

REGIONAL DISTRICT OF NANAIMO

**INAUGURAL BOARD MEETING
TUESDAY, DECEMBER 9, 2008
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**

The Chief Administrative Officer will call the meeting to order.
- 5-6 Notification from the City of Nanaimo, City of Parksville, Town of Qualicum Beach and the District of Lantzville advising of their Council appointments to the Board for the year 2009.
- INAUGURATION OF BOARD MEMBERS**
- ELECTION OF BOARD CHAIRPERSON**
- ELECTION OF DEPUTY CHAIRPERSON**
- 2. DELEGATIONS**
- 3. BOARD MINUTES**
- 7-16 Minutes of the regular Board meeting held November 25, 2008.
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
- 17 **Laurie Taylor, City of Parksville**, re Request for Garbage Rates Relief for Home Based Medical Equipment Waste.
- 6. UNFINISHED BUSINESS**
- For Adoption.**
- 18-21 **Bylaw No. 500.326 – 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. 500.326, 2007” be adopted.

This bylaw is to rezone the property legally described as Lot A, District Lot 6, Nanoose District, VIP58653 and located at the corner of Northwest Bay and

Powder Point Roads from Residential 4 Subdivision District 'Q' (RS4Q) to Nanoose Bay Village Centre Comprehensive Development Zone 30 (CD30) to facilitate the construction of 2, three storey commercial buildings in two phases.

Bylaw No. 798.06 – Electoral Area 'A' Community Parks Amendment Bylaw. (All Directors – One Vote)

That "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.06, 2008", be adopted.

This bylaw amends the Electoral Area 'A' Community Parks Establishment Bylaw to permit financial support for operations and improvements to facilities owned by non-profit organizations.

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

22-24 Minutes of the Special Electoral Area Planning Committee meeting held November 25, 2008. (for information)

PLANNING

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. 60825 – Einarsen – 1570 Raines Road – Area 'A'. (Electoral Area Directors except EA 'B' – One Vote)

That Development Permit Application No. 60825 submitted by Harold Einarsen for the construction of an accessory building within the Streams, Nesting Trees, and Nanaimo River Floodplain Development Permit Area, and the Fish Habitat Protection Development Permit Area for the parcel legally described as Lot 1, Section 17, Range 7, Cranberry District, Plan 21852 be approved subject to the conditions outlined in Schedule No. 1.

Development Permit Application No. 60833 – Sinclair – 4695 Maple Guard Drive – Area 'H'. (Electoral Area Directors except EA 'B' – One Vote)

That Development Permit Application No. 60833, to permit the construction of a residential dwelling and attached garage on the property legally described as Lot 11, District Lot 40, Newcastle District, Plan 15818, be approved subject to the conditions outlined in Schedules No. 1 to 4.

Development Permit Application No. 60834 – Cheesman – 2045 Widgeon Road – Area 'H'. (Electoral Area Directors except EA 'B' – One Vote)

That Development Permit Application No. 60834, to permit the construction of a residential dwelling and coach house on the property legally described as Lot B, District Lot 89, Newcastle District, Plan VIP77421, be approved subject to the conditions outlined in Schedules No. 1 to 5.

Development Permit Application No. 60839 – Heck – 1885 Widgeon Road – Area ‘H’. (Electoral Area Directors except EA ‘B’ – One Vote)

That Development Permit Application No. 60839, to permit the construction of a residential dwelling on the property legally described as Strata Lot 1, District Lot 89, Newcastle District, Strata Plan 1253, together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1, be approved subject to the conditions outlined in Schedules No. 1 to 4.

Development Permit Application No. 60840 – 2570 Peterson Road – Area ‘F’. (Electoral Area Directors except EA ‘B’ – One Vote)

That Development Permit Application No. 60840, in conjunction with the subdivision on the parcel legally described as Lot A, District Lot 182, Nanoose District, Plan VIP65017 and designated within the Fish Habitat Protection Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 to 3.

Development Permit Application No. 60842 – Allix – Mariner Way – Area ‘G’. (Electoral Area Directors except EA ‘B’ – One Vote)

That Development Permit Application No. 60842, to permit the construction of a residential dwelling on the property legally described as Lot 9, District Lot 181, Nanoose District, Plan 13008, and designated within the Environmentally Sensitive Features for Watercourse Protection and Fish Habitat Protection Development Permit Areas pursuant to “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008”, be approved subject to the conditions outlined in Schedules No. 1 to 4.

Development Permit Application No. 60847 – Heinrich – 3330 Kym Road – Area ‘H’. (Electoral Area Directors except EA ‘B’ – One Vote)

That Development Permit Application No. 60847, submitted by Peter T. Mason in conjunction with the subdivision of the parcel legally described as Lot 8, District Lot 20, Newcastle District, Plan 11520 and designated within the Fish Habitat Protection Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. 90820 – Roine/Stauffer – 2780 Yellow Point Road – Area ‘A’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Variance Permit Application No. 90820.

That Development Variance Permit Application No. 90820, submitted by Rob Roine and Jerine Stauffer for the property legally described as Lot A, Section 5, Range 5, Cedar District, Plan VIP82644 be approved subject to Schedules No. 1 to 3 of the staff report and the notification requirements pursuant to the Local Government Act.

NEW BUSINESS

Procedure Bylaw. (All Directors – One Vote)

That the Procedure Bylaw be amended to reflect that the Electoral Area Planning Committee meeting will be held the second Tuesday of each month at 6:30 pm.

Note: Changes to meeting times do not require an amendment to the Procedure Bylaw.

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

Regional Liquid Waste Advisory Committee.

25-28 Minutes of the Regional Liquid Waste Advisory Committee meeting held November 6, 2008. (for information)

8. ADMINISTRATOR'S REPORTS

29-31 Custom Transit Dispatch Software Capital Grant. (All Directors – One Vote)

32-33 Greater Nanaimo Pollution Control Centre Cogeneration Project – Award of Design Services. (All Directors – Weighted Vote)

Fire Protection Agreements with Improvement Districts. (All Directors – Weighted Vote; All Directors – One Vote) (to be circulated)

34-37 Construction Contracts for the Meadowood Firehall. (All Directors – Weighted Vote)

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

12. BOARD INFORMATION (Separate enclosure on blue paper)

13. ADJOURNMENT

14. IN CAMERA



TOWN OF QUALICUM BEACH
INCORPORATED 1992

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P.O. Box 138
Qualicum Beach, B.C.
V9K 1S7

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Fax: (250) 752-1213
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

December 2, 2008

Maureen Pearse, Senior Manager
Corporate Administration
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Maureen Pearse:

Town of Qualicum Beach Appointments to the RDN Board

Council, at their Inaugural Council meeting held Monday, December 1, 2008 passed the following motion:

THAT Council appoints Mayor Teunis Westbroek as the Municipal Director on the Regional District of Nanaimo Board with the following alternates:

December 2008 - August 2009	Councillor Jack Wilson
September 2009 - May 2010	Councillor Barry Avis
June 2010 - February 2011	Councillor Kent Becker
March 2011 - November 2011	Councillor Mary Brouflette.

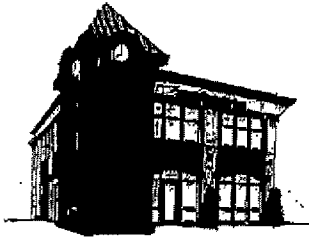
Correspondence for the appointee or alternates can be forwarded to the Town's postal address or by e-mail to: mayor@qualicumbeach.com or, for alternates, to the appropriate address using the following format: initialfirstnamelastname@qualicumbeach.com, eg. jwilson@qualicumbeach.com

Please contact me at 205.738.2202 if you require any additional information.

