

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, FEBRUARY 24, 2009  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
- 3. BOARD MINUTES**  
10-25 Minutes of the regular Board meeting held January 27, 2009 and the Special Board meeting held February 10, 2009.
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**  
26 **Bernice Hannam, School District No. 69 (Qualicum)**, re Representative to the District 69 Recreation Commission.  
27 **Phil Marchant**, re Property Taxes.  
28-29 **Elizabeth Harrison, BC Ferry Authority**, re Appointment to the BC Ferry Authority Board of Directors.  
30 **Jean Pepin, VIA Rail Canada**, re Additional Passenger Service Stops.
- 6. UNFINISHED BUSINESS**
- 7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**  
7.1 **ELECTORAL AREA PLANNING STANDING COMMITTEE**  
31-32 Minutes of the Electoral Area Planning Committee meeting held February 10, 2009. (for information)

## PLANNING

### AMENDMENT APPLICATIONS

**Zoning Amendment Application No. 0705 – Signal Road Pharmacy Ltd. & Walbern Ventures Inc. – Claudet & Prawn Roads – Area ‘E’.** (Electoral Area Directors except EA ‘B’ – One Vote)

1. *That the minutes of the Public Information Meeting held on October 1, 2008 be received*
2. *That Zoning Amendment Application No. ZA0705 as submitted by Sims Associates, BCLS, on behalf of Signal Road Pharmacy Ltd. (an Alberta Company) & Walbern Ventures Inc., Inc. No. A58712 to rezone Lot 1, District Lot 84, Nanoose District, Plan 47545 from Rural 5 Subdivision District ‘D’ (RU5D) and Lot 2, Plan 47545, and Lot A. Plan VIP80224, both of District Lot 84, Nanoose District, from Resource Management 3 Subdivision District B (RM3B) to Rural 10 (RU10) Subdivision District ‘Z’ (No Further Subdivision) be approved to proceed to public hearing subject to the conditions included in Schedule No. 1.*
3. *That “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.348, 2009” be given 1<sup>st</sup> and 2<sup>nd</sup> reading.*
4. *That “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.348, 2009” proceed to Public Hearing.*
5. *That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.348, 2009” be delegated to Director Holme or his alternate.*

### DEVELOPMENT PERMIT APPLICATIONS

**Development Permit Application No. 60846 – Reid – 4179 Island Highway West – Area ‘G’.** (Electoral Area Directors except EA ‘B’ – One Vote)

*That Development Permit No. 60846 submitted by Helen Sims of Fern Road Consulting Ltd. for the development of two residential lots within the Hazard Lands Development Permit Area for the parcel legally described as Lot A, District Lot 73, Newcastle District, Plan 14420 be approved, subject to the conditions outlined in Schedule No. 1.*

***DEVELOPMENT PERMIT APPLICATIONS WITH VARIANCE***

**Development Permit with Variances Application No. 60901 – Brown/Reynolds – 1995 Walsh Road – Area ‘A’.** (Electoral Area Directors except EA ‘B’ – One Vote)

**Delegations wishing to speak to Development Permit with Variance Application No. 60901.**

*That Development Permit with Variances Application No. 60901, to legalize the siting of an existing garage on the property legally described as Lot 3, Section 16, Range 8, Cranberry District, Plan 25384, be approved subject to the conditions outlined in Schedules No. 1 to 4 and the notification requirements of the Local Government Act.*

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. 90817 – Dubyna – 2520/2528 East Wellington Road – Area ‘C’.** (Electoral Area Directors except EA ‘B’ – One Vote)

**Delegations wishing to speak to Development Variance Permit Application No. 90817.**

*That Development Variance Permit Application No. 90817 submitted by JE Anderson, BCLS, on behalf of R. Dubyna, in conjunction with the parcel legally described as Parcel A (DD 9237N) of Section 13, Range 5, Mountain District With Exceptions be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report and to the notification procedure pursuant to the Local Government Act.*

**7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**

33-44 Minutes of the Special Committee of the Whole meeting held February 3, 2009 and the regular Committee of the Whole meeting held February 10, 2009. (for information)

***CORPORATE ADMINISTRATION SERVICES***

**2009 Departmental Work Plans.** (All Directors – One Vote)

*That the Board receive, for information, the department work plans for 2009.*

**Snuneymuxw First Nations Protocol Agreement.** (All Directors – Weighted Vote)

- 1. That the Protocol Agreement between the Snuneymuxw First Nations 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.*

## **FINANCE AND INFORMATION SERVICES**

### **FINANCE**

#### **2009 Proposed Budget Overview. (All Directors – Weighted Vote)**

*That the 2009 proposed budget be approved as presented with amendments as approved at the February 3, 2009 Special Committee of the Whole meeting.*

#### **Amendment Bylaw 1385.04 - Bow Horn Bay Fire Protection Service Boundary Reduction. (All Directors – One Vote)**

*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.*

#### **Bylaw No. 1557 – To Establish Development Cost Charges for the Barclay Crescent Sewer Service. (All Directors – One Vote)**

*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.*

## **DEVELOPMENT SERVICES**

### **BUILDING & BYLAW**

#### **Property Maintenance Contravention – 1415 Spruston Road – Area 'C'. (All Directors – One Vote)**

#### **Delegations wishing to speak to Property Maintenance Contravention at 1415 Spruston Road – Area 'C'.**

*That should this matter not be rectified by March 31, 2009 pursuant to "Unsightly Premises Regulatory Bylaw No. 1073, 1996", the Board direct 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.*

## **PLANNING**

#### **Offer of Park Land Dedication – Buck – 3210 Jingle Pot Road – Area 'C'. (All Directors – One Vote)**

*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.*

## **RECREATION AND PARKS SERVICES**

### **PARKS**

#### **Land Acquisition Process – Policy A1.21. (All Directors – One Vote)**

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

#### **Electoral Area Parks and Open Space Advisory Committees - Terms of Reference. (All Directors – One Vote)**

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.*

## **TRANSPORTATION AND SOLID WASTE SERVICES**

### **SOLID WASTE**

#### **Solid Waste Management Service – Reserve Fund Expenditure re Church Road Transfer Station Retrofit, Redevelopment & Expansion. (All Directors – Weighted Vote)**

*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.*

#### **Electoral Area 'H' Pilot Yard Waste Program – Progress Report. (All Directors – Weighted Vote)**

*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.*

## **WATER AND WASTEWATER SERVICES**

### **WASTEWATER**

**2009 Water & Sewer Infrastructure Study Grant Applications.** (All Directors – One Vote)

*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. *Forcemains 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 & Surface Water Data*
6. *Web Site Development*
7. *Educational Video Streaming Project*
8. *San Pareil Pump Station and Reservoir Upgrade Pre-Design*

### **WATER**

**Amendment Bylaw No. 947.05 – Fairwinds Sewer Service Boundary Extension.** (All Directors – One Vote)

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

**Surfside Sewer Service – Petition Results for Proposed Boundary Extension.** (All Directors – One Vote)

*That the staff report on the petition results for the proposed Surfside Sanitary Sewer Service Area expansion be received for information and that 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.*

**Surfside Water Service – Reserve Fund Expenditure.** (All Directors – One Vote)

*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.*

**San Pareil Water Service – Security Issuing Bylaw Drawdown.** (All Directors – One Vote)

*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.*

**Nanoose Bay Peninsula Water Service – Reserve Fund Expenditure.** (All Directors – One Vote)

*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.*

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**District 69 Recreation Commission.** (All Directors – One Vote)

- 1. That the minutes of the District 69 Recreation Commission meeting held January 22, 2009 be received for information.*
- 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.** (All Directors – One Vote)

*That the minutes of the Electoral Area ‘H’ Parks and Open Space Advisory Committee meeting held January 21, 2009 be received for information.*

**Regional Solid Waste Advisory Committee.** (All Directors – One Vote)

*That the minutes of the Regional Solid Waste Advisory Committee meeting held January 15, 2009 be received for information.*

**Regional Parks & Trails Advisory Committee.**

(All Directors – One Vote)

*That the minutes of the Regional Parks & Trails Advisory Committee meeting held January 21, 2009 be received for information.*

(All Directors – Weighted Vote)

*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.*

(All Directors – One Vote)

*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. (All Directors – One Vote)**

- 1. That the minutes of the Transit Select Committee meeting held January 22, 2009 be received for information.*
- 2. That the RDN support in principle a gas tax in the Nanaimo Regional Transit System service area that would reduce the need for residential taxes for transit and that RDN staff work with BC Transit and Ministry of Transportation staff to explore alternative funding methods for the Nanaimo Regional Transit System.*
- 3. 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.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Diversion of Wood Waste. (All Directors – One Vote)**

*That staff prepare a report on the implications of diverting waste and the opportunities that are available through private recycling businesses; and further that the report be forwarded to the Regional Solid Waste Advisory Committee for their input and then forwarded to the Committee of the Whole.*

**7.3 EXECUTIVE STANDING COMMITTEE**

**7.4 COMMISSIONS**



**7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS**

**Sustainability Select Committee.** (All Directors – One Vote)

45-46 Minutes of the Sustainability Select Committee meeting held January 21, 2009. (for information)

1. *That the Regional Growth Strategies Review Interim Update report be received and that staff be directed to proceed as outlined in the Summary/Conclusion of the report.*
2. *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.*

**Selection Select Committee.**

Selection Committee Appointments (verbal). (All Directors – One Vote)

**8. ADMINISTRATOR'S REPORTS**

47-60 2009 to 2013 Financial Plan. (All Directors – Weighted Vote)

61-63 Southern Community Sewer Service – District of Lantzville Annual Cost Allocation. (City of Nanaimo, District of Lantzville, EA 'C' – Weighted Vote); (All Directors – One Vote)

64-65 RDN Signing Authorities for General Banking & Investments. (All Directors – Weighted Vote)

66-68 Southern Community Recreation Service – 2009 Requisition Adjustment. (All Directors – One Vote)

**9. ADDENDUM**

**10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**11. NEW BUSINESS**

**12. BOARD INFORMATION (Separate enclosure on blue paper)**

**13. ADJOURNMENT**

**14. IN CAMERA**

*That pursuant to Sections 90(1) (a) and (e) of the Community Charter the Board proceed to an In Camera meeting to consider items related to committee appointments and land acquisition*

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE REGULAR MEETING OF THE BOARD OF THE REGIONAL DISTRICT OF NANAIMO HELD ON TUESDAY, JANUARY 27, 2009, AT 7:00 PM IN THE RDN BOARD CHAMBERS

#### Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director E. Mayne	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haimé	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director L. Sherry	City of Nanaimo

#### Also in Attendance:

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

#### DELEGATIONS

##### **Roger McDonell and Michael Wansink, Vancouver Island North Film Commission, re Regional Funding Strategy.**

Mr. McDonell provided a power point presentation of the Vancouver Island North Film Commission's 5 year business plan as well as achievements and potential for growth of the film industry on Vancouver Island. The Film Commission also put forward a funding request in the amount of \$50,000 for the Board's consideration.

**Gail Adrienne & Ron Tanasichuk, Nanaimo & Area Land Trust, re 2008 Annual Report and Request for Renewed Annual Funding.**

Mr. Tanasichuk provided information with respect to NALT's 2008 Annual Report, an update on current and proposed projects and a request for funding in the amount of \$30,000 for 2009. An information package was distributed to Board members for their review.

**BOARD MINUTES**

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Inaugural Board meeting held December 9, 2008 and the Special Board meeting held January 13, 2009 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Ole & Bernice Lind, re Development Variance Permit Application No. 90824 – 3606 Allsop Road – Area 'C'.**

MOVED Director Bartram, SECONDED Director Holdom, that the correspondence from Ole and Bernice Lind regarding Development Variance Permit Application No. 90824 be received.

CARRIED

**Lana & Richard Cuddeford, re Development Variance Permit Application No. 90824 – 3606 Allsop Road – Area 'C'.**

MOVED Director Bartram, SECONDED Director Holdom, that the correspondence from Lana and Richard Cuddeford regarding Development Variance Permit Application No. 90824 be received.

CARRIED

**Karen Grady & Daniel Fortin, re Development Variance Permit Application No. 90824 – 3606 Allsop Road – Area 'C'.**

MOVED Director Bartram, SECONDED Director Holdom, that the correspondence from Karen Grady and Daniel Fortin regarding Development Variance Permit Application No. 90824 be received.

CARRIED

**Giles Wendling, re Development Variance Permit Application No. 90824 – 3606 Allsop Road – Area 'C'.**

MOVED Director Bartram, SECONDED Director Holdom, that the correspondence from Giles Wendling regarding Development Variance Permit Application No. 90824 be received.

CARRIED

**Edward & Sylvia Noble, re Development Variance Permit Application No. 90823 – 1751 Admiral Tryon Blvd. – Area 'G'.**

MOVED Director Bartram, SECONDED Director Holdom, that the correspondence from Edward and Sylvia Noble regarding Development Variance Permit Application No. 90823 be received.

CARRIED

**M. J. McMillan, re Development Variance Permit Application No. 90823 – 1751 Admiral Tryon Blvd. – Area ‘G’.**

MOVED Director Bartram, SECONDED Director Holdom, that the correspondence from M.J. McMillan regarding Development Variance Permit Application No. 90823 be received.

CARRIED

**UNFINISHED BUSINESS**

**For Adoption.**

**Bylaw No. 500.326.**

MOVED Director Bartram, SECONDED Director Holme, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007” be adopted.

CARRIED

**STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Bartram, SECONDED Director Holme, that the minutes of the Electoral Area Planning Committee meeting held January 13, 2009 be received for information.

