

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, FEBRUARY 10, 2009
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 5-6 **Mr. Dave Buck**, re Parkland Donation.
- 7-8 **Mr. Kris Obrigewitsch, International Composting Corporation**, re Organic Waste Treatment and the Zero Waste Initiative.
- 9 **Mr. John Cheek, Nanaimo Wood Products Recycling Ltd.**, re Diversion of Wood Waste and Asphalt Shingles from RDN Disposal Facilities.

MINUTES

- 10-17 Minutes of the regular Committee of the Whole meeting held January 13, 2009.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

CORPORATE ADMINISTRATION SERVICES

- 18-29 Snuneymuxw First Nations Protocol Agreement.

FINANCE AND INFORMATION SERVICES

FINANCE

- 30-33 Amendment Bylaw 1385.04 - Bow Horn Bay Fire Protection Service Boundary Reduction.
- 34-41 Bylaw No. 1557 – To Establish Development Cost Charges for the Barclay Crescent Sewer Service.

DEVELOPMENT SERVICES

BUILDING & BYLAW

42-44 Property Maintenance Contravention – 1415 Spruston Road – Area ‘C’.

Delegations wishing to speak to Property Maintenance Contravention at 1415 Spruston Road – Area ‘C’.

PLANNING

45-49 Offer of Park Land Dedication – Buck – 3210 Jingle Pot Road – Area ‘C’.

RECREATION AND PARKS SERVICES

PARKS

50-54 Land Acquisition Process – Policy A1.21.

55-79 Electoral Area Parks and Open Space Advisory Committees - Terms of Reference.

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

80-81 Solid Waste Management Service – Reserve Fund Expenditure re Church Road Transfer Station Retrofit, Redevelopment & Expansion.

82-83 Electoral Area ‘H’ Pilot Yard Waste Program – Progress Report.

WATER AND WASTEWATER SERVICES

WASTEWATER

84-87 2009 Water & Sewer Infrastructure Study Grant Applications.

WATER

88-93 Amendment Bylaw No. 947.05 – Fairwinds Sewer Service Boundary Extension.

94-96 Surfside Sewer Service – Petition Results for Proposed Boundary Extension.

97-98 Surfside Water Service – Reserve Fund Expenditure.

99-100 San Pareil Water Service – Security Issuing Bylaw Drawdown.

101-103 Nanoose Bay Peninsula Water Service – Reserve Fund Expenditure.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

104-110 Minutes of the District 69 Recreation Commission meeting held January 22, 2009. (for information)

- 1. That the Regional Board consider as part of the 2009 Provisional Budget process, the Arrowsmith Community Enhancement Society request for an additional \$5,600 in funding to cover 2009 operating expenses at the new Activity Coordinator's office located in the Coombs Fair Grounds.*
- 2. That staff be directed to undertake a review of the District 69 Recreation Commission Grant In Aid Program to be presented at the March 2009 Commission meeting.*
- 3. That an extension to the Track and Field Facility Feasibility Study be approved through to June 30, 2009 as funded by the UBCM School Connections Program and that the scope of the study be broadened to include exploration of potential sites for an outdoor sports complex as identified in the 2006 Recreation Services Master Plan.*
- 4. That the District 69 School District representative to the District 69 Recreation Commission and one other commission member be appointed to the Track and Field Feasibility Study Committee.*
- 5. That Commissioner Patterson be appointed to the Track and Field Feasibility Study Committee as the second District 69 Recreation Commission representative.*

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

111-113 Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held January 21, 2009. (for information)

That the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:

That the Electoral Area 'H' Community Parks Function Budget be approved as presented with the reduction of \$10,000 in the park development fees pending staff providing cost estimates on Deep Bay Creek improvements.

Regional Solid Waste Advisory Committee.

114-115 Minutes of the Regional Solid Waste Advisory Committee meeting held January 15, 2009. (for information)

Regional Parks & Trails Advisory Committee.

116-126 Minutes of the Regional Parks & Trails Advisory Committee meeting held January 21, 2009. (for information)

1. *That the request for funding from the Friends of Morden Mine Society for \$4,000 be approved and staff be directed to enter into a funding agreement with the Friends of Morden Mine for the Society to undertake a strategic plan for the Morden Mine site in collaboration with the Regional District and BC Parks.*
2. *That the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:*

That the Regional Parks and Trails Function Budget be approved as presented.

Transit Select Committee.

127-137 Minutes of the Transit Select Committee meeting held January 22, 2009. (for information)

1. *That the RDN support a gas tax that would reduce the need for residential taxes for transit in principal and that RDN staff work with BC Transit and Ministry of Transportation staff to explore alternative funding methods for the Nanaimo Regional Transit System.*
2. *That a letter be sent to Don Buchner, Executive Director, Wheels for Wellness Society, encouraging the Society to explore ways to raise awareness of financial problems and increase contributions.*

Sustainability Select Committee.

138-139 Minutes of the Sustainability Select Committee meeting held January 21, 2009. (for information)

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

Please accept this as my request to appear as a delegate at the February 10, 2009
Committee of the Whole meeting.

Topic to be discussed: Parkland Donation

Dave Buck
3210 Jingle Pot Road
250 668-3371

From: land@nanaimo.ca [mailto:land@nanaimo.ca] Sent: Monday, January 19, 2009 11:51 AM
Subject: [REDACTED] - 21/01/09

Property in discussion 3210 Jingle pot rd civic address ,legal address section 14 Mountain district Pleasant Valley.Proposal is to donate 5 acres of the Shady mile to Parks Regional District of Nanaimo .

Reasoning behind this it is community issue that involves the local government that placed a non removal vegetation covenant on the five acres making it non farm use this is a large covenant area takes up quarter of the total area.

Property at 3210 Jingle pot rd is ALR property zoned residential with minimum lot size five acres total area of this property is twenty acres .

This covenant is non farm use the ALR was contact to remove the covenant area for farming purpose, the response was no this is the RDN covenant you would have to contact the Regional district of Nanaimo see attached letter from the ALR.

Reponses from the RDN this is a protected area, it is a visual buffer for Nanaimo the covenant is there to save the trees resulting in final answer being no RDN put the covenant on that property.

The Shady Mile is a historic area a common example would be cathedral grove in Port Alberni.

1 Remove the covenant to permit farming.

2 Donate the Shady Mile property to Parks in turn supporting subdividing five acres that is deemed not farmable by Madrone report see attached report.

3 Grant permission to subdivide the non farm area (covenant area)reasoning behind this it is nonfarm land and does not benefit the existing owner paying taxes on land that can not be used for any purpose . Grant a variance for a residence can be placed on the property. Proceeds would be be used to promote ariculture within the existing farm. This quoted in section 25 c ALR act subdivision resolution of local government.

Armstrong, Jane

From: Nadia Ariff [ariff@internationalcomposting.com]
Sent: January 30, 2009 9:52 AM
To: Armstrong, Jane
Cc: kriso@internationalcomposting.com
Subject: RE: RDN - Appearing as a Delegate

From: Nadia Ariff [mailto:ariff@internationalcomposting.com]
Sent: January 26, 2009 5:31 PM
To: Armstrong, Jane
Cc: imber@internationalcomposting.com; 'Greg Ramsay'; dave@thehbtgroup.com; dave190@shaw.ca; 'David'; 'Kris Obrigewitsch'; McIver, Carey
Subject: RE: RDN - Appearing as a Delegate

Hi Jane,

Further to our telephone conversation, enclosed is our request to appear as a delegate at a Committee of the Whole Meeting:

Date and type of meeting: Committee of the Whole Meeting to be held February 10th 2009 (please confirm time and place)

Name of Organization, Mailing Address, E-mail & Phone Number:

International Composting Corporation
3rd Floor 1002 Wharf St
Victoria BC
V8W 1T4
e-mail: ariff@internationalcomposting.com
Tel: 250-360-0476

Subject to be discussed: Organic waste treatment as part of the Zero Waste initiative

Written Brief: please see enclosed

Spokesperson: Mr. Kris Obrigewitsch

We will be presenting a power point presentation and will need to use the RDN's facilities to do so. Please let me know if you need anything else.

Nadia



ICC Presentation to the RDN Committee of the Whole February 10th 2009:

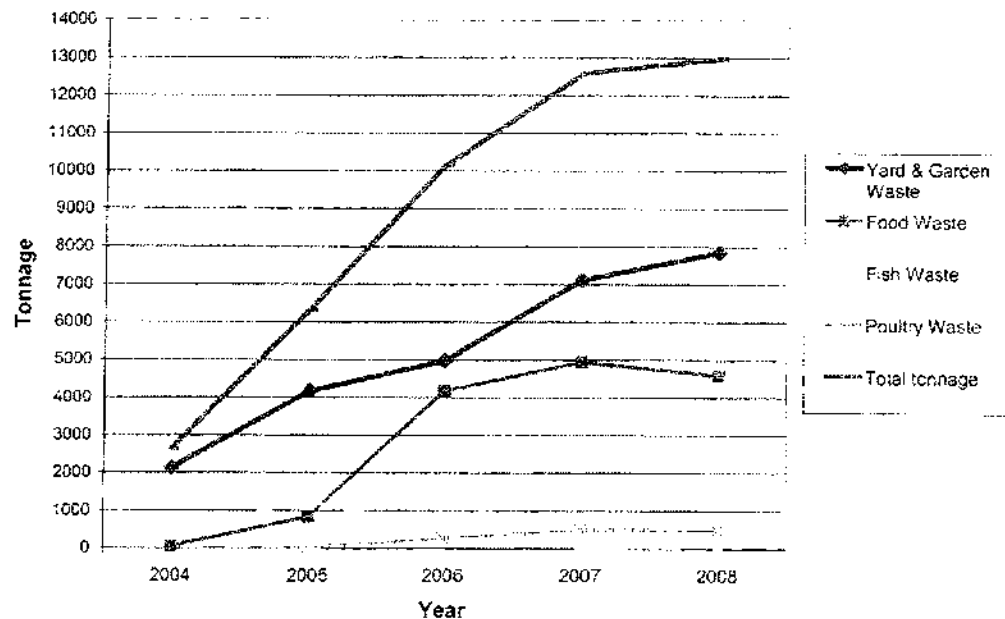
The Presentation will entail an overview of the Company and our relationship with the Regional District of Nanaimo.

1) Overview:

- Permitting
- Odour Issues
- Volume

1000 Floor 1002 Wharf St
Victoria, B.C
V8W 1T4
Tel 250 360-0476
Fax 250 383-0444

Material Evolution 2004 -2008



2) Proposed Upgrading of Facility

- Technology – Heat and Power
- Volume

3) Request consideration for long-term contract

- 10 year contract with renewal option
- To include household organics and yard & garden waste



Armstrong, Jane

From: Island West Forest Products [iwfp9@hotmail.com]
Sent: February 3, 2009 8:24 AM
To: Armstrong, Jane
Subject: Feb. 10/09 Committee of the whole meeting

>Please be advised that Nanaimo Wood Products Recycling Ltd. would like to request to appear as a delegate on February 10, 2009 at the Committee of the whole meeting. My name is John Cheek and I am the owner of Island West Forest Products Ltd. which owns NWPR and my e-mail address is John@iwfp.ca or iwfp9@hotmail.com.

>The subject to be discussed is the [diversion of wood waste and asphalt shingles] from the Church Road transfer station and Cedar landfill.

>The presentation will be made by myself on behalf of Nanaimo Wood Products Recycling Ltd. and I would like to propose a strategy to help the RDN achieve its zero waste objectives by streamlining wood and asphalt waste material into its highest value at our recycling facility. If implemented this strategy could add years to the life of the Cedar Landfill as it would more space for garbage.

>Thank you

So many new options, so little time. [Windows Live Messenger](#).

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, JANUARY 13, 2009 AT 7:00 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	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 E. Mayne	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearce	Senior Manager, Corporate Administration
N. Avery	Gen. Manager of Finance & Information Services
D. Trudeau	Gen. Mgr. of Transportation & Solid Waste Services
J. Finnie	General Manager of Environmental Services
P. ThorkeIsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
L. Burgoyne	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Pattje to the meeting.

DELEGATIONS

Mike Renning, re Zoning Enforcement in Electoral Area 'G'.

Mr. Renning expressed his concerns on his a bylaw enforcement complaint regarding the number of unlicensed vehicles kept on residentially zoned property.

Don Buchner, Wheels for Wellness Society, re Wheels for Wellness Program Update.

Mr. Buchner updated the Board regarding the use of funds provided to the Wheels for Wellness Society program.

MINUTES

MOVED Director McNabb, SECONDED Director Bartram, that the minutes of the Committee of the Whole meeting held November 4, 2008 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Randy O'Donnell, re Local Government Tax Concerns.

MOVED Director Sherry, SECONDED Director Young, that the correspondence from Randy O'Donnell regarding concerns with Local Government taxing be received.

CARRIED

Eydie Fraser, AVICC, re 2009 ACM Resolutions.

MOVED Director Sherry, SECONDED Director Young, that the correspondence from the Association of Vancouver Island and Coastal Communities with respect to submission requirements for the AVICC annual general meeting be received.

CARRIED

CORPORATE ADMINISTRATION SERVICES

Meeting Schedule for 2009.

MOVED Director Burnett, SECONDED Director McNabb, that the 2009 meeting schedule be received for information and, as has been the practice since 2006, the August Committee meetings be deferred to September.

CARRIED

2008 Departmental Accomplishments.

MOVED Director Holme, SECONDED Director Biggemann, that the Board receive the summary of activities and departmental accomplishments of the Regional District of Nanaimo for 2008.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Banking Services – Award of Tender.

MOVED Director Westbroek, SECONDED Director Sherry, that TD Canada Trust be approved as the provider of general banking services for a five year term commencing on or about March 1, 2009.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Notice of Building Bylaw Contravention – 2305 Hemer Road – Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, 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 B, Section 13, Range 2, Plan VIP85592, Cedar 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

Notice of Building Bylaw Contravention – 3466 Simmons Place – Area ‘E’.

Mr. Hazelwood requested that the Board provide him an additional two weeks to comply with the building regulations.

MOVED Director Holme, SECONDED Director McNabb, that Mr. Hazelwood be given two weeks to comply and if he is unable to do so by January 27th, then 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 Strata Lot 56, Plan VIS3393, District Lot 78, Nanoose Land 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

District of Lantzville Service Agreements.

MOVED Director Haime, SECONDED Director Bartram, that the 2009/2010 Service Agreements between the Regional District of Nanaimo and the District of Lantzville for Animal Control, Building Inspection, Bylaw Enforcement, GIS and Mapping, House Numbering, Noise Regulation, Nuisance Control and Unsightly Premises services be approved.

CARRIED

Amendment Bylaw No. 787.09 – Extension of Building Inspection Service Area.

MOVED Director Burnett, SECONDED Director McNabb, that “Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.09, 2009” be introduced, read three times and forwarded to the Ministry of Community Development for approval.

CARRIED

PLANNING

Liquor License Policy Review.

MOVED Director Holme, SECONDED Director Ruttan, that the Regional District of Nanaimo’s Liquor License Applications Policy (B1.6) be amended in recognition of minor changes to existing liquor licenses as outlined in Schedule No. 1 of the staff report.

CARRIED

MOVED Director Holme, SECONDED Director Ruttan, that the request to waive the Public Hearing requirement for a minor change in hours of operation, as submitted by Paul Manhas be approved.

CARRIED

ENVIRONMENTAL SERVICES

Environmental Services Department Name Change.

MOVED Director Westbrook, SECONDED Director Bartram, that the Board receive the report on Environmental Services Department name changes and support the new departmental name of Water & Wastewater Services and sub-departmental names of Water Services, Wastewater Services and Engineering Services.

CARRIED

LIQUID WASTE

Nanaimo District Senior Citizens' Housing Development Society – Application for Development Cost Charge Reduction.

MOVED Director Sherry, SECONDED Director Kipp, that the Board authorize a 50% reduction in Southern Community Sewer Development Cost Charges for the Nanaimo District Senior Citizens' Housing Development Society Kiwanis Villa project.

CARRIED

UTILITIES

Drinking Water Protection Advisory Committee.

MOVED Director Bartram, SECONDED Director McNabb, that the Board approve the Terms of Reference for the Drinking Water Protection Advisory Committee (January 2009).

CARRIED

Extension of the Rural Streetlighting Local Service Area.

MOVED Director Holme, SECONDED Director Burnett, that "Rural Streetlighting Local Service Area Amendment Bylaw No. 791.07, 2009" be introduced and read three times.

CARRIED

Estimated Costs to Service West Bay Estates with Community Sewers.

MOVED Director Holme, SECONDED Director McNabb, that the Board receive for information the report on costs to service West Bay Estates with community sewer.

CARRIED

Barclay Crescent Sewer – Capacity for Further Subdivision within the Service Area.

MOVED Director Haime, SECONDED Director Bartram, that staff be directed to prepare for the Board's consideration, a development cost charge bylaw for the purpose of covering the costs of replacing a portion of the sewer collection system in the Barclay Crescent Sewer Service Area to accommodate new subdivision development.

CARRIED

Updated Costs to Service Madrona & Wall Beach with Community Sewers.

MOVED Director Holme, SECONDED Director Mayne, that the Board receive the "updated costs to service Madrona and Wall Beach with community sewers" report for information.

CARRIED

MOVED Director Holme, SECONDED Director Mayne, that the Board direct staff to advise VIHA that the Northwest Nanoose Residents Association has advised the RDN that the costs of a sewer collection system for the Madrona area have resulted in little resident support to proceed with the project without grant funding and therefore a servicing initiative for this area to address failing or poorly functioning on-site disposal systems is not being implemented at the present time.

CARRIED

RECREATION AND PARKS SERVICES

PARKS

Parks Operations Building.

MOVED Director Holdom, SECONDED Director Ruttan, that staff be directed to pursue the lease of a space for use as a parks operations building at the Parksville Industrial Park with Resland Development Corporation.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Garbage and Recycling Collection Program – Contract Extension.

MOVED Director Westbrook, SECONDED Director Holme, that the Board approve an additional one-year extension to Waste Services Inc. for garbage and recycling collection services.

CARRIED

Garbage and Recycling Collection Program – Financial Relief for Medical Treatment.

MOVED Director Holdom, SECONDED Director Burnett, that the current policy regarding financial relief for residents who face additional costs for garbage disposal due to at-home medical care be maintained with no changes.

CARRIED

Regional Landfill Security Services Contract Award.

MOVED Director Sherry, SECONDED Director Westbrook, that the Board award the contract for security services at the Regional Landfill to Footprints Security for a period of 3 years commencing March 1, 2009 at a total cost of \$297,810.24.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Kipp, that the minutes of the District 69 Recreation Commission meeting held December 4, 2008 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:

That the District 69 Recreation Youth and Community Grants Budget be increased by \$20,000 and that staff investigate alternatives, other than just tax increases, to cover the proposed budget increase.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:

- a) That the 2009 Annual Budget and Five Year Capital and Financial Plan for the District 69 Recreation Coordinating Function, be approved in principal as presented;
- b) That the 2009 Annual Budget and Five Year Capital and Financial Plan for Oceanside Place, be approved in principal as presented;
- c) That the 2009 Annual Budget and Five Year Capital and Financial Plan for the Ravensong Aquatic Centre be approved in principal as presented; and
- d) That staff review the tax impacts of the proposed budgets for each function and consider other options, such as reductions in service, fee increases, tax requisitions increases or a combination of these, prior to final adoption of the budgets in March 2009.

CARRIED

Electoral Area 'A' Parks and Green Space Advisory Committee.

MOVED Director Burnett, SECONDED Director Ruttan, that the minutes of the Electoral Area 'A' Parks and Green Space Advisory Committee meeting held November 20, 2008 be received for information.

CARRIED

East Wellington/Pleasant Valley Parks and Open Space Advisory Committee.

MOVED Director Young, SECONDED Director Burnett, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held November 3, 2008 be received for information.

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 December 1, 2008 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:

That the Electoral Area 'E' Community Parks Function Budget be approved as presented, including the \$25,000 grant request for an accessible playground at Nanoose Bay Elementary School, subject to the Nanoose Bay Elementary School Parents Advisory Committee providing more information.

CARRIED

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

MOVED Director Biggemann, SECONDED Director Burnett, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held December 8, 2008 be received for information.

CARRIED

MOVED Director Biggemann, SECONDED Director Burnett, that the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:

That the Electoral Area 'F' Community Parks Function Budget be approved as presented.

CARRIED

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

MOVED Director Bartram, SECONDED Director Mayne, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held November 19, 2008 be received for information.

CARRIED

Road Closure – Lot A, District Lot 33, Newcastle District, Plan 44033/6173 West Island Highway, Electoral Area 'H'.

MOVED Director Bartram, SECONDED Director Mayne, that the Regional District of Nanaimo has no objection to the variance change application by Mr. Cousineau, Lot A, Plan 44033, DL 33, Newcastle LD, 6173 West Island Highway, provided the proposed change does not affect pedestrian traffic.

CARRIED

Walk Way Proposal – Foulds Subdivision to Coburn Road.

MOVED Director Bartram, SECONDED Director Mayne, that staff prepare a report regarding Community Park H-19 trail development with Ministry of Transportation regarding the Esary Road pathway.

CARRIED

Regional Solid Waste Advisory Committee.

MOVED Director Holme, SECONDED Director Biggemann, that the minutes of the Regional Solid Waste Advisory Committee meeting held December 4, 2008 be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Wheels for Wellness.

MOVED Director Westbrook, SECONDED Director Holdom, that the delegation from the Wheels for Wellness be referred to the Transportation Select Committee to present an update on the program.

CARRIED

NEW BUSINESS

Terms of Reference, Electoral Area 'B' Parks and Open Spaces Advisory Committee.

MOVED Director Rudischer, SECONDED Director Bartram, that staff prepare a terms of reference for the Electoral Area 'B' Parks and Open Spaces Advisory Committee.

CARRIED

Grants-in-Aid Committee.

MOVED Director Young, SECONDED Director Bartram that staff prepare a report to consider an additional Director to the Grants-in-Aid Committee.

CARRIED

VIA Rail Dayliner.

MOVED Director Bartram, SECONDED Director Westbroek, that staff prepare a resolution for the AVICC Conference to request that VIA Rail consider re-routing or adding an additional Dayliner to travel from Courtenay to Victoria and return daily and to consider reintroducing unscheduled stops on the rail line to provide a sustainable transportation link for residential use.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:15 PM

CHAIRPERSON



RDN REPORT	
CAO APPROVAL	
EAP	
CCW	Feb 10 '09
FEB 04 2009	
R-D	
BOARD	

MEMORANDUM

TO: Board of Directors **DATE:** February 2, 2009

FROM: C. Mason **FILE:**
Chief Administrative Officer

SUBJECT: Snuneymuxw First Nation Protocol Agreement

PURPOSE:

To present for the Board’s consideration the proposed Protocol Agreement between the Snuneymuxw First Nation and the Regional District of Nanaimo, which establishes the guiding principles for ongoing government-to-government discussions between the parties on issues of common interest.

BACKGROUND:

Over the past year Regional District staff have been in dialogue with representatives of Snuneymuxw First Nation (SFN) discussing the development of a Protocol Agreement between SFN and the RDN that will form the basis for ongoing discussion on issues of common interest to each government. A draft agreement has been developed which is based on a model of previous agreements negotiated by SFN with the City of Nanaimo in April 2005 and with Islands Trust in December 2008.

The primary purpose of the Protocol Agreement is to provide a framework and timelines for:

- a) Reaching agreements on issues discussed between the parties from time to time, including those issues specifically identified herein, and
- b) For setting out policies, procedures, and processes for the way in which Snuneymuxw and the RDN will interact from time to time.

The specific issues that are expected to be discussed will include servicing agreements, matters of cultural importance such as the protection of culturally sensitive sites, the mutual benefits of enhancing the economic, recreational and environmental status of the Nanaimo region, land and resource use planning, and participation in regional management. Significant sections of the Agreement include “Interests and Goals”, “Commitments”, “Economic Opportunities”, “Provision of Services”, “Land Use Planning and Development” and the “Protocol Agreement Working Group”.

The key to the success of the Agreement is to ensure that it is a living document that provides a forum for strong relations and dialogue between the parties. The Protocol Agreement Working Group proposes to establish a committee that is comprised of the Chief of SFN and the Chair of the RDN, two SFN Band Councillors nominated by the Chief, and two Regional Directors nominated by the Chair. The Working Group will meet monthly for the first three months and then establish a meeting schedule to ensure the continuity of the Group. A proposed Terms of Reference is also attached for consideration.

First Nations consultant Katherine Gordon has been acting as an independent facilitator for the City of Nanaimo and Snuneymuxw First Nation with their working group and has played a critical role in keeping the Working Group moving forward as an effective body. Staff recommend that a similar

arrangement be considered for the Regional District of Nanaimo should the Protocol Agreement be approved.

ALTERNATIVES:

1. Approve the Protocol Agreement between the Snuneymuxw First Nation and the Regional District of Nanaimo and the Working Group Terms of Reference as presented;
2. Approve the Protocol Agreement between the Snuneymuxw First Nation and the Regional District of Nanaimo and the Working Group Terms of Reference with amendments as directed;
3. Do not approve the Protocol Agreement and provide further direction.

FINANCIAL IMPLICATIONS:

If the Board approves the Protocol Agreement as presented, after the initial period it is anticipated that the Working Group will meet four to six times per year to address emerging issues, and once per year in a collective seminar to review the progress of the Working Committee. There may also be a requirement for staff to attend each other's administrative meetings.

As Regional District staff are funded through individual functions, there is no specific function or staff resources assigned to manage the administrative responsibilities related to First Nations negotiations and discussions. However, grant funding has been provided in previous years from the UBCM to help offset Regional District costs related to First Nations negotiations and a budget of \$39,000 in grant funding has been accumulated over that period to cover such costs. It is proposed that any expenses related to the proposed Protocol Agreement be paid for through this fund which is currently set aside in the General Administration budget.

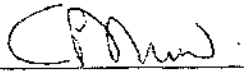
It is recommended that consultant, Katherine Gordon, be contracted by the Regional District to act as an independent facilitator to assist in the management and administration of the Working Group meetings, and to assist the parties in building the working relationship. It is anticipated that the annual cost of managing the Working Group meetings and joint seminar will be approximately \$10,000. Additional grants may be available through the Community-to-Community program to help offset some of these costs.

SUMMARY/CONCLUSIONS:

The Regional District of Nanaimo has been in dialogue with the Snuneymuxw First Nation on the development of a Protocol Agreement that would provide the foundation for future discussions on issues of mutual interest. A draft Agreement has been prepared that is modeled after similar agreements between SFN and the City of Nanaimo and Islands Trust. While relations between the Regional District and SFN are strong, it is anticipated that the signing of this Agreement will provide a formal structure for future discussions that will ensure that issues of interest to either party will be addressed in a timely and positive manner. Staff are recommending approval of the Protocol Agreement and the Working Group Terms of Reference as presented under alternative one. If the Board approves the Agreement, it is also recommended that Katherine Gordon be contracted to provide facilitation and administrative support to the Working Committee on a per meeting basis.