Yours truly,

Trudy Coates,
Corporate Administrator

/tc
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File: 6530.01



District of Lantzville

Incorporated June 2003

December 3, 2008

Via Fax: 390-4163

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Attention: Maureen Pearse, Senior Manager, Corporate Administration

Dear Ms. Pearse

Re: Appointment of Municipal Director & Alternate Municipal Director

Please be advised that Council, at its Inaugural Meeting held Monday, December 1, 2008, re-appointed Mayor Colin Halme as Municipal Director to the Regional District of Nanaimo Board for the 2009 calendar year. Further, Council also re-appointed Councillor Brian Dempsey as Alternate Municipal Director.

We trust this is the information you require.

Yours truly

Donna Smith
Deputy Director of Corporate Administration
District of Lantzville

File: 0470-20-RDN
.G: Corr/08/rdn.boardappointments.09
C: T. Graff, Chief Administrative Officer

Phone: (250) 390-4006 • Fax: (250) 390-5188
Email: district@lantzville.ca • Website: www.lantzville.ca
P.O. Box 100, 7192 Lantzville Road, Lantzville, B.C. V0R 2H0

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR MEETING OF THE BOARD
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 25, 2008, AT 7:03 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
Alternate	
Director C. Burger	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director G. Korpan	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director L. McNabb	City of Nanaimo
Alternate	
Director L. Sherry	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Mgr., Corporate Administration
N. Avery	Gen. Mgr., Finance & Information Services
J. Finnie	Gen. Mgr., Environmental Services
P. Thorkelsson	Gen. Mgr., Development Services
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Directors Burger and Sherry to the meeting.

DELEGATIONS

Peter Rothermel, Alpine Club of Canada and Federation of Mountain Clubs of BC, re Arrowsmith Massif Regional Park.

Mr. Rothermel made a short verbal and visual presentation on Mount Arrowsmith and its importance as a protected area. Mr. Rothermel thanked the Board and staff for all their efforts to designate the Massif on Mount Arrowsmith as a Regional Park

Mr. Cedric Zala, Executive Chair for the Vancouver Island Section of the Alpine Club of Canada, also spoke on the significance of Mount Arrowsmith as a protected area for future generations.

Lee-Anne Dore, MCSEEDS Society, re Society's Farm and ALR/RDN Application for Farm Workers' Housing.

Ms. Dore provided an overview of the MCSEEDS Society, the farm, accomplishments to date and the vision of the Society for a second house on the farm to provide for a larger program.

BOARD MINUTES

MOVED Director Westbrook, SECONDED Director Manhas, that the minutes of the regular Board meeting held October 28, 2008 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Blain Sepos, Oceanside Tourism Association, re 2008 Third Quarter Progress Report.

MOVED Director Westbrook, SECONDED Director McNabb, that the correspondence from the Oceanside Tourism Association regarding their 2008 third quarter progress report, be received.

CARRIED

Randy White, re Little Qualicum River Village Restrictive Covenant.

MOVED Director Westbrook, SECONDED Director McNabb, that the correspondence from Randy White regarding the Little Qualicum River Village restrictive covenant be received.

CARRIED

Paul Manhas, Arlington Hotel, re Liquor License Amendment Application.

MOVED Director Westbrook, SECONDED Director McNabb, that the correspondence from the Arlington Hotel regarding an application for a liquor license amendment be received.

CARRIED

UNFINISHED BUSINESS

For Adoption.

Bylaw No. 500.326.

This bylaw has been withdrawn from the Agenda at this time.

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Electoral Area Planning Committee meeting held November 4, 2008 be received for information.

CARRIED

PLANNING

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. 90814 – Smood – 8520 Rumming Road – Area ‘E’.

MOVED Director Holme, SECONDED Director Burnett, that Development Variance Permit Application No. 90814 submitted by Fern Road Consulting Ltd. For the property legally described as Lot 13, District Lot 186, Nanoose District, Plan 47433, be approved subject to Schedules No. 1 to 3 of the staff report and the notification requirements pursuant to the *Local Government Act*.

CARRIED

OTHER

Lake District (Fairwinds) and Schooner Cove Neighbourhood Planning Process – Area ‘E’.

MOVED Director Holme, SECONDED Director Burnett, that the staff report with respect to the Fairwinds Terms of Reference and the Development Process for the Fairwinds Lakes District and Schooner Cove Study Areas be received.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that staff be authorized to provide support to the planning process as set out in Schedule No. 1 of the staff report.

CARRIED

Proposed Policy – Beach Access Stairs.

MOVED Director Holme, SECONDED Director Bartram, that this item be referred to the new Board of Directors, to be reviewed at an Information Seminar.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

MOVED Director Burnett, SECONDED Director McNabb, that the minutes of the Committee of the Whole meeting held November 4, 2008 be received for information.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Colin Haime, District of Lantzville, re Letter of Support – Action for Water.

MOVED Director Manhas, SECONDED Director Bartram, that the correspondence from the District of Lantzville in support of the Regional District of Nanaimo’s “Action for Water” be received.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Community Parks Reserve Fund Establishment Bylaws No. 1558 & 1559.

MOVED Director Young, SECONDED Director Burnett, that “Electoral Area ‘C’ (defined Area ‘D’) Community Parks Reserve Fund Establishment Bylaw No. 1558, 2008” be introduced for first three readings.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that "Electoral Area 'C' (defined Area 'D') Community Parks Reserve Fund Establishment Bylaw No. 1558, 2008" having received three readings be adopted.

CARRIED

MOVED Director Bartram, SECONDED Director Korpan, that "Electoral Area 'H' Community Parks Reserve Fund Establishment Bylaw No. 1559, 2008" be introduced for first three readings.

CARRIED

MOVED Director Bartram, SECONDED Director Korpan, that "Electoral Area 'H' Community Parks Reserve Fund Establishment Bylaw No. 1559, 2008" having received three readings, be adopted.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Zoning Contravention & Notice of Building Bylaw Contravention – 3606 Allsop Road – Area 'C'.

MOVED Director Young, SECONDED Director Burnett, that staff be directed to register a Notice on title pursuant to Section 57 of the *Community Charter* and that legal action be taken, if necessary to ensure that Lot 7, Section 18, Range 3, Plan 34810, Mountain District is in compliance with the "Regional District of Nanaimo Building Regulations & Fees Bylaw No. 1250, 2001" and "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987".

CARRIED

ENVIRONMENTAL SERVICES

LIQUID WASTE

Liquid Waste Department Open Houses Summary.

MOVED Director Holme, SECONDED Director Korpan, that the Board receive the staff report on the Liquid Waste Department's French Creek Pollution Control Centre and Greater Nanaimo Pollution Control Centre 2008 Open Houses for information.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Multi-Family Housing Recycling Program Options.

MOVED Director McNabb, SECONDED Director Burnett, that staff be directed to amend Bylaw No. 1531 to add household plastic containers as well as glass and metal food and beverage containers to the list of materials prohibited from disposal at RDN solid waste management facilities and that a program be initiated to encourage residents living in multi-family housing to use recycling depots.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Liquid Waste Advisory Committee.

MOVED Director Holme, SECONDED Director Manhas, that the minutes of the Regional Liquid Waste Advisory Committee meeting held October 2, 2008 be received for information.

CARRIED

COMMISSIONS

Electoral Area 'A' Recreation and Culture Commission.

MOVED Director Burnett, SECONDED Director McNabb, that the minutes of the Electoral Area 'A' Recreation and Culture Commission meeting held November 5, 2008 be received for information.

CARRIED

Grant-In-Aid Applications.

MOVED Director Burnett, SECONDED Director McNabb, that the Grant-In-Aid request in the amount of \$608 from South Wellington and Area Community Association, to provide badminton and dance programs hall rental and to cover the dance instructor's fee, be approved.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Grant-In-Aid request in the amount of \$1,500 from the South Wellington Elementary School Parent Advisory Committee be denied, and that the application be referred back to staff to review and report back to the Commission regarding the Parent Advisory Committee's role, responsibility and relationship with the School District.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Grant-In-Aid request in the amount of \$1,500 from the Cedar Community Association be approved as a one time only grant and that a letter to clarify the Electoral Area 'A' Recreation and Culture's Commission Grant-In-Aid criteria be sent to the group.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Grant-In-Aid request in the amount of \$1,328 from the Cedar Community Secondary School Travel Club be denied.