CARRIED

**PLANNING**

**AMENDMENT APPLICATIONS**

**Zoning Amendment Application No. ZA0802 – Morgan – 1170 Spider Lake Road – Area ‘H’.**

MOVED Director Bartram, SECONDED Director Burnett, that Zoning Amendment Application No. ZA0802 as submitted on behalf of D. Morgan to rezone Lot 20, Block 360, Newcastle District, Plan 37698 from Subdivision District ‘B’ to Subdivision District ‘CC’ be approved to proceed to public hearing subject to the conditions included in Schedule No. 1.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.347, 2009” be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.347, 2009” proceed to public hearing.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that the public hearing on “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.347, 2009” be delegated to Director Bartram or his alternate.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that staff be directed to prepare required amendments to "Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989" to include the parent parcel within a Building Inspection Service Area.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that staff be directed to schedule an Electoral Area Directors Seminar to discuss the relationship between interface fire hazard and zoning.

CARRIED

#### **DEVELOPMENT PERMIT APPLICATIONS**

##### **Development Permit Application No. 60849 – Davis/Murray – 5363 Gainsberg Road – Area 'H'.**

MOVED Director Bartram, SECONDED Director Holme, that Development Permit Application No. 60849, to construct a dwelling unit and detached garage within the Hazard Lands Development Permit Area pursuant to "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2003", for the property legally described as Lot 3, District Lot 1, Newcastle District, Plan 20442 be approved subject to the conditions outlined in Schedules No. 1 to 4.

CARRIED

#### **DEVELOPMENT VARIANCE PERMIT APPLICATIONS**

##### **Development Variance Permit Application No. 90823 – Ballard – 1751 Admiral Tryon Blvd – Area 'G'.**

MOVED Director Bartram, SECONDED Director Burnett, that Development Variance Permit Application No. 90823 submitted by Fern Road Consulting Ltd. for the property legally described as Lot 26, District Lot 28, Nanoose District, Plan VIP62528 be approved subject to Schedules No. 1 to 3 of the staff report and consideration of comments received as a result of notification of adjacent owners/occupants.

CARRIED

##### **Development Variance Permit Application No. 90824 – World of Pentecost Church – 3606 Allsop Road – Area 'C'.**

Mr. Scott Henderson raised his concerns with respect to the application and its effect on water consumption. Mr. Henderson also requested that the Regional District regulate more closely, all possible building contraventions in the District.

MOVED Director Young, SECONDED Director Burnett, that Development Variance Permit Application No. 90824, to vary the maximum height of a dwelling from 8.0 metres to 9.0 metres on the parcel legally described as Lot 7, Section 18, Range 3, Mountain District, Plan 34810 at 3606 Allsop Road, be denied due to the number of comments received as a result of the notification of adjacent property owners/occupants.

CARRIED

#### **COMMITTEE OF THE WHOLE STANDING COMMITTEE**

MOVED Director McNabb, SECONDED Director Bestwick, that the minutes of the Committee of the Whole meeting held January 13, 2009 be received for information.

CARRIED

***COMMUNICATIONS/CORRESPONDENCE***

**Randy O'Donnell, re Local Government Tax Concerns.**

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

CARRIED

**Eydic Fraser, AVICC, re 2009 AGM Resolutions.**

MOVED Director McNabb, SECONDED Director Burnett, 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 Bestwick, SECONDED Director Johnstone, 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 Burnett, 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 McNabb, SECONDED Director Ruttan, 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’.**

This item has been withdrawn.

**District of Lantzville Service Agreements.**

MOVED Director Haime, SECONDED Director Holdom, 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 McNabb, SECONDED Director Johnstone, 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 McNabb, 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 McNabb, 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 Westbroek, SECONDED Director McNabb, 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

**UTILITIES**

**Drinking Water Protection Advisory Committee.**

MOVED Director Bartram, SECONDED Director Mayne, 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 – Bylaw No. 791.17.**

MOVED Director Holme, SECONDED Director Burnett, that “Rural Streetlighting Local Service Area Amendment Bylaw No. 791.17, 2009” be referred back to staff.

CARRIED

**Estimated Costs to Service West Bay Estates with Community Sewers.**

MOVED Director Holme, SECONDED Director Biggemann, 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 Westbroek, 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 Biggemann, 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 Ruttan, that the Board direct staff to arrange a public information meeting for the property owners of the Madrona and Wall Beach neighbourhood to present the updated costs to service the area with community sewers.

CARRIED

**LIQUID WASTE**

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

MOVED Director Sherry, SECONDED Director Haime, 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

***RECREATION AND PARKS SERVICES***

**PARKS**

**Parks Operations Building.**

MOVED Director McNabb, SECONDED Director Burnett, 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 Holme, SECONDED Director McNabb, 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 Holme, SECONDED Director Young, 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 Holme, SECONDED Director Bestwick, 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 Biggemann, that the minutes of the District 69 Recreation Commission meeting held December 4, 2008 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbroek, 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 Westbroek, 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 requisition 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 Green Space Advisory Committee.**

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

CARRIED

***Walk Way Proposal – Foulds Subdivision to Coburn Road.***

MOVED Director Bartram, SECONDED Director Kipp, 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 Holdom, SECONDED Director Ruttan, 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 Space Advisory Committee.**

MOVED Director Rudischer, SECONDED Director Bartram, that staff prepare a terms of reference for the Electoral Area 'B' Parks and Open Space 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 Bestwick, 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

**SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS**

**Regional Liquid Waste Advisory Committee.**

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

CARRIED

**District 69 Community Justice Select Committee.**

MOVED Director Biggemann, SECONDED Director McNabb, that the minutes of the District 69 Community Justice Select Committee meeting held January 20, 2009 be received for information.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the annual funding amount for the Victim Services and Community Justice programs remain at the current level of \$55,000.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that staff indicate in correspondence to the RCMP the reasons that additional funding cannot be provided at this time, and advise them that this Committee will review the detailed statistical reports of these two programs when they are submitted in 2009 to consider any future tax increases for funding.

CARRIED

MOVED Director Biggemann, SECONDED Director Westbrook, that staff prepare a resolution for consideration by the Board at a Special Board meeting on February 10, 2009, for submission to the AVICC concerning the inefficiencies of the court system, the administrative overload required by RCMP personnel in preparing for prosecutions, and the increasing costs of these inefficiencies upon the BC Taxpayers.

CARRIED

#### **ADMINISTRATOR'S REPORTS**

##### **Regional Landfill Engineering Services Contract Award.**

MOVED Director McNabb, SECONDED Director Johnstone, that XCG Consultants Ltd. be appointed to provide comprehensive engineering services at the Regional Landfill for a three-year term with the option of renewing for an additional two years.

CARRIED

##### **Cedar Road LFG Fourth Amending Agreement.**

MOVED Director Holdom, SECONDED Director Mayne, that the Board approve the Fourth Amending Agreement with Cedar Road LFG Inc.

CARRIED

##### **Church Road Transfer Station Retrofit, Redevelopment & Expansion – Pre-design Cost Estimate.**

MOVED Director Westbrook, SECONDED Director Bestwick, that the Board receive the pre-design cost estimate of \$5.5 million to expand and upgrade the Church Road Transfer Station.

CARRIED

MOVED Director Westbrook, SECONDED Director McNabb, that AECOM (formerly Gartner-Lee Ltd.) continue to provide engineering services related to the retrofit, redevelopment and expansion of the Church Road Transfer Station based on the pre-design cost estimate to the value of \$570,435.

CARRIED

##### **Custom Transit Software Upgrade.**

MOVED Director McNabb, SECONDED Director Westbrook, that the Board approve the implementation of new Custom Transit scheduling software and hardware with an overall budget of \$304,929.00.

CARRIED

MOVED Director McNabb, SECONDED Director Westbrook, that staff be authorized to enter into a contract for the supply of software and associated hardware from Stratagen Software Systems, Inc. at a cost of \$225,758.00.

CARRIED

**Electoral Area 'A' Recreation and Culture Service Delivery Options.**

MOVED Director Burnett, SECONDED Director Kipp, that the Regional District retain a Recreation Coordinator to provide recreation and culture services in Electoral Area 'A'.

CARRIED

**Tender Results – Administration & Transit Buildings.**

Director Young left the meeting citing a possible conflict of interest as her son works for one of the contracting companies.

MOVED Director McNabb, SECONDED Director Westbroek, that the tender for construction of facilities for Administration and Transportation services be awarded to Windley Contracting Ltd. in the amount of \$4,402,233.

CARRIED

MOVED Director McNabb, SECONDED Director Burnett, that a general project contingency of \$400,000 be authorized for these projects.

CARRIED

MOVED Director Ruttan, SECONDED Director Burnett, that "Southern Community Transit Service Reserve Fund Bylaw No. 1564, 2009" be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Burnett, that "Southern Community Transit Service Reserve Fund Bylaw No. 1564, 2009" be adopted.

CARRIED

Director Young returned to the meeting.

**Bylaw No. 1563 – 2009 Parcel Tax Rolls.**

MOVED Director McNabb, SECONDED Director Haime, that the "2009 Parcel Tax Roll Bylaw No. 1563, 2009" be introduced and read three times.

CARRIED

MOVED Director Haime, SECONDED Director Mayne, that the "2009 Parcel Tax Roll Bylaw No. 1563, 2009" be adopted.

CARRIED

MOVED Director Haime, SECONDED Director Mayne, that the Board appoint the Deputy Chairperson, the Senior Manager, Corporate Administration and the General Manager, Finance and Information Services to preside as the 2009 parcel tax review panel.

CARRIED

**2009 Proposed Budget Overview.**

The General Manager of Finance and Information Services provided a power point summary of the proposed 2009 budget.

MOVED Director Holme, SECONDED Director McNabb, that the 2009 proposed budget report be received for information and be forwarded for further discussion to a special Committee of the Whole meeting to be held Tuesday, February 3, 2009.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Vancouver Island North Film Commission Request for Funds.**

MOVED Director Westbroek, SECONDED Director Burnett, that the request for funding from the Vancouver Island North Film Commission be referred to staff for further information.

CARRIED

**NEW BUSINESS**

**Federation of Canadian Municipalities Conference.**

MOVED Director Bartram, SECONDED Director Young, that funds to allow attendance of two additional Directors at the Federation of Canadian Municipalities Conference be included in the proposed 2009 Budget.

CARRIED

**IN CAMERA**

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

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 9:15 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SPECIAL BOARD MEETING  
HELD ON TUESDAY, FEBRUARY 10, 2009, AT 8:37 PM  
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
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director E. Mayne	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director L. McNabb	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director B. Holdom	City of Nanaimo

**Also in Attendance:**

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

**STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND  
RECOMMENDATIONS**

**EXECUTIVE STANDING COMMITTEE**

*From the In Camera Executive Committee meeting held January 28, 2009.*

MOVED Director Bartram, SECONDED Director Johnstone, that the Deputy Chair of the Board be compensated for monthly meetings attending with the Chair and the Chief Administrative Officer to review the Committee of the Whole/Board agenda, at the rate of \$70 per meeting, pursuant to Section 2 – Other Meetings, of the Board Remuneration Bylaw No. 1078.

CARRIED

## **ADMINISTRATOR'S REPORTS**

### **AVICC Resolution – VIA Rail.**

MOVED Director Bartram, SECONDED Director Burnett, that the attached resolution requesting VIA Rail to 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 be approved and forwarded to the Association of Vancouver Island Coastal Communities Conference.

WHEREAS VIA Rail is to provide a passenger train service for Vancouver Island;

AND WHEREAS the current schedule only provides one-way departures between Victoria and Courtenay for same day travel and does not provide morning departure for travel south between Courtenay and Victoria;

AND WHEREAS VIA Rail has restricted the ability for passengers to be picked up and dropped off at unscheduled locations;

THEREFORE BE IT RESOLVED 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 alternative for Vancouver Island Communities.

CARRIED

### **AVICC Resolution – District 69 Community Justice.**

MOVED Director Westbrook, SECONDED Director Bartram, that the Board endorse the attached resolution for submission to the upcoming Association of Vancouver Island and Coastal Communities Conference concerning the inefficiencies of the court system, the administrative overload required by RCMP personnel in preparing for prosecutions, and the increasing costs of these inefficiencies upon the BC Taxpayers.

WHEREAS in response to requests for more police presence in our communities, local governments are frequently told that case preparation and court time for minor offences reduce the time available for community policing;

AND WHEREAS local governments are called on increasingly to provide funding for Victim Services and Restorative Justice programs which help reduce the case management and court attendance time for police staff;

AND WHEREAS despite these efforts by communities the court system requires increasing attendance by police staff;

THEREFORE BE IT RESOLVED that the Provincial Government find more efficient and effective ways to address delays in the court system in order to reduce the administration impact on police services and thereby improve overall police services to our communities.

CARRIED



**IN CAMERA**

MOVED Director McNabb, SECONDED Director Van Eynde, that pursuant to Section 90(1) (a) and (e) of the *Community Charter* the Board proceed to an In Camera meeting to consider items related to committee appointments and land acquisition.

CARRIED

**ADJOURNMENT**

MOVED Director McNabb, SECONDED Director Van Eynde, that this meeting adjourn to allow for an In Camera Committee of the Whole meeting.