RECOMMENDATION:

1. That the Protocol Agreement between the Snuneymuxw First Nation and the Regional District of Nanaimo be approved as presented;
2. That the Protocol Agreement Working Group Terms of Reference be approved as presented;
3. That Katherine Gordon be contracted on a per meeting basis to provide facilitation and administrative support to the Protocol Agreement Working Group.



Chief Administrative Officer

Snuneymuxw First Nation and Regional District of Nanaimo

Protocol Agreement Working Group

Terms of Reference

January 22, 2009

Working Group Meetings:

- Location: to be rotated between the Regional District and Band offices;
- Minutes: to be recorded by meeting facilitator with a copy provided to each party;
- Agendas: to be circulated in advance of meetings.

Confidentiality:

- (i) Subject to the guiding principles set out in items (ii) to (iv) below, with respect to each topic under discussion, the parties will discuss and agree upon which aspects should be kept confidential on a case by case basis.
- (ii) The parties will advise each other in advance of information which they are required to disclose to community members at council or Board meetings or other venues, including through freedom of information requests;
- (iii) The parties will immediately advise each other if they become aware that confidential information has been disclosed, whether inadvertently or otherwise; and
- (iv) It is understood that members of the working group may discuss confidential matters at in-camera meetings with their full council or Board as the case may be and on a confidential basis with their fellow council or Board members, staff, and advisers at any time. The working group will discuss with each other in advance intended reports to council or to the Board to try and address sensitivities.

Public Communications:

- Overriding principle: public communications – joint or separate – to be discussed in advance first.
- It is accepted and understood that media and community members will approach either party for information on matters under discussion;
- It is desirable to appoint specific spokespeople from each party to speak to relevant issues from time to time in order to ensure coordination of agreed communications. The spokespersons will be the Chief and Board Chair, working as necessary with each other and staff. The Chief and Board Chair may designate alternates when necessary and will advise each other as soon as reasonably possible of any such need and designation;
- The parties will communicate in advance of public disclosure of matters under discussion to consider each other's desired messages, deal with sensitivities if possible, and agree upon desirable principles and themes for joint and separate statements and messages to community members and the media;
- When possible, joint public statements will be made;
- It is understood that either party may make separate statements on matters that are public and all reasonable efforts will be made to remain consistent with agreed-to principles and themes.

Inter-Party Communications:

- All levels and all lines of inter-party communication will be as open as possible;
- All reasonable efforts will be made to meet the following goals as a minimum requirement:
 - A quarterly update lunch meeting between the Chief and Chair of the Regional District;
 - An annual meeting or seminar with both parties to meet and review progress; and
 - Staff to attend each other's administrative meetings from time to time on an invitational basis, and may be invited to each other's Council or Board meetings as requested.

Notification of Important Issues:

- Staff members of the working group will be tasked with primary responsibility to notify each other of matters of potential concern or impact to the other party, including third party initiatives;
- Staff members of the working group will notify their elected officials of the issue as appropriate and necessary;
- The Board Chair or Chief may deem it appropriate from time to time to notify each other directly of such matters. In that event, both officials will notify their respective staff support members as well; and
- All staff members of each organization authorized to deal directly with their counterparts in the other organization will be advised to follow the same notification procedures with each other as set out above.

Regular and Emergency Information Exchange:

Recommendations by staff for the development and implementation of the following steps or action items will be made at the first working group meeting:

- Conducting a familiarization exercise for working group members and other officials and staff as considered necessary or desirable on the institutional and operational processes of each party;
- Provision of essential and desirable "need-to-know" information for each other, including historical, cultural, social and other information as desired;
- Provision of an organizational chart or similar document to identify staff members authorized to deal directly with each other on specified day-to-day issues, including contact information and regular update processes on personnel information and authorities;
- An orientation process and direction for staff and officials of both parties on agreed-to communications and co-ordination processes; and
- Agreed emergency preparedness program communications protocols and ensuring staff familiarity with protocols.

PROTOCOL AGREEMENT

BETWEEN:

SNUNEYMUXW FIRST NATION,

a "Band" as that term is defined in the Indian Act (Canada), as represented by the Snuneymuxw Chief and Band Council, having an administrative office at:

668 Centre Street
Nanaimo, British Columbia
V9R 4Z4

("Snuneymuxw")

AND:

THE REGIONAL DISTRICT OF NANAIMO

in the Province of British Columbia, as represented by its Chairperson and Board of Directors, having an administrative office at:

6300 Hammond Bay Road
Nanaimo, British Columbia
V9T 6N2

("RDN")

INTRODUCTION

Snuneymuxw and the RDN wish to engage in positive, co-operative, and mutually respectful government-to-government discussions on issues of common interest to them, including servicing agreements, matters of cultural importance such as the protection of culturally sensitive sites, the mutual benefits of enhancing the economic, recreational and environmental status of the Nanaimo region, land and resource use planning and participation in regional management, and the development of this Protocol Agreement.

1. PURPOSE OF PROTOCOL AGREEMENT:

The purpose of this Protocol Agreement is to provide a framework and timelines for:

- (a) Reaching agreements on issues discussed between the parties from time to time, including those issues specifically identified herein, and
- (b) For setting out policies, procedures, and processes for the way in which Snuneymuxw and the RDN will interact from time to time.

2. NATURE OF PROTOCOL AGREEMENT:

It is intended by Snuneymuxw and the RDN that this agreement will form the basis for a continuing relationship between them. As such, it is intended that the parties will act upon and implement its provisions on an ongoing basis until such time as those provisions are reviewed, amended, or terminated under clause 11, or the parties enter into a more detailed agreement replacing any specific provision of this Protocol Agreement.

3. INTERESTS AND GOALS:

Snuneymuxw and the RDN have the following common goals and interests:

- (a) Cooperation and harmonization of effort in finding satisfactory ways to meet each other's goals, interests, and responsibilities in regional management;
- (b) Certainty in planning for regional growth and development through timely two-way sharing of information (such as regional growth data and forecasting statistics);
- (c) Cooperation and harmonization of effort in the management of regional expansion, with meaningful participation by Snuneymuxw in the overall development and growth of the region on a government-to-government basis with the RDN;
- (d) Good health, economic opportunities and wellbeing in all communities;
- (e) Cost effective, fair and efficient service arrangements between Snuneymuxw and the RDN;
- (f) Equitable and fair sharing of costs and payments for services and capital requirements;
- (g) Cooperation and harmonization of efforts in dealing with third parties to meet regional needs.

4. COMMITMENTS:

The parties acknowledge and agree that:

- (a) They are committed to applying the principles and commitments set out in this agreement to the negotiation of all future specific agreements.
- (b) They will use all reasonable efforts to support the interests and goals set out in this Agreement.
- (c) The Parties are committed to cooperation on regional growth management and the timely exchange of land use planning information as a key tool in regional land use planning decision-making, and so as to support and integrate each other's respective goals and interests into any overall regional growth strategy.

5. ENTRY INTO PROTOCOL AGREEMENT:

- (a) Snuneymuxw and the RDN are approaching this Protocol Agreement:
 - In furtherance of their government-to-government relationship;
 - With a view to building that relationship based on the principles of trust and goodwill toward each other, rather than meeting minimum legal obligations toward each other;

- With a view also to guiding principles of mutual recognition and respect for each other, for connections to land in the Nanaimo region, and for matters of cultural and historic importance to each other; and a desire for and in recognition of the need for reconciliation, which may be achieved in many different ways;
 - In particular with respect for each other's rights, obligations, responsibilities, mandates, policies, and areas of jurisdiction in the Nanaimo region;
 - In a spirit of cooperation and compromise where necessary and beneficial; and
 - With the common vision of greater prosperity and well-being for all residents of the Nanaimo region as a result of their relationship.
- (b) Upon signing, this Protocol Agreement will become the principal working document which Snuneymuxw and the RDN will use as the basis for discussions on all matters of common interest or of interest to either party from time to time, and for developing further process arrangements and other specific agreements between them that they may consider necessary or desirable from time to time.
- (c) Nothing in this Protocol Agreement alters, limits, or derogates from the legally-defined roles, rights, responsibilities and duties of each party.

6. ECONOMIC OPPORTUNITIES:

- (a) Snuneymuxw and the RDN wish from time to time to identify and foster economic opportunities in the Nanaimo region to improve the quality of life for all its residents, and to collaborate on the development and implementation of projects of mutual interest and benefit.
- (b) Without limiting the scope of paragraph (a), those opportunities may include tourism, recreation, forestry resources, gravel and commercial development.
- (c) The protocol agreement working group established under clause 10 will discuss options for specific projects identified in those areas, and establish an agreed priority, timelines, and processes for development and implementation of those projects.
- (d) The protocol agreement working group will discuss and establish an agreed priority, timelines, and processes for development and implementation of any other specific projects of the kind contemplated in paragraph (a) and identified from time to time during the term of this agreement by either Snuneymuxw or the RDN through their respective representatives on the working group.

7. PROVISION OF SERVICES:

- (a) Snuneymuxw and the RDN are engaged in ongoing discussions regarding the provision and funding of wastewater collection and disposal systems for Snuneymuxw community lands which will discharge into the City of Nanaimo collection infrastructure and the RDN pumping, treatment and disposal facilities.
- (b) Building on those discussions, Snuneymuxw and the RDN wish to develop an agreement on the provision of efficient and affordable wastewater services to residents and businesses on Snuneymuxw lands.

- (c) The protocol agreement working group established under clause 10 will discuss processes and timelines for the development of any other agreements related to servicing that the parties consider will support the objective of paragraphs (a) and (b) of this clause.
- (d) The parties acknowledge that Snuneymuxw envisions being a utility provider in its own right at some point in the future in order to meet its cultural, social, economic and legal responsibilities, interests and goals.

8. LAND USE PLANNING AND DEVELOPMENT:

- (a) Both Snuneymuxw and the RDN support approaches to land use planning and development that support sustainable communities and minimize impacts on those communities and on watersheds.
- (b) Snuneymuxw and the RDN wish to develop an agreement on working together on land use planning and development in the Nanaimo region in an integrated fashion to the benefit of all.
- (c) Without limiting the contents of that agreement or any discussions under this clause, the parties will include in their discussions issues relating to the protection of Snuneymuxw's land use and stewardship interests.
- (d) The protocol agreement working group established under clause 10 will discuss processes and timelines for the development of the agreement referred to in paragraph (b) above, as well as the prospective content of the agreement.
- (e) Without limiting any other content, the proposed agreement may address matters such as the consultation and information exchange on the development of community plans, zoning and land use by-laws, planning processes, land servicing issues generally, environmental protection, waste management, transportation planning, parks, regional growth, heritage site and cultural protection policies, information exchange on statutory processes governing either party's approach to land use planning, public information and consultation processes, and related matters.

9. COMMUNICATIONS AND CONFIDENTIALITY:

As soon as practicable after the signing of this Protocol Agreement, the protocol agreement working group established under clause 10 will meet to discuss and establish procedures addressing:

- (a) Confidentiality issues from time to time on matters being dealt with under the Protocol Agreement and related agreements;
- (b) Joint and separate public communications on such matters;
- (c) Processes for inter-party communication at various levels between the Chief of Snuneymuxw and the Chairperson of the RDN, between elected officials, and between staff, with the goal of improving and increasing the efficiency of day-to-day operational and political communications between the parties;
- (d) Timely notification to each other of matters of potential concern or impact to the other party, including initiatives undertaken by third parties that have come to the attention of either Snuneymuxw or the RDN;

- (e) Regular and emergency information exchange processes, including information on institutional and operational process of both parties and staff or officials in each organization authorized to deal with specific issues;
- (f) Regular updates to each other on organizational authorities and personnel information;
- (g) Such other matters relating to communications and confidentiality as the protocol agreement working group members consider will support the objectives of this Protocol Agreement.

10. PROTOCOL AGREEMENT WORKING GROUP:

- (a) Immediately after the signing of this agreement a permanent protocol agreement working group will be formed, comprising:
 - (i) The Chief of Snuncymuxw from time to time;
 - (ii) The Chairperson of the RDN from time to time;
 - (iii) Two Snuncymuxw Band Councillors nominated by the Chief of Snuncymuxw;
 - (iv) Two regional directors nominated by the Chairperson of the RDN;
 - (v) Staff members as required by either party to support the work of the protocol agreement working group.
- (b) The Chief or Chairperson as the case may be may appoint alternate members to the protocol agreement working group as necessary to ensure that the work of the group continues during temporary absences of any member.
- (c) The working group will meet to carry out its commitments under this Protocol Agreement, to develop further agreements as may be necessary or desirable from time to time, to review progress on the development of related agreements, and any other requisite matters falling under its responsibilities.
- (d) The working group will:
 - (i) Develop procedures governing frequency, timing, location, and record-keeping of matters arising out of its meetings;
 - (ii) Meet as soon as is reasonably practicable after the signing of this agreement to discuss the process for implementation of matters included in this agreement;
 - (iii) Select a chairperson by agreement;
 - (iv) Establish a process to discuss reviews of, amendments to, or termination of this Protocol Agreement under clause 11 below;
 - (v) Meet at the call of the chairperson appointed pursuant to paragraph (iii) above;
 - (vi) Use all reasonable efforts to meet as frequently as necessary to carry out its responsibilities under this agreement; and

(vii) Meet once a month for the first three months following the signing of this agreement.

11. REVIEWS, AMENDMENTS, AND TERMINATION:

- (a) Snuneymuxw and the RDN agree that this Protocol Agreement:
 - (i) Shall take effect upon its adoption by resolution of each party; and
 - (ii) Is a living document and may be subject to amendment from time to time by agreement in writing and as authorized by each party.
- (b) The protocol agreement working group established under clause 10 will discuss and agree upon a process for monitoring and reviewing this Protocol Agreement from time to time with a view to determining whether any amendments may be required.
- (c) This Protocol Agreement may be terminated by either party providing to the other party sixty days' notice in writing.

12. DISPUTE AVOIDANCE AND RESOLUTION:

- (a) Snuneymuxw and the RDN are committed to open, honest, and respectful interaction with each other in order to communicate effectively and to avoid disputes.
- (b) In that spirit, the parties will seek to avoid disputes relating to this agreement (and, if they choose, in any other context) by actively listening to each other's concerns, seeking clarification of issues and statements to avoid misunderstandings, understanding differing cultural approaches to communication, and adopting such other mechanisms and processes that will assist in achieving the avoidance of disputes if possible.
- (c) In the event of a dispute or disagreement arising out of this Protocol Agreement and the processes and commitments set out in it, the parties will set the issue aside temporarily until the protocol agreement working group next meets.
- (d) At the next meeting of the protocol agreement working group, the members of the group will review the issue and discuss means to solve the disagreement to their mutual satisfaction.
- (e) If the issue cannot be resolved at the working group level, the Chief of Snuneymuxw and the Chairperson of the RDN will engage in informal discussions in an attempt to resolve the issue.
- (f) The parties may agree in writing to adopt more formal dispute resolution processes with respect to a particular issue, and to share the costs of the agreed process.

13. GENERAL

- (a) The parties are committed to the following guiding principles regarding the timelines for negotiating the agreements referred to in this Protocol Agreement:
 - (i) Discussion and negotiations will take place in a prompt and timely manner without undue or unreasonable delays on the part of either Snuneymuxw or the RDN;

- (ii) The parties acknowledge that the work required to discuss and complete the agreements will require not only commitment and cooperation, but the investment of time and effort on the part of each of them and their respective representatives;
 - (iii) The parties will therefore ensure that they discuss and attempt to establish mutually satisfactory priorities for the order of development of the various agreements referred to in this Protocol Agreement;
 - (iv) The parties also recognize and respect each other's commitments and obligations to other matters within their respective jurisdiction and will therefore approach timelines with flexibility and in a spirit of understanding and reasonable compromise where necessary or desirable to accommodate each other's schedules and other commitments.
- (b) Each party will bear their own costs for the preparation and implementation of this and all other agreements referred to in or resulting from this Protocol Agreement. The parties may also work together to apply for funding from external sources to support this agreement and projects being developed under this agreement, and may agree to share the costs of certain projects from time to time.

SIGNED AT Nanaimo, British Columbia, on this _____ day of _____ 2009.

SNUNEYMUXW FIRST NATION

_____)
 _____)
 _____)

REGIONAL DISTRICT OF NANAIMO

_____)
 _____)
 _____)



RDW REPORT	
CFO APPROVAL <i>(Signature)</i>	
EAP	
COW	✓ Feb 10 '09
JAN 17 2009	
RHD	
BOARD	

MEMORANDUM

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

DATE: December 29, 2009

FROM: W. Thexton
Manager, Budgets & Capital Planning

FILE:

SUBJECT: Boundary Amendment for the Bow Horn Bay Fire Department

PURPOSE:

To obtain approval of an amendment to the Bow Horn Bay Fire Protection Service area boundary to exclude a property at 100 Henry Morgan Drive.

BACKGROUND:

Staff recently received information that a property at 100 Henry Morgan Drive (folio 769 14955.000) was included within the boundary of the Deep Bay Waterworks District which provides both water and fire protection services. This property is also within the boundaries of the Bow Horn Bay Fire Protection Service. The overlap in fire protection boundaries was not noted by the Province at the time the Deep Bay Waterworks boundary change was approved. Correspondence related to the property owner's request indicates the intent is for the Deep Bay Waterworks District to provide water and fire protection to the property.

Bylaw 1385.04 is accordingly a housekeeping amendment to remove this property from the Bow Horn Bay Fire Protection Service. This bylaw requires provincial approval.

ALTERNATIVES:

There is no alternative to this amendment.

FINANCIAL IMPLICATIONS:

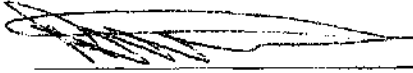
There are no operational financial implications.

SUMMARY/CONCLUSIONS:

The province approved an amendment to the Deep Bay Waterworks District boundary which has resulted in an overlap of fire districts within the Bow Horn Bay Fire Protection Service area. A housekeeping amendment is required to correct this and to ensure that the taxpayer is only charged for fire protection from the Deep Bay Waterworks District.

RECOMMENDATION:

That “Bow Horn Bay Fire Protection Local Service Area Amendment Bylaw No. 1385.04, 2009” be introduced, read three times and be forwarded to the Inspector of Municipalities for approval.



Report Writer



General Manager Concurrence



C.A.O Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1385.04

**A BYLAW TO AMEND THE BOUNDARIES OF THE
BOW HORN BAY FIRE PROTECTION SERVICE AREA**

WHEREAS The Board of the Regional District of Nanaimo established the Bow Horn Bay Fire Protection Service Area by Bylaw No. 1385;

AND WHEREAS a property currently within the boundaries of the Bow Horn Bay Fire Protection Service Area has been included within the boundaries of the Deep Bay Waterworks District for fire protection services;

AND WHEREAS a boundary amendment will ensure the property is not included for protection and taxation purposes within two fire protection service areas;

AND WHEREAS the consent of the Director for Electoral Area 'H' has been obtained in accordance with Section 802(1)(b) of the *Local Government Act*;

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

1. "Bow Horn Bay Fire Protection Service Area Establishment Bylaw No. 1385" is hereby amended by excluding Lot 4, Plan 17124, District Lot 85 (Folio 769 14955.000) and a portion of Esary Rd shown as DD 16608-N as outlined on Schedule 'B' attached to and forming part of this bylaw.
2. Schedule 'A' attached to Bylaw 1385 is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
3. This bylaw may be cited for all purposes as "Bow Horn Bay Fire Protection Service Area Boundary Amendment Bylaw No. 1385.04, 2009".

Introduced and read three times this 27th day of January, 2009.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2009.

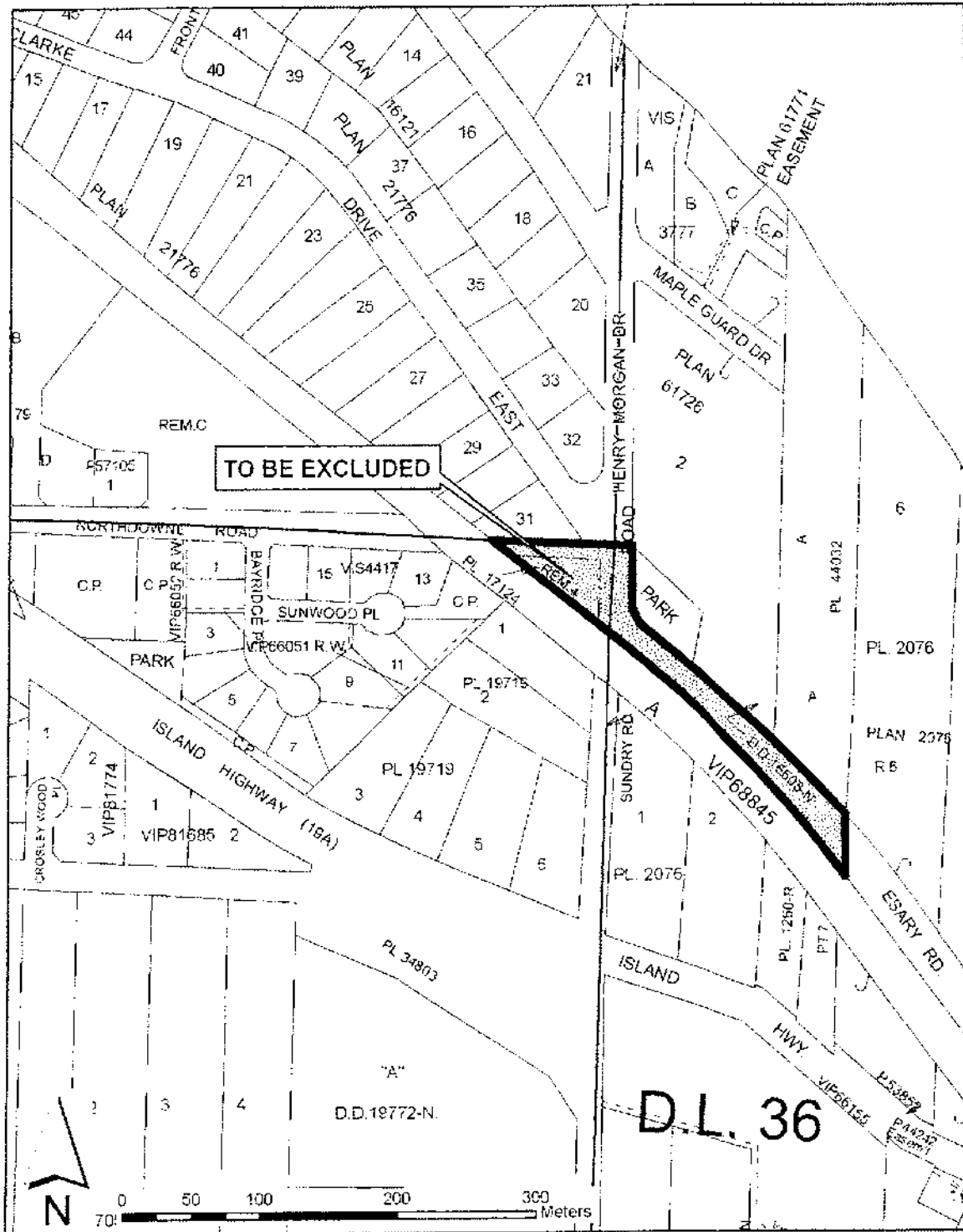
Adopted this ____ day of _____, 2009.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration





RDN REPORT	
CAO APPROVAL	<input checked="" type="checkbox"/>
EAP	
CCW	<input checked="" type="checkbox"/> Feb 10 '09
FEB 07 2009	
RHD	
BOARD	

MEMORANDUM

TO: Nancy Avery
General Manager, Finance & Information Services

DATE: January 29, 2009

FROM: Wayne Thexton
Manager, Budgets & Capital Planning

FILE:

SUBJECT: Barclay Crescent Sewer Service Area Development Cost Charges

PURPOSE

To introduce for first and second reading, "Barclay Crescent Sewer Service Area Development Cost Charges Bylaw No. 1557, 2009".

BACKGROUND

The construction of the Barclay Crescent sewer collection system was completed in 2007. It was designed to serve approximately 235 existing properties. Further lots can and are expected to be created over time which will require additional pumping and pipe capacity. Staff has determined that there are potentially 164 additional lots that can be created in the service area. It is anticipated that, at a rate of 4 to 5 new lots/dwellings per year, two of the three upgrades will be required within the next 20 years. A development cost charge is warranted to account for the future capacity requirements.

Local governments are required to carry out a public consultation process to inform the development industry and other interested parties with respect to how development cost charges have been established. A meeting will be held at the St. Columba Hall in French Creek on a date to be set after the bylaw receives second reading. Feedback will be gathered and if necessary the DCC bylaw will be amended and returned to the Board for third reading, as amended, at the next available Board meeting.

ALTERNATIVES

1. Give the DCC bylaw as appended to this report first and second reading.
2. Defer consideration of this bylaw to a later date.

FINANCIAL IMPLICATIONS

Alternative 1

The costs forecast within the next twenty years amount to \$120,000. Staff estimate 118 lots and 5,000 square meters of commercial space are possible in that time period.

The DCC rates calculated are:

Residential use	\$ 1,059.16	per unit/lot
Commercial use	\$ 4.77	per sq. mtr

The Barclay Crescent neighborhood is zoned primarily for single family residential use. A separate rate for multi-residential has not been calculated as the amount of this type of development is considered negligible. The single residential rate will apply to both types of residential development

Alternative 2

The anticipated increase in properties connected to the Barclay Crescent Sewer system cannot be accommodated without periodic expansion of the system. If the DCC charges are not implemented, existing users would need to borrow to fund the capital improvements or development would be curtailed and frustrate owners who have the possibility of further subdividing their properties.

SUSTAINABILITY IMPLICATIONS

The environmental concerns in this area have been dealt with by the construction of a sewer collection system. A development cost charge bylaw in this case will reduce the likelihood that too many lots are created before the collection system is expanded in an orderly fashion.


SUMMARY/CONCLUSIONS

Staff are introducing a development cost charge bylaw for the Barclay Crescent Sewer Service Area. The charges are intended to address upgrades and expansion to the sewer collector system, which can be estimated based on the ability to subdivide property serviced by a community sewer system.


Following first and second reading, a meeting with the local construction industry and other interested parties will be held on a date to be specified at St Columba Hall in French Creek.

