,521	411,985	29%	203	7,500	3%	126,224	459,485	27%
BUILDING OP & MAINTENANCE	31,655	80,100	40%	1,074	2,145	50%	124,393	329,645	38%
VEHICLE OP & MAINTENANCE	351,457	682,133	52%	710	1,785	40%	1,875,372	3,780,362	50%
OTHER OPERATING COSTS	716,368	2,822,826	25%	781,585	2,092,125	37%	1,630,919	5,270,901	31%
WAGES & BENEFITS	1,064,804	2,434,646	44%	45,540	103,395	44%	4,734,226	9,934,139	48%
EQUIP. OP & MAINT							1,096	5,450	20%
COMMUNITY GRANTS							0	0	
CAPITAL EXPENDITURES	205,409	4,911,505	4%	145	11,200	1%	222,421	7,094,725	3%
DEBT FINANCING - INT	82,350	164,700	50%	0	0		82,350	164,700	50%
DEBT FINANCING - PRINCIPAL	45,366	90,730	50%	0	0		45,366	90,730	50%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	7,490	1,007,490	1%	660	660	100%	13,445	1,014,445	1%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$2,920,851	\$13,208,180	22%	\$909,542	\$2,380,875	38%	\$10,271,397	\$31,010,632	33%
OPERATING SURPLUS (DEFICIT)	\$3,329,813	\$251,545		\$1,685,049	\$468,331		\$6,353,928	\$1,367,669	



RDN REPORT	
A/ C&O APPROVAL	<input checked="" type="checkbox"/>
EAP	
GDW	
JUN 14 2008	
RHD	
	✓ Aug 14 2008

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager Environmental Services

DATE: August 14, 2008

FROM: Mike Donnelly
Manager of Utilities

FILE: 5500-22-25

SUBJECT: Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556

PURPOSE

To consider a bylaw to establish an Electoral Area-wide Drinking Water and Watershed Protection Service Function that will require voter assent in a referendum to be held on November 15, 2008.

BACKGROUND

In March of 2005 the Board directed staff to prepare a report for the Board's consideration that:

Outlines a drinking water/watershed protection strategy that identifies potential future RDN Electoral Area initiatives incorporating input and recommendations from the Drinking Water Protection Workshop and Action Plan, the Sustainability Committee, Arrowsmith Water Service, the BC Action Plan for Safe Drinking Water and the Vancouver Island Watershed Protection Initiative Steering Committee.

In response to that Board direction, staff prepared a report for the Board's consideration that recommended a Drinking Water and Watershed Protection Stewardship Committee be established to develop action plans that would focus on the long term, sustainable provision of water as it relates to future development and land use decisions and the protection of the resource. This was approved by the Board at the September 20th, 2005 meeting with the following resolution:

That the Board approves the establishment of a Drinking Water Watershed Protection Stewardship Committee and direct staff to develop a Terms of Reference and proposed membership for that committee for Board consideration.

With the formation of the Stewardship Committee and the completion of the Terms of Reference the inaugural meeting of the committee was held on September 6th, 2006. This meeting was followed by eight meetings during 2006/07, the last of which was held on June 27th, 2007.

The Stewardship Committee's work is included in the "Drinking Water and Watershed Protection Action Plan", which was submitted to the Board in February 2008 and resulted in the following resolutions:

That the Board receive the Drinking Water/Watershed Protection Action Plan.

That the Board direct staff to proceed with the necessary preparations for a communications strategy and an electoral area wide referendum to be held in conjunction with the Local Government Elections in November of 2008 and that funding in the amount of \$65,000 be included in the 2008 Electoral Area Feasibility Budgets for this purpose.

That the Electoral Area Directors meet with staff to consider the wording of the referendum question and resulting participation when the referendum results are computed.

Subsequent to that meeting, staff met with the Electoral Area Directors to review the recommendations in the Action Plan and to consider the wording of the referendum.

In order to proceed to referendum an establishing bylaw must be approved by the Board. The Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556, 2008 is attached for the Board's review. This bylaw must receive Board approval and subsequent approval from the Ministry of Community Development prior to the November election and referendum.

The referendum question is as follows:

Are you in favour of the adoption of "Regional District of Nanaimo Drinking Water-Watershed Protection Establishment Bylaw No. 1556, 2008" which, if enacted, would establish a drinking water-watershed protection function in Electoral Areas A, B, C, E, F, G & H.

ALTERNATIVES

1. Introduce and give first three readings of the Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556, 2008. This will lead to conducting a referendum on November 15, 2008.
2. Do not proceed with the implementation of the Drinking Water and Watershed Protection Service at this time and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The first year of operation of the new service area and the implementation of the "Action for Water" program would result in an estimated annual parcel tax of \$25.50 in the Electoral Areas generating a first year budget of \$522,000.

SUSTAINABILITY IMPLICATIONS

The Regional Growth Monitoring Advisory Committee identified the characteristics of a sustainable region which includes:

- A safe, sufficient supply of water for all living beings and uses in the RDN.
- All natural resources are conserved, and renewable resources are available in perpetuity.
- Land and resources are efficiently used, and the negative impacts of land use and development are minimized.

The establishment of this Service Area and the resulting funding for the Action for Water program will have significant positive long term impacts with respect to providing access to clean abundant water in the region and will support those key sustainability goals noted.

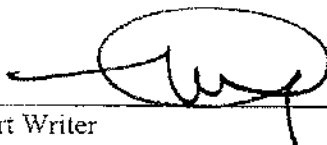
CONCLUSIONS

The Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556, 2008 and referendum question must be introduced and receive Inspector of Municipalities approval prior to the November 15th, 2008 local government elections. A public communications initiative with information about the proposed service will commence this fall to assist the public with their decision on the referendum. The communications plan for this proposed service is included as a separate report on this agenda .

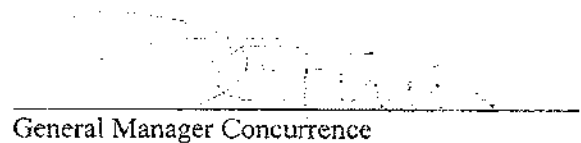
RECOMMENDATIONS

1. That the "Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556, 2008" be introduced for first three readings and be forwarded to the Inspector of Municipalities for approval.
2. That the Regional District proceed to referendum on November 15th, 2008 to obtain the assent of the electors of Electoral Areas A, B, C, E, F, G & H to establish a Drinking Water and Watershed Protection Service and that the referendum question be as follows:

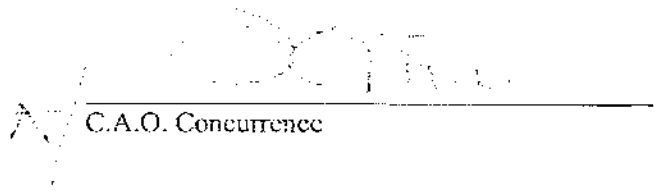
Are you in favour of the adoption of "Regional District of Nanaimo Drinking Water-Watershed Protection Establishment Bylaw No. 1556, 2008" which, if enacted, would establish a drinking water-watershed protection function in Electoral Areas A, B, C, E, F, G & H.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1556

**A BYLAW TO ESTABLISH A DRINKING WATER AND WATERSHED
PROTECTION SERVICE**

WHEREAS under section 796 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service for the purpose of the protection of sources of drinking water and watersheds within the electoral areas;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*;

AND WHEREAS the approval of the electors in the participating areas has been obtained under section 801.2 of the *Local Government Act*.

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts as follows:

1. Service

The service established by this Bylaw is the Drinking Water and Watershed Protection Service (the "Service") for the following purposes in the Service Area:

- (a) increase the level of knowledge regarding drinking water sources to support the long-term sustainability of the water resource;
- (b) coordinate efforts of provincial and local governments and non-governmental organizations with respect to drinking water source protection;
- (c) increase the level of public awareness regarding drinking water and watershed protection requirements and strategies.