CARRIED

**TIME:** 8:43 PM

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CHAIRPERSON

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SR. MGR, CORPORATE ADMINISTRATION



SCHOOL DISTRICT No. 69 (QUALICUM)

RDW REC & PARKS	
GM R & F	CAO
MGR Parks	MGR Rec
Admin	Finance
FEB - 6 2009	
Parks	Rec
POSAC	Commission
Director	Other

January 28, 2009

Mr. Frank Van Eynde, Chair  
 District 69 Recreation Commission  
 PO Box 1119  
 Parksville, BC V9P 2H2

Dear Chair Eynde:

I wish to advise you that, further to School District No. 69 (Qualicum) Board Bylaw No. 4: *Appointment of Trustee Representatives*, Trustee Bill Preston will be the Board's representative to the District 69 Recreation Commission for 2009.

Trustee Preston can be contacted via e-mail at [bpreston@sd69.bc.ca](mailto:bpreston@sd69.bc.ca) or telephone at 250-752-8486.

Also, Board Chair Eve Flynn has been appointed as the Board's alternate representative. Trustee Flynn can be contacted via e-mail at [eflynn@sd69.bc.ca](mailto:eflynn@sd69.bc.ca) or telephone at 250-468-9650.

Yours truly,

Mrs. Bernice Hannam  
 Secretary Treasurer

File: 0250-20

Feb. 11, 2009

Mr. Joe Stanhope, Chairman,  
Directors,  
Regional District of Nanaimo.

RDN	
CAO	GMF&S
GMDS	GMR&PS
GMES	GNIS
FEB 12 2009	
SMCA	
CHAIR	BOARD

Dear Mr. Stanhope and Directors:

In the matter of the 2009 budget that you are currently deliberating, I know that you face many challenges. At the same time, I would like you to consider the ability, or lack of ability, of many households to cope with property tax increases that are rumored to be in the 12% range. You must know that there is a growing number of citizens on fixed incomes, citizens who have seen their retirement income disappear and citizens who have lost or are going to lose their jobs.

In my own situation, 2 years away from the age of 80, I live on a fixed income with no chance of a 12% increase. Any increase will be minimal at best and we all face increasing costs of basic living, vehicles that are wearing out, and yet our homes should offer some security.

You talk of affordable housing, but affordable property tax is an integral part of this. My challenge to you then is to keep residential property tax at the same level as last year.

As far as the \$25.00 parcel tax for the "Water" program is concerned, Bylaw 1556 was not presented as a money bylaw, and only 3,159 out of a potential 30,000 voters approved it. We already know the threats to aquifers and how to protect them, and we could encourage the use of roof water and collection systems, so why don't we just do it and save a few million dollars.

Yours Sincerely



Phil Marchant  
950 Carmen Crescent,  
Gabriola Island, B.C. V0R1X2

# B.C. Ferry Authority

OFFICE OF THE CHAIR

RDN			
CAO	<input checked="" type="checkbox"/>	GMF&IS	
GMDS		GMR&PS	
GMES		GMTS	
FEB 12 2009			
SMCA			
CHAIR		BOARD	<input checked="" type="checkbox"/>
<i>Corr.</i>			

1112 Fort Street  
Victoria, BC V8V 4V2  
Tel (250) 978-1377  
Fax (250) 978-1953

February 12, 2009

Craig Anderson, Chair  
Strathcona Regional District  
600 Comox Road  
Courtenay, BC  
V9N 3P6

Fred Bates, Chair  
Comox Valley Regional District  
600 Comox Road  
Courtenay, BC  
V9N 3P6

Joe Stanhope, Chair  
Nanaimo Regional District  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2

Collin Palmer, Chair  
Powell River Regional District  
5776 Marine Avenue  
Powell River, BC  
V8A 2M4

Hira Chopra, Chair  
Alberni-Clayoquot Regional District  
3008 - 5<sup>th</sup> Avenue  
Port Alberni, BC  
V9Y 2E3

## APPOINTMENT TO THE B.C. FERRY AUTHORITY BOARD OF DIRECTORS

I am writing, on behalf of the B.C. Ferry Authority, to advise you that the review of the nominations to the Board of Directors received from the Appointment Areas is now complete.

It is my pleasure to announce that the following nominees have been appointed to the Board of B.C. Ferry Authority, effective April 1, 2009:

- Holly Haston-Grant  
Central Vancouver Island & Northern Georgia Strait Appointment Area
- Stephen E. Smith  
Northern Coastal & North Island Appointment Area

Ms. Haston-Grant and Mr. Smith have also been appointed to the Board of Directors of British Columbia Ferry Services Inc.

The Authority was privileged to receive nominations of a high standard. In selecting those nominees to be appointed, the Authority was mindful of the need to ensure that members of the Board, collectively, satisfy the skills and experience profile contained in the Authority's by-laws. The appointments have been made to ensure that this requirement continues to be met.

.../2

February 12, 2009  
Page 2

We appreciate your assistance with this nomination process and extend to you, your administrators and staff, our sincere thanks for working with us to make our appointment process effective.

Sincerely,



Elizabeth J. Harrison, Q.C.  
Chair, Board of Directors

cc: David Hahn, President & CEO  
Cynthia Lukaitis, Vice President & Corporate Secretary  
Bob Harper, Administrator, Alberni-Clayoquot Regional District  
Carol Mason, Chief Administrative Officer, Nanaimo Regional District  
Debra Oakman, Chief Administrative Officer, Comox Valley Regional District  
James Warren, Manager, Legislative Services, Comox & Strathcona Valley  
Regional Districts  
Brian Reardon, Chief Administrative Officer, Strathcona Regional District  
Frances Ladret, Administrator, Powell River Regional District

RDN	
CAO	GMF&IS
GMDS	GMR&PS
GMEB	GMTS
FEB 16 2009	
SMOA	BOARD
STAR	Office



File Number: 278490  
February 10, 2009

P.O. Box 8116, Station A  
Montreal, Quebec  
H3C 3N3  
Tel: 1-800-681-2561 Ext. 6241  
(514) 871-6241  
Fax: (514) 871-6104

C.P. 8116, Succursale A  
Montréal, Québec  
H3C 3N3  
Tél: 1-800-681-2561 Poste 6241  
(514) 871-6241  
Fax: (514) 871-6104

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

Email: customer\_relations@viarail.ca  
Courriel: relations\_clientele@viarail.ca  
Customer Relations      Relations avec la clientèle

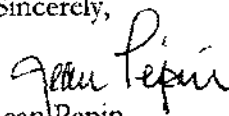
Dear Mr. Stanhope:

Thank you for your letter of last October 17, 2008, concerning your request that VIA Rail Canada consider providing additional passenger service stops on VIA's *Malabar* service between Victoria and Nanaimo. I apologize for the delay in responding.

Your request to consider Bowser specifically as well as and other possible stops was submitted to our regional customer advocacy group for consideration. Unfortunately and after verification, there are no requests that we can recall that would justify the addition of a stop at Bowser, which is approximately 5 miles away from Dunsmuir. However, our regional group will keep this request in mind during their next schedule review so as to evaluate if some stops may have lost relevance while others have gained relevance as in some cases schools or camps have closed and have made certain stops irrelevant and unused.

We regret that the current schedule does not suit the needs of all your constituents. Schedules are made with an objective of increasing ridership by responding to the needs of the market and better serving the majority of our customers. Our schedules are reviewed periodically in an attempt to match customer demand as perceived through marketing surveys and ridership studies, according to the options presented by VIA resources and constraints. We realize that every schedule has some drawbacks, and we must select the most convenient for the majority of our customers.

Again, thank you for writing. It would be our pleasure to serve you again soon.

Sincerely,  
  
Jean Pepin  
Customer Relations Officer



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE  
MEETING HELD ON TUESDAY, FEBRUARY 10, 2009, AT 6:30 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

Director D. Bartram	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Director J. Stanhope	Electoral Area G
Director T. Westbrook	Town of Qualicum Beach
Director L. Sherry	City of Nanaimo

**Also in Attendance:**

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

**CALL TO ORDER**

The Chairperson welcomed Alternate Director Van Eynde to the meeting.

**MINUTES**

MOVED Director Stanhope, SECONDED Director Van Eynde, that the minutes of the Electoral Area Planning Committee meeting held January 13, 2009 be adopted.

CARRIED

**PLANNING**

***AMENDMENT APPLICATIONS***

**Zoning Amendment Application No. ZA0705 – Signal Road Pharmacy Ltd. & Walbern Ventures Inc. – Claudet & Prawn Roads – Area ‘E’.**

MOVED Director Van Eynde, SECONDED Director Biggemann, that the minutes of the Public Information Meeting held on October 1, 2008 be received.

CARRIED

MOVED Director Van Eynde, SECONDED Director Biggemann, that Zoning Amendment Application No. ZA0705 as submitted by Sims Associates, BCLS, on behalf of Signal Road Pharmacy Ltd. (an Alberta Company) & Walbern Ventures Inc., Inc. No. A58712 to rezone Lot 1, District Lot 84, Nanoose District, Plan 47545 from Rural 5 Subdivision District ‘D’ (RUSD) and Lot 2, Plan 47545, and Lot A, Plan VIP80224, both of District Lot 84, Nanoose District, from Resource Management 3 Subdivision District B (RM3B) to Rural 10 (RU10) Subdivision District ‘Z’ (No Further Subdivision) be approved to proceed to public hearing subject to the conditions included in Schedule No. 1.

CARRIED

MOVED Director Van Eynde, SECONDED Director Biggemann, that "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.348, 2009" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Van Eynde, SECONDED Director Biggemann, that "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.348, 2009" proceed to Public Hearing.

CARRIED

MOVED Director Van Eynde, SECONDED Director Biggemann, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.348, 2009" be delegated to Director Holme or his alternate.

CARRIED

***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. 60846 – Reid – 4179 Island Highway West – Area 'G'.**

MOVED Director Stanhope, SECONDED Director Young, that Development Permit No. 60846 submitted by Helen Sims of Fern Road Consulting Ltd. for the development of two residential lots within the Hazard Lands Development Permit Area for the parcel legally described as Lot A, District Lot 73, Newcastle District, Plan 14420 be approved, subject to the conditions outlined in Schedule No. 1.

CARRIED

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variances Application No. 60901 – Brown/Reynolds – 1995 Walsh Road – Area 'A'.**

MOVED Director Burnett, SECONDED Director Young, that Development Permit with Variances Application No. 60901, to legalize the siting of an existing garage on the property legally described as Lot 3, Section 16, Range 8, Cranberry District, Plan 25384, be approved subject to the conditions outlined in Schedules No. 1 to 4 and the notification requirements of the *Local Government Act*.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. 90817 – Dubyna – 2520/2528 East Wellington Road – Area 'C'.**

MOVED Director Young, SECONDED Director Van Eynde, that Development Variance Permit Application No. 90817 submitted by JE Anderson, BCLS, on behalf of R. Dubyna, in conjunction with the parcel legally described as Parcel A (DD 9237N) of Section 13, Range 5, Mountain District With Exceptions be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report and to the notification procedure pursuant to the *Local Government Act*.

CARRIED

**ADJOURNMENT**

MOVED Director Van Eynde, SECONDED Director Stanhope, that this meeting terminate.

CARRIED

**TIME: 6:43 PM**

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CHAIRPERSON



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, FEBRUARY 3, 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 M. Unger	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
M. Pearse	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. Thorkelsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
N. Tonn	Recording Secretary

**CALL TO ORDER**

The Chairperson welcomed Alternate Director Unger to the meeting.

***CORPORATE ADMINISTRATION SERVICES***

**2009 Departmental Work Plans.**

MOVED Director McNabb, SECONDED Director Holme, that the Board receive, for information, the department work plans for 2009.

CARRIED

***FINANCE AND INFORMATION SERVICES*****FINANCE****2009 Proposed Budget Overview.**

MOVED Director Westbrook, SECONDED Director Burnett, that the operating grant to Nanaimo Area Land Trust (NALT) of \$30,000 be added to the Regional Parks Operations Service budget.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the Community/Youth Grants be maintained at the current level of \$62,500.

CARRIED

MOVED Director McNabb, SECONDED Director Biggemann, that the operating grant to Arrowsmith Community Enhancement Society (ACES) be increased by \$6,000 and be included in the D69 Recreation Coordinating Service budget.

DEFEATED

MOVED Director Bartram, SECONDED Director Rudischer, that the consulting service budget amount of \$136,000 for Drinking Water Protection remain in the 2009 budget.

CARRIED

MOVED Director McNabb, SECONDED Director Holme, that the marketing budget item of \$42,255 be decreased by \$20,000 in the Southern/Northern Community Transit Service budget.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that bus stop trip marker replacement budget item of \$18,750 be decreased by \$9,375 in the Southern/Northern Community Transit Service budget.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that the Community/Youth Grants budget item remain at \$62,500 in the D69 Recreation Service budget.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that the requisition for General Grants in Aid budget be approved at \$18,000.

CARRIED

MOVED Director Young, SECONDED Director Bartram, that the interpretive sign for an Area 'C' new park budget item be decreased by \$12,500 in the Electoral Area 'C' Community Park Service budget.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that the grant to Nanoose Bay Elementary PAC for accessible playground budget item remain at \$25,000 in the Electoral Area 'E' Community Park Service budget.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the \$25,000 community group grant to build a community hall in the Electoral Area 'F' Community Park Service budget be deferred.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the park development budget item be decreased by \$10,000 in the Electoral Area 'H' Community Park Service budget.

CARRIED

MOVED Director Johnstone, SECONDED Director Holme, that the lawn mower/Gator ATV replacement budget item in the amount of \$80,000 in the Solid Waste Management Service budget be deferred.

CARRIED

MOVED Director Holme, SECONDED Director Mayne, that the vehicle replacement budget item be decreased by \$30,000 to allow for the replacement of only one vehicle in the Water/Sewer Utilities Service budget.