CARRIED

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

Nanoose Bay Parks and Open Space Advisory Committee.

MOVED Director Holme, SECONDED Director Manhas, that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held October 6, 2008 be received for information.

CARRIED

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

MOVED Director Biggemann, SECONDED Director Korpan, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held October 20, 2008 be received for information.

CARRIED

Proposed Road Closure – 975 Shearme Road.

MOVED Director Biggemann, SECONDED Director Korpan, that the Board support the proposed Road Closure in conjunction with Lot 1, Salvation Army Lots, Nanoose District, Plan 35528, 975 Shearme Road.

CARRIED

MOVED Director Biggemann, SECONDED Director Burnett, that funding for a Community Park Management Plan for the Errington Fire Hall #1 Park and development of trails be included in the 2009 Area 'F' Community Parks budget.

CARRIED

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

MOVED Director Holme, SECONDED Director Korpan, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held October 16, 2008 be received for information.

CARRIED

Proposed Grant-In-Aid Policy.

MOVED Director Bartram, SECONDED Director Holme, that this item be referred to the RDN Grants-in-Aid Committee.

CARRIED

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

MOVED Director Bartram, SECONDED Director Holdom, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held October 2, 2008 be received for information.

CARRIED

Regional Parks & Trails Advisory Committee.

MOVED Director McNabb, SECONDED Director Biggemann, that the minutes of the Regional Parks and Trails Advisory Committee meeting held November 4, 2008 be received for information.

CARRIED

Mount Benson Regional Park Management Plan – Terms of Reference.

MOVED Director McNabb, SECONDED Director Bestwick, that the Terms of Reference for the Mount Benson Regional Park Management Plan be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Bestwick, that staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Mount Benson Regional Park Management Plan.

CARRIED

MOVED Director McNabb, SECONDED Director Bestwick, that two members of the Regional Parks and Trails Advisory Committee, Maureen Young and Frank Van Eynde, be appointed to participate as members of the Mount Benson Regional Park Management Plan Sub Committee.

CARRIED

Englishman River Regional Park Management Plan.

MOVED Director McNabb, SECONDED Director Korpan, that the Englishman River Regional Park Management Plan be approved.

CARRIED

District 69 Community Justice Select Committee.

MOVED Director Biggemann, SECONDED Director Korpan, that the minutes of the District 69 Community Justice Select Committee meeting held October 28, 2008 be received for information.

CARRIED

Grant in Aid Requests.

MOVED Director Biggemann, SECONDED Director Bartram, that a grant reflecting 25 cents/km to a maximum of \$1,500 be provided to Citizens on Patrol as outlined in their 2009 application.

CARRIED

MOVED Director Biggemann, SECONDED Director Bartram, that the D69 Speedwatch program and the Oceanside Community Network be advised that due to limited funding the Committee was unable to provide funds for their programs, and request that they apply to the general Grants-in-Aid program in the Spring, 2009.

CARRIED

History of Grant Funding & Balances Available.

MOVED Director Biggemann, SECONDED Director Bartram, that staff prepare a report with recommendations regarding options to increase funding for Victim Services and Restorative Justice programs.

CARRIED

ADMINISTRATOR'S REPORTS

Additional Funding for Victim Services/Restorative Justice Programs for 2009.

MOVED Director Westbroek, SECONDED Director Holme, that this item be deferred back to the Community Justice Select Committee and the item reconsidered at the January Board meeting.

CARRIED

Regional Landfill Environmental Monitoring Contract Award.

MOVED Director Holdom, SECONDED Director Haime, that a contract for environmental monitoring program services at the Regional Landfill for December 2008 to December 2011 be awarded to Conestoga-Rovers & Associates at a cost of \$302,256.

CARRIED

Operating Results to September 30, 2008.

MOVED Director Manhas, SECONDED Director Bestwick, that the summary report of financial results from operations to September 30, 2008 be received for information.

CARRIED

Yellowpoint Fire Service Area – Service Contract with Cranberry Fire District and Amendment Bylaw No. 1388.02.

MOVED Director Young, SECONDED Director Burnett, that “Waterloo Fire Protection Service Amendment Bylaw No. 1388.02, 2008” be introduced for first three readings and forwarded to the Ministry of Community Development for approval.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that staff be directed to negotiate a fire protection service contract with the Cranberry Fire District within the financial limits outlined in this report.

CARRIED

Purchase of Firefighting Vehicle for Waterloo Fire Protection Service.

MOVED Director Young, SECONDED Director Burnett, that staff be authorized to conclude the purchase of a 2008 Furion Pumper from Fireforce Apparatus Ltd. At an estimated cost of \$325,000 and to enter into a five year lease financing arrangement with the Municipal Finance Authority.

CARRIED

Report of Election Results – 2008 Local Government Elections.

MOVED Director Bartram, SECONDED Director Burnett, that the 2008 official elections results be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that “Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556, 2008” be adopted.

A recorded vote was requested.

The motion CARRIED with Directors Stanhope, Manhas, Bestwick, Korpan, Burnett, McNabb, Burger, Bartram, Sperling, Holdom, Westbrook and Brennan voting in the affirmative and Directors Holme, Biggemann, Haime, Sherry and Young voting in the negative.

707 Community Park Management Plan – Terms of Reference.

MOVED Director McNabb, SECONDED Director Manhas, that the Terms of Reference for the 707 Community Park Management Plan be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Manhas, that staff be directed to issue a Request for Proposals for a Project Consultant for the development of the 707 Community Park Management Plan.

CARRIED

MOVED Director McNabb, SECONDED Director Sperling, that two members of the general public from Electoral Area ‘B’ be appointed to participate as members of the 707 Community Park Management Plan Sub-committee.

CARRIED

Tenure Offer – Arrowsmith Massif Regional Park.

MOVED Director Westbrook, SECONDED Director Bartram, that the Licence of Occupation from the Province of British Columbia for Block 1380, Cameron Land District, PID 008739668, be approved and that Mount Arrowsmith Massif be managed as a regional park.

CARRIED

Ravensong Aquatic Centre Reserve Fund Expenditure Request.

MOVED Director Westbroek, SECONDED Director Biggemann, that the request to release \$89,718 from the Ravensong Aquatic Centre reserve fund to replace two air handling units and to repair the skylight be approved.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Liquor License Amendment Application.

MOVED Director McNabb, SECONDED Director Holdom, that staff be directed to prepare a report for the January Committee of the Whole meeting to consider Mr. Manhas' request to waive the Regional District's policy requirement for the holding of a Public Hearing for changes to liquor licensing in recognition of minor changes to existing liquor licenses.

CARRIED

NEW BUSINESS

Electoral Area 'A' Parks, Recreation and Culture Commission.

MOVED Director Burnett, SECONDED Director Young, that the Electoral Area 'A' Recreation and Culture Commission and the Electoral Area 'A' Parks and Greenspace Advisory Committee be dissolved, and that staff be directed to develop a Terms of Reference for an Electoral Area 'A' Parks, Recreation and Culture Commission for consideration by the Regional Board in January 2009.

CARRIED

BOARD INFORMATION

Director Bartram enquired as to which staff attended the Carbon Neutral Boundaries Live meeting and if there is any information available on the Carbon Incentive Grant. The General Manager of Development Services noted that the Manager of Long Range Planning and the Sustainability Coordinator participated in the Carbon Neutral Boundaries live meeting and that information will be forthcoming to the Board on the meeting and the incentive grant.

BOARD ADJOURNMENT

The Chairperson congratulated the present Board as well as staff for the numerous accomplishments made in the last three years.