RECOMMENDATION


That "Barclay Crescent Sewer Service Area Development Cost Charges Bylaw No. 1557, 2009" be introduced for first and second readings and be sent forward for public consultation.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1557

**A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES
WITHIN THE BARCLAY CRESCENT SEWER SERVICE AREA**

WHEREAS the Board may, pursuant to Section 933 of the *Local Government Act*, impose development cost charges under the terms and conditions of that section;

AND WHEREAS development cost charges may be imposed for the sole purpose of providing funds to assist the Regional District to pay the capital cost of providing, constructing, altering or expanding sewage facilities and other associated works in order to serve, directly or indirectly, the development for which the charges are imposed;

AND WHEREAS in establishing the development cost charges under this bylaw, the Board has considered the future land use patterns and development, and the phasing of works and services within the boundaries of the Barclay Crescent Sewer Service area;

AND WHEREAS the Board is of the opinion that the development cost charges imposed under this bylaw:

- (a) are not excessive in relation to the capital costs of prevailing standards of service;
- (b) will not deter development; and
- (c) will not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land,

within the Regional District of Nanaimo.

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

1. INTERPRETATION

In this bylaw:

"Building" means any structure and portion thereof, including mechanical rooms, that is used or intended to be used for the purpose of supporting or sheltering any use or occupancy.

"Commercial" means the use of land or buildings for any retail, tourist accommodation, restaurant, personal or professional services, entertainment or recreational use, and any other business use than industrial or institutional use.

"DCC" means a development cost charge.

"Dwelling Unit" means a self-contained room or suite of rooms capable of use for year round residential occupancy, but does not include a secondary suite as defined in the British Columbia Building Code.

"Gross Floor Area" means the total of the horizontal areas of all floors in a building, including the basement measured to the outside of the exterior walls of the building, but not including any floor area used exclusively for vehicle parking or vehicle access, any basement area where the ceiling is less than 1.8 metres above the floor, exits, vertical service spaces, and their enclosing assemblies.

"Industrial Use" means the use of land or buildings for any manufacturing, processing, repair, storage, wholesaling or distribution of goods.

"Institutional Use" means use of land or buildings for a school, hospital, correctional facility or care facility, including seniors' residence where a minimum of 20 percent of the floor area of all buildings located on the parcel is operated under a license issued pursuant to the *Community Care Facility Act (British Columbia)*.

"Lot" means a parcel created by registration of subdivision under the *Land Title Act (British Columbia)* or the Bare Land Strata regulation under the *Strata Property Act (British Columbia)*.

"Mobile Home" means a dwelling unit built in an enclosed factory environment in one or more sections, intended to be occupied in a place other than of its manufacture and includes mobile homes and modular homes which are either completely self contained or are incomplete, fastened together and completed on site.

"Mobile Home Park" means an unsubdivided parcel of land, not subdivided pursuant to the *Strata Property Act* and amendments thereto, to be used for the purpose of providing pads for the accommodation of 2 or more mobile homes, but specifically excludes a hotel.

"Multi Residential" means the residential use of land or a building for two or more dwelling units but does not include an institutional use.

"Service Connection" means an improvement which allows for the attachment of a building or a unit in a mobile home park to one or more public utilities.

"Single Family" means any building consisting of one dwelling unit, but excludes a mobile home.

"Vertical Service Space" means a shaft oriented essentially vertically that is provided in a building to facilitate the installation of building services including mechanical, electrical and plumbing installations and facilities such as elevators, refuse chutes and linen chutes.

2. CHARGES

- a) Except where prohibited by statute every person who obtains:
- i) approval of a subdivision for any purpose of a parcel of land under the *Land Title Act* or the *Strata Property Act* which creates fee simple or bare land strata lots which are zoned to permit no more than two dwelling units; or
 - ii) a building permit authorizing the construction, alteration or extension of a building or structure, including a building containing less than four self-contained dwelling units;
 - iii) for the purposes of Section 2(a)(ii), a building permit shall be considered to have a construction value in excess of \$50,000.00 where the value of construction proposed in respect of the parcel in the permit application under consideration, combined with building permits issued for the same parcel of land within the preceding two years, exceeds \$50,000.00;

shall pay, at the time of the approval of the subdivision or the issuance of the building permit, the applicable development cost charges as set out in Schedule 'A' attached to and forming part of this bylaw.

- b) The charges outlined on Schedule 'A' will apply to properties outlined on Schedule 'B', attached to and forming a part of this bylaw.
- c) The charges outlined on Schedule 'A' will be based on the actual use of the building not the zoning category of the property; and,
- i) where there is more than one use, each use is subject to the charge based on the actual use and there may be more than one category applied per building.
 - ii) mezzanines, storage or similar areas within a building are subject to development cost charges based on the same use that the majority area of the building contains.
 - iii) where a building is vacant and its future use cannot be determined, development cost charges are payable in accordance with the zoning category for the land upon which the building is situated.

3. EXCEPTIONS

- a) Section 2 does not apply to a subdivision or building in respect of which the imposition of a development cost charge is prohibited by statute.

- b) If by statute or by operation of law, this bylaw does not apply to an application to subdivide or an application for a building permit made prior to the adoption of this bylaw, any bylaw repealed by this bylaw shall remain unrepealed and in force and effect in relation to such applications, so far as is necessary to impose development cost charges under that bylaw at the time of subdivision approval or issuance of the building permit.
- c) Section 2 does not apply to the first dwelling unit constructed on a lot but applies to all subsequent residential units constructed.

4. **GRACE PERIOD**

The effective date of the rates contained within this bylaw will be 30 calendar days after the date of adoption.

5. **REMAINDER OF BYLAW TO BE MAINTAINED INTACT**

In the event that any portion of this bylaw is declared ultra vires, such portion shall be severed from this bylaw with the intent that the remainder of this bylaw shall continue in full force and effect.

6. **TITLE**

This bylaw may be cited for all purposes as "Barclay Crescent Sewer Service Area Development Cost Charges Bylaw No. 1557, 2009".

Introduced and given first and second readings this 24th day of February, 2009.

Read a third time this ____ day of _____, 2009.

Approved by the Inspector of Municipalities this ____ day of _____, 2009.

Adopted this ____ day of _____, 2009.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'A'

Development Cost Charges for Sanitary Sewer Works and Services

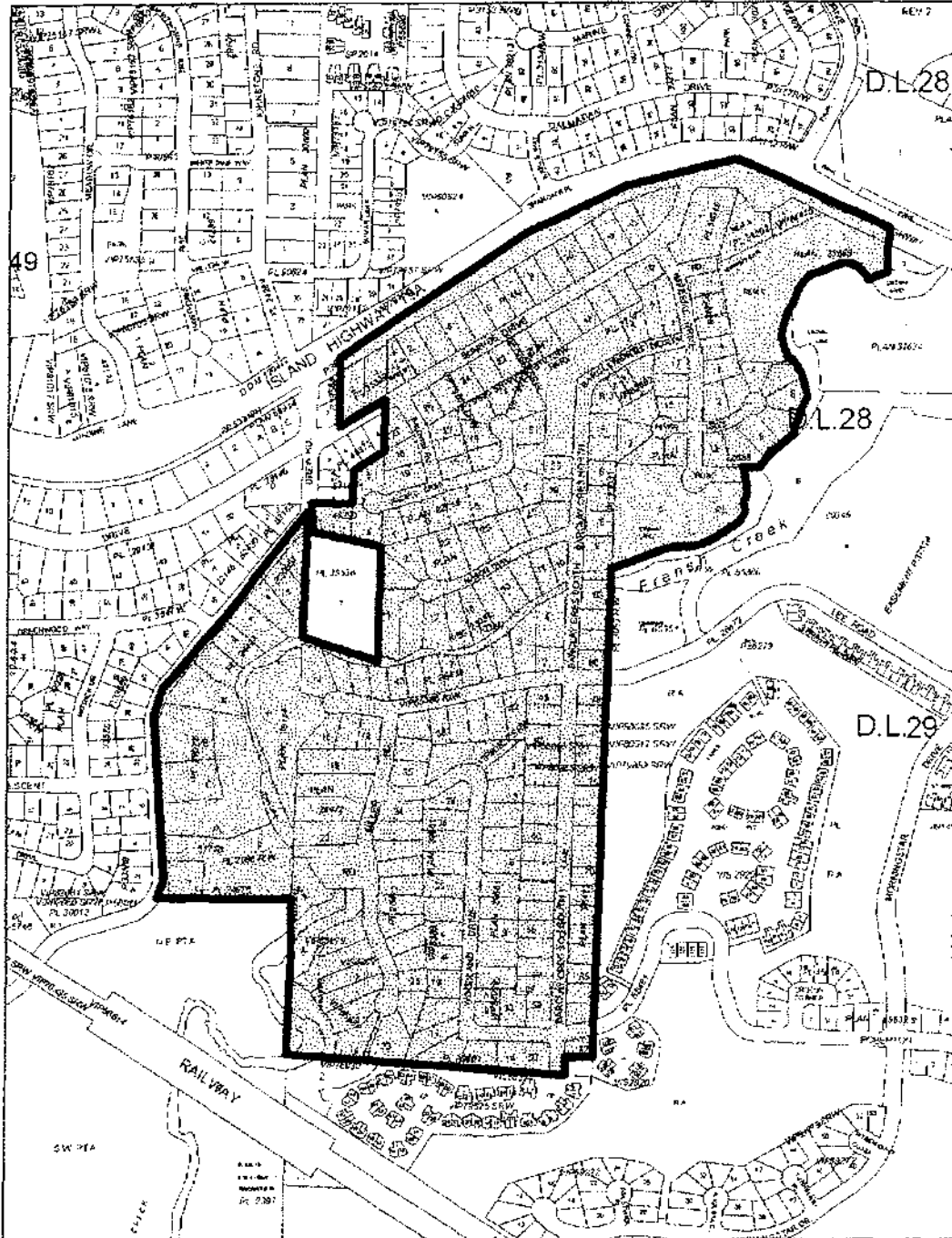
1. Pursuant to Section 2 of this bylaw, development cost charges shall be levied in those areas outlined on the map attached hereto as Schedule 'B'.
2. The assist factor for sewerage collection works and services shall be 1%.
3. All charges shall be paid in full prior to the approval of a subdivision or building permit unless paid by way of installments in accordance with BC Reg 166/84.
4. The Development Cost Charge Schedule is as follows:

Category	Subdivision	Building Permit
Single family	\$1,059.16 per lot being created	\$1,059.16 per dwelling unit constructed
Multi residential		\$1,059.16 per dwelling unit constructed
Mobile Home Park	\$1,059.16 per service connection being created	\$1,059.16 per service connection being created
Institutional		\$4.77 per square meter of building gross floor area
Commercial		\$ 4.77 per square meter of building gross floor area

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'B'





CAO APPROVAL	
EAP	
COW	Feb 10 '09
FEB 12 2009	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet
Manager, Building and Bylaw Services

DATE: January 30, 2009

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: 036C08

SUBJECT: Contravention of Unsightly Premises Regulatory Bylaw No. 1073, 1996
Electoral Area 'C' - 1415 Spruston Road

PURPOSE

To obtain Board direction regarding an on-going property maintenance contravention at the above-noted location.

BACKGROUND

Property: 1415 Spruston Road, Electoral Area 'C'
 Legal Description: Lot 1, Section 3, Range 6, VIP 62065, Cranberry Land District
 Property Owner: Roy Morgan Uzelac
 Deborah Anne Uzelac
 1415 Spruston Road
 Nanaimo, BC V9X 1S8

Zoning: Rural 1

The subject property is located in the residential community of Cassidy, in an area of neat and well maintained properties. Staff has been dealing with this property and its current owners on a variety of contraventions, including land use (Home Based Business and second dwelling), noise (barking dogs and loud music) and unsightly premises. On each occasion when the site was inspected, the property contained a large accumulation of debris including: appliances, garbage, plastic and derelict vehicles.

The most recent complaint was received on December 3, 2008 and a staff inspection the same day confirmed an accumulation of derelict vehicles, wood waste, and garbage, among other debris scattered about the yard (*photographs - Attachment No 1*).

On December 5, 2008, a letter was sent by courier to the owners, ordering that the property be cleaned up, and explaining the requirements of the applicable Bylaw by December 19, 2008.

Several site inspections were conducted in the following weeks with no apparent changes to the condition of the property noted. The most recent inspection was conducted on January 29, 2009. Mr. Uzelac was present and advised of pending action in regards to the property. (*photographs - Attachment No 1*). It is apparent, based on the history of non-compliance, that the owners will not maintain the property in compliance with Regional District of Nanaimo regulations.

ALTERNATIVES

1. To notify the property owners and bring forward a resolution requiring that the property be cleaned up pursuant to “Unsightly Premises Regulatory Bylaw No. 1073, 1996.”
2. To not consider a clean up resolution pursuant to “Unsightly Premises Regulatory Bylaw No. 1073, 1996.”

FINANCIAL IMPLICATIONS


If the Board adopts a resolution to have the identified material removed from the property, any costs incurred by the Regional District of Nanaimo or its agent with respect to the removal may be recovered from the property owner.

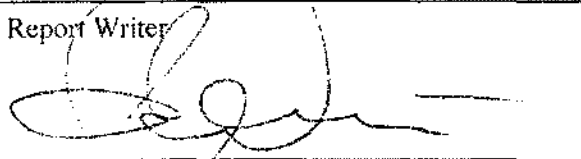
CONCLUSION

The owners have demonstrated an unwillingness to comply with the provisions of the Unsightly Premises bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

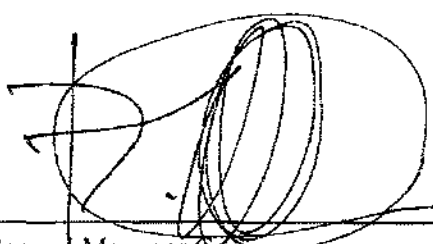
RECOMMENDATION


That should this matter not be rectified by February 24, 2009 pursuant to “Unsightly Premises Regulatory Bylaw No. 1073, 1996”, the Board directs the owners of the above-noted property to remove from the premises those items set out in the attached resolution within fourteen (14) days, or the work will be undertaken by the Regional District of Nanaimo’s agents at the owner’s cost.



Report Writer


Manager Concurrence



General Manager Concurrence


CAO Concurrence

Attachment No. 1





RDN REPORT	
CAO APPROVAL <i>(initials)</i>	
EAP	<i>✓ Feb 10 '09</i>
COW	
RDN	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: January 29, 2009

FROM: Geoff Garbutt
Manager, Current Planning

FILE: 3360 30 – SD General

SUBJECT: Offer of Park Land Dedication in Conjunction with a Two Lot Subdivision
Applicant: D Buck
3210 Jingle Pot Road, Electoral Area 'C'

PURPOSE

To consider an offer of park land dedication in exchange for support of a two lot subdivision proposal on property located within the Provincial Agricultural Land Reserve in Electoral Area 'C'.

BACKGROUND

The subject property, which was created in 2005 as part of the 71-lot 'Benson Meadows' subdivision, is 8.17 ha in size and located in the Jingle Pot area of Electoral Area 'C'. The subject property, which is situated within the Provincial Agricultural Land Reserve (ALR), is zoned Rural 1 (RU1) and is within Subdivision District 'D' (2.0 ha minimum parcel size with or without community water and sewer services) pursuant to the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987".

The property has been cleared and currently supports one single dwelling unit. Surrounding uses include: Clover Close and rural zoned parcels to the north, rural zoned parcels situated in the ALR to the east and south, and Jingle Pot Road and a rural zoned parcel situated in the ALR to the west.

The subject property is designated Rural pursuant to the Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Bylaw No. 1055, 1998.

Documents registered on title of the subject property include a section 219 covenant which restricts the removal of vegetation adjacent to Jingle Pot Road 30.0 metre in width. This covenant came about through the subdivision process in that the developer proposed to register a 30-metre wide tree protection covenant for the parcels adjacent to Jingle Pot Road (known locally as the 'Shady Mile'). This covenant proposal, which was provided to protect a culturally important stand of trees for the local community, was accepted by the RDN and the covenant was registered concurrently with the subdivision plans. The property owner is currently proposing this covenanted area as park.

The applicant has applied to the ALC for subdivision within the ALR in August of 2006.

ALTERNATIVES

1. To accept the offer of park land and provide comments to the Provincial Agricultural Land Commission (ALC) in support subdivision as proposed.
2. To not accept the offer for park land and not provide comments to the ALC.

DEVELOPMENT IMPLICATIONS

Agricultural Land Commission

The owner applied to the Provincial Agricultural Land Commission (ALC) requesting approval for subdivision of the subject property. The ALC refused the request. The owner then applied for reconsideration of the ALC decision on the grounds that the 30-metre wide no removal of vegetation covenant was prohibitive in conducting a successful agricultural operation. The ALC continued to refuse the request to allow a subdivision. As a result, the ALC does not support the subdivision of this parcel.

Official Community Plan Implications

OCP Policy No. 4.2.6 concerning a subdivision proposal within the Agricultural Land Reserve states that approval must first be obtained from the ALC. Therefore, support of this subdivision application without ALC approval would not be in keeping with the applicable OCP policies.

Lot Configuration Implications

The subdivision, as proposed, will not be able to meet the minimum 2.0 ha parcel size requirement pursuant to Bylaw No. 500, 1987 in that Proposed Lot A is proposed to be 1.60 ha in size. If Lot A is proposed to be a section 946 subdivision, the statutory provisions require that the property be owned for a minimum of five years. Since the parcel was not developed until December 2005, the ability to meet this statutory requirement is not possible at this time. If the proposal is to parcel average Lots A and B, a variance to Bylaw No. 500, 1987 would be required as the proposal will not be able to meet the Bylaw's parcel averaging provision. In addition, Proposed Lots A and B will not be able to meet the minimum 10% frontage requirement pursuant section 944 of the *Local Government Act*. The submitted plan indicates access for Proposed Lot B through the proposed park land area (Lot C), which could result in negative impacts between future park land users and the owner of the Proposed Parcel B.

Board Policy Implications

Board Policy No. B.1.8 – 'Review of Provincial Agricultural Land Reserve Applications' sets out a process for the review of inclusion and/or exclusion related ALR applications only and not for any other types of ALR applications such as non-farm uses which includes subdivision proposals. As a result of this direction, staff, in providing the technical information to the ALC as part of the application process, provides the applicable OCP policies and zoning information. Given the current level of development pressure on ALR lands, the Board may wish to expand on the current Board policy.

PARK LAND IMPLICATIONS

Recreation and Parks staff has reviewed this offer for park land and recommend declining the offer. This recommendation is based on the following implications:

- Due to the existing "no tree removal" covenant, this property does not have any potential for park or trail development;
- There are no existing opportunities for connection to an existing trail network nor is it identified in any existing trail plan for the area;
- Due to the existing "no tree removal" covenant, this park land dedication proposal does not provide any further protection to this culturally important stand of trees; and
- The proposed park's proximity to Jingle Pot Road and to the power lines has considerable implications on potential ongoing maintenance costs such as routine hazard tree assessments, hazard tree removal as well as time sensitive windfall maintenance.

VOTING

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

SUMMARY

This is a report for the consideration of an offer of park land in exchange for support of a 2-lot subdivision situated within the Provincial Agricultural Land Reserve, on property located adjacent to Jingle Pot Road in Electoral Area 'C'. The Provincial Agricultural Land Reserve does not support the subdivision of this property. Recreation and Parks staff has reviewed the offer for park land and recommends that the offer be refused for a number of reasons including there are no existing opportunities for trail connections and the proposed park land will not offer any additional protection of this portion of the 'Shady Mile'. As the proposal is not in keeping with the applicable OCP policies, it is recommended that the offer of park land be declined.

RECOMMENDATION

That the offer of park land dedication in exchange for support of a two lot subdivision in conjunction with the parcel legally described as Lot 14, Section 14, Range 4, Mountain District, Plan VIP80079 be declined.

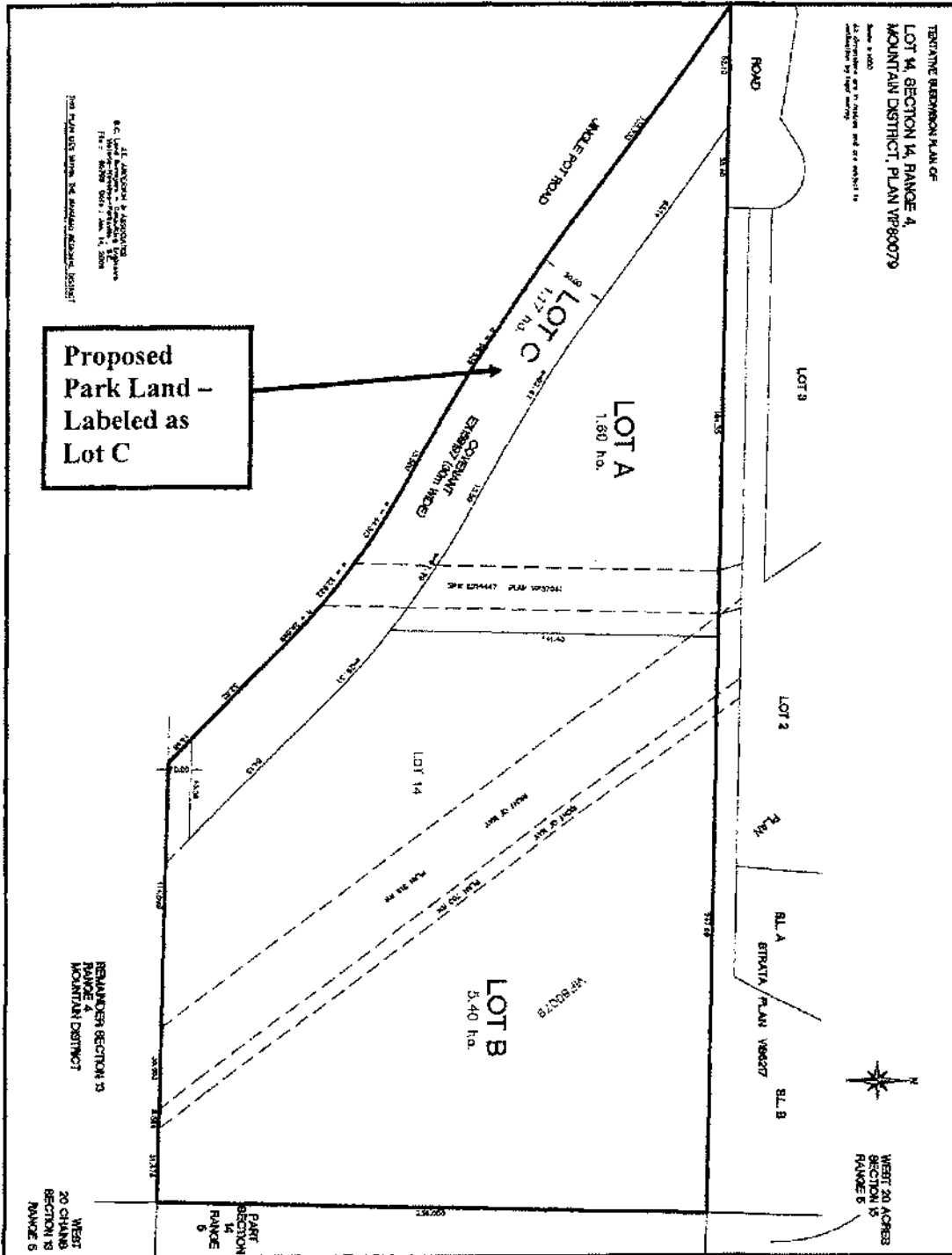
Report Writer

General Manager Concurrence

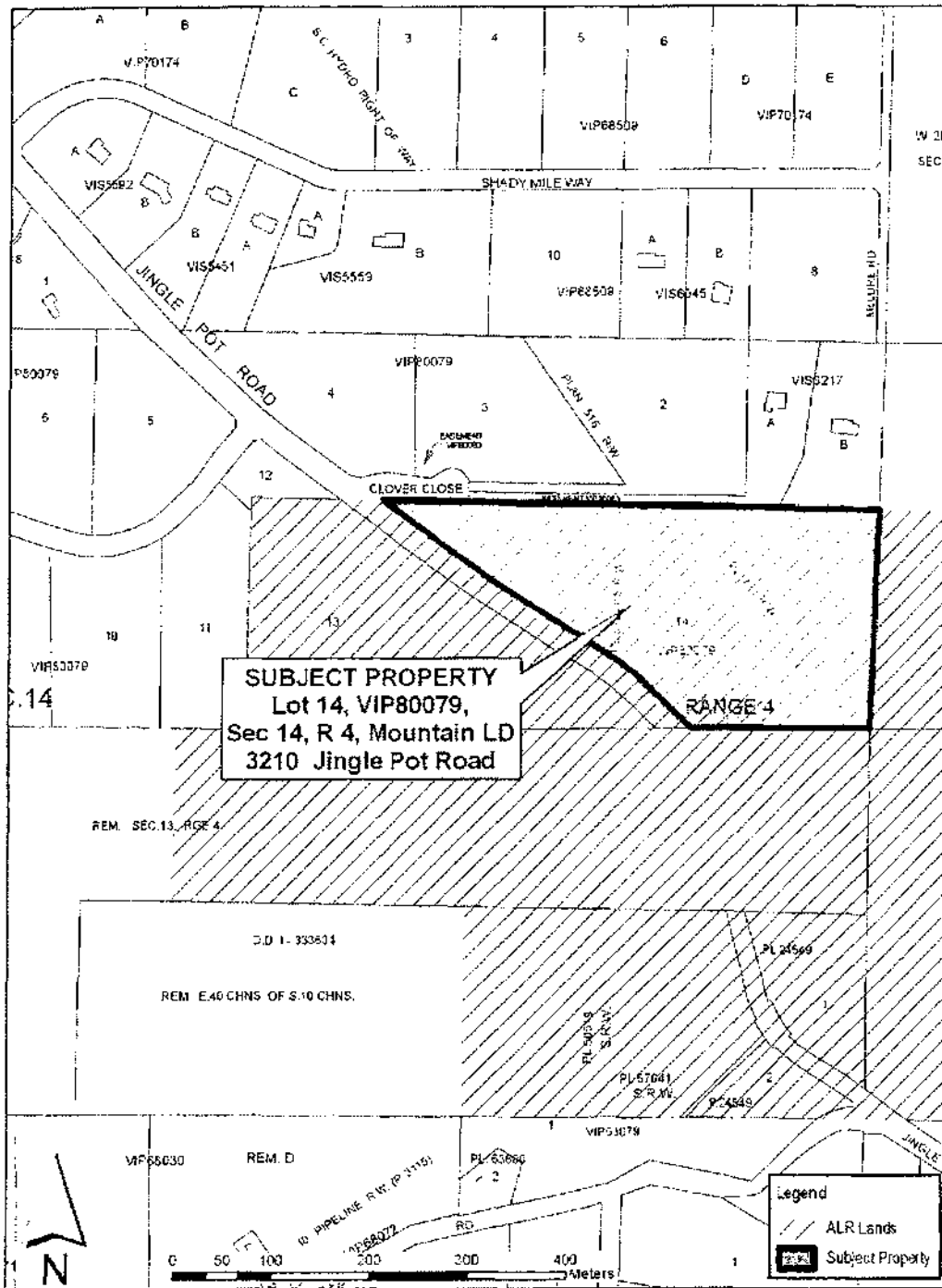
CAO Concurrence

COMMENTS:

Attachment No. 1
Proposed Subdivision Including Park Land Proposal



Attachment No. 2
Location of Subject Property



BCGS MAPSHEET: 22F.026.4.4



RDN REPORT	
CAO APPROVAL <i>OM</i>	
EAP :	
COV :	✓ Feb 10 '09
FEB 04 2009	
RHD	
BCARD	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: January 27, 2009

FROM: Tom Osborne
General Manager of Recreation and Parks

FILE:

SUBJECT: Land Acquisition Process – Policy A1.21

PURPOSE

To amend the Land Acquisition Process - Policy A1.21, that will outline and update the roles of the Regional Board, RDN staff, Parks Advisory Committees and the process to be followed when the District is involved in the acquisition of property.