CARRIED

MOVED Director Holme, SECONDED Director Westbrook, that the water testing station budget item remain at \$19,500 in the Water Utilities Service budget.

CARRIED

MOVED Director Young, SECONDED Director Ruttan, that the SCADA budget item of \$17,350 in the Water Utilities Service budget be deferred.

CARRIED

MOVED Director Westbrook, SECONDED Director Ruttan, that the seismic analysis budget item \$20,000 in the Northern Community Wastewater Service budget be deferred.

CARRIED

MOVED Director Westbrook, SECONDED Director McNabb, that the annual benchmarking fee and the ISO certification audit budget items in the Northern Community Wastewater Service budget remain at \$4,800 and \$2,800 respectively.

CARRIED

MOVED Director Holme, SECONDED Director Mayne, that the odour control at the Hall Road pump station budget item of \$70,000 in the Northern Community Wastewater Service budget be deferred.

CARRIED

MOVED Director Westbrook, SECONDED Director Unger, that the septage metering station budget item of \$150,000 in the Northern Community Wastewater Service budget be completed over two years and the budget be reduced by \$75,000 in 2009.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that the seismic analysis budget item in the Southern Community Wastewater Service budget remain at \$30,000.

CARRIED

MOVED Director Kipp, SECONDED Director Holdom, that the survey of the interceptor line budget item in the Southern Community Wastewater Service budget remain at \$10,000.

CARRIED

MOVED Director Sherry, SECONDED Director Ruttan, that the odour control at the Chase River pump station budget item in the Southern Community Wastewater Service budget remain at \$70,000.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that ISO annual audit budget item in the Southern Community Wastewater Service budget remain at \$7,000.

CARRIED

MOVED Director McNabb, SECONDED Director Johnston, that the shop floor sweeper budget item of \$18,000 in the Southern/Northern Community Transit Service budget be deferred for one year.

CARRIED

MOVED Director Kipp, SECONDED Director Burnett, that the part time clerical (beginning in July 2009) position in the Bylaw Enforcement/Emergency Planning Services budgets be approved.

CARRIED

MOVED Director Westbrook, SECONDED Director McNabb, that the Human Resources Advisor position (beginning in July 2009) in the Corporate Services budget be approved.

CARRIED

MOVED Director Holdom, SECONDED Director Unger, that the Equipment Operator position in the Solid Waste Management Service budget be approved.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that the Program Coordinator position in the Drinking Water Protection Service budget be approved.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Parks Planner position (June 2009) in the Regional/Community Parks Services budgets be approved.

DEFEATED

MOVED Director McNabb, SECONDED Director Burnett, that the Parks Operations Coordinator position (June 2009) in the Regional/Community Parks Services budgets be approved.

MOVED Director Holme, SECONDED Director Young, that the Parks Planner budget item be reconsidered.

CARRIED

MOVED Director Holme, SECONDED Director Young, that the Parks Planner position (June 2009) in the Regional/Community Parks Services budgets be approved.

CARRIED

MOVED Director Holme, SECONDED Director Westbrook, that the Parks Operations Coordinator position (June 2009) in the Regional/Community Parks Service budgets be deferred for one year.

CARRIED

MOVED Director Bartram, SECONDED Director Young, that the Superintendent position in the Ravensong Aquatic Center Service budget be approved.

CARRIED

MOVED Director Westbrook, SECONDED Director Ruttan, that the Body Shop Person position in the Southern/Northern Community Transit Service budget be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Westbrook, that the 2009 proposed budget be approved as presented with amendments as approved at the February 3, 2009 Special Committee of the Whole meeting.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 8:30 PM

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CHAIRPERSON

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, FEBRUARY 10, 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
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director E. Mayne	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director I. Sherry	City of Nanaimo
Director B. Bestwick	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

#### Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	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. Thorkelsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
N. Tonn	Recording Secretary

#### CALL TO ORDER

The Chairperson welcomed Alternate Directors Van Eynde and Pattje to the meeting.

#### DELEGATIONS

##### **Mr. Dave Buck, re Parkland Donation.**

Mr. Buck provided an overview of his proposal for subdivision and donation of parkland for his property at 3210 Jingle Pot Road. Written reference material was also distributed to the Board for their information.

**Mr. Kris Obrigewitsch, International Composting Corporation, re Organic Waste Treatment and the Zero Waste Initiative.**

Mr. Obrigewitsch provided a power point presentation on the history of the International Composting Corporation and it's working relationship with the RDN with a summary of their accomplishments in composting and their proposal to move forward through the addition of a gasification process.

**Mr. John Cheek, Nanaimo Wood Products Recycling Ltd., re Diversion of Wood Waste and Asphalt Shingles from RDN Disposal Facilities.**

Mr. Cheek provided background information on the Nanaimo Wood Products Recycling service including a number of items which are being accepted for recycling at this establishment. Mr. Cheek requested that the Board consider banning asphalt shingles from the landfill and extending the ban on wood to promote these products as recyclable goods.

**MINUTES**

MOVED Director McNabb, SECONDED Director Van Eynde, that the minutes of the Committee of the Whole meeting held January 13, 2009 be adopted.

CARRIED

***CORPORATE ADMINISTRATION SERVICES***

**Snuneymuxw First Nations Protocol Agreement.**

MOVED Director McNabb, SECONDED Director Holdom, that the Protocol Agreement between the Snuneymuxw First Nations and the Regional District of Nanaimo be approved as presented.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the Protocol Agreement Working Group Terms of Reference be approved as presented.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that Katherine Gordon be contracted on a per meeting basis to provide facilitation and administrative support to the Protocol Agreement Working Group.

CARRIED

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

**Amendment Bylaw No. 1385.04 – Bow Horn Bay Fire Protection Service Boundary Reduction.**

MOVED Director Bartram, SECONDED Director Rudischer, 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.

CARRIED

**Bylaw No. 1557 – To Establish Development Cost Charges for the Barclay Crescent Sewer Service.**

MOVED Director Bartram, SECONDED Director McNabb, 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.

CARRIED

***DEVELOPMENT SERVICES***

**BUILDING & BYLAW**

**Property Maintenance Contravention – 1415 Spruston Road – Area ‘C’.**

Mr. Uzelac requested a one month extension to allow him to complete the required work on his property.

MOVED Director Young, SECONDED Director Burnett, that should this matter not be rectified by March 31, 2009 pursuant to “Unsightly Premises Regulatory Bylaw No. 1073, 1996”, the Board direct 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.

CARRIED

**PLANNING**

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

MOVED Director Young, SECONDED Director Burnett, 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.

CARRIED

***RECREATION AND PARKS SERVICES***

**PARKS**

**Land Acquisition Process – Policy A1.21.**

MOVED Director McNabb, SECONDED Director Bartram, that the Land Acquisition Process Policy A1.21 be adopted as revised in Appendix I.

CARRIED

**Electoral Area Parks and Open Space Advisory Committees – Terms of Reference.**

MOVED Director Bartram, SECONDED Director Rudischer, 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’

CARRIED

MOVED Director Bartram, SECONDED Director Rudischer, that the Terms of Reference for the Electoral Area ‘B’ Parks and Open Space Advisory Committee as shown in Appendix II be approved.

CARRIED



***TRANSPORTATION AND SOLID WASTE SERVICES***

**SOLID WASTE**

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

MOVED Director Sherry, SECONDED Director Holdom, 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.

CARRIED

**Electoral Area ‘H’ Pilot Yard Waste Program – Progress Report.**

MOVED Director Bartram, SECONDED Director Burnett, 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.

CARRIED

***WATER AND WASTEWATER SERVICES***

**WASTEWATER**

**2009 Water & Sewer Infrastructure Study Grant Applications.**

MOVED Director Van Eynde, SECONDED Director Bestwick, 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. Forcemains 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

CARRIED

**WATER**

**Amendment Bylaw No. 947.05 – Fairwinds Sewer Service Boundary Extension.**

MOVED Director Van Eynde, SECONDED Director McNabb, that “Fairwinds Sewerage Facilities Local Service Area Amendment Bylaw No. 947.05, 2009” be introduced and read three times.

CARRIED

**Surfside Sewer Service – Petition Results for Proposed Boundary Extension.**

MOVED Director Westbroek, SECONDED Director Sherry, that the staff report on the petition results for the proposed Surfside Sanitary Sewer Service Area expansion be received for information and that 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.

CARRIED

**Surfside Water Service – Reserve Fund Expenditure.**

MOVED Director McNabb, SECONDED Director Bartram, 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.

CARRIED

**San Pareil Water Service - Security Issuing Bylaw Drawdown.**

MOVED Director Johnstone, SECONDED Director McNabb, 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.

CARRIED

**Nanoose Bay Peninsula Water Service – Reserve Fund Expenditure.**

MOVED Director Van Eynde, SECONDED Director Bestwick, 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.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**District 69 Recreation Commission.**

MOVED Director Bartram, SECONDED Director Van Eynde, that the minutes of the District 69 Recreation Commission meeting held January 22, 2009 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Van Eynde, 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

MOVED Director Bartram, SECONDED Director Van Eynde, 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 Director Bartram, SECONDED Director Van Eynde, 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

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

CARRIED

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

MOVED Director Bartram, SECONDED Director Holdom, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held January 21, 2009 be received for information.

CARRIED

**Regional Solid Waste Advisory Committee.**

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the Regional Solid Waste Advisory Committee meeting held January 15, 2009 be received for information.

CARRIED

**Regional Parks and Trails Advisory Committee.**

MOVED Director McNabb, SECONDED Director Biggemann, that the minutes of the Regional Parks & Trails Advisory Committee meeting held January 21, 2009 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, 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

MOVED Director McNabb, SECONDED Director Holdom, 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

**Transit Select Committee.**

MOVED Director McNabb, SECONDED Director Burnett, that the minutes of the Transit Select Committee meeting held January 22, 2009 be received for information.

CARRIED

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

MOVED Director Bartram, SECONDED Director Burnett, that the words "in the Nanaimo Regional Transit System service area" be inserted between the words "tax" and "that".

CARRIED

The question was called on the motion as amended.

The motion CARRIED.

MOVED Director McNabb, SECONDED Director Holdom, 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

**Sustainability Select Committee.**

MOVED Director Burnett, SECONDED Director Holdom, that the minutes of the Sustainability Select Committee meeting held January 21, 2009 be received for information.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Diversion of Wood Waste.**

MOVED Director Westbroek, SECONDED Director Young, that staff prepare a report on the implications of diverting waste and the opportunities that are available through private recycling businesses; and further that the report be forwarded to the Regional Solid Waste Advisory Committee for their input and then forwarded to the Committee of the Whole.

CARRIED

**ADJOURNMENT**

MOVED Director McNabb, SECONDED Director Johnstone, that this meeting terminate.

CARRIED

TIME: 8:36 PM

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CHAIRPERSON

## 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. Thor kelsson	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

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CHAIRPERSON



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**MEMORANDUM**

**TO:** C. Mason  
Chief Administrative Officer

**DATE:** February 14, 2009

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

**FILE:**

**SUBJECT:** 2009 to 2013 Financial Plan

**PURPOSE:**

To present an update on amendments to the 2009 budget and an outline of the 2009 to 2013 financial plan.

**BACKGROUND:**

The Board reviewed the preliminary 2009 budget in January and forwarded further discussion to a special Committee of the Whole on February 3, 2009. At that meeting a number of changes were recommended which are summarized below:

**Additions:**

Regional Parks	\$ 30,000	Nanaimo Area Land Trust operating grant
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**Deletions:**

Regional/Community Park	\$ (44,825)	Defer Parks Operations Coordinator for one year
Transportation Services	\$ (47,375)	Reduced marketing and bus stop information post upgrades, defer equipment purchase
Community Parks		
Electoral Area C	\$ (12,500)	Reduce funds for interpretive sign at new park
Electoral Area H	\$ (10,000)	Reduce general allowance for park development
Water/Sewer Utilities	\$ (30,000)	Defer vehicle purchase
Solid Waste Management	\$ (80,000)	Defer equipment purchases
Northern Community Wastewater	\$ (165,000)	Defer capital projects/run projects over two years
<b>Total Deletions</b>	<b>\$ (389,700)</b>	

Subsequent to the February 3<sup>rd</sup> meeting and following additional year end accounting work, a few further refinements have been found necessary. An increase of \$10,000 has been made to the Oceanside Multiplex tax requisition because the year end surplus is somewhat less than expected. The overall tax revenues for the Regional District are now projected at \$31,536,085, down from \$31,899,335.

## **FINANCIAL PLAN OVERVIEW:**

### **Appendix A**

This schedule shows the overall financial plan summary. Total tax revenues are forecast at \$41.6 million dollars by 2013. This represents an increase of about 8% in each year of the plan.

### **Appendices B through F**

These schedules list the tax revenues for each service provided by the Regional District between 2009 to 2013.

#### ***Appendix B – Corporate Services***

The Corporate Services division oversees general government administration, E911 services and fire/rescue services. The General Administration service tax requisition is projected to increase approximately \$70,000 annually, primarily to cover the cost of repaying the Solid Waste Reserve fund for funds advanced for the administration headquarters building expansion.

The District 69 portion of the North Island E911 service is considerably higher in 2009 than 2008, but is generally projected to increase by 2% to 3% annually thereafter. The increase in 2009 reflects new staffing for the service, resulting from the departure of the long term Fire Dispatch center manager. The person in that position had performed additional technical maintenance tasks which benefitted the Corporation during its early years; however, it is now critical to have other staff trained to fill the technical role for the Corporation in order to ensure continuous coverage for both roles.