IN CAMERA

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

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:20 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



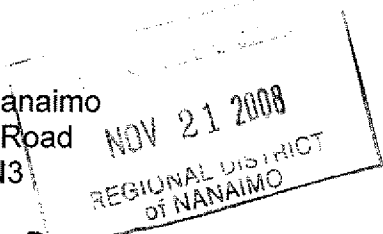
City of PARKSVILLE

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RDN		
CAO	GMR&IS	
GMDS	GMR&PS	
GMES	DMTS	✓
NOV 24 2008		
SMCA		
CHAIR	BOARD	
<i>Board Correspondence ✓</i>		

November 18, 2008

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N3



Attention: Maureen Pearse
Sr. Mgr. of Corporate Administration

Dear Ms. Pearse:

Request for Garbage Rates Relief for Home Based Medical Equipment Waste

This is to advise that at the Regular Council Meeting of November 17, 2008 Council adopted the following resolution:

- 08-326 THAT the report dated October 31, 2008 from the Director of Finance regarding home based medical equipment be received for information;
AND THAT assistance in the amount of a maximum of \$350 for water and \$175 for sewer per annum be provided to residential users of home based medical equipment upon satisfactory proof that medical equipment has been requested by a medical doctor;
AND THAT staff be directed to amend the appropriate water and sewer rates bylaws and bring them forward to Council for reading consideration;
AND FURTHER THAT staff be directed to contact the Regional District of Nanaimo and request similar relief be provided for the garbage rates.

Yours truly,

LAURIE TAYLOR
Director of Administrative Services

c.c. General Manager, Environmental Services



RDN REPORT	
CAO APPROVAL <i>CM</i>	
EAP	
COW	
NOV 14 2008	
RHD	
BOARD	✓ <i>Dec 9 '08</i>

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: November 14, 2008

FROM: Geoff Garbutt
Manager of Current Planning

FILE: 3360 30 0504

SUBJECT: Zoning Amendment Application No. ZA0504
Canuck Properties Ltd.
Electoral Area 'E' – Northwest Bay Road/Powder Point Road

PURPOSE

To consider Zoning Amendment Bylaw 500.326 for adoption which would rezone property at the corner of Northwest Bay Road and Powder Point Road in Electoral Area 'E' in order to permit the construction of two three storey, mixed commercial building in two phases.

BACKGROUND

"Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007" was introduced and given 1st and 2nd reading on November 13, 2007. This was followed by a Public Hearing held on January 9, 2008. The Board gave 3rd reading to the bylaw on January 22, 2008.

The purpose of this amendment bylaw is to rezone the parcel legally described as Lot A, District Lot 6, Nanoose District, VIP58653, located at the corner of Northwest Bay Road and Powder Point Road in the Red Gap Village area of Electoral Area 'E' (see Attachment No. 1 for location of subject property) from Residential 4 (RS4) Subdivision District 'Q' to Comprehensive Development Zone 30 (CD30). CD30 would permit the construction of a mixed commercial building in two phases. The commercial building is designed to accommodate a mix of retail commercial, personal service uses and professional office space. Upon completion the complex would include a maximum total floor area of 5450 m², with a maximum floor area of 3115 m² in the first building and 2335 m² in the second building.

As a condition of adoption of the zoning amendment, the Board directed that the applicant provide proof of septic disposal by Vancouver Island Health Authority, a covenant be registered on title that addresses reciprocal parking easement for the use of RDN lands and that a development agreement covenant be registered on title which secures building form/architectural details, signage, maintenance of parking areas, lighting and stormwater infrastructure and requires connection to future sewer in the Red Gap Village Centre. (See Schedule No. 1 for Conditions of Approval).

For the Board's reference, this zoning amendment bylaw was originally identified in error as Comprehensive Development Zone 37 (CD37). Following reconciliation with historical applications for zoning amendments it was determined that the accurate comprehensive development zone reference was Comprehensive Development Zone 30 (CD30). As this amendment is a typographic error and does not impact use or density the zoning amendment bylaw can proceed with this correction.

ALTERNATIVES

1. To adopt "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007".
2. To not adopt "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007".

DISCUSSION

In accordance with the prescribed conditions of approval, the applicant has provided the RDN with a copy of the septic filing which has been registered with the Vancouver Island Health Authority. The parking easement agreement covenant and development agreement covenant is being held by the Regional District of Nanaimo solicitor. As the registration of the easement agreement covenant and development agreement covenant is held by the Regional District of Nanaimo solicitor, the conditions of registration outlined in *Schedule No. 1* have been addressed. Ministry of Transportation and Infrastructure approval is not required for adoption of this amendment bylaw.

Given the information provided by the applicant and covenants currently being held by the RDN solicitor, the conditions of "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007" have been addressed and staff recommend proceeding to final reading and adoption.

VOTING

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

SUMMARY

"Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007" was introduced and given 1st and 2nd reading on November 13, 2007. This was followed by a Public Hearing held on January 9, 2008. The Board gave 3rd reading to the bylaw on January 22, 2008.

Given the information provided by the applicant and covenants currently being held by the RDN solicitor, the conditions of "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007" have been addressed and staff recommend proceeding to final reading and adoption.

RECOMMENDATION

That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007" be adopted.

Manager

General Manager Concurrence

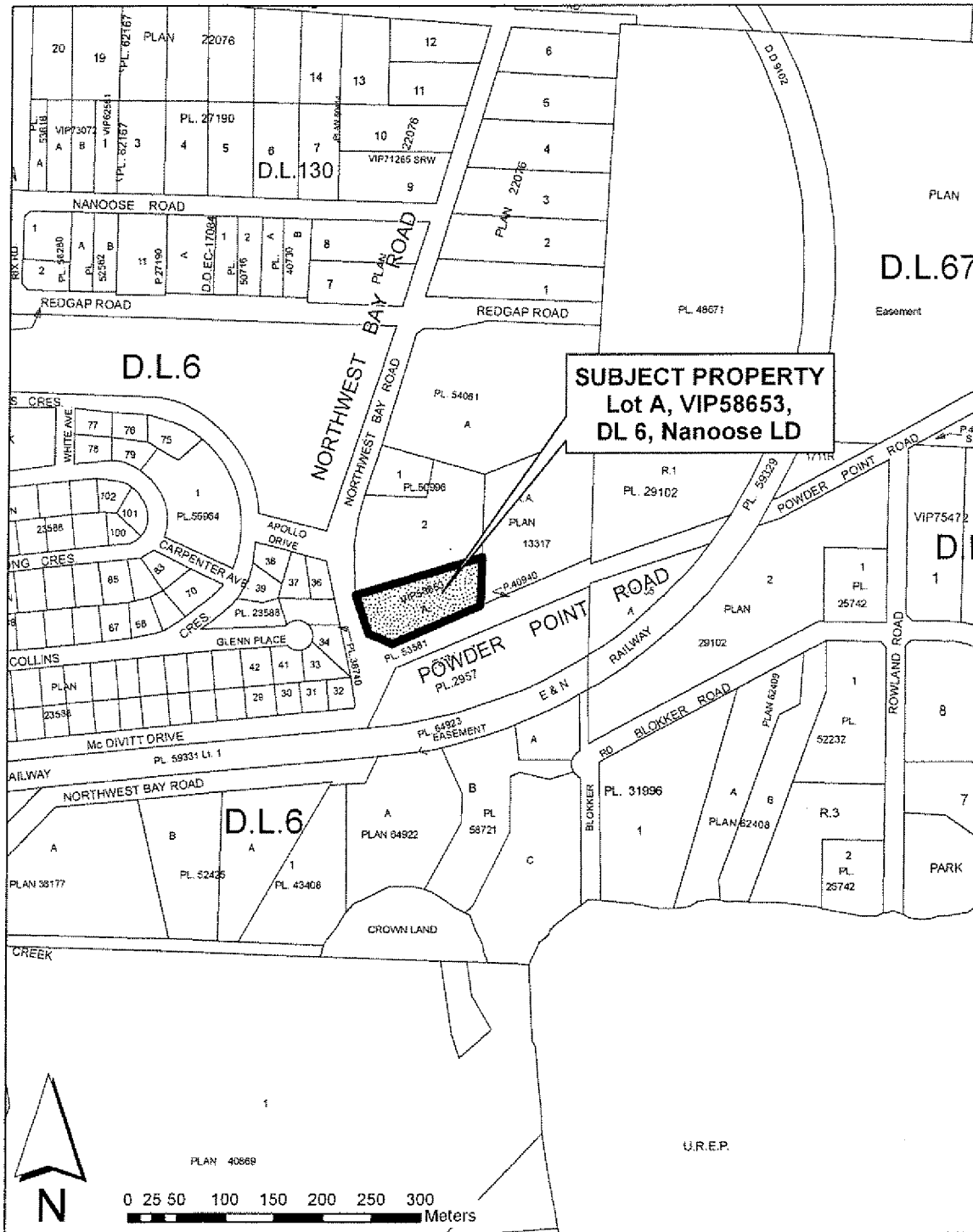
CAO Concurrence

Schedule No. 1
Conditions of Approval
Zoning Amendment Application No. ZA0504

The applicant is to complete the following prior to the corresponding amendment bylaw being considered for 4th reading:

1. Applicant to construct septic disposal system to the satisfaction of the Vancouver Island Health Authority (VIHA). Applicant is to provide written proof of this approval from VIHA to the Regional District of Nanaimo. If a section 219 covenant is required as part of this approval process, the covenant document shall be registered on title prior to consideration of the corresponding amendment bylaw. Draft document is to be forwarded to the Regional District of Nanaimo for review prior to registration at Land Title Office, Victoria, BC.
2. The applicant is to prepare and register, at their expense, the following section 219 covenant / easement documents. These documents must be registered on title prior to the amendment bylaw being considered for 4th reading:
 - a. An easement agreement between Lot A, District Lot 6, Nanoose District, Plan VIP58653 and Lot 2, District Lot 6, Nanoose District, Plan VIP50996 for reciprocal use of off-street parking, vehicular access, pedestrian access, and maintenance of landscaping.
 - b. A section 219 covenant restricting that, at the time, the subject property becomes capable of connection to a community sewer system, the owner shall, at their expense, disconnect the private septic service as required by current industry standards and connect to the community sewer system.
3. The applicants are to register, at their expense, the following section 219 covenant document. This document is to be prepared by the Regional District of Nanaimo, at the applicant's expense, and must be registered on title prior to the amendment bylaw being considered for 4th reading:
 - a. A development agreement which will include, but is not limited to the following:
 - i. Development site plan, including minimum setbacks for buildings from Lot 2, District Lot 6, Nanoose District, Plan VIP50996;
 - ii. Building elevation plan and design details on Phase 2 building;
 - iii. Landscaping plan and minimum standards;
 - iv. Amount of landscape bonding;
 - v. Pavement standard for all parking areas;
 - vi. Façade Details;
 - vii. Signage;
 - viii. Walkways and Pedestrian Linkages including location and construction materials;
 - ix. All related site servicing to be constructed as set in the corresponding engineer's report; and
 - x. Construction of stormwater management plan and engineering details.

Attachment No. 1
Location of Subject Property



BGS MAPSHEET NO. 92F.030.3.1

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SPECIAL ELECTORAL AREA PLANNING COMMITTEE
MEETING HELD ON TUESDAY, NOVEMBER 25, 2008, AT 6:00 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:

M. Pearse	Senior Manager, Corporate Administration
P. Thorkelsson	General Manager, Development Services
G. Garbutt	Manager of Current Planning
N. Tonn	Recording Secretary

PLANNING

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Permit Application No. 60825 – Einarsen – 1570 Raines Road – Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, that Development Permit Application No. 60825 submitted by Harold Einarsen for the construction of an accessory building within the Streams, Nesting Trees, and Nanaimo River Floodplain Development Permit Area, and the Fish Habitat Protection Development Permit Area for the parcel legally described as Lot 1, Section 17, Range 7, Cranberry District, Plan 21852 be approved subject to the conditions outlined in Schedule No. 1.

CARRIED

Development Permit Application No. 60833 – Sinclair – 4695 Maple Guard Drive – Area ‘H’.

MOVED Director Stanhope, SECONDED Director Burnett, that Development Permit Application No. 60833, to permit the construction of a residential dwelling and attached garage on the property legally described as Lot 11, District Lot 40, Newcastle District, Plan 15818, be approved subject to the conditions outlined in Schedules No. 1 to 4.

CARRIED

Development Permit Application No. 60834 – Cheesman – 2045 Widgeon Road – Area ‘H’.

MOVED Director Stanhope, SECONDED Director Holme, that Development Permit Application No. 60834, to permit the construction of a residential dwelling and coach house on the property legally described as Lot B, District Lot 89, Newcastle District, Plan VIP77421, be approved subject to the conditions outlined in Schedules No. 1 to 5.

CARRIED

Development Permit Application No. 60839 – Heck – 1885 Widgeon Road – Area ‘H’.

MOVED Director Stanhope, SECONDED Director Holme, that Development Permit Application No. 60839, to permit the construction of a residential dwelling on the property legally described as Strata Lot 1, District Lot 89, Newcastle District, Strata Plan 1253, together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1, be approved subject to the conditions outlined in Schedules No. 1 to 4.

CARRIED

Development Permit Application No. 60840 – 2570 Peterson Road – Area ‘F’.

MOVED Director Biggemann, SECONDED Director Burnett, that Development Permit Application No. 60840, in conjunction with the subdivision on the parcel legally described as Lot A, District Lot 182, Nanoose District, Plan VIP65017 and designated within the Fish Habitat Protection Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 to 3.

CARRIED

Development Permit Application No. 60842 – Allix – Mariner Way – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Holme, that Development Permit Application No. 60842, to permit the construction of a residential dwelling on the property legally described as Lot 9, District Lot 181, Nanoose District, Plan 13008, and designated within the Environmentally Sensitive Features for Watercourse Protection and Fish Habitat Protection Development Permit Areas pursuant to “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008”, be approved subject to the conditions outlined in Schedules No. 1 to 4.

CARRIED

Development Permit Application No. 60847 – Heinrich – 3330 Kym Road – Area ‘H’.

MOVED Director Stanhope, SECONDED Director Burnett, that Development Permit Application No. 60847, submitted by Peter T. Mason in conjunction with the subdivision of the parcel legally described as Lot 8, District Lot 20, Newcastle District, Plan 11520 and designated within the Fish Habitat Protection Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. 90820 – Roine/Stauffer – 2780 Yellow Point Road – Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, that Development Variance Permit Application No. 90820, submitted by Rob Roine and Jerine Stauffer for the property legally described as Lot A, Section 5, Range 5, Cedar District, Plan VIP82644 be approved subject to Schedules No. 1 to 3 of the staff report and the notification requirements pursuant to the *Local Government Act*.

CARRIED

NEW BUSINESS

Procedure Bylaw.

MOVED Director Stanhope, SECONDED Director Holme, that the Procedure Bylaw be amended to reflect that the Electoral Area Planning Committee meeting will be held the second Tuesday of each month at 6:30 pm.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 6:12 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
LIQUID WASTE ADVISORY COMMITTEE
LIQUID WASTE MANAGEMENT PLAN REVIEW
HELD ON THURSDAY, NOVEMBER 6, 2008
AT OLIVER WOODS COMMUNITY CENTRE**

Present:	George Holme	Meeting Chair, Director Electoral Area 'E'
	Joe Burnett	Director Electoral Area 'A'
	Kirsten White	Ministry of Environment
	Blake Medlar	Ministry of Environment
	Fred Spears	District of Lantzville
	Gary O'Rourke	City of Parksville
	Bob Weir	Town of Qualicum Beach
	John Elliot	City of Nanaimo
	Gary Tuyls	Public Representative (North)
	Frank Van Eynde	Public Representative (North)
	Douglas Anderson	Public Representative (South)
	Blair Nicholson	Business Representative (South)
	Michelle Jones	Business Representative (North)
	Christianne Wilhelmson	Environment Representative

Also in attendance:

John Finnie	General Manager, Environmental Services, RDN
Sean De Pol	Manager of Liquid Waste, RDN
Harold Halvorson	Chief Operator, FCPCC, RDN
Lindsay Dalton	Liquid Waste Coordinator, RDN
Ellen Hausman	Environmental Technician, RDN
David Forgie	Associated Engineering (BC) Ltd.
Will Wawrychuk	Earth Tech (Canada) Inc.
Bev Farkas	Recording Secretary, RDN

Absent:	Sandy Herle	Director (Parksville)
	Merv Unger	Director (Nanaimo)
	Gary Anderson	Vancouver Island Health Authority
	James Wesley	Snuneymuxw First Nation
	Julia Brydon	Environment Canada

Note: Action items in minutes are *italicized*.