BACKGROUND

The current Land Acquisition Process Policy was developed and adopted in 1998 in order to outline the roles of the RDN Board and staff and the process to follow when dealing with land acquisitions. The policy covers all land acquisitions except for park and/or school site dedications undertaken as part of the subdivision process.

Since the adoption of the Policy A1.21 there have been some changes to the senior staff structure and the addition of park advisory committees appointed by the Board necessitating an update to the policy.

The proposed revised policy is now divided into two sections. The first section is for non parkland acquisitions such as for the acquisition of lands for administration, landfill, liquid waste, water collection and treatment, or transit purposes. The process is described in detail in the attached *Appendix I* and shows the roles and process for the RDN Board and staff.

The second section of the policy deals with community or regional parkland acquisitions and includes the process and roles for the RDN Board and staff as well as includes input from the applicable park advisory committee. For Regional Park acquisitions, the described process would include the Regional Parks and Trails Advisory Committee and for Electoral Area Community Park acquisitions, the process would include the applicable Electoral Area Parks and Open Space Advisory Committee. The key change to the revised policy, with respect to land acquisition for parkland, includes section 4, which addresses how park acquisition issues will be brought to parks advisory committees for comment:

The General Manager of Recreation and Parks or the Manager of Parks Services will complete a preliminary report on whether the lands are suitable as an Electoral Area Community Park or as a Regional Park with a recommendation to proceed with further assessment or not which then

will be forwarded to an In Camera Meeting of the applicable Parks Advisory Committee. The preliminary report will then be forwarded on to the next In-Camera Board meeting along with a recommendation from the Park Advisory Committee.

ALTERNATIVES

1. That the Land Acquisition Process Policy A1.21 be adopted as revised in Appendix I.
2. That the Land Acquisition Process Policy A1.21 not be adopted as revised and alternative direction be given.

FINANCIAL IMPLICATIONS

There are no direct financial implications with the revision of the Land Acquisition Process Policy. As per the current policy, land appraisals will be required of which will vary in costs depending on the size and / or complexity of the property.

SUSTAINABILITY IMPLICATIONS

Land acquisition is a key component in the expansion of the Regional District's various service functions in order to meet their individual mandates around sustainability as directed by the Regional Board. The Land Acquisition Process Policy will help guide the Regional District in the land acquisition process.

SUMMARY


The current Land Acquisition Process Policy was developed and adopted in 1998 in order to outline the roles of the RDN Board and staff and the process to follow when dealing with land acquisitions. The policy covers all land acquisitions except for park and/or school site dedications undertaken as part of the subdivision process.

Since the adoption of the Policy A1.21 there have been some changes to the senior staff structure and the addition of park advisory committees appointed by the Board necessitating an update to the policy.

It is recommended that the policy be approved as amended as it better reflects the current practice and process requirements for land acquisitions in the Regional District.

RECOMMENDATION

That the Land Acquisition Process Policy A1.21 be adopted as revised in Appendix I.


Report Writer


C.A.O Concurrence

Appendix I

REGIONAL DISTRICT OF NANAIMO

POLICY

SUBJECT: <i>Land Acquisition Process</i>	POLICY NO: A1.21
	CROSS REF.:
EFFECTIVE DATE: April 14, 1998	APPROVED BY: Board
REVISION DATE: February 24, 2009	PAGE: 1 of 3

PURPOSE

To outline the roles of the Regional Board and RDN Senior Staff and the process to be followed when the District is involved in the acquisition of property. It is intended to cover all land acquisitions except for park and/or school site dedications undertaken as part of the subdivision process.

POLICY

The District may wish to enter into discussions and negotiations regarding the acquisition of property from private landowners for a variety of purposes. The following is outlined to provide a procedural framework that protects the integrity of the process and the parties involved.

Non Parkland Properties:

1. Contact with a property owner or their agent regarding the sale of property shall only be made by the designated senior staff person, unless otherwise approved by the Board.
2. Staff reports on property acquisition proposals will be forwarded to an in-camera meeting of the Board.
3. An appraisal will be undertaken in most instances and will be identified as a requirement in the Board report approving the property negotiation.
4. Direction to pursue a property acquisition will be provided to senior staff, by the Board through a resolution at an in-camera meeting.
5. Senior staff will undertake negotiations on property acquisition with the property owner or their agent, within the negotiating parameters set out by the Board by resolution at an in-camera meeting.
6. Contact between the Regional District and the property owner on property acquisition matters will be limited to the designated staff person and/or the District's solicitors or real estate agent charged with the negotiations.
7. Senior staff will consult with individual Board Directors during the property negotiation process, for information purposes or to provide interim updates on the status of the negotiations.

8. Senior staff will as required provide status reports to the Board at an in-camera meeting regarding property negotiating issues, at which time, new negotiation parameters may be set by the Board by resolution.
9. Senior staff will report at the completion of land acquisition negotiations to an in-camera meeting of the Board. If accepted by the District, the land acquisition agreement with the private property owner will be advanced to a regular Board meeting for final approval.

Community and Regional Parkland Properties:

1. Landowners that are looking to sell or donate private lands to District will be directed to the General Manager of Recreation and Parks Services.
2. Contact with a property owner or their agent regarding the potential sale of property shall only be made by the General Manager of Recreation Parks Services or the Manager of Parks Services, unless otherwise approved by the Board.
3. The Manager of Parks Services will conduct a preliminary assessment to determine if the lands are suitable as an Electoral Area Community Park or as a Regional Park.
4. The General Manager of Recreation and Parks or the Manager of Parks Services will complete a preliminary report on whether the lands are suitable as an Electoral Area Community Park or as a Regional Park with a recommendation to proceed with further assessment or not which then will be forwarded to an In Camera Meeting of the applicable Parks Advisory Committee. The preliminary report will then be forwarded on to the next In-Camera Board meeting along with a recommendation from the Park Advisory Committee.
5. Direction to conduct further assessment will be provided to staff, by the Board by resolution at an in-camera meeting.
6. The Manager of Parks Services will conduct further assessment on the lands including assessment of conservation and recreation values and affordability.
7. An appraisal will be undertaken in most instances and will be identified as a requirement in the Board report as part of the property assessment.
8. The General Manager of Recreation and Parks or the Manager of Parks Services will complete an assessment report with a recommendation on whether to proceed with pursuing an acquisition or not which then will be forwarded to an In Camera Meeting of the applicable Parks Advisory Committee. The assessment report will then be forwarded on to the next In-Camera Board meeting along with a recommendation from the Park Advisory Committee.
9. Direction to pursue a property acquisition will be provided to staff, by the Board by resolution at an in-camera meeting.
10. The General Manager of Recreation and Parks or the Manager of Parks Services will undertake negotiations on property acquisition with the property owner or their agent, within the negotiating parameters set out by the Board by resolution at an in-camera meeting.
11. Contact between the Regional District and the property owner on property acquisition matters will be limited to the designated staff person and/or the District's solicitors or the real estate agent charged with the negotiations.

12. The General Manager of Recreation and Parks or the Manager of Parks Services will consult with individual Board Directors during the property negotiation process, for information purposes or to provide interim updates on the status of the negotiations.
13. The General Manager of Recreation and Parks or the Manager of Parks Services will as required provide status reports to the applicable Park Advisory Committee and the Board at an in-camera meeting regarding property negotiating issues, at which time, new negotiation parameters may be set by the Board by resolution.
14. The General Manager of Recreation and Parks will report at the completion of land acquisition negotiations to an in-camera meeting of the Board. If accepted by the District, the land acquisition agreement with the private property owner will be advanced to a regular Board meeting for final approval.



RPN REPORT		
CMA APPROVAL		✓
EAP		
COM	✓	Feb 10 '09
FEB 11 2009		
R-D		
BOARD		

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: January 27, 2009

FROM: Tom Osborne
General Manager of Recreation and Parks

FILE:

SUBJECT: Electoral Area Parks and Open Space Advisory Committees
- Terms of Reference

PURPOSE

To revise and update the Terms of Reference for the Regional District of Nanaimo's five established Electoral Area Parks and Open Space Advisory Committee (POSAC) and to establish a sixth Committee for Electoral Area 'B'

BACKGROUND

The Regional District currently has five Electoral Area Parks and Open Space Advisory committees and one Electoral Area Parks, Recreation and Culture Commission in operation as follows:

- Electoral Area 'A' POSAC – established in 1996, dissolved in 2008, and re-established as the Electoral Area 'A' Parks, Recreation and Culture Commission commencing 2009
- Electoral Area 'B' POSAC - established in 2003, but later dissolved in 2006
- Electoral Area 'C' (East Wellington / Pleasant Valley) POSAC – established in 2005
- Electoral Area 'E' POSAC – established in 2001
- Electoral Area 'F' POSAC – established in 2006
- Electoral Area 'G' POSAC – established in 1999
- Electoral Area 'H' POSAC – established in 2004

At the January 27, 2009 Regional Board Meeting the following resolution was approved necessitating the need to establish a new Terms of Reference for a Parks and Open Space Advisory Committee for Electoral Area 'B'.

"That staff prepare terms of reference for the Electoral Area 'B' Parks and Open Spaces Advisory Committee."

At an Electoral Area Director Seminar held on December 16, 2008, staff and the rural area Directors reviewed the need to amend the Terms of Reference for the five established Parks and Open Space Advisory Committee to better reflect the Committee's role in the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*) and subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*).

In addition to the above matters, the frequency of meetings was discussed in which there was consensus that the Terms of References should provide for the Committees to structure their activities to meet approximately three times per year with the ability to schedule additional meetings to deal with parkland tenure matters or time sensitive issues.

The above matters have now been included in the revised Terms of reference for the five existing Parks and Open Space Advisory Committees as provided in *Appendix I* and have also been included in the Terms of Reference for the Electoral Area 'B' Parks and Open Space Advisory Committee as shown in *Appendix II*. The Electoral Area 'A' Parks, Recreation and Culture Commission Terms of Reference already reflect the revised language as approved by the Board in January 2009.

As per *Table 1* below, the RDN currently manages a total of 161 Electoral Area Community Park properties totalling 583.6 hectares of land. The RDN Parks and Open Space Advisory Committees provide electoral area residents with an opportunity to bring forward ideas about park matters and discuss park issues with staff, the Electoral Area Director, and the Board.

Table 1 – Electoral Area Community Parks

Electoral Area	Park Properties	Area (Hectares)
Area A	11	31.1
Area B	32	354.7
Area C	10	22.5
Area E	29	29.0
Area F	15	34.4
Area G	25	56.6
Area H	39	55.3
Total	161	583.6

ALTERNATIVES

1. That the revised Terms of Reference for five existing Electoral Area Parks and Open Space Advisory Committees, and the new Terms of Reference for the Electoral Area B Parks and Open Space Committees Advisory Committee be approved.
2. That the Terms of Reference not be approved for the Electoral Area Parks and Open Space Advisory Committees and alternative direction be provided.

FINANCIAL IMPLICATIONS

The 2009 Provisional Budget and Five Year Financial Plan includes equal staff contributions to all the Electoral Area Community Park function budgets for the purpose of establishing and serving six POSACs and the Area A Parks, Recreation and Culture Commission.

The Regional District currently has 161 Community Parks, 11 Regional Parks and over sixty kilometres of trail, totalling 2,632 hectares of land. The Regional Board and staff have been very active in the creation, development and management of these parklands, particularly at the community level. The current six full time park staff members are well occupied keeping the park system viable and responding to community demands. The job of supporting various parks and open space advisory committees has spread staff resources even thinner.

The proposed 2009 Regional Parks and Community Parks budgets are recommending the inclusion of a new Parks Planner and new Parks Operations Coordinator position to supplement the existing parks positions to more effectively allocate staff resources between the two parks functions. If the positions are approved, adequate resources will be in place to continue to manage the six community park advisory committees and the one regional parks and trails advisory committee, and to continue to provide the core functions for the two park service areas.

Should the two above positions not be approved in the 2009 Annual Budget, projects and support for advisory committee meetings will need to be curtailed to match the current resources available.

SUSTAINABILITY IMPLICATIONS

The Electoral Area Parks and Open Space Advisory Committees provide an opportunity for parks and related sustainability issues to be examined and discussed at the community level. The committees also facilitate community involvement in the implementation of parks plans and operational initiatives, and ensure parks related community concerns are channelled to the Board by way of official committee minutes and resolutions.

SUMMARY

The Regional District currently has five Electoral Area Parks and Open Space Advisory Committees and one Electoral Area Parks, Recreation and Culture Commission.

At an Electoral Area Director Seminar held on December 16, 2008, staff and the rural area Directors reviewed the need to amend the Terms of Reference for the five established Parks and Open Space Advisory Committees to better reflect their role in the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*) and subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*).

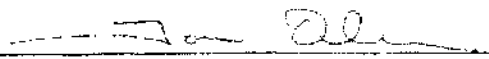
In addition, the frequency of meetings was discussed in which there was consensus that the Terms of Reference should provide for the Committees to structure their activities to meet approximately three times per year with the ability to schedule additional meetings to deal with parkland tenure matters or time sensitive issues.

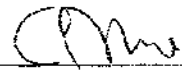
At the January 27, 2009 Regional Board Meeting the Board also directed staff to develop a new Terms of Reference for a Parks and Open Space Advisory Committee for Electoral Area 'B'.

All the Terms of Reference for the Electoral Area Parks Advisory Committees have been revised and developed as requested and are attached as Appendix I and II for approval.

RECOMMENDATIONS

1. That the revised Terms of References as shown in Appendix I for the following Electoral Area Parks and Open Space Advisory Committees be approved:
 - East Wellington / Pleasant Valley
 - Nanoose Bay
 - Electoral Area 'F'
 - Electoral Area 'G'
 - Electoral Area 'H'
2. That the Terms of Reference for the Electoral Area 'B' Parks and Open Space Advisory Committee as shown in Appendix II be approved.


Report Writer


C.A.O Concurrence

APPENDIX I

Revised Terms of Reference for:

- East Wellington / Pleasant Valley Parks and Open Space Advisory Committee
- Nanoose Bay Parks and Open Space Advisory Committee
- Electoral Area 'F' Parks and Open Space Advisory Committee
- Electoral Area 'G' Parks and Open Space Advisory Committee
- Electoral Area 'H' Parks and Open Space Advisory Committee



East Wellington / Pleasant Valley Parks and Open Space Advisory Committee

Terms of Reference

Revision Date: February 24, 2009

Purpose

To establish a Parks and Open Space Advisory Committee for East Wellington and Pleasant Valley. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in the East Wellington and Pleasant Valley portion of Electoral Area C.

Membership

1. The East Wellington / Pleasant Valley Parks and Open Space Advisory Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'C' Director or designate; and
 - up to six Members at Large who are residents of the East Wellington and Pleasant Valley areas of Electoral Area 'C'.
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and three members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'C' Director will be on the Committee for the tenure of their respective Board appointment.

Procedures

1. The Committee shall elect a chairperson and recording secretary annually at the first meeting of each calendar year.
2. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
3. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'C' parks and open space issues for the East Wellington / Pleasant Valley area including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range Electoral Area 'C' (East Wellington / Pleasant Valley) parks and open space matters for the East Wellington / Pleasant Valley area including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'C' (East Wellington / Pleasant Valley) parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'C' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'C'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'C' (East Wellington / Pleasant Valley) Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the East Wellington / Pleasant Valley Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



Nanoose Bay Parks and Open Space Advisory Committee

Terms of Reference

Revision Date: February 24, 2009

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'E'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'E'.

Membership

1. The Electoral Area 'E' Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'E' Director or designate;
 - the Electoral Area 'E' Appointee to the District 69 Recreation Commission; and
 - up to five Members at Large who are residents of Electoral Area 'E'
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and two members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'E' Director and the District 69 Recreation Commission appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Committee shall elect a chairperson and recording secretary annually at the first meeting of each calendar year.
2. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
3. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'E' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'E' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'E' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'E' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'E'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'E' Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Nanoose Bay Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



Electoral Area 'F' Parks and Open Space Advisory Committee

Terms of Reference

Revision Date: February 24, 2009

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'F'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'F'.

Membership

1. The Electoral Area 'F' Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'F' Director or designate;
 - the Electoral Area 'F' Appointee to the District 69 Recreation Commission; and
 - up to five Members at Large who are residents of Electoral Area 'F'
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and two members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'F' Director and the District 69 Recreation Commission appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Committee shall elect a chairperson and recording secretary annually at the first meeting of each calendar year.
2. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
3. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'F' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'F' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'F' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'F' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'F'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'F' Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area 'F' Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



Electoral Area 'G' Parks and Open Space Advisory Committee

Terms of Reference

Revision Date: February 24, 2009

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'G'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'G'.

Membership

1. The Electoral Area 'G' Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'G' Director or designate;
 - the Electoral Area 'G' Appointee to the District 69 Recreation Commission; and
 - up to five Members at Large who are residents of Electoral Area 'G'
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and two members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'G' Director and the District 69 Recreation Commission appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Committee shall elect a chairperson and recording secretary annually at the first meeting of each calendar year.
2. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
3. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'G' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'G' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'G' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'G' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'G'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'G' Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area 'G' Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



Electoral Area 'G' Parks and Open Space Advisory Committee

Terms of Reference

Revision Date: February 24, 2009

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'G'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'G'.

Membership

1. The Electoral Area 'G' Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'G' Director or designate;
 - the Electoral Area 'G' Appointee to the District 69 Recreation Commission; and
 - up to five Members at Large who are residents of Electoral Area 'G'
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and two members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'G' Director and the District 69 Recreation Commission appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Committee shall elect a chairperson and recording secretary annually at the first meeting of each calendar year.
2. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
3. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'G' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'G' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'G' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'G' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'G'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'G' Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area 'G' Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



Electoral Area 'H' Parks and Open Space Advisory Committee

Terms of Reference

Revision Date: February 24, 2009

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'H'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'H'.

Membership

1. The Electoral Area 'H' Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'H' Director or designate;
 - the Electoral Area 'H' Appointee to the District 69 Recreation Commission; and
 - up to five Members at Large who are residents of Electoral Area 'H'
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and two members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'H' Director and the District 69 Recreation Commission appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Committee shall elect a chairperson and recording secretary annually at the first meeting of each calendar year.
2. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
3. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'H' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland - Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'H' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'H' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'H' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'H'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'H' Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area '11' Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.

APPENDIX II

Terms of Reference for:

- Electoral Area 'B' Parks and Open Space Advisory Committee



Electoral Area 'B' Parks and Open Space Advisory Committee

Terms of Reference

Effective Date: February 24, 2009

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'B'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'B'.

Membership

1. The Electoral Area B Parks and Open Space Advisory Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'B' Director or designate; and
 - up to six Members at Large who are residents of Electoral Area 'B'.
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and three members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'B' Director will be on the Committee for the tenure of their respective Board appointment.

Procedures

1. The Committee shall elect a chairperson and recording secretary annually at the first meeting of each calendar year.
2. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
3. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'B' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as detailed in the Letter of Understanding between the Regional District of Nanaimo and the Gabriola Island Local Trust Committee;
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'B' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'B' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'B' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'B'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'B' Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area 'B' Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



RDN REPORT	
CAO APPROVAL <i>CM</i>	
EAP	
COW	✓ Feb 10 '09
FEB 10 2009	
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BOARD	

MEMORANDUM

TO: Dennis Trudeau
General Manager of Transportation
and Solid Waste Services

DATE: January 30, 2009

FROM: Carey McIver
Manager of Solid Waste

FILE: 5360-02

SUBJECT: Church Road Transfer Station Retrofit, Redevelopment & Expansion
Release of Reserve Funds

PURPOSE

To request that funds be released from the Solid Waste Management reserve fund for the retrofit, redevelopment and expansion of the Church Road Transfer Station.

BACKGROUND

The 2009-2013 financial plan includes the retrofit, redevelopment and expansion of the Church Road Transfer Station at pre-design cost estimate of \$5.5 million. This project will be financed by a Gas Tax grant of \$2.75 million and \$2.75 million in reserve funds on hand.

ALTERNATIVES

1. Approve the release of up to \$2.75 million from the Solid Waste Management reserve fund for the retrofit, redevelopment and expansion of the Church Road Transfer Station.
2. Do not approve the release of funds.

FINANCIAL IMPLICATIONS

Alternative 1

The current reserve fund balance is \$6.8 million which is sufficient to fund this as well as other solid waste capital projects identified in the 2009-2013 financial plan.

Alternative 2

The solid waste department does not have sufficient current year operating funds to complete this project and would lose Gas Tax funding of \$2.75 million if the project does not proceed.

SUSTAINABILITY IMPLICATIONS

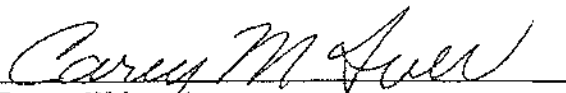
This project contributes to the overall sustainability of the RDN by reducing greenhouse gas emissions from the decomposition of food waste in the landfill as well as from the emissions associated with vehicle trips.

CONCLUSIONS

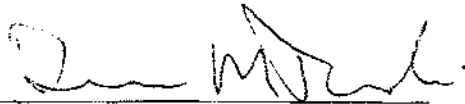
The 2009-2013 financial plan includes the retrofit, redevelopment and expansion of the Church Road Transfer Station at a pre-design cost estimate of \$5.5 million offset by Gas Tax funding of \$2.75 million and reserve funds on hand. The current reserve fund balance is \$6.8 million which is sufficient to fund this as well as other solid waste capital projects identified in the 2009-2013 financial plan. Consequently staff recommends that the Board approve the release of up to \$2.75 million from the Solid Waste Management reserve fund.

RECOMMENDATION


That the Board approve the release of up to \$2.75 million from the Solid Waste Management reserve fund for the retrofit, redevelopment and expansion of the Church Road Transfer Station.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:



RDN REPORT	
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BOARD	

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: February 2, 2009

FROM: Sharon Horsburgh
Senior Zero Waste Coordinator

FILE: 5370-02

SUBJECT: Electoral Area H Pilot Yard Waste Drop-Off Program – Progress Report

PURPOSE

To provide a progress report on the November 2008 yard waste drop-off event in Electoral Area H.

BACKGROUND

In October 2008, in response to requests from residents, the Board directed staff to hold a pilot yard waste drop-off event in Electoral Area H.

The closest drop-off facility for Electoral Area H residents is the Church Road Transfer Station (CRTS) in Parksville, which is 35 kilometres away. Yard waste drop-off facilities are more accessible in urban areas. For example, it is approximately 10 kilometres for Parksville/Qualicum residents to haul material to CRTS. In Nanaimo and surrounding areas residents have access to two drop-off sites depending on where they are located. In the north and central areas of Nanaimo, residents may drop yard waste at the Nanaimo Recycling Exchange which is between 5-10 kilometres from most households. Residents in the south end of the city, Cedar and Electoral Areas A and C, have access to the Regional Landfill yard waste drop-off facility, a distance of between 5-15 kilometres for most residents. As an alternate to self haul, there are a number of residents who pay for private hauling services to remove yard waste.

Results

The cost for residents was \$5 per car and \$10 for pick-up trucks. This drop-off event was for residential use only; commercial operators were advised to use CRTS. The volume of material collected at the two day yard waste drop off event was disappointing. The two day event generated a total of three (3) metric tonnes from 9 customers. There were a number of factors that led to the low level of participation in the event including: time constraints to advertise the program; cold and rainy weather; and limited lead time for residents to gather material and arrange transportation to the drop-off event.

ALTERNATIVES

1. Continue the pilot program and implement one more two-day yard waste drop-off event in 2009.
2. Do not continue the pilot program.

FINANCIAL IMPLICATIONS

Alternative 1

Based on the actual costs of the 2008 event, staff project that another two day drop-off event will cost \$2,600. To recover some of these costs staff recommends that the drop-off fee per load be \$10 for all vehicles. Based on a 10% participation rate (150 vehicles), this fee will generate \$1,500 in revenue. Therefore the net cost for the two-day drop-off event will be \$1,100.

Alternative 2

No costs would be incurred however, staff recommends one more event to see if participation will be increased with more advertising.

PUBLIC RELATIONS IMPLICATIONS

Even though November 2008 yard waste drop-off event was poorly attended the feedback from the community was very positive and there was strong interest in whether the RDN was planning to repeat the event as it provides a convenient recycling option and an alternative to backyard burning.

SUSTAINABILITY IMPLICATIONS

This pilot program in Electoral Area H will provide a sustainable alternative for residents as it will help to reduce air emissions by avoiding using vehicles to transport yard waste long distances. In addition, air quality would be improved as there would be less material for seasonal backyard burning. Furthermore, Electoral Area H has the highest incidence of illegal dumping in the region, which consists mainly of yard waste.

CONCLUSIONS

In response to requests for a yard waste collection program from Electoral Area H residents, the Board directed staff to hold a pilot yard waste drop-off event in November 2008. This initiative supports the RDN's goal to provide sustainable service options that contribute to reducing greenhouse gases from vehicular traffic, backyard burning and illegal dumping.


The two day event generated a total of three (3) metric tonnes from nine customers. There were a number of factors that led to the low level of participation in the event including: time constraints to advertise the program; cold and rainy weather; and limited lead time for residents to gather material and arrange transportation to the drop-off event.

Even though participation levels were disappointing, feedback from the community was positive. Staff recommends that the RDN implement one more two-day yard waste drop-off event in the spring of 2009 for Electoral Area H residents. To increase participation, staff will develop a communications strategy to promote the event.


Staff estimates that the net cost of the two day drop-off event will not exceed \$1,100.

RECOMMENDATION


That the Board continue the pilot yard waste drop-off program in Electoral Area H and implement one more two day drop-off event in 2009.

for 


Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:



RDN REPORT	
CAO APPROVAL <i>(initials)</i>	
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JAN 28 2009	
RHD	
BOARD	

MEMORANDUM

TO: Sean De Pol
Manager of Wastewater Services

DATE: January 28, 2009

FROM: Lindsay Dalton
Wastewater Program Coordinator

FILE: 1855-03

SUBJECT: 2009 Water & Sewer Infrastructure Planning (Study) Grant Applications

PURPOSE

To obtain Board support for Infrastructure Planning (Study) Grant Applications for projects planned for 2009 and 2010 in the Water and Wastewater Services Department.