Volunteer fire/rescue department requisitions reflect individual needs for capital replacements over the five year horizon. Three significant projects are underway within the fire/rescue service areas. The Dashwood Fire Department – Meadowood firehall is under construction and will be completed by the end of July 2009. A seismic review has been completed for all of the Regional District's rural firehalls and recommendations will be considered by the Board later this spring. Finally, the Board approved in September 2008, proceeding to design work for rebuilding the Nanoose Bay firehall. A specific completion timeframe has not been established for the Nanoose Bay firehall project, as any new construction will involve seeking consent of property owners to finance the project.

#### ***Appendix C – Development Services***

The major operating budgets under Development Services are Building Inspection, Community Planning, Regional Growth Management and Emergency Planning. Community Planning, Regional Growth Management and Emergency Planning are almost entirely supported by property taxes. The tax requisition changes outlined on Appendix C reflect growth over time in all of these programs – Community Planning with respect to the studies and implementation actions arising from Official Community Plans and other policy initiatives related to development approval in the Regional District; Regional Growth Management with respect to an increased emphasis on sustainability initiatives and policy work and Emergency Planning with respect to neighbourhood preparedness and equipment for emergency reception centers.



Building Inspection Services also forecasts an increase in tax revenues by 2013. Currently, areas subject to Building Inspection pay about \$1.50 per \$100,000 of property value – by 2013 the rate is projected to be in the range of \$3.60 per \$100,000. Tax support for this service covers costs not easily recovered from permit processing and includes enforcement follow up on non-compliant permits. The forecast projects flat to declining revenues over the next two years.

#### ***Appendix D – Recreation & Parks Services***

Ravensong Aquatic Center and Oceanside Place are the two major public recreation facilities owned and operated by the Regional District. Operating maintenance, energy costs and longer term capital replacements are critical to public and employee safety at these facilities. A 2008 Power Smart audit of Oceanside Place reported that this relatively new facility is highly energy efficient. Despite this, energy costs were significantly higher overall in 2008 than expected - \$185,000 compared to a budget of \$164,000. Results were similar for the aquatic center. Both of these operating budgets project 12% increases for 2010 and increases between 4% and 8% annually to 2013.

Regional Parks Operations – Operating costs for this service are projected to increase by 23% in 2009 and 13.9% in 2010 before declining to increases averaging 6% up to 2013. For 2009/2010 the Regional District has commitments to prepare several management plans for its inventory of regional parks and most of those will be complete within two years. New costs have also been budgeted for the Arrowsmith Massif and Coats Marsh regional parks. The budget forecast is predicated on one new park per year at a start up cost of about \$15,000 - \$20,000. What is difficult to predict is the level of further development desired for existing and new parks. Operating costs to provide and maintain interpretive and directional signs, develop and maintain trail surfaces and improve regional campground facilities are predicated on a minimal level of park development in this plan.

#### ***Appendix E – Transportation & Solid Waste Management***

##### **Transportation Services:**

As outlined in previous reports, property taxes supporting public transit will increase in tandem with planned expansions in each year of the five year forecast. In fact the current Transit Business Plan has a ten year horizon with the ambitious goal of doubling transit ridership over that period.

##### **Solid Waste Management:**

The Solid Waste Management service is almost entirely funded by disposal fees generated at the regional landfill and transfer station locations. The service generates approximately \$9.3 million annually from disposal fees.

The management of landfills and transfer stations is an increasingly complex business proposition. The department is overseeing the construction of a gas recovery facility at the regional landfill which is expected to eventually deliver hydro electricity back to the grid. As the landfill is filled, gas wells must be drilled to capture methane gas for this purpose. The longer term plan for the landfill continues to anticipate turning the closed areas into green space as a future public amenity. Most of the capital program for Solid Waste is being financed from internally generated reserves.

## ***Appendix F – Water & Wastewater Services***

### **Wastewater Services:**

Appendix F covers services as diverse as our four wastewater treatment facilities, to water and sewer supply and collection systems and overhead streetlighting. The Nanaimo and French Creek based wastewater treatment plants will each undergo significant capital improvements over the next five years, culminating in expansions and upgrades to secondary treatment (Nanaimo), valued at over \$140 million dollars in 2014/15. A considerable portion of those upgrades are expected to be covered by Development Cost Charges, however, it is also projected that up to \$56 million dollars may need to be borrowed.

### **Water Services:**

The focus of water services is water quality and security of supply. Over the course of 2009/2010 a new well on Claudet Road in Nanoose Bay will be completed with an anticipated in-service date of late 2010, early 2011. As part of the well sequencing recommendations of last fall, about \$150,000 will be spent in 2008 for well pump changes to improve water quality and supply. Additionally the department has commenced a program of re-developing the 22 wells owned by the Regional District at an approximate cost of \$175,000 annually.

The local water supply and distribution systems on the Nanoose Bay Peninsula and in the French Creek area continue to be developed, maintained and monitored in conjunction with the Arrowsmith Water Service, a joint venture between the Regional District, the City of Parksville and the Town of Qualicum Beach. A review of sites for intake of water from the Englishman River has been underway for a few years and should be complete by early 2010. The construction of a permanent water intake for the overall delivery of bulk water to local distribution lines is a key component of the future water supply in these areas.

### **ALTERNATIVES:**

1. Receive the report on the 2009 budget and 2009 to 2013 financial plan and direct staff to prepare the financial plan bylaw on that basis.
2. Recommend further adjustments to the 2009 budget and/or the 2009 to 2013 financial plan and direct staff to prepare the financial plan bylaw on an amended basis.

### **FINANCIAL IMPLICATIONS:**

#### ***Alternative 1***

As noted above total tax revenues are forecast at \$41.6 million dollars by 2013. This represents an increase of about 8% annually in each year of the plan, however, as is illustrated by Appendices B through F, the level of tax support for each individual service varies widely. In very general terms staff expects the participation by each member jurisdiction of the Regional District to be similar to the distribution resulting from the 2009 budget. Appendix G (3 pages) is attached indicating the current results of the 2009 budget and assessment values.

Alternative 2

Any further amendments must be approved and adopted no later than March 31, 2009 to meet our statutory deadline.


**SUMMARY/CONCLUSIONS:**

The 2009 budget and 2009 to 2013 financial plan have been reviewed and amended where recommended. Staff have no further amendments to bring forward and recommend approving the 2009 annual budget and 2009 to 2013 financial plan as presented.

**RECOMMENDATIONS:**

That the Board receive the report on the 2009 budget and 2009 to 2013 financial plan and direct staff to prepare the financial plan bylaw on that basis.

  
S. J. Jones  
Report Writer

  
C.A.O. Concurrence

**COMMENTS:**



**2009 to 2013 FINANCIAL PLAN  
OVERALL SUMMARY**

	2008 Budget	2009 Budget	2010	2011	2012	2013
<b>Revenues</b>						
Property taxes	(25,873,966)	(27,718,899)	(30,320,742)	(32,728,714)	(35,102,532)	(37,131,817)
Parcel taxes	(2,915,794)	(3,581,882)	(3,852,557)	(3,947,023)	(4,080,375)	(4,215,946)
Municipal agreements	(235,155)	(235,305)	(240,011)	(244,811)	(249,707)	(254,701)
	<u>(29,024,915)</u>	<u>(31,536,086)</u>	<u>(34,413,310)</u>	<u>(36,920,548)</u>	<u>(39,432,614)</u>	<u>(41,602,464)</u>
Operating revenues	(1,984,545)	(1,849,855)	(1,858,947)	(1,861,527)	(1,880,975)	(1,900,803)
Interest income	(460,000)	(385,000)	(385,000)	(385,000)	(385,000)	(385,000)
Transit fares	(3,482,190)	(3,620,416)	(4,049,679)	(4,350,000)	(4,593,897)	(4,973,711)
Landfill tipping fees	(9,525,000)	(9,279,750)	(9,161,744)	(9,220,788)	(9,220,788)	(9,220,788)
Recreation fees	(471,510)	(497,760)	(507,515)	(517,464)	(527,613)	(537,965)
Recreation facility rentals	(550,140)	(564,785)	(576,081)	(587,602)	(599,354)	(611,341)
Recreation vending sales	(10,000)	(15,500)	(15,500)	(15,500)	(15,500)	(15,500)
Recreation concession	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)
Recreation - other	(307,365)	(296,530)	(302,460)	(308,510)	(314,680)	(320,973)
Utility user fees	(3,433,434)	(3,495,568)	(3,660,921)	(3,774,880)	(3,902,757)	(4,024,706)
Operating grants	(12,576,990)	(13,274,685)	(7,032,710)	(5,967,114)	(6,049,286)	(6,410,821)
Planning grants	(120,000)	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)
Grants in lieu of taxes	(89,230)	(89,230)	(89,230)	(89,230)	(89,230)	(89,230)
Interdepartmental recoveries	(3,298,340)	(3,578,220)	(3,644,991)	(3,495,435)	(3,561,403)	(3,628,015)
Transfer from reserves	(5,150,520)	(11,173,520)	(298,270)	(298,270)	(427,270)	(298,270)
Miscellaneous	(5,497,720)	(5,602,090)	(5,451,268)	(5,396,966)	(5,112,313)	(4,726,380)
Prior year (surplus)deficit	(11,869,003)	(11,433,075)	(5,429,867)	(4,304,493)	(3,739,395)	(4,959,833)
<b>Total Revenues</b>	<u>(87,856,402)</u>	<u>(96,711,070)</u>	<u>(76,896,493)</u>	<u>(77,512,327)</u>	<u>(79,871,075)</u>	<u>(83,724,800)</u>
<b>Expenditures</b>						
Administration	2,889,115	3,278,433	3,295,357	3,304,368	3,313,470	3,322,664
D68E911	495	495	495	495	495	495
Fiscal Services	-	-	-	-	-	-
Community grants	52,954	34,005	31,855	31,855	31,855	31,855
Legislative	361,000	345,470	346,425	347,389	438,363	350,246
Professional fees	1,943,792	2,275,922	1,930,872	2,090,211	1,931,347	2,008,272
Building Ops	2,179,616	2,272,517	2,245,816	2,324,185	2,304,057	2,335,481
Veh & Equip ops	5,117,003	5,881,415	6,617,911	7,368,556	8,018,412	8,717,014
Operating Costs	11,634,219	12,299,870	12,265,943	12,373,935	12,436,936	13,088,478
Program Costs	313,340	347,545	347,729	347,913	348,098	348,284
Wages & Benefits	20,253,564	22,276,942	23,558,240	24,736,921	25,924,359	27,344,521
Transfer to other govt/org	4,573,771	4,930,340	4,938,191	5,039,214	5,143,167	5,298,936
Debt financing	8,590,495	8,353,800	8,003,008	7,085,332	7,566,133	7,304,605
Contributions to reserve funds	3,411,425	4,361,893	3,594,936	4,799,232	5,602,613	5,824,428
Capital	20,500,407	24,622,171	4,914,687	3,222,470	1,725,655	1,129,765
<b>SubTotal</b>	<u>81,821,196</u>	<u>91,280,818</u>	<u>72,091,465</u>	<u>73,072,076</u>	<u>74,784,960</u>	<u>77,105,044</u>
New debt:	-	-	616,676	712,214	158,303	1,069,678
<b>Total expenditures</b>	<u>81,821,196</u>	<u>91,280,818</u>	<u>72,594,000</u>	<u>73,774,932</u>	<u>74,913,242</u>	<u>77,639,883</u>
<b>(Surplus)/deficit</b>	<u>(6,035,206)</u>	<u>(5,430,252)</u>	<u>(4,302,493)</u>	<u>(3,737,395)</u>	<u>(4,957,833)</u>	<u>(6,084,917)</u>



**CORPORATE SERVICES  
2009 to 2013 FINANCIAL PLAN  
SUMMARY OF TAX REQUISITIONS**

	2008 Budget	2009 Budget	2010	2011	2012	2013					
General Government Administration	\$ (634,155)	\$ (700,865)	10.5%	\$ (770,908)	10.0%	\$ (854,453)	10.8%	\$ (942,176)	10.3%	\$ (1,034,285)	9.8%
Electoral Areas Only	(167,765)	(170,280)	1.5%	(172,834)	1.5%	(175,427)	1.5%	(178,058)	1.5%	(180,729)	1.5%
Grants-in-Aid	(69,084)	(51,020)	-26.1%	(54,495)	6.8%	(54,495)	0.0%	(54,495)	0.0%	(54,495)	0.0%
Feasibility Studies	0	(4,070)	0.0%	0	-100.0%	0	0	0	0	0	0
D68 E911	(77,875)	(79,435)	2.0%	(80,229)	1.0%	(81,031)	1.0%	(82,652)	2.0%	(84,305)	2.0%
D69 E911	(483,345)	(527,535)	9.1%	(545,131)	3.3%	(556,034)	2.0%	(567,155)	2.0%	(578,498)	2.0%
D69 Community Justice	(55,010)	(55,010)	0.0%	(55,010)	0.0%	(55,010)	0.0%	(55,010)	0.0%	(55,010)	0.0%
D68 Restorative Justice	(5,000)	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%
Fire - Coombs-Hilliers	(244,285)	(275,405)	12.7%	(302,946)	10.0%	(333,241)	10.0%	(366,565)	10.0%	(403,222)	10.0%
Fire - Dashwood	(227,900)	(318,760)	39.9%	(328,323)	3.0%	(338,173)	3.0%	(348,318)	3.0%	(358,768)	3.0%
Fire - French Creek	(311,930)	(336,885)	8.0%	(368,992)	9.5%	(391,062)	6.0%	(398,883)	2.0%	(406,861)	2.0%
Fire - Parksville Local	(78,820)	(108,775)	38.0%	(114,214)	5.0%	(117,069)	2.5%	(117,069)	0.0%	(117,069)	0.0%
Fire - Yellowpoint	(145,535)	(234,000)	60.8%	(175,885)	-24.8%	(178,247)	1.3%	(180,656)	1.4%	(183,113)	1.4%
Fire - Errington	(234,240)	(229,125)	-2.2%	(235,999)	3.0%	(243,079)	3.0%	(250,371)	3.0%	(257,882)	3.0%
Fire - Extension	(116,800)	(120,305)	3.0%	(123,914)	3.0%	(127,631)	3.0%	(131,460)	3.0%	(135,404)	3.0%
Fire - Nanoose Bay	(356,410)	(377,750)	6.0%	(474,859)	25.7%	(580,222)	22.2%	(652,629)	12.5%	(672,208)	3.0%
Fire - Wellington	(44,575)	(48,465)	8.7%	(48,465)	0.0%	(48,465)	0.0%	(48,465)	0.0%	(48,465)	0.0%
Fire - Bow Horn Bay	(171,845)	(180,800)	5.2%	(189,840)	5.0%	(199,332)	5.0%	(209,299)	5.0%	(219,764)	5.0%
Fire - Nanaimo River	(9,000)	(12,795)	42.2%	(17,795)	39.1%	(24,795)	39.3%	(28,795)	16.1%	(32,190)	11.8%
Fire - Meadowood	(133,330)	(65,000)	-51.2%	(158,491)	143.8%	(158,491)	0.0%	(158,491)	0.0%	(158,491)	0.0%
<b>Subtotal Regional District Services</b>	<b>\$ (3,566,904)</b>	<b>\$ (3,901,280)</b>		<b>\$ (4,223,330)</b>		<b>\$ (4,521,257)</b>		<b>\$ (4,775,547)</b>		<b>\$ (4,985,759)</b>	
Vancouver Island Regional Library	(1,373,176)	(1,426,210)	3.9%	(1,479,501)	3.7%	(1,523,886)	3.0%	(1,569,603)	3.0%	(1,616,691)	3.0%
<b>Total Corporate Services</b>	<b>\$ (4,940,080)</b>	<b>\$ (5,327,490)</b>		<b>\$ (5,702,831)</b>		<b>\$ (6,045,143)</b>		<b>\$ (6,345,150)</b>		<b>\$ (6,602,450)</b>	

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Appendix B



**DEVELOPMENT SERVICES  
2009 to 2013 FINANCIAL PLAN  
SUMMARY OF TAX REQUISITIONS**

	2008 Budget	2009 Budget		2010		2011		2012		2013	
Building Inspection	\$ (83,315)	\$ (92,000)	10.4%	\$ (121,200)	31.7%	\$ (158,320)	30.6%	\$ (199,152)	25.8%	\$ (244,067)	22.6%
<b>Bylaw Enforcement</b>											
Animal Control - Electoral Areas A,B,C,Lantzville	(50,785)	(52,815)	4.0%	(55,192)	4.5%	(57,952)	5.0%	(60,850)	5.0%	(63,893)	5.0%
Animal Control Electoral Areas E,G,H	(70,415)	(72,530)	3.0%	(75,431)	4.0%	(78,448)	4.0%	(81,586)	4.0%	(84,034)	3.0%
Animal Control Electoral Area F	(12,665)	(13,110)	3.5%	(13,569)	3.5%	(14,044)	3.5%	(14,536)	3.5%	(15,045)	3.5%
Hazardous Properties	(3,820)	(3,895)	2.0%	(4,623)	18.7%	(5,315)	15.0%	(5,621)	5.8%	(5,733)	2.0%
Unightly Premises	(6,940)	(5,940)	-14.4%	(5,740)	-3.4%	(5,540)	-3.5%	(5,340)	-3.6%	(5,140)	-3.7%
Noise Control A	(5,255)	(4,255)	-19.0%	(4,383)	3.0%	(4,514)	3.0%	(4,649)	3.0%	(4,788)	3.0%
Noise Control B	(4,180)	(4,325)	3.5%	(4,476)	3.5%	(4,655)	4.0%	(4,841)	4.0%	(5,035)	4.0%
Noise Control C	(8,810)	(7,810)	-11.4%	(7,888)	1.0%	(7,967)	1.0%	(8,047)	1.0%	(8,127)	1.0%
Noise Control E	(3,470)	(3,695)	6.5%	(3,935)	6.5%	(4,191)	6.5%	(4,463)	6.5%	(4,753)	6.5%
Noise Control G	(3,715)	(6,240)	68.0%	(8,427)	35.0%	(8,680)	3.0%	(8,940)	3.0%	(9,208)	3.0%
Community Planning	(1,057,445)	(1,131,465)	7.0%	(1,267,241)	12.0%	(1,406,638)	11.0%	(1,505,103)	7.0%	(1,565,307)	4.0%
Regional Growth Strategy	(351,235)	(389,580)	10.9%	(428,538)	10.0%	(471,392)	10.0%	(518,531)	10.0%	(570,384)	10.0%
House Numbering	(21,500)	(21,500)	0.0%	(21,500)	0.0%	(21,500)	0.0%	(21,500)	0.0%	(21,500)	0.0%
Emergency Planning	(176,400)	(185,310)	1.0%	(194,576)	5.0%	(204,305)	5.0%	(214,520)	5.0%	(225,246)	5.0%
D68 Search & Rescue		(27,000)	New	(27,000)	0.0%	(27,000)	0.0%	(27,000)	0.0%	(27,000)	0.0%
<b>\$</b>	<b>(1,859,950)</b>	<b>(2,021,470)</b>		<b>(2,243,719)</b>		<b>(2,480,461)</b>		<b>(2,664,679)</b>		<b>(2,859,260)</b>	

Appendix C

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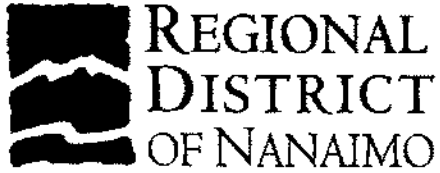


**RECREATION & PARKS SERVICES  
2009 to 2013 FINANCIAL PLAN  
SUMMARY OF TAX REQUISITIONS**

	2008 Budget	2009 Proposed		2010		2011		2012		2013	
Ravensong Aquatic Center	(\$1,309,255)	(\$1,374,470)	5.0%	(\$1,549,470)	12.7%	(\$1,672,438)	7.9%	(\$1,772,784)	6.0%	(\$1,852,559)	4.5%
Oceanside Place	(1,264,125)	(1,337,330)	5.8%	(1,475,823)	10.4%	(1,534,856)	4.0%	(1,596,250)	4.0%	(1,660,100)	4.0%
D69 Recreation	(796,830)	(804,800)	1.0%	(832,968)	3.5%	(862,122)	3.5%	(892,296)	3.5%	(919,065)	3.0%
D69 Recreation - Sportsfields	(235,155)	(235,305)	0.1%	(240,011)	2.0%	(244,811)	2.0%	(249,707)	2.0%	(254,701)	2.0%
Gabriola Island Recreation	(71,890)	(76,995)	7.1%	(82,995)	7.8%	(87,145)	5.0%	(89,682)	2.9%	(92,250)	2.9%
Area A Recreation	(76,500)	(83,385)	9.0%	(93,724)	12.4%	(105,098)	12.1%	(118,606)	12.9%	(133,467)	12.5%
Southern Community Recreation	(814,780)	(858,350)	5.3%	(930,854)	8.4%	(953,315)	2.4%	(975,775)	2.4%	(999,580)	2.4%
Regional Parks - Operations	(607,140)	(747,690)	23.1%	(851,982)	13.9%	(903,101)	6.0%	(957,287)	6.0%	(1,005,151)	5.0%
Regional Parks - Capital	(658,825)	(674,205)	2.3%	(704,250)	4.5%	(854,734)	-7.0%	(655,734)	0.2%	(658,820)	0.5%
Community Park Area A	(79,660)	(79,800)	0.3%	(97,800)	22.6%	(114,712)	17.3%	(119,300)	4.0%	(121,686)	2.0%
Community Park Area B	(125,050)	(137,560)	10.0%	(160,062)	16.4%	(166,464)	4.0%	(175,623)	5.5%	(185,148)	5.4%
Community Park Area C	(30,000)	(28,705)	-4.3%	(39,853)	38.8%	(46,049)	15.5%	(47,430)	3.0%	(48,853)	3.0%
Community Park Area C(Pleasant Valley/E. Wellington)	(43,215)	(54,705)	26.6%	(77,346)	41.4%	(102,666)	32.7%	(105,746)	3.0%	(108,918)	3.0%
Community Park Area E	(53,000)	(72,060)	36.0%	(88,707)	23.1%	(101,965)	14.9%	(111,142)	9.0%	(116,699)	5.0%
Community Park Area F	(58,815)	(90,430)	53.8%	(104,143)	15.2%	(110,767)	6.4%	(122,198)	10.3%	(135,086)	10.5%
Community Park Area G	(70,780)	(90,430)	27.8%	(102,473)	13.3%	(119,720)	16.8%	(130,706)	9.2%	(135,934)	4.0%
Community Park Area H	(106,195)	(107,570)	1.3%	(123,000)	14.3%	(130,420)	6.0%	(139,137)	6.7%	(148,202)	6.5%
Port Theater Area A	(13,900)	(13,900)	0.0%	(13,900)	0.0%	(13,900)	0.0%	(13,900)	0.0%	(13,900)	0.0%
Port Theater Area B	(13,915)	(13,915)	0.0%	(13,915)	0.0%	(13,915)	0.0%	(13,915)	0.0%	(13,915)	0.0%
Port Theater Area C	(13,820)	(13,820)	0.0%	(13,820)	0.0%	(13,820)	0.0%	(13,820)	0.0%	(13,820)	0.0%
Port Theater Area C(Pleasant Valley/E. Wellington)	(3,575)	(3,575)	0.0%	(3,575)	0.0%	(3,575)	0.0%	(3,575)	0.0%	(3,575)	0.0%
Port Theater Area E	(19,950)	(19,950)	0.0%	(19,950)	0.0%	(19,950)	0.0%	(19,950)	0.0%	(19,950)	0.0%
	(\$6,466,275)	(\$6,918,950)		(\$7,620,621)		(\$7,975,541)		(\$8,324,563)		(\$8,641,379)	

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Appendix D

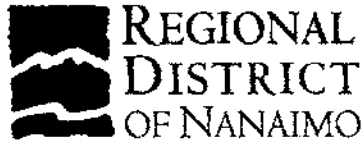


**TRANSPORTATION & SOLID WASTE MANAGEMENT  
2009 to 2013 FINANCIAL PLAN  
SUMMARY OF TAX REQUISITIONS**

	2008 Final	2009 Budget		2010		2011		2012		2013	
Southern Community Transit	(4,019,120)	(4,940,675)	22.9%	(5,781,776)	17.0%	(6,714,352)	16.1%	(7,721,505)	15.0%	(8,493,656)	10.0%
D69 Transit	(542,210)	(644,535)	18.9%	(734,770)	14.0%	(837,638)	14.0%	(954,907)	14.0%	(1,059,947)	11.0%
Gabriola Emergency Wharf	(5,150)	(5,255)	2.0%	(5,360)	2.0%	(5,467)	2.0%	(5,576)	2.0%	(5,688)	2.0%
Solid Waste Management	(402,305)	(322,305)	-19.9%	(328,751)	2.0%	(335,326)	2.0%	(342,033)	2.0%	(348,874)	2.0%
	<u>(4,968,785)</u>	<u>(5,912,770)</u>	19.0%	<u>(6,850,657)</u>	15.9%	<u>(7,892,783)</u>	15.2%	<u>(9,024,021)</u>	14.3%	<u>(9,908,165)</u>	9.8%

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**WATER & WASTEWATER SERVICES  
2009 to 2013 FINANCIAL PLAN  
SUMMARY OF TAX REQUISITIONS**

	2008 Budget	2009 Budget		2010		2011		2012		2013	
Wastewater - Northern	\$ (3,874,085)	\$ (3,582,030)	-2.5%	\$ (3,725,311)	4.0%	\$ (3,874,323)	4.0%	\$ (4,029,295)	4.0%	\$ (4,190,468)	4.0%
Wastewater - Southern	(4,376,470)	(4,273,010)	-2.4%	(4,422,565)	3.5%	(4,621,580)	4.5%	(4,852,659)	5.0%	(5,085,292)	5.0%
Wastewater - Fairwinds(Nanoose)	(344,565)	(384,960)	11.7%	(411,907)	7.0%	(440,740)	7.0%	(471,582)	7.0%	(504,603)	7.0%
Duke Point Wastewater	(109,955)	(129,150)	17.5%	(147,231)	14.0%	(169,316)	15.0%	(194,713)	15.0%	(204,449)	5.0%
Liquid Waste Management Planning		(135,720)	new	(150,000)	10.5%	(153,750)	2.5%	(157,594)	2.5%	(161,534)	2.5%
Water - Nanoose Peninsula	(592,985)	(604,650)	2.0%	(622,790)	3.0%	(641,474)	3.0%	(660,716)	3.0%	(680,540)	3.0%
Water - Nanoose Bay	(83,710)	0	debt retired	0		0		0		0	
Water - Driftwood	(7,990)	(7,990)	0.0%	(7,990)	0.0%	(7,990)	0.0%	(7,990)	0.0%	(7,990)	0.0%
Water - San Pareil	(97,980)	(102,795)	4.9%	(105,365)	2.5%	(107,999)	2.5%	(110,699)	2.5%	(113,466)	2.5%
Water - French Creek	(54,450)	(50,925)	-6.5%	(53,981)	6.0%	(57,220)	6.0%	(60,853)	6.0%	(64,292)	6.0%
Water - Englishman River	(40,290)	(36,945)	-8.3%	(38,238)	3.5%	(40,476)	5.9%	(42,905)	6.0%	(45,694)	6.5%
Water - Surfside	(10,020)	(10,271)	2.5%	(10,733)	4.5%	(11,216)	4.5%	(11,721)	4.5%	(12,190)	4.0%
Water - Decourcey	(5,285)	(6,390)	20.9%	(7,518)	17.7%	(7,668)	2.0%	(7,821)	2.0%	(7,977)	2.0%
Water - Melrose Place	(16,520)	(17,170)	3.9%	(18,485)	7.7%	(20,040)	8.4%	(21,641)	8.0%	(22,290)	3.0%
Drinking Water Protection	(65,000)	(473,520)	new	(520,130)	8.7%	(520,130)	0.0%	(520,131)	0.0%	(520,131)	0.0%
Water - French Creek Bulk Water	(233,920)	(240,940)	3.0%	(248,168)	3.0%	(255,613)	3.0%	(263,281)	3.0%	(271,179)	3.0%
Water - Nanoose Bay Bulk Water	(529,185)	(580,165)	9.6%	(609,173)	5.0%	(639,632)	5.0%	(678,010)	6.0%	(718,691)	6.0%
Sewer - French Creek	(340,100)	(371,470)	9.2%	(387,814)	4.3%	(404,242)	4.3%	(421,389)	4.2%	(434,010)	3.0%
Sewer - Fairwinds(Collector)	(10,200)	(6,825)	-33.1%	(7,030)	3.0%	(7,241)	3.0%	(7,458)	3.0%	(7,682)	3.0%
Sewer - Pacific Shores	(30,100)	(44,705)	48.5%	(53,290)	19.2%	(55,955)	5.0%	(58,753)	5.0%	(61,691)	5.0%
Sewer - Surfside	(15,255)	(17,975)	17.8%	(20,913)	16.3%	(24,086)	15.2%	(25,531)	6.0%	(27,063)	6.0%
Sewer - Barclay Crescent	(86,610)	(94,240)	8.8%	(115,615)	22.7%	(138,146)	19.5%	(142,447)	3.1%	(146,216)	2.6%
Sewer - Cedar Sewer Capital Financing	0	(108,535)	new	(113,540)	4.6%	(113,540)	0.0%	(113,540)	0.0%	(113,540)	0.0%
Stormwater - Englishman River	(4,500)	(4,500)	0.0%	(4,500)	0.0%	(4,500)	0.0%	(4,500)	0.0%	(4,500)	0.0%
Streetlighting - Fairwinds	(13,255)	(15,985)	20.6%	(21,385)	33.8%	(21,920)	2.5%	(22,468)	2.5%	(23,030)	2.5%
Streetlighting - Fr. Cr. Village	(5,015)	(5,065)	1.0%	(5,116)	1.0%	(5,167)	1.0%	(5,219)	1.0%	(5,219)	0.0%
Streetlighting - Morningstar	(11,165)	(11,390)	2.0%	(11,618)	2.0%	(11,850)	2.0%	(12,087)	2.0%	(12,329)	2.0%
Streetlighting - Sandpiper	(9,740)	(9,935)	2.0%	(10,134)	2.0%	(10,337)	2.0%	(10,544)	2.0%	(10,544)	0.0%
Streetlighting - Englishman River	(5,000)	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%
Streetlighting - Highway Intersections	(1,540)	(2,240)	45.5%	(2,940)	31.3%	(3,640)	23.8%	(3,876)	1.0%	(3,713)	1.0%
Streetlighting - Rural Areas	(12,250)	(13,235)	8.0%	(14,281)	7.9%	(15,138)	6.0%	(16,046)	6.0%	(17,009)	6.0%
Streetlighting - Highway #4	(2,675)	(2,675)	0.0%	(2,675)	0.0%	(2,675)	0.0%	(2,675)	0.0%	(2,675)	0.0%
	\$ (10,789,825)	\$ (11,355,406)		\$ (11,875,236)		\$ (12,392,604)		\$ (12,942,737)		\$ (13,495,007)	
Properly taxes	(8,225,660)	(8,189,935)	0%	(8,372,755)	2%	(8,745,446)	4%	(9,158,883)	5%	(9,574,226)	5%
Parcel taxes	(2,564,165)	(3,165,471)	23%	(3,502,480)	11%	(3,647,158)	4%	(3,783,854)	4%	(3,920,779)	4%
Total	\$ (10,789,825)	\$ (11,355,406)	5%	\$ (11,875,236)	5%	\$ (12,392,604)	4%	\$ (12,942,737)	4%	\$ (13,495,007)	4%

**2009 BUDGET  
SUMMARY OF REQUISITION PARTICIPATION BY MEMBER**



	2007	2008 Final	2009 Proposed	2009 Adjusted	Changed Service Levels	Other Jurisdictions	Existing Service Levels
City Of Nanaimo Regional Parks Parcel Tax	8,969,315 \$10.00	9,674,292 \$10.00	10,726,374 \$10.00	10,663,712 \$10.00	\$ 845,043 8.7%	\$ - 0.0%	\$ 144,377 1.5%
District of Lantzville Regional Parks Parcel Tax Regional Parks Parcel Tax (retro)	429,162 \$2.50 \$2.90	461,629 \$5.00 \$2.25	498,578 \$7.50 \$2.25	485,144 \$7.50 \$2.25	\$ 24,911 5.4%	19,335 4.2%	\$ (20,731) -4.5%
City Of Parksville Regional Parks Parcel Tax Community Justice Parcel Tax	3,391,456 \$2.50 \$4.60	3,497,774 \$5.00 \$2.38	3,537,555 \$7.50 \$2.35	3,458,724 \$7.50 \$2.35	\$ 56,820 1.6%	\$ 5,501 0.2%	\$ (101,371) -2.9%
Town of Qualicum Beach Regional Parks/Community Justice Parcel Tax Community Justice Parcel Tax	2,057,414 \$2.50 \$4.60	2,175,287 \$5.00 \$2.38	2,379,949 \$7.50 \$2.35	2,322,368 \$7.50 \$2.35	\$ 36,981 1.7%	\$ 4,466 0.2%	\$ 105,634 4.9%

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**2009 BUDGET  
SUMMARY OF REQUISITION PARTICIPATION BY MEMBER**



	2007	2008 Final	2009 Proposed	2009 Adjusted	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A	1,039,738	1,092,054	1,228,725	1,223,341	\$ 92,074 8.4%	\$ 20,308 1.9%	\$ 18,905 1.7%
Tax cost per \$100,000	\$107.37	\$99.40	\$105.71	\$102.66			
Regional Parks Parcel Tax	\$12.29	\$12.29	\$12.29	\$12.29			
Drinking Water Protection			\$23.06	\$23.06			
	\$119.66	\$111.69	\$141.06	\$138.01			
		(\$7.97)	\$29.57	\$26.32			
Electoral Area B	682,891	719,966	857,045	850,384	\$ 122,505 17.0%	\$ 8,719 1.2%	\$ (806) -0.1%
Tax cost per \$100,000	\$58.13	\$54.78	\$58.99	\$57.67			
Regional Parks Parcel Tax	\$12.29	\$12.29	\$12.29	\$12.29			
Drinking Water Protection			\$23.06	\$23.06			
	\$70.42	\$67.07	\$94.34	\$93.02			
		(\$3.35)	\$27.27	\$25.95			
Electoral Area C	636,347	690,172	779,392	771,179	\$ 41,176 6.0%	\$ 16,570 2.4%	\$ 23,261 3.4%
Tax cost per \$100,000 (Excluding Transit)	\$77.80	\$77.30	\$84.05	\$78.82			
Regional Parks Parcel Tax	\$12.29	\$12.29	\$12.29	\$12.29			
Drinking Water Protection			\$23.06	\$23.06			
	\$90.09	\$89.59	\$119.40	\$114.17			
		(\$0.50)	\$29.81	\$24.58			

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**2009 BUDGET  
SUMMARY OF REQUISITION PARTICIPATION BY MEMBER**



	2007	2008 Final	2009 Proposed	2009 Adjusted	Changed Service Levels	Other Jurisdictions	Existing Service Levels
<b>Electoral Area E</b>	1,443,648	1,509,394	1,670,674	1,668,113	\$ 113,722 7.5%	\$ 13,598 0.9%	\$ 31,399 2.1%
Tax cost per \$100,000	\$87.51	\$83.18	\$88.32	\$86.70			
Regional Parks Parcel Tax	\$12.29	\$12.29	\$12.29	\$12.29			
Community Justice Parcel Tax	\$4.60	\$2.38	\$2.35	\$2.35			
Drinking Water Protection			\$23.06	\$23.06			
	\$104.40	\$97.85	\$126.02	\$124.40			
		(\$6.55)	\$28.17	\$26.55			
<b>Electoral Area F</b>	1,058,789	1,219,900	1,370,785	1,371,418	\$ 114,699 9.4%	\$ 10,884 0.9%	\$ 25,935 2.1%
Tax cost per \$100,000	\$112.34	\$103.19	\$110.68	\$107.48			
Regional Parks Parcel Tax	\$12.29	\$12.29	\$12.29	\$12.29			
Community Justice Parcel Tax	\$4.60	\$2.38	\$2.35	\$2.35			
Drinking Water Protection			\$23.06	\$23.06			
	\$129.23	\$117.86	\$148.38	\$145.18			
		(\$11.37)	\$30.52	\$27.32			
<b>Electoral Area G</b>	1,538,464	1,660,256	1,847,066	1,830,454	\$ 121,966 7.3%	\$ 13,015 0.8%	\$ 35,217 2.1%
Tax cost per \$100,000	\$115.57	\$109.38	\$116.93	\$114.23			
Regional Parks Parcel Tax	\$12.29	\$12.29	\$12.29	\$12.29			
Community Justice Parcel Tax	\$4.60	\$2.38	\$2.35	\$2.35			
Drinking Water Protection			\$23.06	\$23.06			
	\$132.46	\$124.05	\$154.63	\$151.93			
		(\$8.41)	\$30.58	\$27.88			
<b>Electoral Area H</b>	1,012,725	1,061,710	1,163,738	1,141,173	\$ 62,636 5.9%	\$ 8,037 0.8%	\$ 8,790 0.8%
Tax cost per \$100,000	\$107.74	\$99.84	\$104.98	\$101.77			
Regional Parks Parcel Tax	\$12.29	\$12.29	\$12.29	\$12.29			
Community Justice Parcel Tax	\$4.60	\$2.38	\$2.35	\$2.35			
Drinking Water Protection			\$23.06	\$23.06			
	\$124.63	\$114.51	\$142.68	\$139.47			
		(\$10.12)	\$28.17	\$24.96			
<b>General Services</b>	22,259,949	23,762,434	26,059,881	25,786,010	\$ 1,632,533 6.9%	\$ 120,433 0.5%	\$ 270,610 1.1%
Percent change	4.6%	6.7%	9.7%	8.5%			
<b>Local Services</b>	4,627,078	5,262,481	5,839,454	5,750,075			
Percent change	6.4%	13.7%	11.0%	9.3%			
<b>Total Tax Revenues</b>	26,887,027 4.9%	29,024,915 8.0%	31,899,335 9.9%	31,536,085 8.7%			



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	
FEB 12 2009	
RHD	
BOARD	

# MEMORANDUM

**TO:** John Finnie  
General Manager of Water & Wastewater Services

**FROM:** Sean De Pol  
Manager of Wastewater Services

**SUBJECT:** Southern Community Sewer Service Area  
District of Lantzville - Annual Cost Allocation

**DATE:** February 12, 2009

**FILE:** 5500-20-LTZ-01

## PURPOSE

To appropriately allocate annual costs of the Southern Community Sewer Service to the District of Lantzville Stage One Sewer Service Area.

## BACKGROUND

The District of Lantzville's Stage One Sewer Service Area upgrade achieved substantial completion December 31, 2007 and individual properties have been gradually connecting to the new collection system. At the end of 2008, 160 of the total 209 properties in the District of Lantzville Stage One Service Area were connected to the system.

Wastewater from this area is conveyed through RDN interceptor lines for treatment at the Greater Nanaimo Pollution Control Centre (GNPCC). Costs related to the operation and maintenance of the GNPCC are to be apportioned in accordance with "Regional District of Nanaimo Southern Community Sewer Local Service Conversion Bylaw No. 888, 1993". According to section 5 "Apportionment" of Bylaw No. 888:

*"Annual Costs shall be apportioned among the Benefiting Areas on the basis of sewage flow measured in the immediately preceding year ending December 31", with the share of such costs for a participating area equivalent to percentage of flow for that area in relation to the total combined flow for all Benefiting Areas"*

In this case, the majority (99.8%) of the flow to the GNPCC is from the City of Nanaimo. Currently, flows from the District of Lantzville Stage One Sewer Service Area are not large enough to be accurately measured by a flow meter and will likely not be until the completion of Lantzville's Stage Two Sanitary Sewer System expansion, which is expected after 2010.

Bylaw No. 888 allows for the apportionment of annual costs in Southern Community Sewer Local Service Area based on the immediately preceding year ending December 31. The December 31 date does not correspond to the RDN's annual budget preparation which occurs in the fall of each year. For administrative and budgeting purposes, staff are recommending that cost apportionments be calculated based on the immediately preceding year ending September 30. The October 1, 2007 to September 30, 2008 period has been used for the financial implications calculation in this report.

Individual properties within the District of Lantzville's Stage One Sewer Service Area have gradually connected to the new sewer collection system throughout 2008. Cost allocations are prorated from the dates of connection.

## ALTERNATIVES

1. That, until a flow meter can accurately record flows from this service area, the annual Southern Community Sewer Service Area costs for the District of Lantzville be allocated based on percentage of water consumed using an October 1 to September 30 year to determine prior year actual costs,
2. That, until a flow meter can accurately record flows from this service area, the annual Southern Community Sewer Service Area costs for the District of Lantzville be allocated based on the City of Nanaimo's average daily sewage flow per connection using an October 1 to September 30 year to determine prior year actual costs,
3. That the annual Southern Community Sewer Service Area costs for the District of Lantzville be allocated based on one of the calculation methods outlined above but using a January 1 to December 31 year to determine prior year actual costs.

## FINANCIAL IMPLICATIONS

### *Alternative 1:*

Under Alternative 1, the percentage of water consumed correlates indoor water use to sewage generation. For the District of Lantzville it is estimated that 66% of water consumed ends up in the sewer system. This estimate is used by the District of Lantzville to calculate sewer user charges for the operation and maintenance of their collection system. This formula calculates an estimated average sewage flow per connection of 0.53 m<sup>3</sup> per day. The total annual cost allocation to the District of Lantzville for 2008, using percentage of water consumed, would be \$7,006.

### *Alternative 2:*

Under Alternative 2, using a typical average daily sewage flow approach, the average daily flow per connection is calculated by dividing the total number of connections in the City of Nanaimo (45,472) by their total annual sewer flow (11,109,300 m<sup>3</sup>) then dividing by 365 days. This provides an estimated average flow per connection of 0.67 m<sup>3</sup> per day. Based on this method, the total annual cost allocation to the District of Lantzville for 2008, using the City of Nanaimo's average daily flow, would be \$10,238.

### *Alternative 3:*

As noted above, the current bylaw proposes apportionment on prior year flows based on using a January 1 to December 31 year to determine prior year actual costs. This creates timing challenges for budgeting in both the Southern and Northern Communities Sewer Service functions. Under Alternative 3, if the calculations were based on a January 1 to December 31 year, the total annual costs allocation to the District of Lantzville for 2008 would be \$10,466 based on percentage water consumed or \$13,161 based on average daily sewage flow per connection.

With respect to selecting an appropriate alternative, it is noted that the District of Lantzville's and the City of Nanaimo's sanitary sewer systems are affected differently by ground water and rain water. The District of Lantzville's Stage One Sewer Service Area has recently been installed and inspected to confirm the integrity of the system. Comparatively, many parts of the City of Nanaimo's sanitary sewer system are over fifty years old and therefore subject to higher inflow and infiltration into the system. Due to the differences in these two systems, and the assumptions made to estimate flows, a calculated charge of \$7,006, based on percentage water consumed (*Alternative 1*), will be recommended.

## INTERGOVERNMENTAL IMPLICATIONS

These charges were not included in the Preliminary Budget due to unavailable flow data, and have only recently been discussed with the District of Lantzville. It is recommended that the charges be deferred until 2010, giving the District of Lantzville adequate time to accommodate these costs within their operating budget. Staff from the RDN, City of Nanaimo and District of Lantzville have discussed the recommendations in this report and support the approach.

## SUMMARY/CONCLUSIONS

At the end of 2008, 160 of the total 209 properties in the District of Lantzville Stage One Sewer Service Area were connected to the Southern Community Sewer Service. Costs related to the operation and maintenance of the Southern Community Sewer Service are to be apportioned in accordance with "Regional District of Nanaimo Southern Community Sewer Local Service Conversion Bylaw No. 888, 1993". According to the bylaw, apportionment of costs is based on a measured sewage flow for the immediately preceding year ending December 31. However, current flows from the District of Lantzville are not large enough to be accurately measured by a flow meter and the December 31 apportionment date does not properly correspond to the RDN's annual fall budget preparation.

Staff recommend that until flows can be accurately measured, sewer costs to the District of Lantzville be apportioned based on 66% of their annual water consumption. Staff also recommend that cost apportionments for the Southern Community and Northern Community Sewer Local Service Areas be calculated for the preceding year ending September 30 so that the necessary data can be effectively considered during the annual fall budget preparations.


In view of the timing in advising the District of Lantzville of the sewer charges due to the absence of flow data, staff further recommend that charges to the District of Lantzville be deferred until 2010. RDN, City of Nanaimo and District of Lantzville staff have discussed the recommendations in this report and support the approach subject to Board approval.

## RECOMMENDATIONS

1. That the District of Lantzville's Southern Community Sewer Service Area annual cost be apportioned based on 66% of their annual water consumption, until a flow meter can accurately record flows.
2. That the District of Lantzville's annual Southern Community Sewer Local Services Area apportionment cost for 2009 be deferred to 2010.
3. That staff be directed to prepare for consideration by the Board, amendments to "Regional District of Nanaimo Southern Community Sewer Local Service Conversion Bylaw No. 888, 1993" and "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993" to change the apportionment date from immediately preceding year ending December 31, to immediately preceding year ending September 30.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
CAO Concurrence

COMMENTS:



RDN REPORT	
CAC APPROVAL (LN)	
EAP	
COW	
Feb 10 2009	
RHD	
BOARD	✓ Feb 24 '09

**MEMORANDUM**

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

**DATE:** February 10, 2009

**FROM:** Wendy Idema  
Manager, Accounting Services

**FILE:**

**SUBJECT:** Approval of Signing Authorities for General Banking and Investments

**PURPOSE:**

To update the signing authorities for general banking and investment purposes.

**BACKGROUND:**

The signing authorities for financial instruments for the Regional District of Nanaimo and the Nanaimo Regional Hospital District include:

- |   |               |
|---|---------------|
| Chairperson                                     | Joe Stanhope  |
| Deputy Chairperson                              | Larry McNabb  |
| Chief Administrative Officer                    | Carol Mason   |
| General Manager, Finance & Information Services | Nancy Avery   |
| Manager, Budgets & Capital Planning             | Wayne Thexton |
| Manager, Accounting Services                    | Wendy Idema   |

These authorities were set up in August, 2007 for financial instruments with the Royal Bank of Canada, the Municipal Finance Authority and Canaccord Capital. TD Canada Trust was approved as the Regional District's general banking service provider at the January 27, 2009 regular board meeting for a five year term commencing on or about March 1, 2009. TD Canada Trust, as part of their standard new account requirements, is requesting an updated Board resolution with respect to the RDN's signing authorities.

**ALTERNATIVES:**

1. Approve the signing authorities as noted above for general banking and financial instruments for the Regional and Regional Hospital Districts with respect to TD Canada Trust. Negotiable financial instruments such as cheques require two signatures from the list.
2. Recommend an alternative list of signing authorities.



**FINANCIAL IMPLICATIONS:**

There are no financial implications to these measures. Having sufficient backup for executing financial instruments ensures our financial affairs operate efficiently.

**SUMMARY/CONCLUSIONS:**

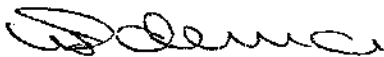
TD Canada Trust was approved as the provider of general banking services to the Regional District and the Nanaimo Regional Hospital District by Board Resolution at the January 27, 2009 regular board meeting for a five year term commencing on or about March 1, 2009. As part of the transition, TD Canada Trust is requesting an updated Board resolution assigning signing authorities.


**RECOMMENDATIONS:**


1. That the signing authorities for general banking services and financial instruments as outlined in agreements with TD Canada Trust reflect the following officer positions:

Chairperson	Joe Stanhope
Deputy Chairperson	Larry McNabb
Chief Administrative Officer	Carol Mason
General Manager, Finance & Information Services	Nancy Avery
Manager, Budgets & Capital Planning	Wayne Thexton
Manager, Accounting Services	Wendy Idema

2. That the foregoing authority extend to accounts in the name of the Regional District of Nanaimo and the Nanaimo Regional Hospital District.
3. That two signatures are required on negotiable financial instruments issued through TD Canada Trust by the Regional District and the Nanaimo Regional Hospital District.

  
Report Writer

  
General Manager Concurrency

  
C.A.O. Concurrency

**COMMENTS:**



NAN KIPUKI CSD APPROVAL	
REP	
DATE	FEB 18 2009
REP	
BOARD	✓ February 24 '09

## MEMORANDUM

**TO:** C. Mason  
Chief Administrative Officer

**DATE:** February 16, 2009

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

**FILE:**

**SUBJECT:** Southern Community Recreation – Change to 2009 Requisition

### PURPOSE:

To report on a change to the 2009 Southern Community Recreation tax requisition.

### BACKGROUND:

The City of Nanaimo, District of Lantzville and Electoral Areas 'A', 'B' and 'C' renewed a five year cost sharing agreement in 2006 with respect to the operations of recreation facilities and sports fields – the agreement expires in December 2010. The recreation facilities include those at Beban Park, Bowen Park, the Nanaimo Aquatic Center and the Nanaimo Ice Center. There are 13 sports field locations in the City of Nanaimo, one on Gabriola Island (Rollo McClay field) and one in Electoral Area 'C' (Extension field). Both types of facilities are shared on the basis of usage which is established for each five year period using a survey of participants at facilities and team usage for the arenas and sports fields.

The annual budget for this contract agreement is based on the prior years' actual operating results provided by the City of Nanaimo, as well as operating costs paid directly by the Regional District for fields in the two electoral areas. These results are reported to staff by January 31 each year and are incorporated into the final budget results.

Based on prior years' trends, staff had estimated a 5% increase for 2009. Actual operating results were received recently and are considerably higher than anticipated. Costs for maintenance at the Nanaimo Aquatic Center and Beban Pool, Beban Park Arena and the Nanaimo Ice Center were higher than budgeted. The budgets for these four facilities was estimated at \$3.3 million – actual results were \$3.8 million. In addition, the net cost (revenues less expenses) of recreation programs at the Nanaimo Aquatic Center was \$176,000 higher than estimated at \$496,000 vs. \$320,000.

Overall the amount which is cost shared for recreation facilities exceeded the City of Nanaimo's initial budget estimates by \$284,000. The City was contacted to discuss the variances and indicated to staff that a number of budget categories had been under budgeted for the last several years, and that actual results had been trending higher. In 2008 the requisition for the service was 5.5% higher than the budget forecast reflecting actual results higher in that year as well. As outlined above, 2008 actual results had the anomaly of the December snowfall which has resulted in the more significant change year over year for 2009.

Sports field costs were also considerably higher, due largely to the cost of snow removal in December. The City of Nanaimo's snow removal budget for Parks Services was estimated at \$41,200 – similar to prior years. Actual results came in at \$275,200. General park maintenance and vandalism repairs also cost more in 2008 – a total of \$696,000 versus a budget estimate of \$612,000. All of these costs are difficult to predict and control.

The impact of these operating results is that the cost shared portion for Lantzville and the three electoral areas will increase from \$858,350 to \$933,135.

#### **ALTERNATIVES:**

There are no recommended alternatives because the cost sharing allocation is contained within the RDN/Municipal service agreement.

#### **FINANCIAL IMPLICATIONS:**

The total amount cost shared for 2008 is \$6.9 million dollars. The City of Nanaimo receives reimbursement for approximately 12% of the total costs from Lantzville, Electoral Areas 'A', 'B' and 'C'. The table below outlines the current requisition values and the values based on the actual 2008 results.

Member	2009 Budget	2009 Revised	Change	Impact on 2009 Requisition
Lantzville	\$278,990	\$301,560	\$22,570	Increase of 4.4%
Electoral Area A	\$291,054	\$317,565	\$26,602	Increase of 2.4%
Electoral Area B	\$99,742	\$109,725	\$9,983	Increase of 1.4%
Electoral Area C	\$188,564	\$204,285	\$15,721	Increase of 2.3%
Total	\$858,350	\$933,135	\$74,784	

The Regional District participates in a number of cost sharing arrangements which rely on prior year actual results. In recent years there have been some surprises when actual results are tallied, however, because the results affect all parties to the agreement, once verified, the results have been incorporated into the budget. The cost of snow removal and vandalism in particular affected the 2008 year end results and are costs not easily controlled by the City.


With respect to the future forecasts for recreation and sport field cost sharing, staff rely on budget estimates from the City of Nanaimo. With an adjustment to their budget projections to reflect more closely the actual cost of maintenance and operations, City staff and consequently the Regional District are forecasting increases averaging 2.5% per year to 2013.


#### **SUMMARY/CONCLUSIONS:**

The Southern Community Recreation service involves a contract agreement for sharing the operating costs of municipal and electoral area recreation facilities and sports fields. The current year requisition is based on the prior year actual operating results. As outlined in this report, the City of Nanaimo experienced considerably higher snow removal and vandalism repair costs, as well as higher than budgeted maintenance costs for its aquatic and arena facilities. Staff have reviewed the reported costs with the City and are satisfied that the values are accurate. The impact to the Regional District members is an increase of approximately \$75,000 over the current estimate as shown in the table above. This is a contract agreement and the impact of the costs affects all parties to the agreement, therefore this report is provided for information. The 2009 requisition will be adjusted from \$858,350 to \$933,135.

**RECOMMENDATION:**

That the report on the year end operating results for Southern Community municipal recreation facilities and sports fields be received.

  
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Report Writer

  
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C.A.O. Concurrence

**COMMENTS:**