CALL TO ORDER

Director Holme called the meeting to order at 12:30 p.m.

APPROVAL OF AGENDA

MOVED Frank Van Eynde, SECONDED Joe Burnett, that the agenda be approved.

CARRIED

MINUTES

Kirsten White asked that the minutes of the October 2 LWAC meeting be amended to note that the levels of contaminants in the source control bylaw must align with the 2006 version of the Environmental Management Act.

MOVED Joe Burnett, SECONDED Frank Van Eynde, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of October 2, 2008 be adopted as amended. CARRIED

NEW INTRODUCTIONS

Sean De Pol introduced Harold Halvorson, Chief Operator of the French Creek Pollution Control Centre. Will Wawrychuk of Earth Tech (Canada) Ltd. was introduced to the Committee. Earth Tech is the newly appointed Consulting Engineering firm for the RDN's Liquid Waste Department and will begin its work with the RDN as of January 1, 2009. Associated Engineering (BC) Ltd. will continue to work with the Liquid Waste Management Plan review and will continue to work with the RDN on several projects.

DISCUSSION PAPER – OPTIONS FOR SECONDARY TREATMENT

Lindsay Dalton introduced the discussion paper by saying that it serves as a point of reference for future discussion, as well as an overview of some of the technology being considered for secondary treatment.

Dave Forgie presented the Discussion Paper on Options for Secondary Treatment (at GNPCC and NPCC) and discussed these options with the Committee. The following points/questions were raised:

- ◆ Review is of existing types of processes – secondary only (Membrane Bio Reactors could be considered tertiary).
- ◆ What option is favoured regarding Integrated Resource Management? The option requiring the least amount of aeration (probably Trickling Filter / Solids Contact)
- ◆ What option produces the most methane? The option with low sludge age and high sludge quantity such as the membrane bioreactor.
- ◆ Need to consider receiving environment – Environmental Impact Study may be required.
- ◆ Environmental Impact Studies have been done for Five Fingers Outfall and for Duke Point.
- ◆ Secondary treatment options can be added onto in future to further increase efficiency – there are several processes for adding on other technologies.
- ◆ Concern re discharging Endocrine Disrupting Chemicals and Pharmaceuticals and Personal Care Products into the ocean. These are in nanograms which suggests low risk discharging into ocean.
- ◆ Membrane bio-reactor the best technology for removal of EDCs and PPCPs, but has high capital and O&M costs.
- ◆ Household detergents – level of phosphorous is the concern here; solution is to encourage the use of low impact products. Education could be helpful in encouraging the use of environmentally friendly detergents.

Blake Medlar noted that the discussion paper should identify dates for upgrades as there are established dates in the Liquid Waste Management Plan. Mr. Medlar also stated that fecal coliforms and turbidity are not “non-applicable” requirements of MSR secondary treatment as identified in the discussion paper.

Christianne Willhelmsen asked about the technology selected for the discussion paper. She wondered if ‘modular technology’ and IRM(integrated resource management), were considered.

Dave Forgie replied that the options presented were part of process selection and would also include consideration of IRM.

There are many opportunities for Integrated Resource Management and Earth Tech will be working with the RDN on this. Lindsay Dalton commented that the agenda for the February 2009 meeting will focus on Integrated Resource Management.

Gary Tuyls stated that as a member of the public, he was concerned about the bio-accumulation of endocrine disrupting chemicals and personal care and pharmaceutical products.

Dave Forgie replied that there was little threat of bioaccumulation given the quality of and location of marine discharge.

Doug Anderson asked about the goals and objectives of the liquid waste advisory committee.

Sean De Pol will bring Terms of Reference for the committee to the next meeting for review.

Sean De Pol will review the Environmental Impact Studies (Ministry has a copy of these studies) and will bring them forward to the Committee.

OPEN HOUSE UPDATE

Ellen Hausman gave a report on the Open House events held at FCPCC on October 4th and GNPCC on October 18th. The open houses were attended by a total of 167 residents and several community groups gave informative presentations. Tours of the plants were given and attendees came away with greater knowledge of the wastewater treatment process.

ODOUR CONTROL

Sean De Pol and Lindsay Dalton spoke to the ongoing odour control efforts at the treatment plants. Through the Liquid Waste Department's Environmental Management System odour complaints are monitored and addressed immediately. Odour control will remain a priority; the goal is to achieve zero multi-complaint days.

MEMBERSHIP

Lindsay Dalton suggested that the Committee may remain as it is but stated that there is a vacant position on the Committee for a public representative. The position will be posted in the local newspapers in the near future but committee members were encouraged to contact Lindsay if they are aware of anyone who may be interested.

OTHER

Lindsay Dalton informed the Committee that Sara Ellis will be conducting free public workshops on the Septic Education Program; November 24th in Nanoose and November 26th in Cedar.

It was determined that the Committee is satisfied with current distribution of agenda packages. Additional agenda packages are available by request.

John Finnie commented on the apparent confusion with the Committee – “What is our goal?” Mr. Finnie noted that the approved plan is already in place and the Committee is reviewing the plan, adding that consideration must be given to new programs, new opportunities, new ideas and information to update. *A meeting with the Ministry of Environment re MSR would be very beneficial and should be held very soon.*

NEXT MEETING

Next meeting will be held Thursday, December 4, 2008 from 12:30-2:30 pm at Oliver Woods Community Centre.

ADJOURNMENT

Chairman Holme adjourned the meeting at 2:25 pm.



CAO APPROVAL (N)		
EAP		
COW		
DEC 03 2008		
RHD		
BOARD	✓	Dec 9 '08

MEMORANDUM

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

DATE: November 27, 2008

FROM: Laura Kiteley
Manager, Transit Projects and Planning

FILE: 1855-03

SUBJECT: Custom Transit Dispatch Software Capital Grant

PURPOSE

To provide information on a grant application, through the Public Transit Agreement Funds, for Custom Transit Dispatching Software and Hardware.

BACKGROUND

On February 7, 2008, Regional District of Nanaimo (RDN) Transit submitted a number of grant applications to the Union of British Columbia Municipalities (UBCM) in response to the newly established Public Transit Agreement funds. In particular, one of the grants is for Automated Fare Boxes with BC Transit cost sharing. The total cost of the project is \$560,000 with \$299,000 coming from Public Transit Agreement funds and \$261,000 from BC Transit grants. Since the grant submissions, BC Transit announced they are intending to purchase the fare boxes as part of a 100% Provincial capital project, which means there is \$299,000 of Public Transit Agreement Funds available to fund additional projects that would benefit Transit. One such project that staff has identified is new Custom Transit dispatching software and hardware.

Custom Transit provides transit options for persons with disabilities that prevent them from using the Conventional Transit system. Customers currently call up to three days in advance to be assured a ride, with little opportunity for spontaneous travel, i.e. same day service. There is little flexibility to change rides once they are booked. Often customers' rides are cancelled and re-booked on a different day when there is an open timeslot, resulting in an inconvenience for customers. Currently, staff finds it difficult to improve overall performance of the system or to improve services provided to customers. The existing software is old, no longer supported by the vendor and does not meet the needs of Custom Transit staff or their customers.