2. Participating Areas

The Participating Areas for the Service are Electoral Areas "A", "B", "C", "E", "F", "G" and "H".

3. Boundaries

The boundaries of the Service Area are coterminous with the boundaries of Electoral Areas "A", "B", "C", "E", "F", "G" and "H" (the "Service Area").

4. Cost Recovery

As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) parcel taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (c) revenues received by way of agreement, enterprise, gift, grant or otherwise.

5. Maximum Requisition

In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Service is the greater of:

- (i) Five Hundred, Twenty-Two Thousand Dollars (\$522,000.00), or
- (ii) the amount obtained by multiplying the rate of \$0.0674 per thousand dollars times the net taxable value of land and improvements in the Service Area.

6. Citation

This Bylaw may be cited for all purposes as the "Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556, 2008".

Introduced and read three times this day of 2008.

Received the approval of the Inspector of Municipalities this day of 2008.

Assented to by the electors this day of 2008.

Reconsidered and adopted this day of 2008.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION



A/CAD APPROVAL	
EAP	
CON	
MAY 14 2008	
R/D	
DD-21	Aug 26 '08

MEMORANDUM

TO: John Finnie
General Manager - Environmental Services

DATE: August 14, 2008

FROM: Mike Donnelly
Manager of Utilities

FILE: 5500-22-25

SUBJECT: Communications Strategy – Action For Water Referendum

PURPOSE

To present to the Board a communication strategy for the Action for Water Referendum.

BACKGROUND

At the February 26th, 2008 Regional Board meeting the following resolution was passed:

That the Board direct staff to proceed with the necessary preparations for a communications strategy and an electoral area wide referendum to be held in conjunction with the Local Government Elections in November of 2008 and that funding in the amount of \$65,000 be included in the 2008 Electoral Area Feasibility Budgets for this purpose.

This resolution provided the necessary funding to proceed with the development of a communications plan that would detail the benefits of establishing a service area for drinking water and watershed protection. IIB Lanarc were retained to assist with the development of the plan which is now well underway. Key activities in the plan along with timelines for their completion are included in the attachment to this report.

The communications strategy is focused on the need for the program for the short and long term health of the region’s water supply. It will also highlight the importance of acting now and not at some future point in time when water supply issues become a critical concern.

This messaging will be challenged on two fronts that need to be addressed. One will be a concern by electoral area residents that incorporated areas outside of the proposed service area will benefit but not contribute to the program costs. Incorporated area participation is currently being discussed between the RDN and those communities. Results of those discussions and any impacts they may have will be communicated to the public.

The second issue may be that some residents do not recognize emerging water sustainability issues and as a result do not see a need for action now. The communication plan will focus on this issue in an attempt to effectively illustrate how land use and population pressures will gradually reduce water quality and quantity if action is not taken now.

ALTERNATIVES

1. To approve the proposed Communications Strategy.
2. To approve the proposed Communications Strategy with amendments.

FINANCIAL IMPLICATIONS


The Board approved \$65,000 for both the communications strategy and the referendum process. The communications strategy portion totals \$30,000.

SUSTAINABILITY IMPLICATIONS

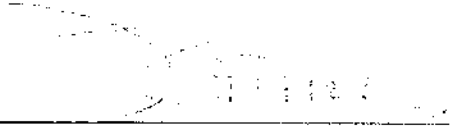
The establishment of a drinking water and watershed protection service area will assist in the long term provision of healthy and sufficient water in the region.

RECOMMENDATION

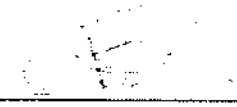
That the Board approve the Action for Water Communication Strategy to Establish a Drinking Water and Watershed Protection Service Area.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

Action for Water: Communication Strategy

	Step 1 - Preparation of Support Materials
June 2008	1.1 Finalize Scope, Schedule, Contacts and Budget for Referendum Support
	1.2 Finalize program name and create visual identity
	1A: Website
	1.3 Prepare draft text for website
	1.4 Provide comment on DWWP website
	1.5 Compile questions, develop answers for FAQ, post on website
July 2008	1B: Information/Presentation Package
	1.6 Powerpoint Presentation
	1.7 Brochure
August 2008	1C: Video
	1.8 (option A) Create slides and a video short that summarizes key needs and benefits or, (option B) Work with RDN/Shaw Cable
	Step 2 - Fall Public Information Process
	2.1 Determine schedule, location of Fall events – 7 locations
	2.2 Create posters about AFW program and Fall events
	2.3 Referendum question and communications strategy report to the Board
Sept 2008	2.4 Prepare and arrange advertising, press release for Fall events
	2.5 Distribute posters and brochures for Fall events
Sept, Oct, Nov 2008	2.6 Refine presentation; facilitate and present at events
	2.7 Provide poster / brochure / Powerpoint presentation support to volunteers
	2.8 Consult with Municipal Councils and staff members
	2.9 Media interviews (TV) and TV footage in fall
ONGOING	2.10 WEBSITE MAINTENANCE: Compile and respond to questions/comments from website; update website information

Communication Tools

- | | |
|-----------------------------------|--------------------------------------|
| ✓ Use of all local papers | ✓ Arena/ Pool Billboards |
| ✓ RDN Web Site | ✓ Admin. Office reception areas |
| ✓ Radio Interviews | ✓ Informational booth at local malls |
| ✓ Local Television / Shaw's Daily | ✓ Supporting Agencies / Groups. |
| ✓ Television / CH and New VI | |



MEMORANDUM

RDN REPORT	
A/	CAO APPROVAL
642	
COV	
	410 - 318
R-D	
	✓ 226 26 '08

TO: Sean De Pol
Manager of Liquid Waste

DATE: August 13, 2008

FROM: Nadine Schwager
Liquid Waste Coordinator

FILE: 4520-20-73/74

SUBJECT: Pump and Haul Bylaw Amendment
4571 Maple Guard Drive, Electoral Area 'H'
667 South Road, Electoral Area 'B'

PURPOSE

To consider an amendment to Bylaw 975 which established the Regional District of Nanaimo's Pump and Haul program.

BACKGROUND

The pump and haul service was established to provide a solution for those properties unable to obtain a permit for an on site septic disposal system. In order to apply for a permit under this bylaw the following conditions must be met:

- the applicant must have a valid holding tank permit issued by Vancouver Island Health Authority
- the parcel must be greater than 700 m²
- the parcel is for existing uses and the disposal system has failed, or the parcel is currently vacant and will only be used for the construction of a single family residence
- the parcel cannot be further subdivided or stratified according to existing zoning or a restrictive covenant
- a community sewer system is not available
- including the parcel will not facilitate development of any additional units on the property
- the development conforms to zoning bylaws

A person wishing to incorporate a property into the Pump and Haul Service Area must first apply to the Regional District of Nanaimo to amend the Pump and Haul Bylaw No. 975. A Restrictive Covenant shall be registered against the title of the land in question in accordance with section 219 of the Land Title Act. The Restrictive Covenant shall require that the owner of the lot maintain a contract with a pump out company with a copy of the current contract always deposited with the Regional District of Nanaimo; the owner of the lot connect to sewers when they become available and the owner shall not subdivide or construct any additional units on the property.

Requests have been received to include the following properties into the Pump and Haul function:

Lot 27, Plan 16121, District Lot 40, Newcastle Land District
4571 Maple Guard Drive, Electoral Area 'H'.

Lot 72, Section 13, VIP21531, Nanaimo Land District
667 South Road, Gabriola Island, Electoral Area 'B'

The property owners have petitioned the RDN to include these properties into the Regional District of Nanaimo Pump and Haul Local Service Area, Bylaw No. 975. The properties are residential homes. Permits from the Environmental Health Officer at the Central Vancouver Island Health Region approved the properties for holding tanks. The properties are greater than 700 m² in area and currently conform to the existing zoning bylaws.

A Restrictive Covenant will be registered on the properties requiring that a continuous contract with a pump out company be on file with the Regional District of Nanaimo; that the owners will connect to sewers when they become available and that the owners shall not subdivide or construct any additional units on the property.

ALTERNATIVES

1. Do not accept the applications.
2. Accept the applications.

FINANCIAL IMPLICATIONS

There are no financial implications. The applicants pay an application fee and an annual user fee. The Pump and Haul program is a user pay service.

SUSTAINABILITY IMPLICATIONS

According to Vancouver Island Health Authority, these properties do not have suitable conditions for an onsite septic system. Sewage from these properties will be discharged into a holding tank, then pumped and hauled to one of the Pollution Control Centres. The property at 4571 Maple Guard Drive has been using a holding tank since early 2007. The inclusion of this property will not have any sustainability implications.

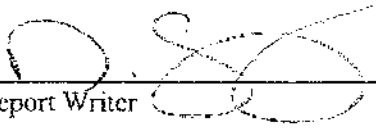
The property at 667 South Road is under development. In general, on-site treatment is a more sustainable alternative as it requires less trucking of waste and, therefore, reduced greenhouse gas emissions within the District. However, this property does meet the current requirements to be included in the Pump and Haul Service Area.

SUMMARY/CONCLUSIONS

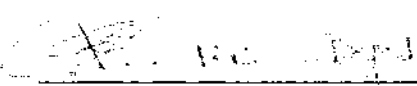
The applications meet all requirements for inclusion into the Pump and Haul function, specifically the parcel sizes are greater than 700 m², a community sewer is not available, holding tank permits were obtained under the Provincial Sewage Disposal Regulation and the properties currently conform to the existing zoning bylaws. Restrictive Covenants have been prepared for the properties requiring that the owners of the lots maintain a contract with a pump out company with a copy of the current contract always deposited with the Regional District of Nanaimo; the owners of the lots connect to sewers when they become available and the owners shall not subdivide or construct any additional units on the properties.

RECOMMENDATIONS

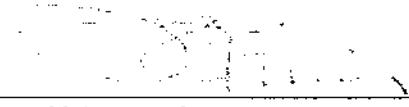
1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include Lot 27, Plan 16121, District Lot 40, Newcastle Land District. (4571 Maple Guard Drive, Electoral Area 'H') and Lot 72, Section 13, VIP 21531, Nanaimo Land District (667 South Road, Electoral Area 'B').
2. That "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.49, 2007" be introduced and read three times.



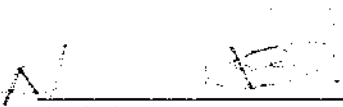
Report Writer



Manager Concurrence

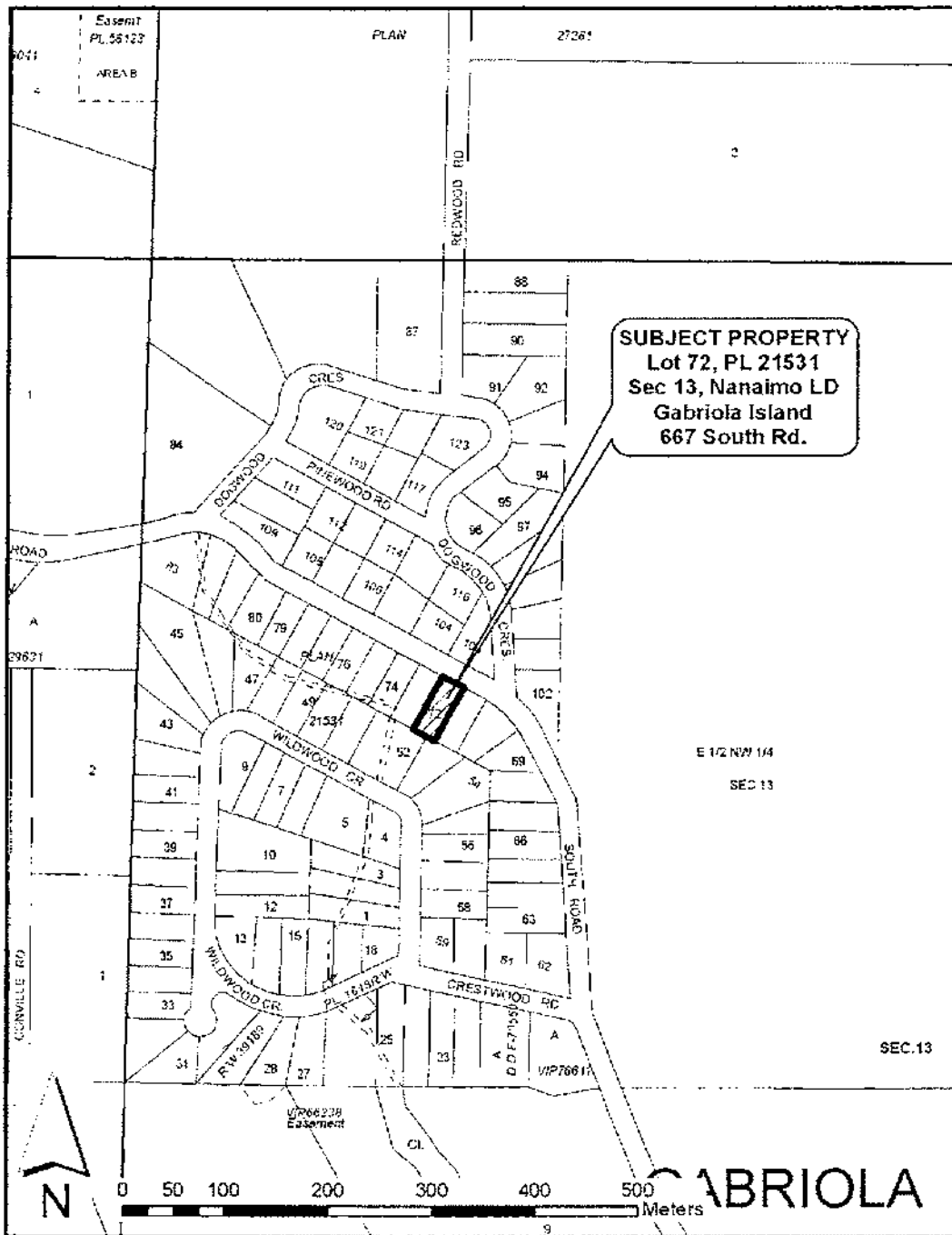


General Manager Concurrence



CAO Concurrence

COMMENTS:



BCGS MAPSHEET NO. 92G.011.4.2

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.49

**A BYLAW TO AMEND THE REGIONAL
DISTRICT OF NANAIMO PUMP AND
HAUL LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 975**

WHEREAS Regional District of Nanaimo Pump and Haul Local Service Area Establishment Bylaw No. 975, as amended, established the pump and haul local service area;

AND WHEREAS the Directors of Electoral Areas 'B', 'C', 'E', 'F', 'G' and 'H' have consented, in writing, to the adoption of this bylaw;

AND WHEREAS the Councils of the City of Nanaimo and the District of Lantzville have consented, by resolution, to the adoption of Bylaw No. 975.49;

AND WHEREAS the Board has been requested to amend the boundaries of the local service area to include the following properties:

Lot 27, Plan 16121, District Lot 40, Newcastle Land District (Electoral Area 'H')

Lot 72, Section 13, VIP21531, Nanaimo Land District (Gabriola Island, Electoral Area 'B')

NOW THEREFORE the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. Schedule 'A' of Bylaw No. 975 is hereby repealed and replaced with Schedule 'A' attached hereto and forming part of this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.49, 2008".

Introduced and read three times this _____ day of _____, 2008.

Adopted this _____ day of _____, 2008.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

.....
Chairperson

.....
Sr. Mgr., Corporate Administration

BYLAW NO. 975.49

SCHEDULE 'A'

Electoral Area 'B'

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 24, Section 5, Plan 19972, Nanaimo Land District.
5. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
6. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
7. Lot 177, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
9. Lot 7, Section 18, Plan 17698, Nanaimo Land District.
10. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
11. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
12. Lot 85, Section 18, Plan 21586, Nanaimo Land District.
13. Lot 14, Section 21, Plan 5958, Nanaimo Land District
14. Lot 108, Section 13, Plan 21531, Nanaimo Land District
15. Lot 84, Sections 12 & 13, Plan 21531, Nanaimo Land District
16. Lot 72, Section 13, VIP21531, Nanaimo Land District

Electoral Area 'C' (Defined portion)

Electoral Area 'E'

1. Lot 69, District Lot 68, Plan 30341, Nanoose Land District.
2. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
3. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
4. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
5. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
6. Lot 5, District Lot 78, Plan 25366, Nanoose Land District.
7. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
8. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
9. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
10. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
11. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
12. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
13. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.

Electoral Area 'F'

1. Lot 2, District Lot 74, Plan 36425, Cameron Land District.
2. Lot A, Salvation Army Lots, Plan 1115, Except part in Plan 734 RW, Nanoose Land District.
3. Strata Lot 179, Block 526, Strata Plan VIS4673, Cameron Land District.
4. Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.
5. Strata Lot 181, Block 526, Strata Plan VIS4673, Cameron Land District.

6. Strata Lot 182, Block 526, Strata Plan VIS4673, Cameron Land District.
7. Strata Lot 183, Block 526, Strata Plan VIS4673, Cameron Land District.

Electoral Area 'G'

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.
2. Lot 1, District Lot 80, Plan 49865, Newcastle Land District.

Electoral Area 'H'

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.
6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.
7. District Lot 2001, Nanaimo Land District.
8. Lot 1, District Lot 40, Plan 16121, Newcastle District
9. Lot 27, Plan 16121, District Lot 40, Newcastle Land District

City of Nanaimo

1. Lot 43, Section 8, Plan 24916, Wellington Land District.

District of Lantzville

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.
2. Lot A, District Lot 27G, Plan 29942, Wellington Land District.
3. Lot 1, District Lot 85, Plan 15245, Wellington Land District.



RDN REPORT	
CAO APPROVAL	
EAP	
CGW	
AUG 18 2008	
RHD	
BOARD	✓ Aug 26 '08

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: August 18, 2008

FROM: Paul Thorkelsson
GM Development Services

SUBJECT: Acceptance of the City of Nanaimo's Official Community Plan Context Statement by the RDN Board

PURPOSE

To present the City of Nanaimo's Official Community Plan (OCP) Context Statement for acceptance by the RDN Board in satisfaction of the Regional Growth Strategy (RGS) governing legislation.

BACKGROUND

The City of Nanaimo has forwarded their revised Context Statement for review and acceptance by the Board. The Context Statement and an accompanying staff report was forwarded to a combined meeting of the Intergovernmental Advisory Committee (IAC) and the Board's Sustainability Select Committee (SSC) on July 22, 2008 (A copy of the staff report is attached for the Board's information). At the July 22nd meeting the SSC approved the staff recommendation that the Board accept the Context Statement.

Following the SSC meeting a question was raised by the representative of the District of Lantzville regarding the Context Statement's treatment of Goal 7 of the RGS. The issue of concern is with respect to the necessity for the Context Statement to recognize the future supply of services by the CON to development lands that were not recognized for development in the applicable OCP in place on June 10, 2003. This discussion has identified an additional inconsistency that was not recognized in the Context Statement brought forward to the SSC. A revised report from Andrew Tucker is attached for the Board's information.

Changes to the UCB, have brought additional lands into the UCB for development. It is important to note that servicing plans for these developments require comprehensive planning and design prior to approval and will ensure development under the CON OCP is consistent with the main tenants of Goal 7 of the RGS. None the less, the revised report does identify that the CON OCP is not fully consistent with all aspects of Goal 7 of the RGS. Staff from the CON have indicated that they will move forward with revisions to the Context Statement to recognize the identified inconsistency to Goal 7 and add additional wording to the statement that will clarify the inconsistency and outline how consistency will be achieved in the future.

ALTERNATIVES

1. To accept the CON Context Statement as presented to the Sustainability Select Committee subject to revisions to the statement prior to adoption of the CON OCP.
2. To not accept the CON Context Statement and provide alternative direction to staff.

DISCUSSION

Notwithstanding the inconsistencies identified in the Context Statement and the attached CON report, the CON OCP overall is very supportive of the goals and policies of the RGS. The Context Statement identifies where consistencies exist and as committed by CON staff, will be revised to include further information regarding inconsistency with Goal 7.

SUSTAINABILITY IMPLICATIONS

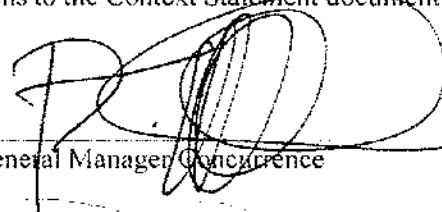
The Regional Growth Strategy is a core document in the support and promotion of sustainability for the Regional District of Nanaimo. The goals and policies of the RGS set out a framework for the support of the Board's own strategic plan and goals. The CON Context Statement reveals a high level of consistency between the City OCP and the RGS, suggest that the OCP is well aligned with the RGS and as such will have direct impact on further progress towards the goal of a sustainable region for the future.

CONCLUSION

The City of Nanaimo has submitted a context statement to the Regional District Board for acceptance pursuant to the requirement of Part 25 of the Local Government Act. The Context Statement provides detail on the consistency of the CON OCP with the goals and policies of the RGS. An addition of the Context Statement identifies inconsistency on the part of the CON OCP and describes how the inconsistency is to be made consistent following the current review of the RGS. CON staff have committed to additional revisions to the Context Statement with respect to Goal 7 – Efficient Services will be made prior to the adoption of the new CON OCP. Staff concur with the review provided and recommend, subject to the revisions mentioned, acceptance of the Context Statement.

RECOMMENDATION

1. That the City of Nanaimo Context Statement be accepted by the Regional District subject to revisions to the Context Statement reflecting the inconsistency with respect to Goal 7 – Efficient Services are completed prior to the CON adoption of the OCP.
2. That staff be directed to provide a letter to the City of Nanaimo, indicating acceptance of the Context Statement following the necessary revisions to the Context Statement document.



General Manager Concurrence



CAO Concurrence

COMMENTS:

TO: Carol Mason
Chief Administrative Officer

DATE: July 16, 2008

FROM: Paul Thorkelsson
GM Development Services

SUBJECT: Acceptance of the City of Nanaimo's Official Community Plan by the RDN Board

PURPOSE

To present the City of Nanaimo's Official Community Plan (OCP) Context Statement for acceptance by the RDN Board in satisfaction of the Regional Growth Strategy (RGS) governing legislation.

BACKGROUND

The City of Nanaimo (CON) has undertaken a 10 year review of their OCP and is currently in the process of finalizing the adoption of the revised OCP. The RDN Board has previously reviewed and provided comments on the CON's revised OCP through a resolution passed at the April 22, 2008, Board meeting.

Under the provincial legislation that governs regional growth strategies municipalities are required to provide a context statement as part of their OCP which outlines the consistency of the municipal OCP with the goals and policies of the RGS. In addition, where inconsistencies between the OCP and the RGS exist the Context Statement is required to describe how the OCP is expected to become more consistent with the RGS over time.

The City of Nanaimo has forwarded their revised Context Statement for review and acceptance by the RDN Board. A copy of CON submission has been attached to this Report for reference. In addition to the excerpted copy of the CON Context Statement the submission also includes a report provided by CON staff responding to the criteria for evaluating consistency and inconsistency in municipal OCP's and the RGS as provided by the RDN's "Regional Context Statements: Content and Development Process" document.

ALTERNATIVES

1. To accept the CON Context Statement as presented in satisfaction of the Context Statement requirements of the RGS pursuant to Part 25 of the *Local Government Act*.
2. To not accept the CON Context Statement as presented.

DISCUSSION

The submitted Context Statement has not changed from that which was previously presented to the RDN Board as part of the CON's draft OCP referral and considered at the April 22, 2008 meeting of the Board. As described in the Staff Report presented at that meeting the CON OCP overall is supportive of the goals and policies of the RGS. In particular the OCP contains objectives and policies that support and reinforce the RGS goals of Nodal structure: Rural Integrity, Environmental Protection, Improved Mobility, Vibrant and Sustainable Economy, Efficient Services and Cooperation among Jurisdictions. The Context Statement put forth by the CON reflects these consistencies. Further, RDN staff concur with the review of the Context Statement provided by the CON staff on these particular goals of the RGS.

The Context Statement also identifies the inconsistency between the CON OCP and the RGS. As was identified in the consideration of the OCP referral changes to the urban containment boundary (UCB) of the CON have been included in the revised OCP. These changes do introduce an inconsistency between the OCP and the RGS. Notwithstanding this inconsistency, it has been recognized that under the current structure of the RGS, plan Nanaimo (OCP) existing Context Statement and UCFAMIA the City is empowered to make these changes within the CON boundary. The submitted Context Statement recognizes this inconsistency and outlines how consistency will be achieved by indicating that revision to the RGS to recognize UCB changes made (in all member municipalities) since adoption of the current RGS will occur as part of the current review and update of the RGS. RDN staff concur with the CON intention to remove the "inconsistency" section from the Context Statement following the update of the RGS. It is worth noting that the CON OCP, beyond the identified inconsistency with respect to the location of the UCB, is supportive of the RGS goal of Strong Urban Containment and that this is reflected in the Context Statement.

SUSTAINABILITY IMPLICATIONS

The Regional Growth Strategy is a core document in the support and promotion of sustainability for the Regional District of Nanaimo. The goals and policies of the RGS set out a framework for the support of the Board's own strategic plan and goals. The CON Context Statement reveals a high level of consistency between the City OCP and the RGS, suggests that the OCP is aligned with the RGS and as such will have direct impact on further progress towards the goal of a sustainable region for the future.

CONCLUSION

The City of Nanaimo has submitted a Context Statement to the Regional District Board for acceptance pursuant to the requirements of Part 25 of the *Local Government Act*. The Context Statement provides detail on the consistency of the CON OCP with the goals and policies established by the RGS. In addition, the Context Statement identifies an inconsistency on the part of the CON OCP and describes how the inconsistency is to be made consistent following the current review of the RGS. The Context Statement meets the requirements of the *Local Government Act* and has been submitted with a review by CON staff following the RDN Board's framework for evaluating the content of Regional Context Statements. RDN staff concur with the review provided and recommend acceptance of the Context Statement.

RECOMMENDATION

1. That the City of Nanaimo Regional Context Statement be accepted as submitted.
2. That staff be directed to provide a letter to the City of Nanaimo indicating acceptance of the Context Statement.

General Manager Concurrence

CAO Concurrence

COMMENTS:

2008-JUL-04

Via email: jstanhope@rdn.bc.ca

Our File: 6480-20-FO1

Mr. Joe Stanhope, Chair
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Dear Mr. Stanhope:

Re: Official Community Plan Bylaw 2008 No. 6500

This letter is a follow-up to our correspondence referring the City of Nanaimo Official Community Plan Bylaw 2008 No. 6500 to the Regional Board for its consideration in March of this year. Bylaw No. 6500 received First and Second Reading on 2008-MAY-26 and went to Public Hearing on 2008-JUN-19. The purpose of this letter is to formally request that the Regional Board consider and accept the revised Regional Context Statement contained in, and forming part of, Official Community Plan Bylaw 2008 No. 6500 in accordance with the process outlined in "Regional Context Statement: Content and Development Process", dated 2004-FEB-10.

It is noted that the Regional Context Statement was contained in, and formed part of, the draft Official Community Plan that was considered by the Regional Board on 2008-APR-22. There has been no change to the wording of the Regional Context Statement from that referred to you previously. A copy of the Regional Context Statement and a report outlining consistency, and any inconsistencies, between the Regional Growth Strategy and the Official Community Plan Bylaw 2008 No. 6500 is attached for your reference.

Thank you for your attention to this matter. Please do not hesitate to contact me if you require any additional information.

Yours truly,



Andrew Tucker MCIP
Director, Planning & Development
Development Services Department
City of Nanaimo
250-755-4450

AT/pm

cc: Carol Mason, Chief Administrative Officer, RDN (cmason@rdn.bc.ca)
Paul Thorkelsson, General Manager, Development Services, RDN (pthorkelsson@rdn.bc.ca)
Doug Holmes, General Manager of Corporate Services, City of Nanaimo
Ted Swabey, General Manager, DSD, City of Nanaimo
Bruce Anderson, Manager, Community Planning, DSD, City of Nanaimo
G:CommPlan/OCP/10 year Review/6480-20-FO1/2008Jul04 RDN RCT.doc

REPORT

TO: REGIONAL DISTRICT OF NANAIMO

FROM: A. TUCKER, DIRECTOR, PLANNING AND DEVELOPMENT, CITY OF NANAIMO

RE: REGIONAL CONTEXT STATEMENT CONTENT

Goal 1: Strong Urban Containment

1. *Does the OCP designate Urban Containment Boundaries consistent with the Regional Growth Strategy?*

No. The Urban Containment Boundary (UCB) shown in the City of Nanaimo OCP differs from that shown in the Regional Growth Strategy (RGS). The Regional Context Statement notes that "an amendment to the UCB within the City of Nanaimo will follow the process established in PlanNanaimo and be in effect following adoption within that process. The RDN will follow their process and include a similar UCB change to the RGS during a future review. This wording is consistent with the Regional Context Statement that was approved by the Regional Board in 2005.

2. *Does the OCP only support the approval of new residential development of a density greater than 1 unit per hectare, commercial uses, and institutional uses on land designated by the RGS as Urban Areas inside UCB's?*

Yes. The OCP encourages residential densities ranging from 10 units per hectare in the 'Neighbourhood' designation to 150 per hectare in the 'Urban Node' designation and that commercial and institutional uses should be located on lands located within the UCB.

3. *Does the OCP only support amendments to the UCB that are considered according to processing criteria in the Urban Containment and Fringe Area Management Implementation Agreement (UCFAMIA)?*

Yes. The City of Nanaimo has followed the UCFAMIA for changes to the UCB in the proposed OCP.

Goal 2: Nodal Structure

1. *Does the OCP encourage a mix of uses that includes places to live, work, learn, play, shop and access services within designated nodal areas inside UCB's?*

Yes.

2. *Does the OCP support collaboration at the local level by governments, residents and business interests regarding the design, character, land use and ultimate level of development in designated nodal areas inside UCB's?*

Yes. Goal 7: Work towards a Sustainable Nanaimo contains an extensive section dealing with neighbourhood and area planning as well as the processes to be followed for amending the plan. It also contains an implementation schedule which outlines a number of neighbourhood plans and corridor studies to be undertaken in the near future.

Goal 3: Rural Integrity

1. *Does the OCP promote and encourage the retention of large rural holdings on land designated by the RGS as Resource Lands and Open Space and Rural Residential?*

Yes. The OCP protects resource lands through the 'Resource Protection' designation and open space lands through the 'Open Space and Parks' designation. The OCP does not contain a 'Rural Residential' designation.

2. *Does the OCP encourage forestry uses on land designated by the RGS as Resource Lands and Open Space?*

Yes. The 'Resource Protection' designation allows for agriculture and resource uses, including farm use or agriculture, forestry, wood lots and silviculture, as well as park and open space uses, including natural parks, passive recreational uses, protected areas and environmentally sensitive areas.

3. *Does the OCP encourage agricultural uses on land designated by the RGS as Resource Lands and Open Space, particularly in the Agricultural Land Reserve (ALR)?*

Yes. Applications to the Agricultural Land Commission to remove lands from the ALR will not be supported except in extraordinary circumstances where such exclusion would otherwise be consistent with the goals, objectives and other policies of the plan.

4. *Does the OCP promote sensitive development on land designated by the RGS as Urban Area and Sub-Urban Area, so that impacts are minimized on rural uses on land designated by the RGS as Resource Lands and Open Space and Rural Residential?*

Yes. The plan contains an extensive set of policies on environmentally sensitive areas as well as development permit area protection for those areas. These are found in Section 5.2 of the plan and Development Permit Area 2.

Goal 4: Environmental Protection

1. *How does the OCP provide for the protection of the environment and the minimization of ecological damage related to growth and development?*

Goal 5 of the plan is to "protect and enhance our environment" and includes policies on energy and emissions management, environmentally sensitive areas, natural hazard areas, steep slope development, erosion control, urban forest and greenways and contaminated sites. The policies in this section, combined with the development permit areas that apply to these topics, will ensure that the environment is protected and damage is minimized during the development process.

Goal 5: Improved Mobility

1. *Does the OCP support a mix of uses that includes places to live, work, learn, play, shop and access services within designated nodal areas inside the UCB's?*

Yes. The structure of the OCP is that urban nodes will be those areas within the City that have the greatest concentration and mix of uses and attract a large number of people on a daily basis. The urban nodes support densities up to 150 units per hectare, including high-rise residential development and intensive land uses. In addition to the urban nodes, the OCP also contains policies for corridors which support mixed-use development along major arterials in support of public transit.

Goal 6: Vibrant and Sustainable Economy

1. *Does the OCP support cooperative initiatives related to economic development?*

Yes. Goal 4 of the OCP is a new goal to promote a thriving economy. This goal was added in order to more explicitly stress the importance of economic development to our community's well-being and sustainable future.

2. *Does the OCP support the provision and improvement of infrastructure to attract desirable economic development?*

Yes. Amongst the objectives of Goal 4 is to provide a physical infrastructure that connects businesses to their markets. Physical infrastructure supports the community and businesses and is of importance to economic drivers for effective communication and transportation links beyond Nanaimo.

3. *Does the OCP provide for tourism related economic development?*

Yes. Goal 4 of the OCP is based on the Community Economic Development Strategy, which was developed by the Economic Development Group and the City's Economic Development Department. It emphasizes all aspects of economic development including tourism, but does not specifically highlight tourism for special attention.

4. *Does the OCP generally support aggregate resource development on land designated by the RGS as Resource Lands and Open Space?*

No aggregate resource lands are identified in the OCP; all aggregate resources are located within the RDN, not in the City.

Goal 7: Efficient Services

1. *Does the OCP support the provision of community water and community sewer services to land designated as urban Area, as a first priority, to accommodate future growth and development?*

Yes. The OCP supports the provision of Municipal services to lands located within the UCB.

2. *Does the OCP only support the provision of community water and community sewer services to land designated as Resource Lands and Open Space and Rural Residential for the purpose of addressing an environmental or public health hazard, and not for the purpose of facilitating additional development beyond that supported in the applicable OCP in place on 2003-JUN-10?*

Yes. The OCP recognizes that the extension of community water and sewer services to the adjacent jurisdictions, including the community of Lantzville and to the Snuneymuxw First Nation lands, will be considered during the term of the plan. For those areas within the City that are located outside of the UCB, no new community water or sewer services will be extended to those lands, except for health and environmental reasons.

3. *Does the OCP support the provision of community water and community sewer services to land designated by the RGS as Industrial, in recognition of the potential environmental or public health risks associated with industrial uses?*

Yes. The proposed OCP includes industrial lands within the UCB in the expectation that those industrial lands will receive complete Municipal services, recognizing the potential environmental and public health risks associated with industrial uses.

Goal 8: Cooperation among Jurisdictions

1. *How does the OCP help facilitate an understanding of, and commitment to, the goals of the growth management among all levels of governments, the public, and key private and voluntary sector partners?*

Policies pertaining to cooperation amongst jurisdictions are found through the OCP, as well as policies pertaining to public consultation processes in the development of neighbourhood and area plans. In particular, references to the RDN, the District of Lantzville, and Snuneymuxw First Nation are found throughout the document.

I would like to take this opportunity to thank the RDN Staff for their assistance in the preparation of policies related to solid waste and sanitary treatment and disposal.

Respectfully submitted,



A. Tucker
Director, Planning & Development
DEVELOPMENT SERVICES DEPARTMENT

AT//pm
G: CommPlan/OCP/10year Review/ 6480-20-FO1/ 2008Jul04 Rpt RDN RCS.doc

3 Regional Context Statement



Part 25 of the *Local Government Act* sets out specific requirements for a regional context statement for any municipality that is part of an adopted Regional Growth Strategy (RGS). The purpose of a regional context statement is to provide a link between the OCP and the RGS by specifying how a municipality intends to achieve the goals of the RGS.

Along with approval by City Council, through the adoption of the OCP, the regional context statement is reviewed by the Intergovernmental Advisory Committee (IAC) – a committee with membership from the City of Nanaimo, Regional District of Nanaimo, Town of Qualicum Beach, City of Parksville, District of Lantzville, and representatives from key government agencies. The regional context statement has been approved by the RDN's Board of Directors. Through this regional context statement, planNanaimo's policies are linked to the Regional Growth Strategy goals for managing growth through urban containment and nodal development, protecting the integrity of rural areas, protecting environmentally sensitive features, improving service efficiency, and initiating cooperation among jurisdictions.

This regional context statement will be reviewed by the Regional District of Nanaimo and the City of Nanaimo. Any additions, deletions and amendments to the policies in planNanaimo may result in

inconsistencies with the Regional Growth Strategy and require the need for the RDN, member municipalities, and the City to come to a consensus about the proposed amendment and prepare an amendment to the regional context statement.

3.1 Objectives

To cooperate in defining a sustainable regional future for the Regional District of Nanaimo and member municipalities. Policies and actions work to achieve the overall vision of the Regional Growth Strategy.

To ensure consistency in planNanaimo and the Regional Growth Strategy. Objectives and policies in planNanaimo show a direct relationship to the goals and related policies in the Regional Growth Strategy.

To maintain Nanaimo as a regional centre. Enhance the city's role as a population, economic and service centre for the Regional District of Nanaimo and mid-island area.

To anticipate growth. Plan for and accept the city's share of regional growth.

To maintain consistency. Coordinate city growth management planning initiatives with other member municipalities and Snuneymuxw First Nation.

To maintain involvement in the future. Actively work with member municipalities and the Regional District of Nanaimo to ensure future amendments to the Regional Growth Strategy remain consistent with the city's objectives and the policies of planNanaimo.

3.2 Regional Context Statement

This Plan achieves consistency with the RGS goals as follows:

RGS Goal 1 Strong Urban Containment

To limit sprawl and focus development within well defined urban containment boundaries.

planNanaimo supports the maintenance of an Urban Containment Boundary (UCB) to provide the focus for current and future urban development in Nanaimo. Sufficient underdeveloped or undeveloped lands are available to accommodate future growth for the next 20 to 25 years.

Within the UCB, it is anticipated that overall densities will rise in the next 20 to 25 years, creating a more urban environment within the city. planNanaimo supports new forms of higher density residential development within the UCB and in defined Urban Nodes and Corridors. It is anticipated that

the expansion of housing options will meet the needs of Nanaimo's growing and aging population.

The UCB also contains lands designated for future commercial and industrial growth. Community services will not be provided outside the UCB, except for health or environmental reasons.

RGS Goal 2 Nodal Structure

To encourage mixed-use communities that include places to live, work, learn, play, shop and access services

The City of Nanaimo is the principal node within the RDN, having the largest population, regional services, largest employers and regional transport hub. planNanaimo expands on Goal 2 of the RGS by supporting the growth of Nanaimo as an urban node as well as by focusing growth to defined nodes and corridors. This OCP supports a range of housing opportunities within the urban area, focusing higher density residential uses in the nodes and corridors to meet the needs of Nanaimo's population. A range of commercial, professional, and instructional uses are supported within the urban nodes and corridors, and it is intended that each urban node and corridor will capitalize on its unique characteristics and range of uses.

3 Regional Context Statement Cont.



RGS Goal 3 Rural Integrity
To protect and strengthen the region's rural economy and lifestyle.

There are very few areas of rural lands within city limits. The delineation of the UCB serves to focus urban growth, to preserve ALR lands and environmentally sensitive areas, and to protect rural areas from higher density urban development. The UCB provides a clear separation between community serviced lands and those agricultural and environmentally sensitive areas intended to be protected in the long term. Focusing growth to the urban nodes and corridors will also minimize the impacts of development on the lands outside the UCB.

This OCP does not support the extension of urban services outside the UCB. In addition, all regulations and policies of the Agricultural Land Commission are fully supported for ALR lands within the Plan area, including policies supporting buffering on adjacent developable lands.

RGS Goal 4 Environmental Protection
To protect the environment and minimize ecological damage related to growth and development.

An ever increasing focus on the care and stewardship of the environment is an important characteristic of this Plan. New standards have been developed

to protect not only designated park spaces but also those green corridors that provide connections and habitat for wildlife. The clustering of development in urban nodes and corridors, along with the sensitive development of existing underdeveloped or undeveloped parcels will also work toward protecting significant land features and environmentally sensitive areas.

The City of Nanaimo has put a great deal of effort into developing policies and bylaws to protect the environment and minimize the impact of growth on existing environmentally sensitive areas and green space. Development Permit Areas are mapped and the guidelines serve to protect the foreshore, watercourses, steep slopes, and sensitive ecosystems found within the city's boundaries.

RGS Goal 5 Improved Mobility
To improve and diversify mobility options within the region – increasing transportation efficiency and reducing dependency on the automobile.

planNanaimo sets out specific policies and actions to achieve Goal 5 of the Regional Growth Strategy, building on the success of initiatives developing from Imagine Nanaimo and Plan Nanaimo. It is anticipated that the evolution of the urban nodes and corridors will make transit routes more viable in the future. The development of the E&N Trail, Parkway Trail, and numerous cycle

routes and linkages are a direct result of community involvement in creating new mobility options. Walking and cycling are increasing in use in this active community, and planNanaimo supports the development of future options for non-motorized transportation for recreational purposes, and to allow safe travel for a wide range of purposes including work, shopping, and education.

RGS Goal 6
Vibrant and Sustainable Economy

To support strategic economic development and to link commercial and industrial strategies to the land use and rural and environmental protection priorities of the region.

Nanaimo has long served as the focus for higher concentrations and more intensive commercial, professional, and service uses in the Regional District. Nanaimo contains the largest concentrations of employees in the area at sites including Downtown Nanaimo, Nanaimo Regional Hospital, and Vancouver Island University. Existing urban nodes, such as Woodgrove, are also economic generators that provide a range of goods and services to residents from Nanaimo and the surrounding area. A strong economy and the locational characteristics of Nanaimo keep it well poised to experience greater growth over the next 20 to 25 years.

This Plan supports working with the RDN and member

municipalities on creating opportunities and enhancing existing development to promote a vibrant and sustainable economy. The mix of uses supported in the urban nodes and corridors reflect the policies developed in Goal 6 of the RGS by providing a variety of employment opportunities in close proximity to housing and other services. These nodes and corridors, along with the industrial and commercial lands, are intended to expand the range of options to live, work, and be in Nanaimo.

RGS Goal 7
Efficient Services

To provide cost efficient services and infrastructure where urban development is intended, and to provide services in other areas where the service is needed to address environmental or public health issues and the provision of the service will not result in additional development.

planNanaimo supports Goal 7 of the RGS through a number of policies. New community services shall only be provided to lands within the UCB. This, along with refined development patterns, will serve to focus growth and lead to greater efficiencies in the provision of services. Servicing is currently in place or available to meet Nanaimo's anticipated growth over the next 20 to 25 years.

3 Regional Context Statement Cont.



RGS Goal B Cooperation Among Jurisdictions

To facilitate an understanding of and commitment to the goals of growth management among all levels of government, the public, and key private and voluntary sector partners.

This Plan supports full collaboration at the local level among Council, citizens, the business community, stakeholders and special interest groups in establishing the design, character, and uses on lands within the Urban Nodes, Corridors, and Neighbourhood and other land use designations of planNanaimo.

Ongoing consultation with the public and other interested parties will continue through regularly scheduled Council meetings, involvement of the Plan Nanaimo Advisory Committee on the review of amendment applications, public information meetings, public hearings, and expansion of the City's website.

planNanaimo supports ongoing efforts to work with the Town of Qualicum Beach, City of Parksville, District of Lantzville and the RDN in creating and implementing a shared future for the mid-Island area. In addition, this Plan supports efforts to work with the Snuneymuxw First Nation on achieving shared goals and objectives.

Overall, all policies of planNanaimo are fully consistent with the RGS.

3.3 Implementation of the Regional Context Statement

Any future changes to planNanaimo will follow the fundamental principles of the Regional Growth Strategy. The City will uphold the fundamental principles of the Regional Growth Strategy, including:

- **Strong Urban Containment** with the delineation of the UCB
- **Support Nodal Development** through the designation of Urban Nodes and Corridors
- **Protect Rural Integrity** by limiting urban impacts on rural and resource lands
- **Protect the Environment** by implementing policies and Development Permit Area guidelines that provide enhanced protection for the sensitive lands and waterways
- **Improve Mobility** through diversifying options for traveling in and around Nanaimo
- **Promote a Vibrant and Sustainable Economy** through focused development and a positive approach to growth
- **Provide Efficient Servicing** by encouraging r/f/i and the effective use of infrastructure
- **Cooperate with other Jurisdictions** by working together to promote shared goals and visions for the area

Section to be removed once inconsistency issues are resolved

This OCP and the Regional Growth Strategy are inconsistent in the following area:

Urban Containment Boundary.

As shown on Figure 1, the Plan illustrates a different urban containment boundary than is currently described in the RGS. Additions to and deletions from the boundary have occurred during Plan preparation.

An amendment to the UCB within the City of Nanaimo will follow the process established in planNanaimo and be in effect following adoption within that process. The RGN will follow their process and include a similar UCB change to the RGS during a future review.

REPORT

TO: REGIONAL DISTRICT OF NANAIMO

FROM: A. TUCKER, DIRECTOR, PLANNING AND DEVELOPMENT, CITY OF NANAIMO

RE: REGIONAL CONTEXT STATEMENT CONTENT

The purpose of this report is to provide the Board of Directors of the Regional District of Nanaimo (RDN) with background information on the Regional Context Statement contained in the CITY OF NANAIMO OFFICIAL COMMUNITY PLAN BYLAW 2008 NO. 6500 in accordance with the RDN policy and process entitled in "Regional Context Statement: Content and Development Process" dated 2008-FEB-10.

At the Sustainability Committee meeting of 2008-JUL-22 questions were raised with regards to the City's response to Question #2 under "Goal 7: Efficient Services". The report that follows has been revised to provide a more complete response to this question. All other elements of the report are the same as considered by the Sustainability Committee on 2008-JUL-22.

Goal 1: Strong Urban Containment

1. *Does the OCP designate Urban Containment Boundaries consistent with the Regional Growth Strategy?*

No. The Urban Containment Boundary (UCB) shown in the City of Nanaimo OCP differs from that shown in the Regional Growth Strategy (RGS). The Regional Context Statement notes that "an amendment to the UCB within the City of Nanaimo will follow the process established in PlanNanaimo and be in effect following adoption within that process. The RDN will follow their process and include a similar UCB change to the RGS during a future review. This wording is consistent with the Regional Context Statement that was approved by the Regional Board in 2005.

2. *Does the OCP only support the approval of new residential development of a density greater than 1 unit per hectare, commercial uses, and institutional uses on land designated by the RGS as Urban Areas inside UCB's?*

Yes. The OCP encourages residential densities ranging from 10 units per hectare in the 'Neighbourhood' designation to 150 per hectare in the 'Urban Node' designation and that commercial and institutional uses should be located on lands located within the UCB.

3. *Does the OCP only support amendments to the UCB that are considered according to processing criteria in the Urban Containment and Fringe Area Management Implementation Agreement (UCFAMIA)?*

Yes. The City of Nanaimo has followed the UCFAMIA for changes to the UCB in the proposed OCP.

Goal 2: Nodal Structure

1. *Does the OCP encourage a mix of uses that includes places to live, work, learn, play, shop and access services within designated nodal areas inside UCB's?*

Yes.

2. *Does the OCP support collaboration at the local level by governments, residents and business interests regarding the design, character, land use and ultimate level of development in designated nodal areas inside UCB's?*

Yes. Goal 7: Work towards a Sustainable Nanaimo contains an extensive section dealing with neighbourhood and area planning as well as the processes to be followed for amending the plan. It also contains an implementation schedule which outlines a number of neighbourhood plans and corridor studies to be undertaken in the near future.

Goal 3: Rural Integrity

1. *Does the OCP promote and encourage the retention of large rural holdings on land designated by the RGS as Resource Lands and Open Space and Rural Residential?*

Yes. The OCP protects resource lands through the 'Resource Protection' designation and open space lands through the 'Open Space and Parks' designation. The OCP does not contain a 'Rural Residential' designation.

2. *Does the OCP encourage forestry uses on land designated by the RGS as Resource Lands and Open Space?*

Yes. The 'Resource Protection' designation allows for agriculture and resource uses, including farm use or agriculture, forestry, wood lots and silviculture, as well as park and open space uses, including natural parks, passive recreational uses, protected areas and environmentally sensitive areas.

3. *Does the OCP encourage agricultural uses on land designated by the RGS as Resource Lands and Open Space, particularly in the Agricultural Land Reserve (ALR)?*

Yes. Applications to the Agricultural Land Commission to remove lands from the ALR will not be supported except in extraordinary circumstances where such exclusion would otherwise be consistent with the goals, objectives and other policies of the plan.

4. *Does the OCP promote sensitive development on land designated by the RGS as Urban Area and Sub-Urban Area, so that impacts are minimized on rural uses on land designated by the RGS as Resource Lands and Open Space and Rural Residential?*

Yes. The plan contains an extensive set of policies on environmentally sensitive areas as well as development permit area protection for those areas. These are found in Section 5.2 of the plan and Development Permit Area 2.

Goal 4: Environmental Protection

1. *How does the OCP provide for the protection of the environment and the minimization of ecological damage related to growth and development?*

Goal 5 of the plan is to "protect and enhance our environment" and includes policies on energy and emissions management, environmentally sensitive areas, natural hazard areas, steep slope development, erosion control, urban forest and greenways and contaminated sites.

The policies in this section, combined with the development permit areas that apply to these topics, will ensure that the environment is protected and damage is minimized during the development process.

Goal 5: Improved Mobility

1. *Does the OCP support a mix of uses that includes places to live, work, learn, play, shop and access services within designated nodal areas inside the UCB's?*

Yes. The structure of the OCP is that urban nodes will be those areas within the City that have the greatest concentration and mix of uses and attract a large number of people on a daily basis. The urban nodes support densities up to 150 units per hectare, including high-rise residential development and intensive land uses. In addition to the urban nodes, the OCP also contains policies for corridors which support mixed-use development along major arterials in support of public transit.

Goal 6: Vibrant and Sustainable Economy

1. *Does the OCP support cooperative initiatives related to economic development?*

Yes. Goal 4 of the OCP is a new goal to promote a thriving economy. This goal was added in order to more explicitly stress the importance of economic development to our community's well-being and sustainable future.

2. *Does the OCP support the provision and improvement of infrastructure to attract desirable economic development?*

Yes. Amongst the objectives of Goal 4 is to provide a physical infrastructure that connects businesses to their markets. Physical infrastructure supports the community and businesses and is of importance to economic drivers for effective communication and transportation links beyond Nanaimo.

3. *Does the OCP provide for tourism related economic development?*

Yes. Goal 4 of the OCP is based on the Community Economic Development Strategy, which was developed by the Economic Development Group and the City's Economic Development Department. It emphasizes all aspects of economic development including tourism, but does not specifically highlight tourism for special attention.

4. *Does the OCP generally support aggregate resource development on land designated by the RGS as Resource Lands and Open Space?*

No aggregate resource lands are identified in the OCP; all aggregate resources are located within the RDN, not in the City.

Goal 7: Efficient Services

1. *Does the OCP support the provision of community water and community sewer services to land designated as urban Area, as a first priority, to accommodate future growth and development?*

Yes. The OCP supports the provision of municipal services to lands located within the UCB.

2. *Does the OCP only support the provision of community water and community sewer services to land designated as Resource Lands and Open Space and Rural Residential for the purpose of addressing an environmental or public health hazard, and not for the purpose of facilitating additional development beyond that supported in the applicable OCP in place on 2003-JUN-10?*

No. As part of the OCP review the City of Nanaimo has amended the location of its Urban Containment Boundary (UCB) to take in lands that were previously designated "Rural Resource" and "Industrial" lands in the 1996 OCP. These lands are now designated "Urban Reserve" and "Industrial". The "Urban Reserve" designation requires that further planning and engineering studies be undertaken prior to any extension of municipal services to support development to ensure that municipal services are provided in an efficient and cost-effective manner. The "Industrial" designation is essentially the same as the 1996 OCP, except that it is now inside the UCB.

RGS Policy 8F anticipates the creation of the new District Municipality of Lantzville, which occurred shortly after the adoption of the RGS. The new Lantzville OCP included major changes to the location of the UCB, including a new area slated for development known as the Lantzville Foothills.

As the new City of Nanaimo OCP recognizes the potential extension of community water and sewer services to the adjacent jurisdictions of Lantzville and the Snuneymuxw First Nation it may be concluded that both the new Lantzville OCP and the new City of Nanaimo OCP include lands within a revised UCB that will facilitate additional development beyond that supported on 2003-JUN-10.

For those areas within the City that remain located outside of the UCB, no new community water or sewer services will be extended to those lands, except for public health hazard or environmental reasons.

3. *Does the OCP support the provision of community water and community sewer services to land designated by the RGS as Industrial, in recognition of the potential environmental or public health risks associated with industrial uses?*

Yes. The proposed OCP includes industrial lands within the UCB in the expectation that those industrial lands will receive complete municipal services, recognizing the potential environmental and public health risks associated with industrial uses.

Goal 8: Cooperation among Jurisdictions

1. *How does the OCP help facilitate an understanding of, and commitment to, the goals of the growth-management among all levels of governments, the public, and key-private and voluntary sector partners?*

Policies pertaining to cooperation amongst jurisdictions are found through the OCP, as well as policies pertaining to public consultation processes in the development of neighbourhood and area plans. In particular, references to the RDN, the District of Lantzville, and Snuneymuxw First Nation are found throughout the document.

I would like to take this opportunity to thank the RDN Staff for their assistance in the preparation of policies related to solid waste and sanitary treatment and disposal.

Respectfully submitted,

A. Tucker
Director, Planning & Development
DEVELOPMENT SERVICES DEPARTMENT

AT/pm
G: CommPlan/QCP/600Q/10year Review/Reports/2008Jul25 Rpt RDN RCS.doc