BACKGROUND

There are several proposed study projects for Water and Wastewater Services that are potentially eligible for funding support through the Ministry of Community Development's Infrastructure Planning Grant Program.

The Ministry makes grants available to local governments for plans and studies related to community infrastructure projects. Grants usually cover 100% of the first \$5,000 in study costs plus 50% of the next \$10,000 to a maximum grant of \$10,000. Any costs exceeding the grant amount are the responsibility of the local government/respective service area. Staff propose to make separate grant applications, within the next year, for each of the following initiatives. Total estimated project costs are identified.

Wastewater Services

1. **Forcemains and Interceptor Lines Capital Asset Management Project (\$15,000)**

Forcemains and interceptor lines serve to transport wastewater to the RDN's Pollution Control Centres. Like any frequently used piece of infrastructure, these pipes need to be assessed for deterioration and possible replacement. The purpose of this study will be to assess the condition, age, and short and long term financial needs pertaining to maintenance of forcemains and interceptor lines within the RDN.

2. **Nanoose Pollution Control Centre Upgrade Plan (\$15,000)**

The RDN is committed to upgrading the Nanoose Pollution Control Centre from primary to secondary treatment. The first step towards this project is to complete long-range capital planning to ensure that funds are in place when needed. This project will include the review of anticipated projects and timelines; subsequently the required development cost charges and tax requisitions will be determined.

3. **Biosolids Management Strategy Review (\$15,000)**

Biosolids are the nutrient rich, organic by-products of the sewer treatment process. The purpose of this strategy is to assess the options for alternative reuse and/or disposal of biosolids produced by the RDN's Pollution Control Centres.

4. Inflow and Infiltration Study (\$15,000)

Inflow and infiltration (I&I) refers to rainwater and groundwater that enters the sanitary sewer. A certain amount of I&I is unavoidable and is accounted for in sewer design. However, when I&I exceeds design allowances, sewer capacity is consumed and may result in overflows, risks to health, damage to the environment and increased conveyance costs. The objective of this study is to identify potential problem areas and prioritize upgrades with the goal of reducing the amount of rainwater and groundwater entering the sanitary sewer system when it is cost-effective to do so. Reduction of inflow and infiltration in the system will lower the risk of sanitary sewer overflows and can decrease the costs of conveying and treating wastewater.

5. Source Control Management Study (\$15,000)

Source Control focuses on the reduction or elimination of contaminants before they enter the sewer system. In keeping with commitments in the Liquid Waste Management Plan (LWMP), the study will evaluate the merits of various source control program elements and prioritize recommended program elements for implementation by the RDN.

6. Septic Maintenance Program (\$15,000)

Given the potential public health and environmental risk associated with poorly maintained onsite sewage systems, the Province is increasingly looking to municipalities and regional districts to implement a mandatory septic maintenance program. This project will evaluate the viability of developing and implementing a system of maintenance requirements for owners of onsite sewage systems.

Water Services

1. Water Well Safety Program (\$10,500)

This program is being developed as an educational outreach service in the newly created Drinking Water and Watershed Protection function. Modeled on the successful "Septic Smart" program the Water Well Safety Program will provide a comprehensive package of information focused on the care and protection of private groundwater sources. This information will be provided across the RDN at public events and in conjunction with the planned private well monitoring and testing program.

2. Water Conservation Plans (\$15,000)

The Drinking Water and Watershed Protection function calls for the development of water conservation plans for regional water systems. These plans will help water purveyors identify and quantify the supply issues and challenges that face them and to develop strategies for the long term supply of clean drinking water to their residents.

3. Incentive Programs (\$25,600)

Changes in water use that support the reduction in consumption are more likely to succeed if they are implemented using incentives. An incentive program will be developed that will assist in the replacement of high water consumption fixtures with low consumption, efficient units.

4. Team WaterSmart Education Outreach Program (\$75,000)

The Team WaterSmart program has been successful in promoting lower water use since 2005 in the Regional District water service areas and the Town of Qualicum Beach. With the new region wide Drinking Water and Watershed Protection function in place this education outreach program will

see an expansion beginning in 2009. As a result, attendance at a greater number of public events, an expanded number of water saving workshops for the home and garden and a greater presence in local elementary schools will all be part of the 2009 program.

5. Compilation and Mapping of Existing Groundwater and Surface Water Data (\$90,000)

A significant component of the Drinking Water and Watershed Protection function is the collation of existing groundwater and surface water data in the region. Bringing the various sources of information into one place will be required in order to then identify areas where information is lacking or is in need of updating. With a complete understanding of where information is lacking a plan can be developed to strengthen that area to provide a more complete picture of the water resources in the region.

6. Web Site Development (\$4,000)

A key component of the Drinking Water and Watershed Protection function will be communication to the public on the progress of that program. A web site that can convey not only the progress of the various projects but the technical information associated with ground and surface water will be essential.

7. Educational Video Streaming Project (\$5,000)

As part of the educational outreach program an innovative approach to conveying water conservation concepts will be developed. Using short videos, designed to be easily accessed via the internet, a number of useful hints, topics and suggestions to reduce water consumption can be illustrated. This will form part of the updated WaterSmart web site educational component.

8. San Pareil Pump Station and Reservoir Upgrade Pre-Design (\$30,000)

The San Pareil pump station requires upgrading to meet current and future demands. Pre-design will include a review of existing capacity of both the pump station and reservoir, identification of capacity upgrades and the development of budget estimates to complete the full design and recommended upgrades.

ALTERNATIVES

1. Approve submission of the Infrastructure Planning (Study) Grant applications as outlined in the staff report.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The projects noted are scheduled to be carried out in 2009 or 2010. Applications will be progressively submitted to coincide with project schedules. The grants, if secured, will offset the costs to applicable budgets. If grants are not successful projects will proceed but full costs will be paid by the RDN and/or through alternative grant funding.

SUMMARY/CONCLUSIONS

The 2009 budget includes a number of planning projects within the Water and Wastewater Services Department. Staff recommend applying for Infrastructure Planning Grants as a supplementary source of funding. The applications for these grants require Board support.

RECOMMENDATION

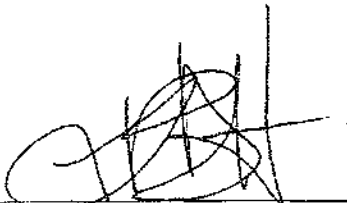
That the Board support applications to the Ministry of Community Development for Infrastructure Planning (Study) Grant applications for the following Water and Wastewater Services program initiatives:

Wastewater Services Department

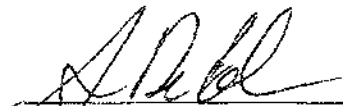
1. Force mains and Interceptor Lines Capital Asset Management Project
2. Nanoose Pollution Control Centre Upgrade and Expansion Plan
3. Biosolids Management Strategy
4. Inflow and Infiltration Study
5. Source Control Management Study
6. Septic Maintenance Program

Water Services Department


1. Water Well Safety Program
2. Water Conservation Plans
3. Incentive Programs
4. Team WaterSmart Education Outreach Program
5. Compilation and Mapping of Existing Groundwater and Surface Water Data
6. Web Site Development
7. Educational Video Streaming Project
8. San Pareil Pump Station and Reservoir Upgrade Pre-Design




Report Writer



Manager Concurrency



General Manager Concurrency



CAO Concurrency

COMMENTS:



RDN REPORT	
CAC APPROVAL <i>CM</i>	
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BOARD	

MEMORANDUM

TO: Mike Donnelly, ASCT
Manager of Water Services

DATE: January 28, 2009

FROM: Deb Churko, ASCT
Engineering Technologist

FILE: 5500-20-FW-01

SUBJECT: Inclusion of Lot 74, DL 78, Nanoose District, Plan 15983 into the Fairwinds Sewerage Facilities Local Service Area, Electoral Area 'E'

PURPOSE

To consider a request to include Lot 74, DL 78, Nanoose Land District, Plan 15983 (3487 Schooner Road), into the Fairwinds Sewerage Facilities Local Service Area for the purpose of sewer connection (see attached Figure 1).

BACKGROUND

The owner of 3487 Schooner Road has petitioned the RDN to be included in the Fairwinds Sewerage Facilities Local Service Area (LSA). The owner has indicated that the aging on-site septic disposal field is showing signs of failure, and wishes to connect to community sewers instead of completing repairs to the existing septic field.

The subject property is located outside of the Urban Containment Boundary according to the *Regional Growth Strategy (RGS) Bylaw No. 1309, 2002*. However, Goal 7B of the RGS supports the provision of community water and sewer services to land outside the Urban Containment Boundary to address health or environmental concerns where there is no increase in development. This application for sewer servicing would not result in increased development.

The subject property is located at the corner of Schooner Road and Dolphin Drive, which is adjacent to the existing Fairwinds Sewer LSA boundary. A sewer main is present on Dolphin Drive thereby making a connection to the community sewers possible. The Fairwinds Sewerage Facilities Local Service Area Bylaw No. 947, 1994, requires amendment in order to include these properties.

Four nearby properties on Outrigger Road were included in the Fairwinds Sewerage Facilities LSA in 2008 through similar boundary amendment bylaws.

ALTERNATIVES

1. Accept the application and include the subject property into the Fairwinds Sewerage Facilities LSA.
2. Do not accept the application. Under this option, the owner would undertake repairs to the on-site septic disposal field.

FINANCIAL IMPLICATIONS

If the application is approved for inclusion into the Fairwinds Sewerage Facilities LSA, there are no financial implications to the RDN. All costs associated with connection to the sewer system would be at the expense of the applicant. A Capital Charge in the amount of \$8,250 is payable pursuant to *Fairwinds Sewerage Facilities Specified Area Rates Amendment Bylaw No. 765.12 (2005)*. If the application is not approved, there are no financial implications to the RDN.

SUSTAINABILITY IMPLICATIONS

Domestic sewage generated from the home is currently being collected, treated, and disposed of via septic tank and a septic disposal field on the property.

By including the subject property into the Fairwinds Sewerage Facilities LSA, sewage from the home would be discharged to the community sewer collection system, and treated at the Nanoose Bay Pollution Control Centre, a facility maintained by provincially trained and certified Wastewater Treatment Operators.

The subject property is located on the waterfront at Schooner Cove. Discontinued use of the septic disposal system would eliminate any risk of impact from treated sewage on the foreshore environment from this property. Staff are of the opinion that a connection to the community sewer system is a more sustainable alternative to the existing on-site septic disposal system.

DEVELOPMENT IMPLICATIONS

The subject property is located outside of the Urban Containment Boundary in a Rural Residential area, according to the *Regional Growth Strategy*. However, Goal 7B of the RGS supports the provision of community water and sewer services to land outside the Urban Containment Boundary to address health or environmental concerns where there is no increase in development.

The subject property is zoned Residential RS1-N, pursuant to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*. The "N" Subdivision District indicates a minimum parcel size of 1600 m² when the properties are serviced with community water and sewer. The subject property is only 1400 m² in size, therefore subdivision of the property would not be possible with the provision of sewer servicing.

The property is located within the "Coast Residential" area of the *Nanoose Bay Official Community Plan (OCP) Bylaw No. 1400 (2005)*. The OCP states that Coast Residential Neighbourhoods may be provided some level of community water and sewer services to resolve health or environmental problems, provided that connections to community services do not result in increased development. This application for sewer servicing would not result in increased development which meets the intent of the OCP as well as the RGS.

INTERDEPARTMENTAL IMPLICATIONS

The subject property is located within the "Coast Residential and Rural Residential Areas" described in the *Regional Growth Strategy* and the *Nanoose Bay OCP*. The RGS as well as the OCP support the connection of residential properties to community sewers in order to resolve health or environmental problems, provided that connections to community services do not result in increased development.

SUMMARY/CONCLUSIONS

The owner of 3487 Schooner Road has petitioned the RDN to be included in the Fairwinds Sewerage Facilities Local Service Area due to a failing on-site septic disposal system. The subject property is located outside of the Urban Containment Boundary described in the *Regional Growth Strategy*. However, the RGS as well as the OCP support the connection of residential properties to community sewers in order to resolve health or environmental problems, provided that connections to community services do not result in increased development. The subject property is not large enough to subdivide under the current zoning, even with the provision of community sewers.

The subject property is located adjacent to the existing Fairwinds Sewer LSA boundary, and a sewer collection main is available on Dolphin Drive. All costs associated with connection to the existing community sewer system would be at the expense of the applicant.

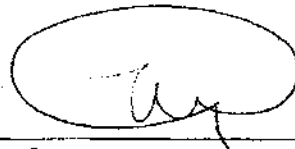
Staff are of the opinion that a connection to the community sewer system is a more sustainable alternative to the existing septic disposal system.

RECOMMENDATION

That "Fairwinds Sewerage Facilities Local Service Area Amendment Bylaw No. 947.05, 2009" be introduced and read three times.



Report Writer



Manager Concurrence



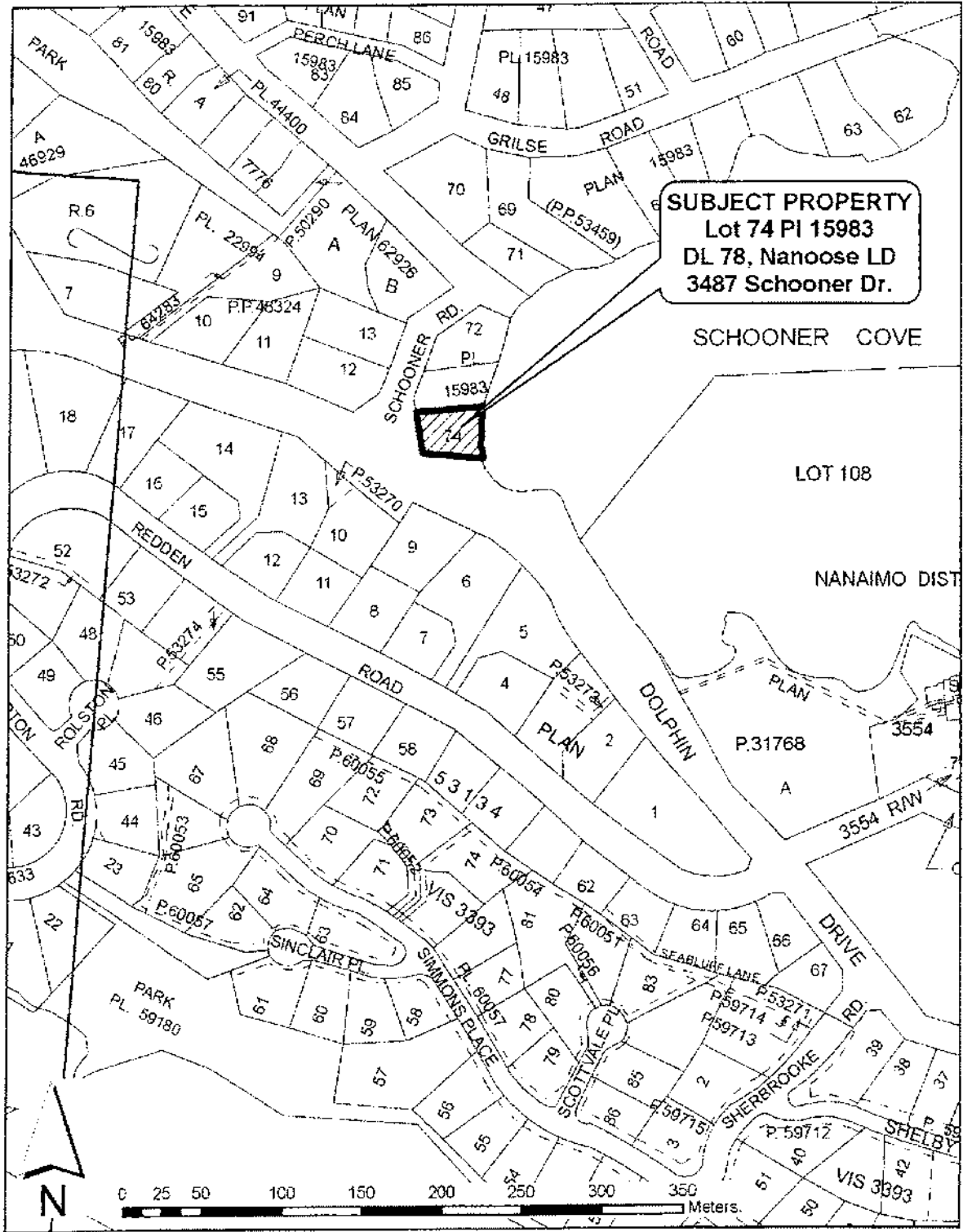
General Manager Concurrence



CAO Concurrence

COMMENTS:

Figure 1 – Site Plan



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 947.05

**A BYLAW TO AMEND THE FAIRWINDS SEWERAGE FACILITIES
LOCAL SERVICE AREA CONVERSION BYLAW NO. 947**

WHEREAS Fairwinds Sewerage Facilities Local Service Area Conversion Bylaw No. 947, 1994, as amended, establishes the Fairwinds Sewerage Facilities Local Service Area;

AND WHEREAS the Board has been petitioned to expand the local service area;

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

1. The boundaries of the Fairwinds Sewerage Facilities Local Service Area, established by Bylaw No. 947, as amended, are hereby further amended to include the following properties:

- **Lot 74, District Lot 78, Nanoose Land District, Plan 15983**

as shown outlined in black on Schedule 'B' attached hereto and forming part of this bylaw.

2. The amended boundary of the Fairwinds Sewerage Facilities Local Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' of Bylaw No. 947.04 is hereby repealed.
4. This bylaw may be cited as "Fairwinds Sewerage Facilities Local Service Area Amendment Bylaw No. 947.05, 2009".

Introduced and read three times this 24th day of February, 2009.

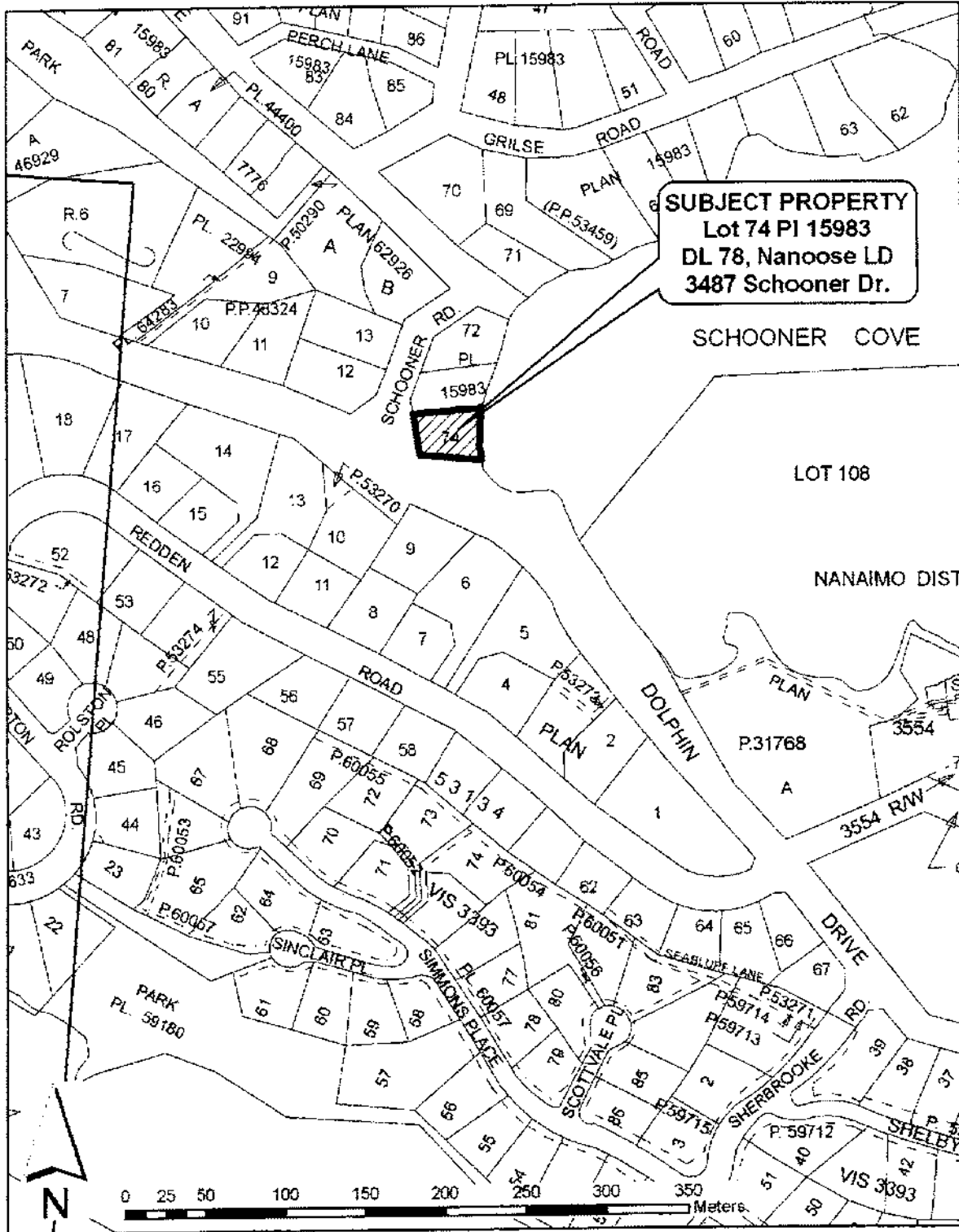
Adopted this ____ day of _____, 2009.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration





RDN REPORT	
CAC APPROVAL <i>OW</i>	
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BOARD	

MEMORANDUM

TO: John Finnie, General Manager
Water and Wastewater Services

DATE: January 27, 2009

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-20-SR-01

SUBJECT: Surfside Sanitary Sewer Service Area Expansion Petition Results

PURPOSE

To report the results of the petition process for the proposed Surfside Sanitary Sewer Service area expansion.

BACKGROUND

In August of 2006 the Board approved a proposed Surfside Sanitary Sewer expansion strategy and directed staff to include the preparatory work in their 2007 work plans. Preliminary engineering for the project was subsequently completed and a public information session was held prior to the preparation of the petitioning packages for the 72 properties included in the proposed expansion.

Petitions for the proposed expansion were distributed to the residents in November of 2008 with a deadline for responses set for January 15th, 2009. As of the deadline date staff received 14 positive responses supporting the proposed service area expansion of 72 properties petitioned.

The total number of positive responses is well below the requirement as set out in the *Local Government Act* and as a result does not support the establishment of the proposed service area expansion. To be certified sufficient the petition must be signed by the owners of at least 50% of the parcels liable to be charged for the proposed service, and the persons signing must be the owners of parcels that in total represent 50% of the net taxable value of all land and improvements within the proposed service area.

While the proposed expansion is not supported, there are two smaller property groupings, one located on Surfside Drive and the other on Flamingo Drive that may be interested in an expansion to include sanitary sewer servicing to their properties. Further work would be required by staff to determine the feasibility and costs of providing sewer services to either or both of the two areas. Staff recommend that preliminary discussions with the two groups be held in 2009 to determine the interest in and feasibility of petitioning for service for those areas.

There are a number of properties that are currently adjacent to the existing sanitary mains. Applications from these properties for sanitary sewer servicing were put in abeyance as part of the preparation for the recently completed sanitary sewer expansion petition. Those properties should now be permitted to proceed with individual connection requests.

ALTERNATIVES

1. Receive the report on the petition results from the proposed Surfside Sanitary Sewer Service Area expansion for information and proceed to consult with the two property owner groups who may be in favour of a service area expansion.
2. Receive the report for information and do not pursue further service area expansions.

FINANCIAL IMPLICATIONS

Costs associated with the pre-design of the proposed service area expansion totaled \$11,816. As the petition has failed and the proposed new service area has not been formed, feasibility costs in the amount of \$11,816 for examining an extension of sewers in the Surfside area will be recovered by a requisition from Electoral Area G in 2009.

Should additional costs be incurred as a result of discussions with the two property groups in favour of expansion, those costs will be the responsibility either of a newly established service area, or if a reduced servicing initiative does not proceed, the responsibility of Electoral Area G residents.

There are no financial implications with respect to applications from property owners currently adjacent to existing service mains.

SUSTAINABILITY IMPLICATIONS

The servicing of rural properties with traditional methods of sewer collection as proposed in the Surfside Sanitary Sewer Service Area is expensive both from the initial installation perspective and from long term capital investment and replacement implications. Residents are reluctant to expend the funds necessary to install such systems, particularly if senior government support funding is not provided.

Sustainable approaches to the disposal of sanitary waste that may not incur the costs of traditional methods could include modified and or upgraded septic disposal systems, localized treatment facilities and grey water re-use. Some of these alternative strategies are being considered as part of the Liquid Waste Management Plan, currently under review by Wastewater Services.

CONCLUSIONS

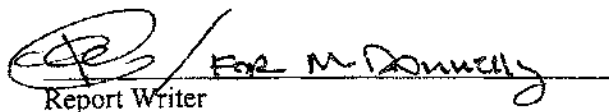
The majority (80%) of residents within the proposed Surfside Sanitary Sewer Service Area expansion area are not in favour of the sewer servicing proposal. The project will not proceed as proposed.

Two separate property groups within the petitioned service area have indicated an interest in a reduced service area expansion. Staff recommend that further discussions with these property owners be held to determine options that may be available to them with respect to the expansion of the sanitary sewer service area.


Other properties that currently front existing sanitary sewer mains should now be permitted to make individual application for connection to the sanitary sewer main.

RECOMMENDATIONS

That the staff report on the petition results for the proposed Surfside Sanitary Sewer Service Area expansion be received for information and staff be directed to consult with the two property owner groups who may be in favour of a service area expansion and to report back to the Board accordingly.


Report Writer


General Manager Concurrence


C.A.O. Concurrence

COMMENTS:



RDN REPORT	
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JAN 27 2009	
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BOARD	

MEMORANDUM

TO: John Finnie, General Manager
Water and Wastewater Services

DATE: January 27, 2009

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-SR-01

SUBJECT: Surfside Water Service Area – Reserve Fund Expenditure

PURPOSE

To obtain Board approval to use service area reserve funds for the purchase and installation of a stand alone back-up power generator for the Surfside Water Service Area.

BACKGROUND

The Surfside Water Service Area is served by two wells and a pressure tank system which distributes water to the households within the system. There is no reservoir on this system, pressure is maintained with the use of a pressure tank that is powered by electricity.

Electrical power is supplied via overhead lines that are subject to damage from falling trees during high wind events or, as recently experienced, when trees are brought down by heavy snowfall.

While the Water Services Department has a mobile power generator at its disposal there are circumstances, such as those seen in recent snow storms, where it is not feasible or safe to access the Surfside site with that equipment. This has resulted in extended power outages with significant disruption to system customers.