Over the last year and a half staff has beta tested three different software packages to ascertain which would best suit the needs of the Regional District of Nanaimo handyDART System. Victoria Regional handyDART is currently using the software staff has selected. Staff visited their site and worked with the Victoria staff for a day, asking questions and using the software, themselves, to determine if it would meet the needs of the RDN Custom Transit Department. The software uses Automatic Vehicle Locator technology that allows the dispatcher to know where each vehicle is at any given time. When a call comes in, staff will be able to quickly determine whether buses that can do the pickup are in the area and, if the request is for later the same day, the software will find solutions in seconds. Solutions that staff may not be able to find as they search through columns of calls. With the automatic scheduling feature, work, which currently takes the dispatcher approximately five hours to perform, can be done by the software in

less than five minutes, with the dispatcher then making minor manual adjustments to maximize efficiency and productivity. This change will allow for spontaneous travel for persons with disabilities, thereby improving overall customer satisfaction and providing greater access to the handyDART system.

The mobile data terminals that will be located in each handyDART are similar to what taxis have, with the computer sending out trips to the drivers in two-hour blocks. The computer will also notify the drivers automatically of any cancellations or changes. The extra time staff will gain will enable them to accept same day ride requests, plan groups of trips for functions that facilities may wish to have arranged and register new customers, thus focusing on the needs of the customers. The software also has an automated phone function to alert customers when the bus is five minutes away. This will improve on-time performance by allowing customers to be ready when the handyDART bus arrives. Overall productivity will be improved and the overall cost per hour reduced, as more people will be able to access the handyDART vehicles every day. For example, Victoria Regional Transit went from 2.5 rides per hour to just over 3.0 almost immediately, once training on the new software with staff was completed.

Staff contacted UBCM to see if they would be in agreement with the RDN amending the capital grant to include the custom transit software project. UBCM has verbally provided provisional approval as the Custom Transit capital project meets all the criteria of the grant. In order to proceed, staff must submit a grant amendment that outlines the scope of the project, include a letter of support from BC Transit and send the package to UBCM with a supporting motion from the RDN's Board of Directors.

The new software and hardware will enable Regional District of Nanaimo Transit System's Custom Transit Department to reposition itself among the tier-one handyDART systems as one of the top performing systems in the province. By making the system user friendly, allowing for spontaneity of travel, allowing for same day service, reducing the overall cost per hour and increasing the rides per hour average, the Transit Department will be in a position to handle the Custom Transit expansions outlined in the Transit Business Plan, which the Board adopted in March of 2008. The cost of the Custom Transit software and hardware is approximately \$260,000 (cost fluctuates with the Canadian dollar).

ALTERNATIVES

1. That the Regional District of Nanaimo submit an amended application to the UBCM for the Public Transit Agreement Grant to move funds previously identified for the Automated Fare Boxes to the Custom Transit software and hardware project.
2. Direct staff to not amend the grant.

FINANCIAL IMPLICATIONS

The cost of the Custom Transit software and hardware is approximately \$260,000 (cost fluctuates with value of the Canadian dollar). Since BC Transit is funding the Fare Boxes 100% there is \$299,000 of Public Transit Agreement funding available for other projects. The Custom Transit Project can be funded by these funds with no impact on the Transit tax requisition.

SUSTAINABILITY

The Transportation Services Department is working continuously toward improving the viability and efficiency of public transit. Improving overall customer access to the handyDART system will ensure that persons with disabilities have viable transportation alternatives without having to plan days in advance.

All Custom Transit vehicles run on biodiesel and use the cleanest burning engines available, ensuring that the overall carbon footprint is minimal.

SUMMARY/CONCLUSIONS

On February 7, 2008, RDN Transit submitted a number of grant applications to the Union of British Columbia Municipalities in response to the newly established Public Transit Agreement funds. In particular, one of the grants is for Automated Fare Boxes with BC Transit cost sharing. The total cost of the project is \$560,000 with \$299,000 coming from Public Transit Agreement funds and \$261,000 from BC Transit grants. Since the grant submissions, BC Transit announced they are intending to purchase the fare boxes as part of a 100% Provincial capital project, which means there is \$299,000 of Public Transit Agreement Funds available to fund additional projects that would benefit Transit. One such project that staff has identified is new Custom Transit dispatching software and hardware.

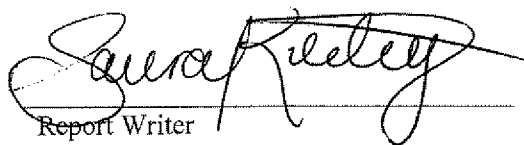
Over the last year and a half, staff has beta tested three different software packages to ascertain which would best suit the needs of the Regional District of Nanaimo handyDART System. Victoria Regional handyDART is currently using the software staff has selected. The software uses Global Positioning Satellite and automated vehicle locator technology, as well as mobile data terminals as communication devices. This allows staff the ability to maximize the overall number of trips that can be accommodated. It will improve overall access to the handyDART system for customers and should reduce the overall cost per ride, as staff will be able to schedule more trips per hour.

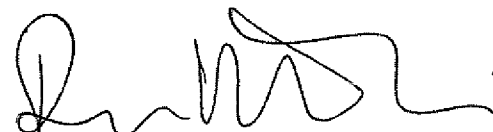
By making the system user friendly, allowing for spontaneity of travel, allowing for same day service, reducing the overall cost per hour and increasing the rides per hour average, the Transit Department will be in a position to handle the Custom Transit expansions outlined in the Transit Business Plan and adopted by the Board in March 2008.


Staff contacted UBCM to see if they would be in agreement with the RDN amending the capital grant to include the Custom Transit software project. UBCM has provided provisional approval verbally as the Custom Transit capital project meets all the criteria of the grant. In order to proceed, staff must submit a grant amendment that outlines the scope of the project that includes a letter of support from BC Transit and send the package to UBCM with a supporting motion from the RDN's Board of Directors.

RECOMMENDATION

1. That the Regional District of Nanaimo submit an amended application to the UBCM for the Public Transit Agreement Grant to move funds previously identified for the Automated Fare Boxes to the Custom Transit software and hardware project.


Report Writer


General Manager Concurrence


C.A.O. Concurrence

Comments:



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	
DEC 01 2008	
RHD	
BOARD	✓ Dec 9 '08

MEMORANDUM

TO: John Finnie
General Manager of Environmental Services

DATE: November 28, 2008

FROM: Sean De Pol
Manager of Liquid Waste

FILE: 5330-20-GNPC-DIG#3

SUBJECT: **Liquid Waste Management**
Greater Nanaimo Pollution Control Centre
Cogeneration Award of Design Services

PURPOSE

To consider awarding the detailed design services for the Greater Nanaimo Pollution Control Centre (GNPCC) Cogeneration project to Associated Engineering (BC) Ltd.

BACKGROUND

Sludge generated from GNPCC's primary treatment process is digested in two anaerobic digesters, which produce biogas (methane and carbon dioxide) as a by-product.

Currently, the GNPCC uses the biogas as a fuel for its boilers and to heat on-site processes and buildings. This fuel source is considered to be sustainable, however over 60% of the biogas generated at the plant is flared (wasted). The cogeneration project will utilize biogas from the treatment process to create electricity. During the day a portion of the treatment plant's electrical requirements will be met and it may even be possible, during night hours, to add electrical power to the commercial grid.

The project will use internal combustion reciprocating engines. This technology was selected following a technology options review completed by Associated Engineering in September 2008. Detailed design is expected to be completed by June 2009 with the system operational by the end of 2009. GNPCC will be one of the first wastewater treatment plants of its size in Canada to implement cogeneration.

This project has a total budget of \$2.95 million. Funding of \$350,000 was approved in August 2006 by the Federation of Canadian Municipalities (FCM). In July 2007, the Union of British Columbia Municipalities (UBCM), under the Gas Tax Program, provided \$2.3 million in funding towards the cogeneration project.