In order to minimize this occurrence in the future a review of options has identified the need for a back-up power generator for this system. This generator would be designed to automatically start once normal power supply is interrupted.

ALTERNATIVES

1. Approve the use of up to \$12,500 from the Surfside Water Service Area reserve fund for the purchase and installation of a back-up power generator.
2. Do not approve this use of the reserve funds.

FINANCIAL IMPLICATIONS

The Surfside Water Service Area reserve currently stands at \$12, 994. The purchase and installation of this equipment is estimated to be \$12,500 including a contingency amount.

SUSTAINABILITY IMPLICATIONS

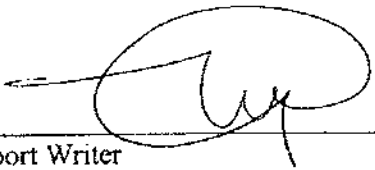
Planning for ongoing upgrades to water system infrastructure is an important aspect of maintaining sustainable environmental capital and a safe and sufficient supply of water. The installation of this back-up power system will ensure service continuity.

CONCLUSIONS

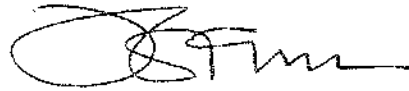
Staff will recommend the use of up to \$12,500 for the purchase and installation of a back-up power system for the Surfside Water Service Area to ensure future service disruptions are minimized.

RECOMMENDATION

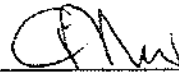
That up to \$12,500 of the Surfside Water Service Area reserve funds be utilized for the purposes of purchasing and installing a back-up power generator.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:



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MEMORANDUM

TO: John Finnie, General Manager
Water and Wastewater Services

DATE: January 27, 2009

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-SP-01

SUBJECT: San Pareil Water Service Area – Expenditure of Borrowing Bylaw Funds

PURPOSE

To obtain Board approval to fund the pre-design of pump station and reservoir upgrades and on-site distribution piping in the San Pareil Water Service Area by utilizing borrowing capacity in “Regional District of Nanaimo (San Pareil Water Service) Security Issuing Bylaw No. 1395, 2004”.

BACKGROUND

The reservoir, pump house and on-site distribution piping for the San Pareil Water Service Area was built in 1973 and requires upgrades to replace aging equipment and to update the facility for operational needs. The pre-design work will include a review of the current system to identify necessary upgrades to electrical, mechanical and treatment equipment, reservoir sizing and on-site distribution piping.

The pre-design will identify upgrades required to supply the existing water service area. As well, any additional upgrades required to achieve full build out of the service area will be identified. This will be important in order to establish costs associated with any future expansion of the service area which may include new properties.

Information from the pre-design will highlight budget requirements for upgrades which will be brought forward to the Board as part of the 2010 budget process.

The borrowing bylaw was put in place to allow for improvements to the water system related to reservoir upgrades, pipe replacements and fire protection.

ALTERNATIVES

1. Approve the drawdown of up to \$30,000 from “Regional District of Nanaimo (San Pareil Water Service) Security Issuing Bylaw No. 1395, 2004”.
2. Do not approve the drawdown of these funds.

FINANCIAL IMPLICATIONS

As noted above this project is estimated to cost \$30,000. Funds in the borrowing bylaw total \$46,955. This drawdown on the bylaw will leave a residual borrowing capacity of \$16,955. This additional borrowing will generate a per parcel annual cost of approximately \$10.15 beginning in 2010 and has been included in the financial plan.

Staff have recommended to the Board via separate report that an application for this project be made under the Ministry of Community Development Infrastructure Planning Grants program. If the application is successful, up to a maximum of \$10,000 may be available to offset project costs.

SUSTAINABILITY IMPLICATIONS


Planning for ongoing upgrades to water system infrastructure is an important aspect of maintaining sustainable environmental capital and a safe and sufficient supply of water.

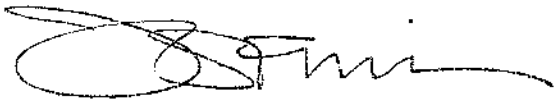
CONCLUSIONS


Staff recommend the drawdown of up to \$30,000 from “Regional District of Nanaimo (San Pareil Water Service) Security Issuing Bylaw No. 1395, 2004” for engineering pre-design of the system pump station, reservoir and on-site distribution piping. Costs derived from the pre-design process will be brought to the Board as part of the 2010 budgeting process.

RECOMMENDATION

That a drawdown of up to \$30,000 from “Regional District of Nanaimo (San Pareil Water Service) Security Issuing Bylaw No. 1395, 2004” for the pre-design of pump station, reservoir and on-site distribution piping upgrades be approved.

 / For M. Donnelly
Report Writer


General Manager Concurrence


C.A.O. Concurrence

COMMENTS:



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BOARD	

MEMORANDUM

TO: John Finnie, General Manager
Water and Wastewater Services

DATE: January 27, 2009

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-NBP-01

SUBJECT: Nanoose Bay Peninsula Water Service Area – Reserve Fund Expenditure

PURPOSE

To obtain Board approval to use service area reserve funds for system pump upgrades and water well construction in the Nanoose Bay Peninsula Water Service Area.

BACKGROUND

Two projects have been identified for the Nanoose Bay Peninsula Water Service Area for 2009/10 that will require reserve fund expenditures. Both projects are beneficial to the entire system by improving operational efficiencies, water quality and water supply.

Project 1 - Upgrading Head Capacity for 3 Wells

This project would result in three of the system's ten wells being upgraded to a higher head capacity which would allow the water supply to be pumped to the system control reservoir. Currently the well pumps feed a local reservoir and do not have sufficient strength to pump water to the higher elevation reservoir.

This project will provide improved integration of these wells into the system so that their water capacity can be used throughout the peninsula. This upgrade will lead to improved operational choices for well operation and will assist in improving water quality by introducing well water with lower iron and manganese concentrations.

This work is estimated to cost \$120,000.

Project 2 - Completion of the Claudet Road Well

The Claudet Road well is a new well that has been in development since 2007. Final testing of the production well capacity and chemistry will be completed by early February of 2009. Once this is complete a formal application will be made to the Vancouver Island Health Authority to use the well for community water supply for the Nanoose Bay Peninsula Water Service Area. Vancouver Island Health Authority approvals generally take from 6 months to a year to be processed.

Once approval of the Vancouver Island Health Authority is granted, final well head construction including the pump, electrical works, controls, production meters, telemetry and necessary piping to connect the new well to the existing water system can proceed.

This work is estimated to cost \$200,000.

ALTERNATIVES

- 1) Approve the reserve fund expenditures.
- 2) Provide alternative direction to staff.

FINANCIAL IMPLICATIONS

The Nanoose Bay Peninsula Water Service Area is an amalgamation of the water systems that existed in the peninsula prior to 2005. The amalgamation of systems was carried out to streamline operations and to recognize that the various systems were interconnected and meant to work as one operational system.

Reserve funds from the separate areas were left in place after the amalgamation and were to be utilized for improvements that would benefit those specific service areas.

The table below outlines the financial impacts of the two projects on the existing reserves.

	Parcels	% of Total Parcels	Available Reserves	Project 1 (\$120,000)	Project 2 (\$200,000)	Total Reserve Expenditure	Remaining Reserve Funds
Madrona	311	13%	\$ 204,600	\$ 15,760	\$ 26,267	\$ 42,027	\$162,573
Fairwinds	708	30%	\$ 260,800	\$ 35,878	\$ 59,797	\$ 95,676	\$165,124
West Bay	171	7%	\$ 146,110	\$ 8,666	\$ 14,443	\$ 23,108	\$123,002
Nanoose	1040	44%	\$ 223,720	\$ 52,703	\$ 87,838	\$ 140,541	\$ 83,179
Arbutus	138	6%	\$ 89,000	\$ 6,993	\$ 11,655	\$ 18,649	\$ 70,351

Utilizing the reserve funds is in accordance with the stated purpose at the time of amalgamation. The service area financial plan is structured to use the existing reserve funds for these two projects. If the reserve funds are not used to offset the costs for the two projects then the financial plan must be revisited to look at alternative funding options which would require either increased tax requisitions or seeking the assent of the electorate to establish a borrowing bylaw.

SUSTAINABILITY IMPLICATIONS

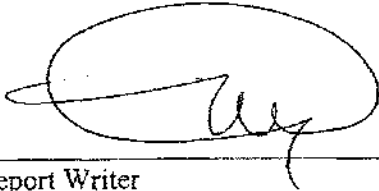
The two projects will assist the Water Services Department to provide a safe and sufficient supply of water to the Nanoose Bay Peninsula Water Service Area users.

CONCLUSIONS

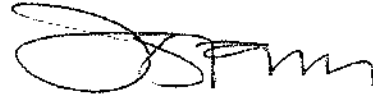
The use of reserve funds held in the various Nanoose Bay Peninsula water service areas is proposed in order to allow both the upgrading of three of the system's well pumps and the completion of the new Claudet Road production well. Both projects will increase the supply options and increase water quality for the service area.

RECOMMENDATION

That existing reserve funds in place for the Madrona, Fairwinds, West Bay, Nanoose and Arbutus Water Service Areas be utilized for the purposes of upgrading three system well pumps and for the completion and connection of the Claudet Road well in order to improve water supply capacity and distribution integrity in the Nanoose Bay Peninsula Water Service Area.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, JANUARY 22, 2009
AT OCEANSIDE PLACE**

Attendance: Frank Van Eynde
Dave Bartram, Director, RDN Board
Eve Flynn, Trustee, School District #69
Jack Wilson, Councilor, Town of Qualicum Beach
Theresa Patterson, Councilor, City of Parksville
Reg Nosworthy, Electoral Area 'F'
Patty Biro, Electoral Area 'H'

Staff: Tom Osborne, General Manager Recreation and Parks
Dan Porteous, Superintendent of Arena and Southern Recreation Services
Sandra Pearson, Superintendent of Aquatics and Northern Recreation Services
Mike Chestnut, Superintendent of Facility Operations
John Marcellus, Chief Facility Operator
Cathy MacKenzie, Recreation Programmer
Val McNutt, Recreation Programmer
Marilynn Newsted, Recording Secretary

Regrets: Jennifer Browett, Recreation Programmer

CALL TO ORDER

Mr. Osborne called the meeting to order at 2:00pm

ELECTION OF CHAIR AND DEPUTY CHAIR

Mr. Osborne called for nominations for the position of Chair.

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that Commissioner Van Eynde be nominated for the position of Chair.

As no other nominations were received, Mr. Osborne declared Commissioner Van Eynde as Chair.

Mr. Osborne called for nominations for the position of Deputy Chair.

MOVED Commissioner Van Eynde, SECONDED Commissioner Biro, that Commissioner Nosworthy be nominated for the position of Deputy Chair.

As no other nominations were received, Mr. Osborne declared Commissioner Nosworthy as Deputy Chair.

Mr. Osborne turned the chair over to Chair Van Eynde.

World U-17 Hockey Challenge

Mr. Porteous stated that both he and Mr. Osborne were very proud of the staff involved on the Oceanside Place organizing committee for the World U-17 Hockey Challenge as they had done an exceptional job in working together to coordinate this significant event. To recognize their accomplishments and dedication each Committee member, Mike Chestnut, Sandra Pearson, John Marcellus, Cathy MacKenzie, Val McNutt and Jennifer Browett, were presented with a framed World U-17 Hockey Challenge poster commemorating the event and with the following inscription on the reverse side:

In Recognition of a Gold Winning Performance

On behalf of the Regional District of Nanaimo Board, the District 69 Recreation Commission and the Recreation and Parks Department, we would like to express our sincere thanks and appreciation for your significant contribution to the success of the 2009 World Under-17 Hockey Challenge. The role you 'played' on the Committee was integral to the outcome of this world class event, and from all accounts the 'team' scored in a big way!

Commissioner Flynn passed along the appreciation of the Commission but also the community. She stated the World U-17 Hockey Challenge brought a lot of economic benefit to the community during a difficult time. The event was also an opportunity for many local youth to see an exciting world event and also gave them the opportunity to work locally during slower economic times in the resort industry – she congratulated the committee members on a job well done.

Tenure Pins

Mr. Osborne presented a five year tenure pin to Mr. Marcellus, Chief Facility Operator and a fifteen year tenure pin to Mr. Chestnut, Superintendent of Facility Operations, in recognition of their years of service to the Regional District of Nanaimo.

Staff Restructuring

Mr. Osborne noted following some restructuring in the Department, Mr. Porteous will move into a new position of Superintendent of Arenas and Southern Recreation Services and Ms. Pearson will become the Superintendent of Aquatics and Northern Recreation Services. Both Mr. Porteous and Ms. Pearson will attend the Commission meetings on a regular basis and on occasion Mr. Chestnut, Superintendent of Facility Operations will also attend.

DELEGATIONS

Mr. Preston introduced himself as a member of ACES and attending the meeting on behalf of Mr. Steve Stahley the past president of ACES. Mr. Preston noted he is also the Coordinator of the Management Team which provides direction and supervision to the ACES Activity Coordinator.

On behalf of ACES, Mr. Preston thanked the Commission for the funding they receive for the Activity Coordinator under the three year service agreement. He noted ACES are very proud of the accomplishments of the Activity Coordinator to date, with the development of direct program services, the beginnings of an infrastructure in the business community to create sustainability and to bring other money into the Community, which may allow the Activity Coordinator position to become a full time position.

Unfortunately, ACES has been unable to come to an agreement with the School District with regard to use and accessibility of the Community Schools and as a result the Activity Coordinator's office has been moved from the Community Schools to an office which will be located at the Coombs Fair Grounds. With this added expense, ACES will be financially stretched to make ongoing monthly financial commitments for the new community office. An application for funding to cover the capital costs to upgrade the building has been forwarded through the BC Access Grant Program; however, they would have a shortfall to cover the operating costs for 2009. Therefore, ACES is asking the Commission to consider and provide \$5,600 in funding, in addition to the agreement already in place, to cover the 2009 operating costs of the Activity Coordinator's office, as outlined in the report presented.

MOVED Commissioner Wilson, SECONDED Commissioner Flynn, that the delegation, Bill Preston of Arrowsmith Community Enhancement Society (ACES), be received.

CARRIED

MINUTES

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the Minutes of the District 69 Recreation Commission Meeting held December 4, 2008, be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Biro, SECONDED Commissioner Flynn, that the following Correspondence be received:

- L. Taylor, City of Parksville, Re: 2009 Council Appointments District 69 Recreation Commission
- Youth In Action, Re: Grant Thank You
- T. Coates, Town of Qualicum Beach, Re: Town of Qualicum Beach Appointment District 69 Recreation Commission
- D. Porteous to City of Parksville, Re: Polar Bear Swim – City of Parksville Assistance
- T. Osborne Email, Re: 2009 World U17 Hockey Challenge Oceanside
- Mayor E. Mayne, City of Parksville, Re: 2009 World U17 Hockey Challenge
- W. Marshall and D. Porteous to Mapleguard Ratepayers' Association, Re: Written Response Regarding Concerns About Recreation Services Area 'H'
- D. Porteous to Arrowsmith Community Enhancement Society, Re: Area 'F' Recreation Services Agreement

CARRIED

Commissioners Biro and Bartram thanked staff for the well written and informative response to the Mapleguard Ratepayers' Association regarding concerns about recreation services in Area 'H'.

FUNCTION REPORTS

Recreation Services

Mr. Porteous reviewed the Recreation Services Report for November and December 2008, highlighting the following items:

- The Nutrition for You and the Young Chefs programs were both received very well by the community.
- A youth programming review is underway.
- Some Christmas programs had fewer numbers attend than registered or were cancelled due to the inclement weather with heavier than usual snowfalls.
- The World's U-17 Hockey Challenge was a phenomenal event. One of the benefits of the event was the installation of additional bleachers in the Howie Meeker Arena.
- Some events which were held at the Ravensong Aquatic Centre by the Community were the Kwalikum Senior Secondary School Fitness Stroke Program, the Qualicum Beach Fire Department Deep Water PFD Training Program and the Annual Qualicum First Nation Swim Party.
- Maintenance staff at both facilities had difficulty with snow removal during the heavy snow fall. It was a challenge to keep the parking area clean at Oceanside Place and Ravensong Aquatic Centre did close for a couple days because of the inability to have the snow removed in a timely fashion and to ensure the safety of patrons and staff. Staff worked with both the Town of Qualicum Beach staff who provided support as available, and the Oceanside Place contractor to eventually remove the snow and open the facility.

Regional Parks and Trail and Community Parks (EA 'E' – 'H')

Mr. Osborne highlighted the following items:

- Some hazard tree work has been done in Area 'E' parks and also throughout the region as a result of the heavy snow loads.
- Work on Malcolm Property is well on its way.
- Staff have been working with the Department of Fisheries and Oceans in Area 'G' on planning for bank work along the Little Qualicum River where some erosion is taking place.
- In Area 'H' staff along with, the Nile Creek Enhancement Society, are reviewing future opportunities and an application for funding from the Trees for Tomorrow Program has been completed.
- The E & N Rail Trail Study is well underway.
- Staff are preparing for the influx of possible infrastructure monies particularly for some bridge work on the Regional Trail in Lighthouse.
- At Home Lake Regional Park staff, along with BC Parks, are preparing plans for a Welcoming/Information Centre. The project will proceed once it is determined where the movement of the river will be.

MOVED Commissioner Wilson, SECONDED Commissioner Patterson, that the Function Reports be received.

CARRIED

Commissioner Bartram requested that he be informed of any vandalism which occurs in Area 'H' as he would like to have the information included in the Beacon.

BUSINESS ARISING FROM DELEGATIONS

Commissioner Nosworthy left the meeting at 2:39pm citing a possible conflict with his role as a member of the Arrowsmith Community Enhancement Society.

Mr. Osborne stated that the District 69 Commission had passed the resolution to approve the 2009 Budget but at the same time directed staff to investigate alternatives, other than just tax increases, such as reducing fees or programs to cover an increase to the budget. Currently staff are reviewing year end reports to see where reductions or revenue increases could possibly be made. District 69 Recreation Coordinating, of which the grant for Area 'F' is funded, is at a 1% tax requisition tax increase now, which is below the cost of living. Special meetings will be held with the Regional Board to review all the budgets to see where changes may be made, and the ACES proposal could be considered.

MOVED Commissioner Bartram, SECONDED Commissioner Patterson, that the Regional Board consider as part of the 2009 Provisional Budget process, the Arrowsmith Community Enhancement Society request for an additional \$5,600 in funding to cover 2009 operating expenses at the new Activity Coordinator's office located in the Coombs Fair Grounds.

CARRIED

Mr. Osborne stated staff will report back to the Commission on the adoption of the budget process in March. If funding is still included for ACES, the existing service contract would be amended.

Commissioner Nosworthy returned to the meeting at 2:47pm.

NEW BUSINESS

Youth Grants Definition Review

Commissioner Biro clarified the reason why she requested a review of the definition of youth. She expressed concerns regarding the District 69 Grants Program, which is separated into two categories. Youth Grants funds are available for programs and events designed for youth 11 to 18 years of age. Programs and events designed for children under 11 years of age are included under the Community Grants portion. Very few Youth Grant applications are received, yet fifty percent of the funding is designated for youth. Commissioner Biro stated she would prefer grouping children and youth together in one category under Youth Grants and adults/community under Community Grants.

Mr. Osborne stated the when the District 69 Grants Program was initiated a Youth Grants category was designated to provide for greater focus on youth initiatives and a broader scope throughout the District. This concept was endorsed by the Commission, as there was significant community benefit complementing what was already being provided directly by the Department.

MOVED Commissioner Biro, SECONDED Commissioner Bartram, that staff be directed to undertake a review of the District 69 Recreation Commission Grant In Aid Program to be presented at the March 2009 Commission meeting.

CARRIED

Track and Field Study Update

Mr. Porteous presented a synopsis of the Track and Field Facility Feasibility Study to date. The study had been near completion and included the consultant's draft report. Upon review of the draft, and feedback received from community members at Open Houses and the Commission, the following concerns were raised:

- the Kwalikum Secondary School site had not been reviewed in depth
- the comprehensive site exploration was lacking
- issues with respect to future development of the Ballenas Secondary School site – the site not necessarily being the best location
- a broader scope was not considered initially with respect to an outdoor sports complex that had been identified in the 2006 Recreation Services Master Plan

Mr. Porteous noted the Committee had reviewed the terms and scope of the project. Although concerns had been addressed regarding the content of the report, the work had been completed and the Committee would be working with the consultant to ensure the information was more clearly outlined in the report. He also noted the broader scope that had been identified was not part of the initial study. Now that this had become clearer through the initial study, Mr. Porteous presented two options the Committee had discussed for the Commission's consideration:

1. Complete the initial study and then begin a new study to include the broader scope for an outdoor sports complex.
2. Extend the current study to include site potential for an outdoor sports complex.

Mr. Porteous noted there are still funds available through Phase 2 of the School Community Connections program to broaden the scope of the study and the Committee had received an extension to the end of June 2009 through the funding agency. On behalf of the Committee staff recommended an extension to complete the study that would now incorporate an investigation of potential site locations for an outdoor sports complex.

Mr. Porteous also noted that the Committee had discussed and agreed that the addition of two Commission members to the Committee would be beneficial considering the new direction of the study. One of the Commission members should include the School District representative.

MOVED Commissioner Biro, SECONDED Commissioner Patterson, that an extension to the Track and Field Facility Feasibility Study be approved through to June 30, 2009 as funded by the UBCM School Connections Program and that the scope of the study be broadened to include exploration of potential sites for an outdoor sports complex as identified in the 2006 Recreation Services Master Plan.

CARRIED

MOVED Commissioner Wilson, SECONDED Commissioner Flynn, that the District 69 School District representative to the District 69 Recreation Commission and one other commission member be appointed to the Track and Field Feasibility Study Committee.

CARRIED

Commissioner Flynn noted that she will be stepping down as the School District representative on the District 69 Recreation Commission and should the appointment be confirmed, Mr. Bill Preston would be the new School District representative on the Commission.

MOVED Commissioner Flynn, SECONDED Commissioner Bartram, that Commissioner Patterson be appointed to the Track and Field Feasibility Study Committee as the second District 69 Recreation Commission representative.

CARRIED

COMMISSIONER ROUNDTABLE

Commissioner Biro reported the 2009 Polar Bear swim was cancelled due to the snow conditions and safety concerns for the participants and general public.

Commissioner Biro reported the Electoral Area 'H' Parks and Open Space Advisory Committee very much appreciated the letter written by Mr. Porteous and Ms. Marshall to the Mapleguard Ratepayers Association regarding recreation services in Area 'H'.

Commissioner Flynn reported the School District is starting the budgeting process though public and partnership meetings which will be held through to the end of April.

Commissioner Flynn noted provincial exams commence next week.

Commissioner Flynn noted she appreciated her six years service on the Recreation Commission, stating she will finish the last round of grant applications before handing over her duties to the new School District representative.

Commissioner Nosworthy highlighted the following items:

- a Katimavik volunteer will be arriving shortly in Area 'F' to assist the Activity Programmer, Jamie Black, in the community.
- a Community Trade Show showcasing local businesses is in the works
- A new Sign Committee has been formed in Area 'F' and they have erected an entrance sign which reads "Welcome to Arrowsmith/Coombs Country" along the highway and two more signs will be installed at the two other entrances.
- the Electoral Area 'F' Parks and Open Space Advisory Committee has placed monies in their budget for a feasibility study to investigate the location of a second park in the area.

ADJOURNMENT

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the meeting be adjourned at 4:25pm.

Frank Van Eynde, Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
THURSDAY, JANUARY 21, 2009
9:00AM**

Attendance: Michael Procter
Brenda Wilson
Val Weismiller
Maggie Little
Patty Biro
Dave Bartram, Director, RDN Board

Staff: Wendy Marshall, Manager of Park Services
Jonathan Lobb, Parks Operations Coordinator
Elaine McCulloch, Parks Planner

Absent: Barry Ellis

CALL TO ORDER

Mr. Lobb called the meeting to order at 9:05am.

ELECTION OF CHAIR AND SECRETARY

Mr. Procter was nominated to remain as Chair of which he accepted.

As no further nominations were received for the position of Chair, Mr. Lobb declared Mr. Procter as Chair by acclamation.

Ms. Biro was nominated to remain as Secretary of which she accepted.

As no further nominations were received for the position of Secretary, Mr. Lobb declared Ms. Biro as Secretary by acclamation.

Mr. Lobb handed the Chair over to Mr. Procter.

MINUTES

Mr. Ellis noted the minutes of the November 19, 2008 meeting should be amended to read the meeting time as 9:00am and that the motion to approve the minutes should read seconded by B. Wilson.

MOVED B. Wilson, SECONDED M. Little, that the Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held November 19, 2008, be approved as amended.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Ms. McCulloch reported the Esary Road walkway proposal is still with the Planning Department. Committee members requested that the walkway connect through to Thompson Clark Drive.

COMMUNICATIONS/CORRESPONDENCE

MOVED V. Weismiller, SECONDED B. Wilson, that the Correspondence W. Marshall and D. Porteous Letter to Mapleguard Ratepayers' Association, Re: Deep Bay Park Subdivision of Land and Recreation Services Area 'H', be received.

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

Committee members thanked both Ms. Marshall and Mr. Porteous for their well written and informative letter of response to the Mapleguard Ratepayers' Association.

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects October 2008

Mr. Lobb highlighted the following items:

- four signs have been erected in the Deep Bay Creek Park to indicate park boundaries
- a temporary fix has been made to the park/trail in Henry Morgan/Thompson Clarke to make the trail drier
- repair work on the Lighthouse Country Trail bridge extension has begun. Ditching and drainage work has been completed. Hazard tree removal work continues.
- pads for the benches have been installed in the McColl Road Park.

MOVED P. Biro, SECONDED V. Weismiller, that the Monthly Update of Community Parks and Regional Parks and Trails Projects for October 2008, be received.

CARRIED

NEW BUSINESS

Discussion was held on identifying park priorities. Committee members requested a review be undertaken by Parks Staff with the primary priority to be identified as the development of the Esary Road Trail connection.

Mr. Procter requested a price estimate be prepared by Staff on the Deep Bay Creek Park repairs for the next meeting.

2009 Budget

MOVED D. Bartram, SECONDED V. Weismiller, that the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:

That the Electoral Area 'H' Community Parks Function Budget be approved as presented with the reduction of \$10,000 in the park development fees pending staff providing cost estimates on Deep Bay Creek improvements.

CARRIED

COMMITTEE ROUND TABLE

Ms. Wilson reported a new hatchery is being constructed at Nile Creek.

Mr. Bartram reported the Village Planning Committee is proceeding very well.

Mr. Procter welcomed the returning POSAC members to the Committee. He also thanked Mr. Lobb for his work over the past few years and welcomed Ms. McCulloch as the new Recreation and Parks Department representative at the meetings.

ADJOURNMENT

MOVED D. Bartram that the meeting be adjourned at 10:35am.

Chair

**REGIONAL DISTRICT OF NANAIMO
REGIONAL SOLID WASTE ADVISORY COMMITTEE
REGULAR MEETING
HELD ON THURSDAY, JANUARY 15, 2009
RDN BOARD CHAMBERS**

Present:

George Holme, Chair	Director, RDN
Lou Biggemann	Director, RDN
Al Leuschen	Ministry of Environment
Gary Franssen	City of Nanaimo
Michael Schellinck	Waste Management – Non Profit Sector
Jeff Siemens	Waste Management – Non Profit Sector
Wally Wells	General Public - South
Janet Sawatsky	General Public - North
John Cheek	Business Community – South
Shari Young	Landfill Site Liaison Committee
Al Cameron	Town of Qualicum Beach
Bob MacDonald	Manager of Solid Waste & Environment, CVRD
Konrad Fichtner	AECOM – Gartner Lee
Michel Lefebvre	XCG Consultants

Also in Attendance:

Dennis Trudeau	GM Transportation & Solid Waste Services, RDN
Carey McIver	Manager of Solid Waste, RDN
Jeff Ainge	Zero Waste Program Coordinator, RDN
Helmut Blanken	Superintendent Engineering and Disposal Operations, RDN
Maude Mackey	Zero Waste Compliance Officer, RDN
Sharon Horsburgh	Senior Zero Waste Coordinator, RDN
Rebecca Graves	Recording Secretary, RDN

CALL TO ORDER

The Chairperson called the meeting to order at 4:00 pm. Introductions were made.

MINUTES

The minutes of the Regional Solid Waste Advisory Committee meeting of December 4, 2008 were adopted.

REPORTS

RESIDUAL WASTE MANAGEMENT PLAN AMENDMENT PROCESS

Carey McIver gave a verbal presentation on the Amendment Process. The last meeting focused on the Solid Waste Management Plan. This meeting discussed the Residual Waste Management Plan with focus on the upcoming plan amendment process. (Slide presentation attached to minutes).

REGIONAL LANDFILL DRAFT DESIGN & OPERATIONS PLAN

The consultant presented information on the history and future direction of the Regional Landfill draft Design and Operations Plan with respect to the Cell One final closure plan and the nature park public amenity. (Slide presentation attached to minutes).

After the presentation the following points were discussed:

The consultant stated that there would be no impact on the nature park construction timeline with the addition of more garbage to cell one as it would be integrated into a progressive closure schedule and that it will be built as soon as possible. Mr. Lefebvre also said that given the high rainfall at the site, consideration had been given to injecting leachate to speed up the decomposition process; however any additional liquid would be too much for the municipal infrastructure to handle.

Ms. McIver added that the cost to provide disposal capacity is \$50 per tonne, which includes capital and operating costs.

ASSESSMENT OF NEW TREATMENT TECHNOLOGIES DRAFT REPORT

The consultant gave a presentation and discussed the methodology and the process of new treatment technologies in relation to waste disposal options for future consideration for both Regional District of Nanaimo and Cowichan Valley Regional District. The presentation reviewed energy from waste technologies and refused derived fuel thermal technologies. Also potential opportunities for users of energy for future district heat for new development projects. Recommendations were made for continued use of the landfill. Consideration may be given to waste to energy technologies as a means to extend the life of the landfill and as a means to supply heat and energy to industrial users. (Slide presentation attached to minutes).

After the presentation the following points were discussed:

Waste to energy would not have a negative impact on composting and recycling programs as the capacity of the facility would be sized for residual material only.

Regarding public concern around waste to energy plants and emissions data, plant technology has been able to exceed air quality requirements set by authorities. Waste to energy capital costs must be evaluated as part of an integrated waste management system in order to be viable. Costs cannot be viewed in isolation as any new technology has impacts on the cost of the overall system.

All categories of ash would be landfilled.

OTHER

Carey McIver discussed the proposed 2009 meeting schedule.

ADJOURNMENT

The meeting was adjourned at 5:50 pm. The next meeting of the Regional Solid Waste Advisory Committee will be on March 19, 2009 from 4:00 – 6:00 pm.

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE
REGIONAL PARKS AND TRAILS ADVISORY COMMITTEE MEETING
HELD ON TUESDAY, JANUARY 21, 2009, 12:00PM
IN THE RDN COMMITTEE ROOM

Attendance: Director Larry McNabb, Chair
Director Joe Stanhope
Director Maureen Young
Director Teunis Westbroek
Director Dave Bartram
Frank Van Eynde
Peter Rothermel
Craig Young

Staff: Carol Mason, Chief Administrative Officer
Tom Osborne, General Manager Recreation and Parks
Wendy Marshall, Manager of Park Services
Marilynn Newsted, Recording Secretary

CALL TO ORDER

Chair McNabb called the meeting to order at 12:00pm.

MINUTES

MOVED J. Stanhope, SECONDED F. Van Eynde, that the Minutes of the Regional Parks and Trails Advisory Committee Meeting held November 4, 2008, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED F. Van Eynde, SECONDED D. Bartram, that the following Correspondence be received:

- S. Benton, Ministry of Environment, Re: Mount Arrowsmith
- W. Marshall to Ministry of Agriculture and Lands, Re: Licence of Occupation Block 1380, Cameron District Mt. Arrowsmith Regional Park
- W. Marshall to Union of British Columbia Municipalities Local Government Program Services, Re: Community Tourism Program
- Union of British Columbia Municipalities Local Government Program Services, Re: 2005 Community Tourism Grant (Phase I)
- H. Rueggeberg, Re: Thank You For Opportunity to Serve

CARRIED

REPORTS

Friends of Morden Mine Request for Funding

MOVED M. Young, SECONDED J. Stanhope, that the request for funding from the Friends of Morden Mine Society for \$4,000 be approved and staff be directed to enter into a funding agreement with the Friends of Morden Mine for the Society to undertake a strategic plan for the Morden Mine site in collaboration with the Regional District and BC Parks.

CARRIED

Monthly Update of Community Parks and Regional Parks and Trails Projects October 2008

Ms. Marshall highlighted the following items:

- Three proposals were just received for the Mt. Benson Management Plan RFP. The proposals will be reviewed with Nanaimo and Area Land Trust (NALT) later this week.
- Together with NALT's assistance, trail development, improvements and sign installation work continues at Mt. Benson Regional Park.
- 500m of new fence has been erected at the Little Qualicum River Estuary Conservation Area (LQRRP). New signage has also been posted along the park boundary.
- Work on the LQRRP Management Plan is underway.
- The landscaping has been completed on the Horne Lake Regional Park's (HLRP) group campsite. The generator is up and running.
- A meeting was held with the HLRP operator to discuss work load and work issues regarding the campsite. A February meeting is scheduled to lay out the work plan for 2009.
- A meeting is scheduled for February with BC Parks to finalize the RFP for the HLRP Visitor Centre. The movement of the river is an issue and a no build zone must be found before the proposal can go ahead.
- Staff have reviewed the E & N Rail Trail Draft Report and are waiting for the next draft of the report. Once the new draft is received there will be opportunity for the municipalities to review the plan.
- The Community Tourism project is completed. A considerable amount of staff time was required to complete the project.

MOVED J. Stanhope, SECONDED T. Westbrook, that the Reports be received.

CARRIED

NEW BUSINESS

Regional Parks and Trails Guide and Community Tourism Program

Mr. Westbrook inquired if the Regional Parks and Trails guide could include descriptions of municipal parks and trails when it is revised.

Mr. Osborne noted the Community Tourism Funding for Electoral Area was used to produce the new Regional Parks and Trails Guide and separate funding was available to all municipalities. Very early on in the process not all municipalities were able to commit their tourism funds for a guide. Qualicum Beach did express an interest in producing an overall guide, however, without a

commitment from all the municipalities, the Department proceeded with profiling regional parks and trails.

The change to the guide, as suggested by the Town of Qualicum Beach, would not be a small update to the current format. To incorporate all the trails in the City of Nanaimo, District of Lantzville, Town of Qualicum, City of Parksville and key Electoral Area community parks of which there are approximately 160, the guide would be very large. A separate guide of this type could be possible but would require a funding commitment and full collaboration from the four municipalities.

The key municipal parks have been included in the current guide but not the park descriptions. The current guide will be updated at the next printing quite easily to include the two new regional parks (Arrowsmith and Coats), with just the insertion of two pages. If there is a desire by the municipalities to create a guide for the entire Regional District and the four municipalities, funds would need to be set aside for a consultant to prepare a guide which would be acceptable to all the municipalities and which would compliment the current the Regional Parks and Trails guide and existing municipal parks and trails guides i.e. City of Nanaimo Parks and Trails Guide.

Regional Parks and Trails Budget 2009

MOVED T. Westbroek, SECONDED C. Young, that the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:

That the Regional Parks and Trails Function Budget be approved as presented.

CARRIED

IN CAMERA

MOVED D. Bartram, SECONDED M. Young, that pursuant to Section (90) (1) (e) of the Community Charter the Committee proceed to an In Camera meeting to consider land issues.

CARRIED

Chair



RON REPORT		ON
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MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: January 12, 2009

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: Friends of Morden Mine Request for Funding

PURPOSE

To provide information and a recommendation to the Board on the development of a strategic plan for the Morden Colliery Provincial Park in collaboration with the Friends of Morden Mine and BC Parks.

BACKGROUND

On October 7, 2008, John Hofman of the Friends of Morden Mine Society appeared as a delegation at the Regional Parks and Trails Advisory Committee. The presentation focused on a request for funding that was outlined in a letter dated June 27, 2009 and attached as *Appendix I*.

Following the presentation the Committee passed a resolution which was then later approved at the October 28, 2008 Regional Board meeting as follows:

"That staff prepare a report with regard to the financial implications and recommendations to jointly fund a study with BC Parks and the Friends of Morden Mines on the preservation and development of the Morden Colliery Mine site located at the trail head of the Morden Colliery Regional Trail."

The Friends of Morden Mine is a non-profit volunteer organization with the goal of preserving the concrete head and tibble structures located in the Morden Colliery Provincial Park. The mining structures are deteriorating rapidly and the society commissioned an engineering report which stated that the structures are repairable at a cost of \$500,000 to \$1,000,000. The Society currently does not have the necessary the funds to repair the structure and is raising the funds themselves. The Society also believes that once restored the site could become a tourist attraction.

The Friends of Morden Mine are looking to create a strategic plan to use as part of their fundraising initiatives. The strategic plan would outline the objectives for the preservation and the physical development of the area around the mining structures. It would include both the

Provincial Park and the RDN's Morden Colliery Regional Trail. As outlined in the June 27 letter, the strategic plan would address the following:

- Consolidation of existing physical surveys of the grounds that include all of the remaining structures of this former mine site and the rail line.
- Possible use(s) of the site to accommodate visitors, tourists, school excursions and other uses related to the historic and cultural significance of the site.
- Identify location of interpretive centre, staffing, parking areas, access and other logistics related to site development.
- Integration of this site with the Morden Colliery Trail and who should manage the site.
- Alignment with new or existing neighbourhood plans and organizations.
- Comparisons with similar resource developments in other BC or Vancouver Island communities and sources of funding used for these developments.
- Provide visionary recommendations for the development of the mine and Morden Colliery Regional Trail and projections of associated costs and time schedules to develop this site.

The Society has asked the RDN for assistance with this project in the amount \$4,000. The Friends of Morden Mine have already raised \$4,000 and have received \$4,000 in Provincial funding. The Society has also asked if the RDN would take the lead on the project, hiring the consultant and handling the payments to the contractor.

The mine site itself is located on Provincial parkland. The RDN leases for Regional Trail purposes the old Pacific Coal Company rail grade that is located next to the Provincial Park. The parking lot and entrance is shared between the Regional Trail and the Provincial Park.

Any development of the site will impact the Morden Colliery Regional Trail. Development of the site to increase tourism would require changing the layout of the parking area that serves both the Provincial Park and the Regional Trail. The Morden Colliery site is a trail head and there are plans to bridge the Nanaimo River to connect the rest of the Morden Colliery Regional Trail located in Cedar. It is important therefore that that the RDN be involved in any discussion of change taking place at the site.

Hiring a consultant and working with them to develop a plan will require a significant amount of staff time which has not been allocated. Staff work plans for 2009 have already been established and there is no room to take on new projects at this time, in particular with three large planning project underway - Mount Benson Regional Park Management Plan, the E&N Rail by Trail Feasibility Study and the 707 Community Park Management Plan . Staff would however have time to contribute information and partake in discussions if the strategic planning project were run by the Society or the Province. The Society has stated that they would prefer that the project be managed by the RDN; however, they could manage the project themselves or approach BC Parks.

ALTERNATIVES

1. That the request for funding from the Friends of Morden Mine Society for \$4,000 be approved and staff be directed to enter into a funding agreement with the Friends of Morden Mine for the Society to undertake a strategic plan in collaboration with the Regional District and BC Parks.

2. That the request for funding from the Friends of Morden Mine Society for \$4,000 be denied and staff be directed not to participate in the Strategic Planning Process.

FINANCIAL IMPLICATIONS

The Friends of Morden Mine have requested \$4,000 from the 2009 Regional Parks Budget. At present the 2009 Provisional Budget does not provide for this funding.

If the request is approved the funding would need to be included in the 2009 Annual Budget but would have minimal impact in the current tax requisition.

SUSTAINABILILTY IMPLICATIONS

The Morden Colliery Trail is an important non vehicular trail and will be instrumental in the Active Transportation Plan in the area. Providing funds to the Strategic Plan will ensure that the RDN's interest in the trail and parking area will be protected.

SUMMARY

The goal of the Friends of Morden Mine Society is to repair the tipple structure located in the Morden Mine Provincial Park which is adjacent to the Morden Colliery Trail. The Morden Colliery Trail and the Provincial Park share the same entrance and parking area. The Society needs to develop a strategic plan for their fundraising efforts. The Friends of Morden Mine would see developing the site as a tourist attraction once the tipple is repaired. To this end the Society has asked that the RDN contribute \$4,000 and that RDN staff manage the project. The Society has already secured \$4,000 from the Province for the study and has fundraised an additional \$4,000. At present the RDN Park staff are undertaking three substantial parks and trails management plans which will encompass the majority of their time in 2009.

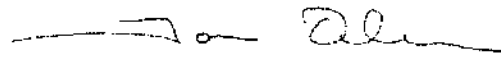
It is therefore recommended that the request for funding be approved, however the strategic plan be undertaken by the Society in collaboration with the Regional District of Nanaimo and BC Parks.

RECOMMENDATIONS

That the request for funding from the Friends of Morden Mine Society for \$4,000 be approved and staff be directed to enter into a funding agreement with the Friends of Morden Mine for the Society to undertake a strategic plan for the Morden Mine site in collaboration with the Regional District and BC Parks.



Report Writer



General Manager Concurrence



CAO Concurrence

Appendix I



Friends of the Morden Mine

#29-260 Harwell Rd
 Nanaimo, BC V9R 6V1
www.mordenmine.com
 e-mail: info@mordenmine.com

RDN REC & PARKS	
GR REP	<input checked="" type="checkbox"/> CND
BC Parks	<input checked="" type="checkbox"/> BC Parks
Area	Location
JUL - 3 2008	
Park	<input checked="" type="checkbox"/> Park
FOCAL	Comments
Other	Other
KATAC - Delegation	
Area B - KATAC - 10000	

June 27, 2008

Mr. Joe Stanhope
 Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo, BC V9T 6N2

Dear Sir:

RE: Morden Mines

The Friends of the Morden Mine (FOMM) is a non-profit volunteer organization with the goal to preserve the concrete head and tippie structures of the Morden Colliery site. These structures are some of the last remaining heritage resources on publicly owned land, to remind us of the thriving coal mining industry that started the settlement of several towns in the RDN area over 100 years ago. We believe that it could be a monument to the mine owners and the miners with their families who endured hardships through tumultuous times that are now part of our history.

The unique shapes and impressive size of the remaining structures at this site could also serve as a prominent tourist attraction and an educational centre on the coal mining and the related political and social events that took place during the mining era as researched and recorded in books and chronicles by several local authors.

The site of the structure forms the trailhead of a magnificent nature trail that leads visitors along a former railway line used for transport of coal to Boat Harbour.

FOMM wishes to initiate a strategic plan for the area that would further the congruent development of nature trail, managed by the RDN, and the Morden Mine Site, managed by BC Parks, possibly as one facility. We have commissioned engineering studies and reports on the feasibility of restoring and preserving the concrete structures. These reports confirm that the structures can be salvaged, although time will be running out if the slow degradation of the concrete is left unattended.

A strategic plan would outline the objectives for the preservation and the physical development of the two sites (the nature trail and the historic mine site) within a regional

and neighbourhood context. Hopefully this could be realized in a document that will address some or all of the following issues:

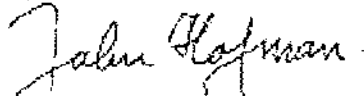
- Consolidation of existing physical surveys of the grounds that include all of the remaining structures of this former mine site and the rail line.
- Possible use(s) of the site to accommodate visitors, tourists, school excursions and other uses related to the historic and cultural significance of the site.
- Identify location for interpretive centre, staffing, parking areas, access and other logistics related to site development.
- Integration of this site with the nature trail. Should the trail and the mine site be brought under one management: either the RDN or BC Parks or another jurisdiction? Identify and provide solutions to mitigate for possible conflicts in the use of this site and the nature trail or other stakeholders not yet identified.
- Alignment with new or existing neighborhood plans and organizations.
- Comparisons with similar resource developments in other BC or Vancouver Island communities and sources of funding used for those developments.
- Provide visionary recommendations for the development of the mine/nature trail at Morden colliery and projections of associated costs and time schedules to develop this site.

FOMM members have provided and are still actively fundraising by organizing concerts, guided tours of former mining facilities in the Nanaimo area and other community activities. We recently received a grant from B.C. Parks presented by Mr. Ron Cantelon, MLA representing a local constituency.

We are seeking the cooperation and financial assistance of the RDN to further the cause of preserving and developing the Morden Colliery and surroundings by commissioning a consultant to study the issues in a comprehensive report that can be used as a guideline and tool for fundraising to achieve our goals.

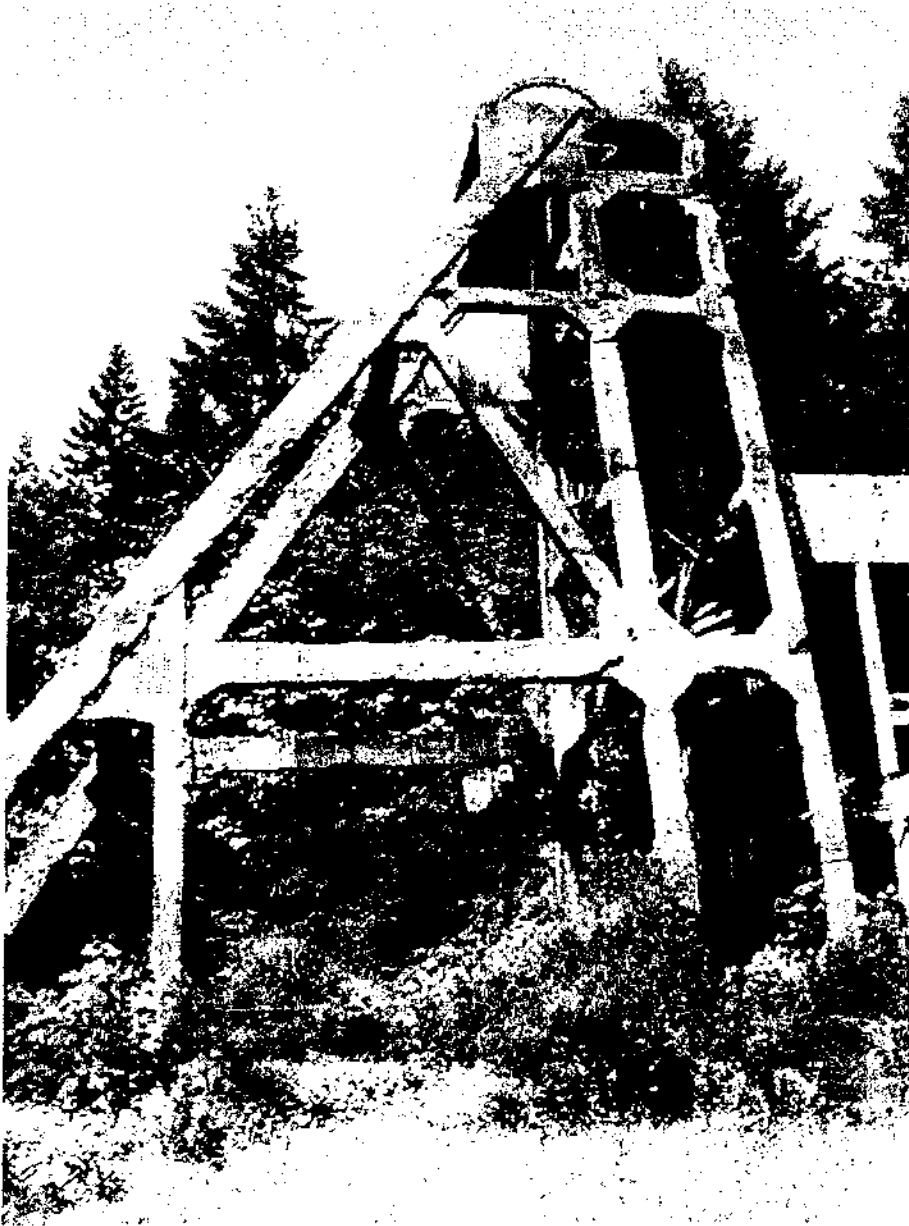
We would be pleased to present our plans to the Regional Parks & Trails Advisory Committee at their next meeting on September 2, 2008 to answer any questions they might have and to start a dialogue with the Regional District of Nanaimo. We look forward to your response.

Respectfully submitted
The Friends of the Morden Mine

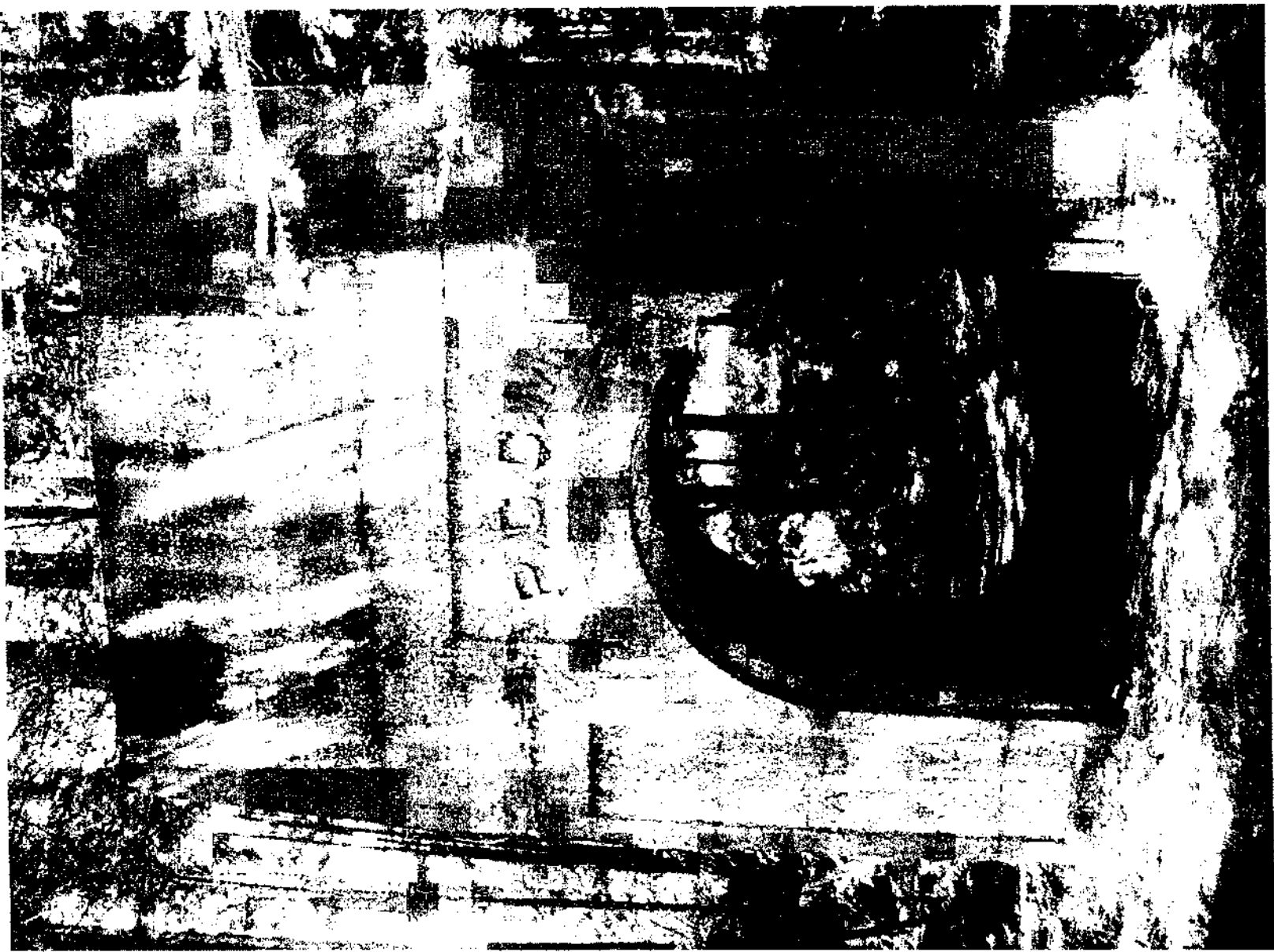

John Hofman, Vice President.
E-mail: jhofman@pacificcoast.net

cc: Mr. Tom Osborne, Manager Parks and Rec.
Mr. Jos Burnett, RDN Director Area, A
Mr. Drew Chapman, Quatcum Area Supervisor, BC Parks

Appendix II - Structures at Morden Colliery Provincial Park







REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, JANUARY 22, 2009 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. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach
Director E. Mayne	City of Parksville

Also in Attendance:

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 12:00 pm by the Chair.

MINUTES

MOVED Director Holme, SECONDED Director Holdom, that the minutes of the Transit Select Committee meeting held on October 9, 2008 be adopted. CARRIED

BC TRANSIT UPDATE

Myrna Moore, Regional Transit Manager, Vancouver Island Coastal Municipal Systems, briefly updated the Committee on the recent corporate restructuring at BC Transit. M. Moore also spoke about the gas tax application, noting the clause within the *BC Tax Act* to amend the tax to raise revenue for municipal purposes. To date, no gas tax has been introduced to any communities other than Vancouver and Victoria. She noted that the RDN can make application to the provincial government by letter, with a copy to BC Transit, but that it is unlikely the government would entertain the request until after the election in May 2009.

Director Holdom stated that it would be an incentive for local governments to make application for the gas tax if it would reduce residential taxes.

MOVED Director Holdom, SECONDED Director Holme, that the RDN support a gas tax that would reduce the need for residential taxes for transit in principal and that RDN staff work with BC Transit and Ministry of Transportation staff to explore alternative funding methods for the Nanaimo Regional Transit System. CARRIED

REPORTS

Wheels for Wellness Annual Report

Director Westbrook noted that the RDN provided funding to purchase the van and now we need to discuss ways in which the service can increase revenue. Users need to be made aware that they should make a donation or reasonable contribution to support the service.

MOVED by Director Westbrook, SECONDED by Director Holme that a letter be sent to Don Buchner, Executive Director, Wheels for Wellness Society, encouraging the Society to explore ways to raise awareness of financial problems and increase contributions. CARRIED

Transit Background & Statistics

See PowerPoint presentation, pages 3 through 4.

2009 Transit Expansion

See PowerPoint presentation, pages 5 through 7.

Transit Business Plan

See PowerPoint presentation, pages 8 through 12.

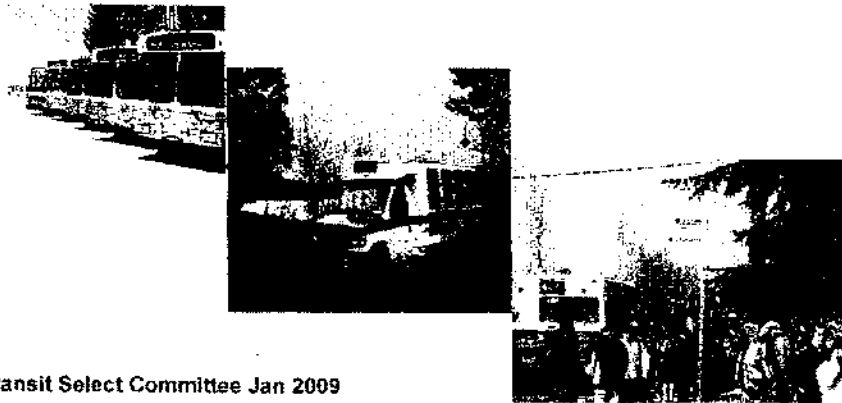
NEXT MEETING

The next meeting of the Transit Select Committee is scheduled for Thursday, March 19, 2009 in the RDN Committee Room.

L. McNabb, Chair

Transit Background & Statistics

Nanaimo Regional Transit ~ Providing Transportation Services Since 1969



Transit Select Committee Jan 2009

Revenues

- The 2008 fare revenues for transit are estimated to be **\$2,499,139**
 - This is a 6% increase over 2007 = \$150,523 in additional revenues
 - 80% of revenue is generated by prepaid products sold through by vendors, such as monthly passes, tickets, and it also includes the Employer passes
- The 2008 fare revenue for custom transit are estimated to be **\$216,518**
 - This is a 19% increase over 2007 = \$41,388 in additional revenues
 - All revenue is prepaid through vendors – there is no cash sales on board
- **Cost Recovery – NRT has the highest cost recovery of all tier one systems, at 42.7%**
 - The next closest is Kamloops at 38.6%

Transit Select Committee Jan 2009

Background

- April of 1969 the Regional District of Nanaimo signed their first Annual Operating Agreement with BC Transit
- Only 4 operating agreements out of 98 are operated by Municipal Governments – all other are private or non-profit companies
- RDN Transit operates the Transit and the Custom Transit services for D68 and D69
- Annual Budgets are prepared every calendar year; in 2009, the budget will exceed 17 million dollars for the transportation services department



Transit Select Committee Jan 2009

Transit Function

- District 68 apportionment formula:
 - Costs are currently apportioned among the participants in District 68 on the basis of "usage" by way of a combination of service hours (77%) and service kilometers (23%).
 - Using this method of apportionment, if one area has their service hours and kilometers reduced the remaining participants would increase
- District 69 apportionment formula:
 - 40% based on population
 - remainder allocated as 77% times the number of hours plus 23% times the number of kilometers
 - The cost apportionment formula is based upon the prior year's actual service received from January 1 to December 31.



Transit Highlights

- Cruise ships for 2008 – custom transit buses met 8 cruise ships to provide transportation to the old city quarter, in partnership with the downtown business association. 3,031 rides were provided over the course of the 8 days
- Stat holidays 2008 was the first year we have had statutory holiday service on 8 of the stats. Staff were pleased with the 2500 rides average for the first year of service. (Did not include Boxing day or New Years Eve in the count)
- Boxing Day service – 3,655 trips were provided on boxing day this year
- New Years Eve – 1,779 trips were provided to this fully sponsored event (Terasen Gas is the sponsor)
- Movie bus – in 2007, 3,891 trips were provided on Friday nights for the movie bus. In 2008, 4,620 trips were provided, for an average of 88.8 persons per night.



2009 Transit Expansion

Transportation Services 2009 Service Expansions



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Transit Expansions 2009

In the Transit Business Plan, the short range transit expansions for 2009 & 2010 included:

- 14,400 hours of expanded conventional transit service for 2009
- 10,100 annual hours of expanded service in 2010
- 24,500 annual hours of expanded service

During the budgeting process, it was determined that:

- The Jan 2009 implementation had to be moved to March 2009
- The Sept 2009 implementation had to be moved to Jan 2010
- These amendments allowed for changes to the five year forecasts to ensure there was sufficient funds available to pay for these expansions

Moving the Sept 2009 expansion to Jan 2010 didn't jeopardize BCT funding

Introduction

The primary goal of the Transit Business Plan is to encourage greater transit ridership in the Nanaimo region

The Plan, adopted in March of 2008 by the Board outlined a detailed approach for expanding Transit and handyDART services in D68 & D69

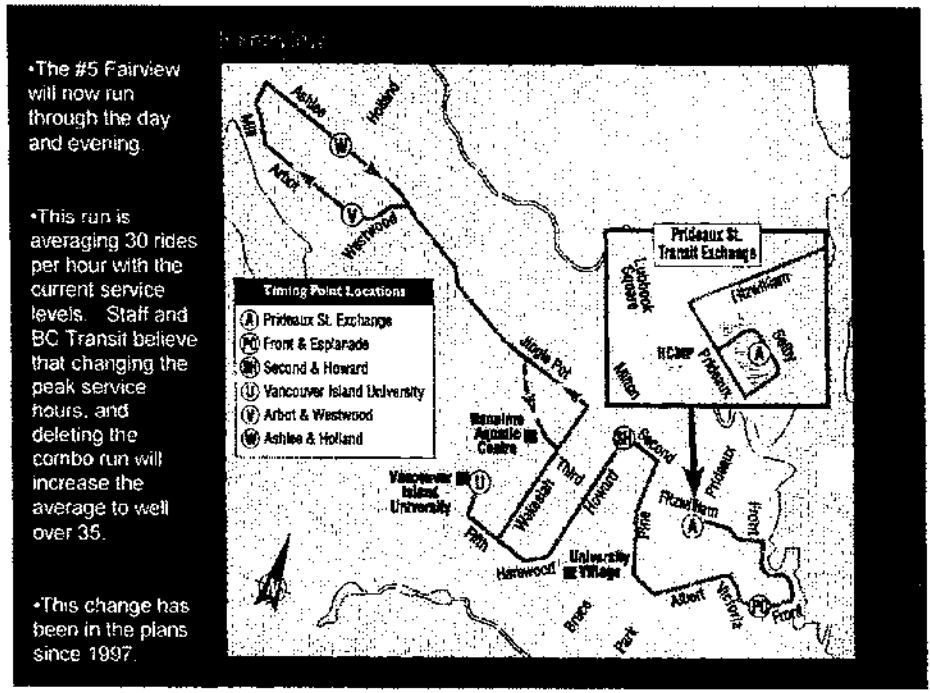
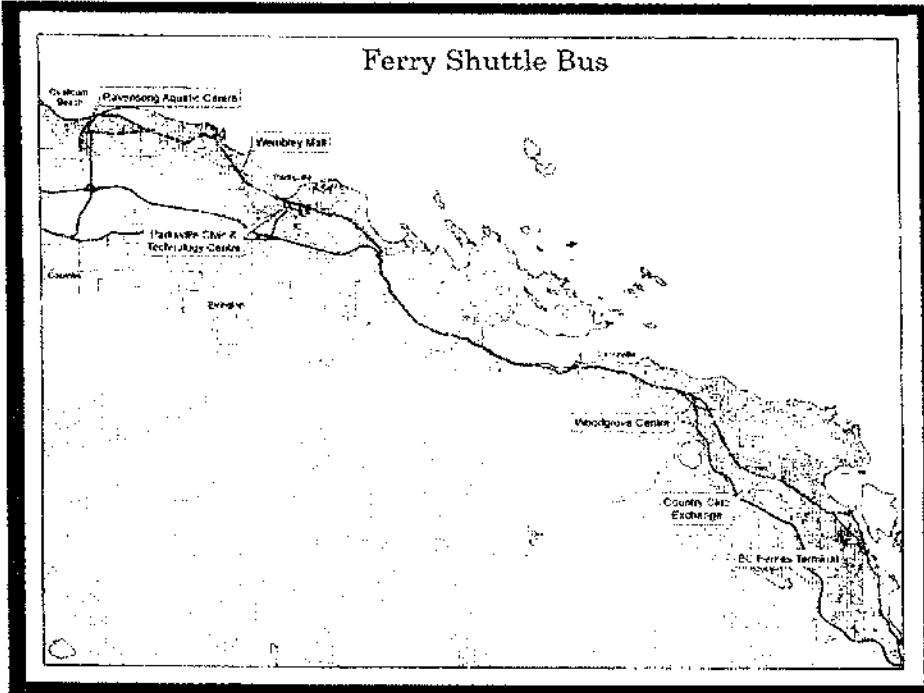
In the last quarter, a number of overload buses were required to accommodate as many passengers as possible that were at bus stops expecting a ride

- **In Transit, record increases in ridership growth, based upon the fare box include:**
 - * July-Sep of 2008 increase of 13.71% (\$80,357)
 - * Oct-Dec of 2008 increase of 10.5% (\$58,321)
 - * The annual average for 2008 is 7.45% increase in fares (\$175,082) over 2007
- **In handyDART (Custom Transit), increases based upon the fare box include:**
 - * Jan-Mar of 2008 increase of 77% (\$31,033)
 - * Apr-Jun of 2008 increase of 19% (\$9,127)
 - * The annual average for 2008 is 25% increase in fares (\$44,046) over 2007

March – 2009

1. **The #5 Fairview and the #6 Harewood changes include:**
 - Added - #5 Fairview & #6 Harewood 30 minute peak period service
 - Eliminated - the evening #5/6 combo Fairview/Harewood service
 - Added - #5 Fairview and #6 Harewood evening runs
 - Total additional hours 4200
2. **The #90 Intercity Connector changes include:**
 - Added - #90 Intercity Connector additional peak period trips
 - Added - #90 Intercity Connector Ferry express from Qualicum Beach to Departure Bay (pilot)
 - Total additional hours 701
3. **#2 – Improved connections to Departure Bay**
 - * No additional hours
4. **Statutory holiday expansion**
 - Increased hours from a reduced Sunday level of service to a regular Sunday level of service
 - Total additional hours 122
5. **Total annual hours of expansion for Transit – 5,023**

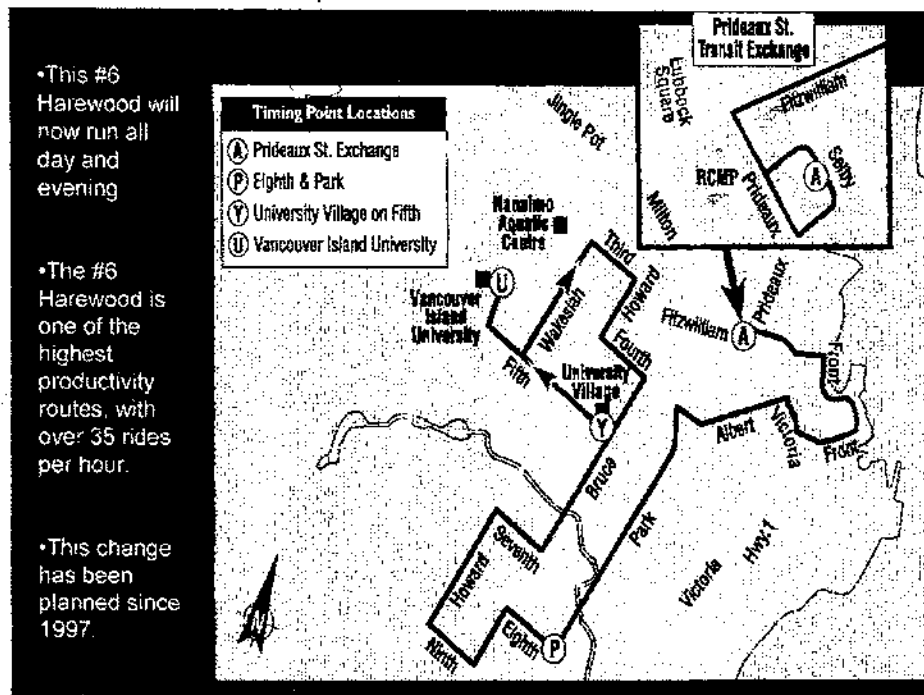
132



•The #5 Fairview will now run through the day and evening.

•This run is averaging 30 rides per hour with the current service levels. Staff and BC Transit believe that changing the peak service hours, and deleting the combo run will increase the average to well over 35.

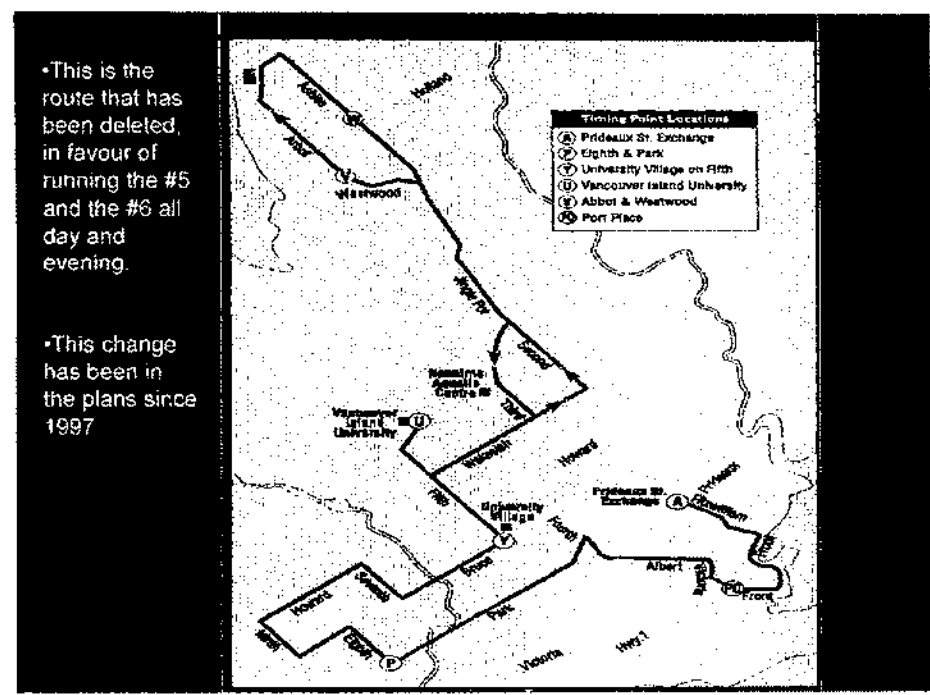
•This change has been in the plans since 1997.



•This #6 Harewood will now run all day and evening

•The #6 Harewood is one of the highest productivity routes, with over 35 rides per hour.

•This change has been planned since 1997.



•This is the route that has been deleted, in favour of running the #5 and the #6 all day and evening.

•This change has been in the plans since 1997.

Custom Transit Expansions 2009

In the Transit Business Plan, the short range handyDART expansions for 2009 included:

- 2400 service hours to be used in D68
 - * This increase went into effect in September of 2008, which has allowed for five day per week evening service, as well as service increases in electoral area 'A'
 - * Other electoral area increases are being worked on through consultation with electoral area directors
 - * Increase in taxi supplement to \$35,000
- Implementation of Travel Training
- Review of the amount of taxi saver dollars

Fleet and Staffing Requirements 2009

- 2 additional buses
- 15 additional drivers hired and trained prior to March implementation
- 1 additional bus
- 3 additional drivers



Upcoming Projects

- Upgrade transit Facility
- Electronic fare boxes
- Transit signal priority
- Custom Transit software and hardware project
- Transit security
- Automatic Vehicle Locator and GPS on all buses in the fleet



Transit Business Plan



Transit Business Plan 2010-2018



Introduction

- 13 public meetings/open houses were held
- 19 different stakeholder meetings were held in District 68 and District 69
- Nanaimo Regional Transit System has slightly below average service levels and performance when compared with its peers across B.C. and Canada
- The Plan detailed the objectives for the Nanaimo Regional Transit Business Plan, which were grouped into community objectives, passenger service objectives, and financial and performance objectives

Introduction

The Transit Business Plan, adopted in March of 2008 outlined short term and medium term service expansions.

- In 2009 and 2010, 24,500 hours were allocated for expansion
- For the years 2011 - 2018, an additional 65,900 were approved
- In total, more than 90,000 additional annual service hours will result in nearly doubling the conventional transit service level in the Nanaimo region over the next decade

The Transit Business Plan was a full years worth of consultation with public groups, organizations, open houses, and meetings to provide opportunities for the public to let transit know what they really needed from their transit system.

- The Transit Business Plan is a document that encompasses the meetings, viewpoints of passengers, the public, staff, union, scheduling committee, and taxpayers at large.

Community Objectives and the 2009 Expansion

1. Provide transit services to key destinations
2. Focus service on the needs of commuters for school, work & other key markets
3. Provide service to seniors, persons with disabilities, and youths, who are less likely to have access to alternative modes of transportation
4. Provide environmentally sustainable transportation choices



Passenger Service Objectives and the 2009 Expansion

1. Provide appropriate levels of service (day/weekend/evening & stats)
2. Faster, more direct service between major activity centres
3. Improve on street facilities including bus shelters, lighting, and transit exchanges
4. Improve transit information for customers i.e. info posts at major stops
5. Maintain or improve schedule adherence
6. Maintain clock-face headways where possible
7. Maximize customer service & community benefits at an affordable cost to the public



Service Expansions - 2010

January - 2010

- ◆ #8-South/ 9-North 30 minute peak period service - 1,600 hours
- ◆ Earlier morning start - 2,300 hours
- ◆ #2-Hammond Bay restructuring, including improved service to BC Ferries - 3,300 hours
- ◆ New Hammond Bay route to Hospital and Malaspina - 1,500 hours
- ◆ #7-Cinnabar/Cedar - 700 hours
- ◆ Parksville - increased hourly (local) service - 2,800 hours

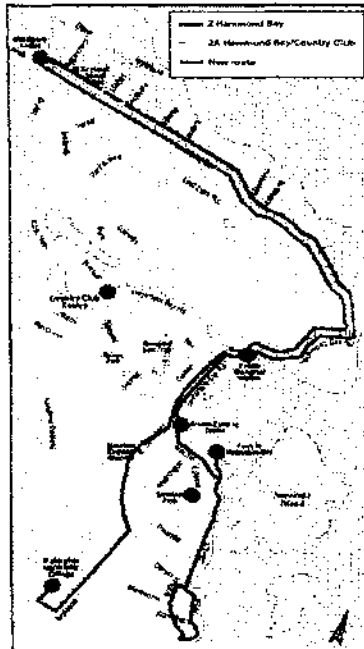
Total Jan 2010 expansion hours - 12,900

Service Expansions - 2010

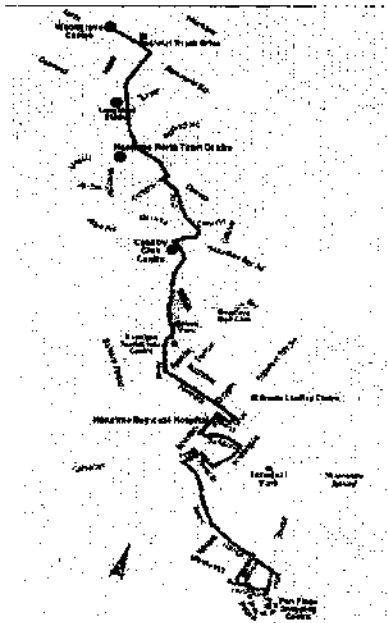
September - 2010

- ◆ #15-Mal U Connector - extend to South Parkway Plaza - 2,500 hours
- ◆ #3-Hospital to Woodgrove - 3,800 hours
- ◆ #90-Intercity Connector 60 minute daytime service and extended evening service - 3,800 hours

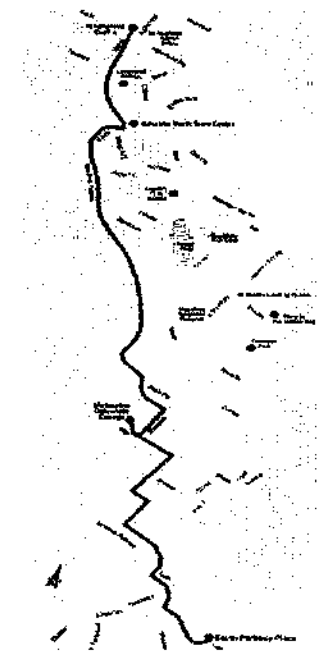
#2 - 3 routes from one



**Extending
#3 Hospital
to
Woodgrove**



**Extending
#15 to
South
Parkway
Plaza**



Custom Transit - 2010 Expansion

- ♦ 2,400 hours in D69
- ♦ 2,400 hours in D68
- ♦ 2 buses
- ♦ \$20,000 in taxi saver

Summary - 2011 - 2018

- ♦ 65,900 hours in transit service expansions and 28 new transit buses
- ♦ 7,200 hours in custom transit service expansions and 3 new custom buses
- ♦ For every 2,400 hours in service expansions, it is roughly 3 new drivers.

Medium Range Service Options (2011 & 2018)

Bus Rapid Transit

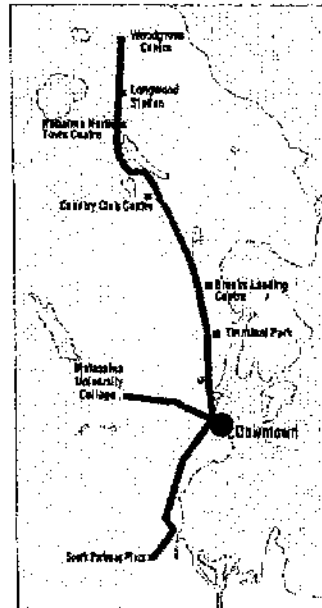
Phase 1

30-minutes during the peak periods between Woodgrove and downtown, with 30-60 minute service during the midday and 60-minute service at other times

Phase 2

15 minutes during the week-day peak periods (6:30 to 9:30 am and 3:00 to 6:00 pm) and every 30 minutes at all other times, including midday, evenings, Saturday, and Sunday. Between Downtown and South Parkway Plaza, 30 minutes during the day and 60 minutes in the pm

Total hours – 13,800



Fleet, Facility, & Capital Projects

New Vehicles (overall):

- ◆ 40 new buses, including double-deckers for Conventional system expansion
- ◆ 7 new Custom vehicles for expansion

Projects:

- ◆ Upgrade transit Facility, wash bay, fuel island (2009 & 2010)
- ◆ Electronic fare boxes (2009)
- ◆ Transit signal priority (2010)
- ◆ Custom Transit automated scheduling software, including MDT and AVL technology (2009)
- ◆ U-Pass – (2010)
- ◆ Employer Pass - ongoing

TSC - 2009

TSC schedule 2009:

- Jan 22 July 16
- Mar 19 Sept 17
- May 21 Nov 19

TSC Process

Motions from TSC go to C.O.W., then to the Board

TSC- 2009

- ◆ AOA report for the Transit/Custom transit agreement with BC Transit
- ◆ Transit plans for Electoral Area's A, B, and H
- ◆ U-PASS agreement
- ◆ Operational Performance updates
- ◆ Capital Project updates
- ◆ 2010 Expansion Plans

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE MEETING HELD ON WEDNESDAY, JANUARY 21, 2009 AT 2:00 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 T. Westbrook	Town of Qualicum Beach
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
P. Thorkelsson	General Manager of Development Services
P. Thompson	Manager of Long Range Planning

REPORTS

RGS Review Interim Update

The Manager of Long Range Planning provided a summary of the comments received from the first round of public consultation and the implications of addressing those comments in a revised RGS.

There was general discussion on the new RGS. The following is a summary of the main points raised:

- More emphasis should be placed on creating a vibrant economy
- The majority of growth should occur inside municipal boundaries
- Implementation can be very difficult and it is often difficult to determine if the RGS has been implemented
- There should be better linkage between the RGS and OCPs
- There is still a strong demand to live on acreages in rural areas
- More education on the RGSD is needed
- Rural integrity is difficult to define and is different depending on location
- Urban is not a good description of village centres
- Forest lands should not be converted to other uses
- Protecting aquifers and recharge areas is very important
- Need to protect farm land
- Cooperation with First nations and other government agencies is important
- Diversity is a strength.

MOVED Director Westbrook, SECONDED Director Burnett, that this report be received and that staff be directed to proceed as outlined in the Summary/Conclusion of the report.

CARRIED

Draft Discussion Papers for the RGS Review

The Manager of Long Range Planning provided an overview of the discussion papers that will form part of the next phase of community consultation for the RGS Review.

There was general discussion on the draft discussion papers. The following is a summary of the main points raised:

- The RGS should do more to support farming
- Should proceed with the discussion papers to get public input
- We need to determine how the RGS can support the creation of Affordable housing
- The RGS is limited in some ways because the RDN does not have jurisdiction over the ALR, Crown land and Private Managed Forest Land
- Need to balance how much direction is provided by the RGS and the ability of local areas to meet regional goals
- Need to make sure the RGS is linked with other initiatives such as Action for Water
- Will the Climate Change Plan address GHG emissions from wood burning
- The RGS should be renamed to reflect its broader focus on regional sustainability
- The new RGS should not be too big and there may be a need to have companion documents
- A better explanation is needed on how the RGS applies to electoral areas as compared to municipalities
- The RGS should be based on sustainability principles

MOVED Director Westbrook, SECONDED Director Kipp, that the name of the Regional Growth Strategy be changed to better reflect the broader range of sustainability topics that will be included in the new document.

CARRIED

ADJOURNMENT

MOVED Director Burnett, SECONDED Director Westbrook, that this meeting be adjourned.

CARRIED

TIME: 3:55 PM

CHAIRPERSON