ALTERNATIVES

1. Award detailed design services for the GNPCC Cogeneration project to Associated Engineering (BC) Ltd.
2. Issue a Request for Proposals to attract design proposals from other engineering consulting firms.

FINANCIAL IMPLICATIONS

Alternative 1

The total cost for the cogeneration project is \$2.95 million. FCM is providing \$350,000, UBCM Gas Tax funding is providing \$2.3 million, and the remaining \$300,000 is covered by the RDN's 2008 Capital Budget. To date, \$23,000 has been spent on technology selection.

The costs for the completion of this project are as follows:

	Cost Estimate
General Construction	\$ 1,350,000
Equipment Procurement	\$ 900,000
Detailed Design Services	\$ 230,000
Construction Services and SCADA Programming	\$ 195,000
Contingency	\$ 252,000
Total Project Cost	\$ 2,927,000

Associated Engineering's fees for the detailed design services of the Cogeneration project will cost \$230,000. Construction services and SCADA programming will be awarded at time of tender. Tendering for construction of the Cogeneration project is scheduled for 2009.

Alternative 2


Although other engineering firms may offer comparable rates, given Associated Engineering's experience with this project, staff believe it is advantageous to engage them for the detailed design services component of this project. Associated's role as the RDN Liquid Waste Department's contract consultant concludes at the end of this year; however they will continue to be retained to complete selected projects with which they have had significant involvement. The Cogeneration project is one of those initiatives.

SUMMARY/CONCLUSIONS


The Board is asked to consider awarding the detailed design services for the GNPCC Cogeneration project to Associated Engineering (BC) Ltd. For contracts of this size, RDN would typically require that the consultant be chosen through an RFP process. Although other engineering firms may offer comparable rates, Associated Engineering (BC) Ltd. has already completed the technology selection and assisted RDN staff in obtaining grants from both FCM and UBCM for this project. They are therefore very familiar with the project and can provide significant efficiencies over a new design consultant. It is anticipated that by continuing with Associated Engineering (BC) Ltd. on this project, cost savings and project expediency will be achieved due to their extensive knowledge of the facility. Accordingly, staff recommend that Associated Engineering (BC) Ltd. be retained for detailed design services of the Cogeneration project.

RECOMMENDATION

That the Board direct staff to award the detailed design services for the Greater Nanaimo Pollution Control Centre Cogeneration project to Associated Engineering (BC) Ltd.



Report Writer
for



General Manager Concurrence



CAO Concurrence

COMMENTS:



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	
DEC 02 2008	
RHD	
BOARD	<i>✓ Dec 9 '08</i>

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: December 1, 2008

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

FILE:

SUBJECT: Construction Contracts for the Meadowood Firehall

PURPOSE:

To obtain approval for the award of a building supply and general contractor for the Meadowood Firehall project.

BACKGROUND:

Over the course of September to November, two tenders have been completed with respect to the Meadowood firehall project. The first tender was for the supply and installation of a pre-engineered metal building (PEMB) shell and the second was for a general contractor to coordinate and complete the building and site works. The pre-engineered building tender proceeded first to ensure that it met the budget estimate, at which point the general contract tender proceeded. The formal award for the PEMB was held pending the results of the general contractor tender to be certain the project could proceed as planned.

Pre-Engineered Metal Building:

Two responses were received as follows:

Humphrey Buildings Inc.	\$211,000
Nelson Roofing and Sheet Metal	\$296,460

The estimated budget for this component was \$200,000. Humphrey was consulted about their quote and have reduced the price to \$205,100 which can be accommodated within the overall project envelope. Staff recommend awarding the supply and installation of the pre-engineered metal building to Humphrey Buildings Inc.

General Contractor:

Twelve responses were received for this portion of the work:

AFC Construction (division of AFC Industries Ltd.)	\$	423,457
W.J. Murphy Contracting	\$	448,000
Windley Contracting Ltd.	\$	491,479
Pye Construction	\$	502,033
Agius Builders Ltd.	\$	513,807

Tri-City Construction	\$ 528,413
Knappett Projects	\$ 548,000
Robinson Contracting	\$ 565,855
CMF Construction	\$ 578,855
Lecor Group	\$ 596,000
Saywell Contracting	\$ 596,650
Cormode & Dickson	\$ 1,105,000

All of the bid submissions were compliant with respect to a bid bond and evidence of labour and materials performance bonds. Our consultant, Johnston Davidson Architecture + Planning have reviewed the references of the low bidder, AFC Construction and have advised staff that the company is well qualified for the work.

The specifications for the general contract tender excluded several items because of concern over the budget. These items would have been completed by volunteers over time. The combined total for the PEMB and the general contract is well within the budget envelope for this work, which offers an opportunity to include these items under the general contract – thereby getting them completed more quickly. Staff recommend that an allowance of \$40,000 be managed with the consultant in order to complete the following items under the general contract:

- Supply and installation of kitchen millwork and appliances
- Supply of bathroom fixtures
- Interior/exterior painting
- Supply of propane tank

Finally, given the nature of new construction and site conditions which may be encountered, staff recommends that a general construction contingency be authorized to be managed by staff, equal to 10% of the tendered general contract value - an amount equal to \$42,360.

ALTERNATIVES:

1. Award tenders for the supply and installation of a pre-engineered metal building and general contractor as outlined in this report as well as \$40,000 for additional items to be completed under the general contractor tender and a general construction contingency of \$42,360.
2. Revise the project allowances above and approve the tender awards and project allowances as revised.

FINANCIAL IMPLICATIONS:

Alternative 1

The budget estimate for construction of a pre-engineered metal building (PEMB) firehall in the Meadowood subdivision was \$756,950. Two tenders were released for this part of the project – one for the supply and installation of the PEMB shell and the second for a general contractor to coordinate and complete foundations; electrical, mechanical/plumbing and interior finishing. The low bidders results are as follows:

Budget estimate	\$ 756,950
Humphrey Buildings Inc.	\$ 205,100
AFC Construction	\$ 423,457
	\$ 628,557
Budget difference	\$ 128,393

There is room within the budget envelope to have some items which would otherwise have been purchased and completed by volunteers separately, included within the general contract. The building interior would be completed more quickly and with the same standard of finishes currently specified in the tender. Staff also recommends a general construction contingency to account for unforeseen site requirements. The overall budget for this portion of the project would be:

PEMB supply and installation	\$ 205,100
General contract	\$ 423,457
Additional allowances	40,000
	\$ 463,457
Construction contingency	\$ 42,360
Total for building construction	\$ 710,917
Budget difference	\$ 46,033

Alternative 2

The above noted items have been reviewed with our consultant and are considered reasonable. Staff have no further recommendations with respect to these components of the project.

SUSTAINABILITY IMPLICATIONS:

There are no new implications to report.


SUMMARY/CONCLUSIONS:

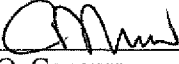
Tenders for the construction of a pre-engineered metal building at the Meadowood firehall site have been completed and are within the budget estimate for this part of the project. Accordingly staff are recommending the award of the tenders to the bidders identified above.

The tender values are lower than budget estimate and offer an opportunity to include certain items which would have been purchased and installed/completed by volunteers at a later date. Staff recommends adding an allowance of \$40,000 to the general contract for kitchen millwork and appliances, bathroom fixtures, painting and a propane tank. Finally, staff recommends a general construction contingency for unforeseen site conditions of 10% of the tendered general contract at \$42,360.

RECOMMENDATIONS:

1. That Humphrey Buildings Inc. be awarded the tender for the supply and installation of a pre-engineered metal building for the Meadowood firehall in the amount of \$205,100.
2. That AFC Construction (division of AFC Industries Ltd.) be awarded the tender for the general contract for the Meadowood Firehall in the amount of \$423,457 plus a cash allowance of up to \$40,000.
3. That a general construction contingency of \$42,360 be authorized for the installation and construction of the pre-engineered metal building.


Report Writer


C.A.O. Concurrence

COMMENTS: