

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, OCTOBER 12, 2010

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 4 **Eileen Leachman, Qualicum & District Curling Club**, re Support for Funding Request.

MINUTES

- 5 - 8 Minutes of the regular Committee of the Whole meeting held September 14, 2010.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

FINANCE AND INFORMATION SERVICES

FINANCE

- 9 - 13 Proposed Fire Services Advisory Committee.
- 14 - 22 Bylaw 1259.06 – Amends Select Planning Services Fees.

DEVELOPMENT SERVICES

PLANNING

- 23 - 27 Final Report on Green Building Speakers' Series & Green Skyline Tour.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

- 28 - 30 Liquid Waste Management Planning Service – Educational Awareness Program for the Disposal of Residential Chemicals.
- 31 - 40 Bylaws No. 813.46, 889.58 and 1062.03 – Extend the Boundaries of the French Creek & Northern Community Sewer Services and the French Creek Village Streetlighting Service to Include Area ‘G’ Properties (516 and 564 Wembley Road).

WATER

- 41 - 42 French Creek Water Service - Release of Reserve Funds for Well Redevelopment Project.
- 43 - 44 Drinking Water & Watershed Protection Service – Innovative Options & Opportunities for Water Use and Re-Use Integration.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

- 45 -54 Minutes of the District 69 Recreation Commission meeting held September 16, 2010. (for information)
1. *That the Qualicum and District Curling Club's funding request of \$25,000 from the District 69 Recreation Community Grant program be denied.*
 2. *That the Qualicum and District Curling Club be advised that there may be favourable financing available through the Municipal Finance Authority (MFA) as the facility is owned by the Town of Qualicum Beach.*

Electoral Area ‘A’ Parks, Recreation and Culture Commission.

- 55 - 59 Minutes of the Electoral Area ‘A’ Parks, Recreation and Culture Commission meeting held September 15, 2010. (for information)
1. *That the \$48,000 funding request from the Cedar Community Hall Board for hall improvements be referred to staff for a report on funding options with consideration given to recreation and parks budget priorities in Electoral Area ‘A’.*
 2. *That Regional District staff meet with School District 68 administration and discuss land tenure options in order to develop a community park and playground in Cassidy at the original Waterloo School site.*

Regional Agricultural Advisory Committee.

60 - 61 Minutes of the Agricultural Advisory Committee meeting held September 24, 2010.
(for information)

Sustainability Select Committee.

62 - 63 Minutes of the Sustainability Select Committee meeting held September 15, 2010.
(for information)

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

That pursuant to Section 90(1) (e) of the Community Charter the Board proceed to an In Camera Committee of the Whole meeting to consider items related to land issues.

Qualicum & District Curling Club
644 Memorial Avenue
Qualicum Beach, B.C.
V9P 1X2

September 10, 2010

Legislative Coordinator, Corporate Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C.
V9T 6N2

Dear Sir/Madam:

The Qualicum & District Curling Club would like to make a presentation at the Board Meeting to be held on Tuesday, September 21st.

My name is Eileen Leachman, Board League Director
790 Drew Road, Parksville, B.C.
V9P 1X2
Telephone: 250-752-8387 Cell: 250-927-2777
Email: egleachman@shaw.ca

The name of the presentation would be Support For Qualicum & District Curling Club Grant Application.

Our presentation will support the application made to the Regional District of Nanaimo for a grant to install a new ice plant in our Curling Club. The presentation will include a brief history, activities of the Club and our place in the Oceanside Community. We will be available to answer any questions.

We are having a meeting to prepare for this presentation and at this time do not know who the presenter will be. If a name is necessary to place this application on the agenda please use my name.

Please use my address or email to contact me as the curling club is not open until September 23rd.

Thank you very much for your consideration.

Eileen Leachman
League Director

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, SEPTEMBER 14, 2010 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 J. Ruttan	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Alternate	
Director M. Unger	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. Sherry	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
W. Idema	A/C General Manager, Finance & Information Services
J. Finnie	General Manager, Regional & Community Utilities
D. Trudeau	General Manager, Transportation & Solid Waste
P. Thorkelsson	General Manager, Development Services
T. Osborne	General Manager, Recreation & Parks
N. Hewitt	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Unger to the meeting.

LATE DELEGATIONS

MOVED Director Stanhope, SECONDED Director Burnett, that one late delegation be permitted to address the Committee.

CARRIED

Charles Verne, re Acquisition of Whiskey Creek Water Works – Request for Exemption from Parcel Tax and User Fees.

Mr. Verne requested exemption from the parcel tax and user fees since he is not connected to the system.

MINUTES

MOVED Director McNabb, SECONDED Director Bartram, that the minutes of the regular Committee of the Whole meeting held July 13, 2010 be adopted.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Bylaws No. 1607, 1608, & 1609 – To Establish Reserve Fund Bylaws for the San Pareil Water Service, the Drinking Water & Watershed Protection Service and the Area ‘G’ Community Parks Service.

MOVED Director Holme, SECONDED Director Bestwick, that "San Pareil Water Capital Reserve Fund Establishment Bylaw No. 1607, 2010" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Bestwick, that "San Pareil Water Capital Reserve Fund Establishment Bylaw No. 1607, 2010" be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Bestwick, that "Drinking Water and Watershed Protection Reserve Fund Establishment Bylaw No. 1608, 2010" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Bestwick, that "Drinking Water and Watershed Protection Reserve Fund Establishment Bylaw No. 1608, 2010" be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Bestwick, that "Electoral Area 'G' Community Parks Reserve Fund Establishment Bylaw No. 1609, 2010" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Bestwick, that "Electoral Area 'G' Community Parks Reserve Fund Establishment Bylaw No. 1609, 2010" be adopted.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

ENGINEERING

Streetlighting Services - Proposed Expansion Policy.

MOVED Director Johnstone, SECONDED Director Ruttan, that the Board direct staff to prepare a policy that community streetlights under the jurisdiction of the RDN only be considered if located within Urban Containment Boundaries and/or Village Centres as determined by the Regional Growth Strategy.

CARRIED

MOVED Director Johnston, SECONDED Director Ruttan, that the policy provide for exceptions where the Board determines that streetlights may be necessary for security or safety reasons.

CARRIED

MOVED Director Johnston, SECONDED Director Ruttan, that streetlight standards incorporate a requirement for energy efficient "dark sky" fixtures.

CARRIED

WATER

Final Report - 2010 Toilet Replacement Incentive Program.

MOVED Director Westbrook, SECONDED Director Bartram, that the Board receive the Toilet Replacement Incentive Program Update report for information.

CARRIED

Bylaws No. 1605 & 1606 – To Establish the Whiskey Creek Water Service in a Portion of Area ‘F’ & Authorize Borrowing in Relation to the Service.

MOVED Director Biggemann, SECONDED Director Holdom, that the Board approve the acquisition of the Whiskey Creek Water System and adjustment of the 2011 water and sewer utilities budgets to include an additional utility technician position effective July 2011 to accommodate additional operation and maintenance requirements associated with the Whiskey Creek Water Service and the Nanoose Bay Peninsula Water Treatment Plant.

CARRIED

MOVED Director Biggemann, SECONDED Director Holdom, that the "Whiskey Creek Water Service Establishment Bylaw No. 1605, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Biggemann, SECONDED Director Holdom, that the "Whiskey Creek Water Service Loan Authorization Bylaw No. 1606, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Solid Waste Disposal Service - Award of Contract for Bird Control at the Regional Landfill.

MOVED Director McNabb, SECONDED Director Holdom, that the Board award the contract for bird control services at the Regional Landfill to PK Bird Control Services for a period of two years commencing November 1, 2010 at a total cost of \$347,730.

CARRIED

Solid Waste Collection & Recycling Service - Review of Glass Drop-Off Options.

MOVED Director Burnett, SECONDED Director Johnston, that drop-off locations for non-deposit container glass be provided at the Church Road Transfer Station, the Parksville Bottle & Recycling Depot, the Nanaimo Recycling Exchange, Gabriola Island Recycling Organization and the Regional Landfill.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Charles Verne, re Acquisition of Whiskey Creek Water Works – Request for Exemption from Parcel Tax and User Fees.

MOVED Director Biggemann, SECONDED Director McNabb, that this issue be referred back to staff for a report.

CARRIED

NEW BUSINESS

Transporting Animals in the Front Seat of Vehicles.

MOVED Director Holme, SECONDED Director Holdom, that staff prepare a resolution for AVICC for consideration by the Board regarding animals being transported in the front seat of vehicles.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:30 PM

CHAIRPERSON



CAO APPROVAL		
EAP		
COW	✓	Oct 12 '10
OCT 04 2300		
RHD		
BOARD		

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: October 2, 2010

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

SUBJECT: Fire Services Committee – establishment and terms of reference

PURPOSE:

To obtain approval to establish an Electoral Areas fire services advisory committee and introduce its terms of reference.

BACKGROUND:

The Electoral Area members have met on several occasions to discuss the changing environment for volunteer fire departments in the rural areas. Topics have ranged from the seismic review of rural firehalls to the implications of the report titled “Transforming Fire/Rescue Services in BC”. Some of the implications of the report include local governments taking a greater role in the operations and management of fire departments by establishing operating standards that meet community needs and ensuring sufficient funding to provide the service.

The Regional District of Nanaimo provides fire protection and rescue services exclusively through operating contracts with Societies or other municipal members. The operating Societies have long and successful histories of service and any changes to the existing organizational model will require time and discussion with the fire departments and their personnel.

Over the last year or so, staff have become aware of concerns regarding administrative capacity in some departments and have recently been approached with the concept of a committee where a more coordinated approach to some subjects could be addressed. Following discussion with the Electoral Area directors on this topic, staff are recommending that at this time, it may be beneficial to establish a specific committee to provide a forum for discussion and information sharing between the elected members, staff and the operating societies – as well as among the operating societies.

Terms of Reference

Purpose:

The committee is intended to provide a forum to exchange information and to coordinate approaches to administrative and operational aspect of the fire services provided in the Regional District of Nanaimo, with the objectives of ensuring that fire protection and emergency response services are provided in a safe, operationally effective and financially responsible manner.

Committee Membership :

1. the Directors from Electoral Areas C,E,F,G and H
2. the Chair or Vice Chairperson of each operating Society
3. the Chief or Deputy Chief of each operating Society
4. the General Manager, Finance & Information Services and the General Manager, Development Services

Other Society Board members, personnel and/or Regional District staff would attend as required from time to time.

The committee would meet up to three times per year and may consider a very broad range of topics including but not limited to communication initiatives and protocols, training standards and opportunities, group purchasing, regulatory bylaws, capital purchases /projects and budgets.

ALTERNATIVES:

1. Establish a Fire Services Advisory Committee and approve in principle the Terms of Reference attached to this report.
2. Take no further action at this time.

FINANCIAL IMPLICATIONS:

There are no significant financial implications arising from establishing the committee at this time.

SUSTAINABILITY IMPLICATIONS:

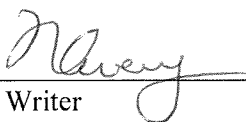
The Regional District of Nanaimo's strategic objectives include being one of the most cooperative, well managed and visionary regional districts in the province. This goal extends to cooperating in many ways with agencies which provide services either directly or indirectly on behalf of the Regional District. Specifically the Board wishes to have open, frank, balanced and objective discussions on complex issues prior to making decisions. The Fire Services Committee provides a forum for members of the fire department operating Societies, to give advice and feedback with respect to the opportunities and challenges to maintaining those services within their communities.

SUMMARY/CONCLUSIONS:

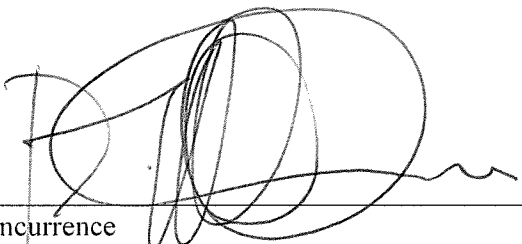
The Electoral Area Directors have met on several occasions over the last year regarding issues identified in the report "Transforming Fire/Rescue Services in BC", as well as on subjects specific to our own Regional District (seismic upgrading of firehalls). The Regional District of Nanaimo provides fire protection and rescue services exclusively through operating contracts with Societies or other municipal members. The operating Societies have long and successful histories of service and it is recognized that any changes to the existing organizational model will require time and discussion with the fire departments and their personnel. It has been suggested that the Regional District establish a formal committee to provide a forum for coordinating discussions and feedback around these types of topics as well as others. A terms of reference has been drafted and is attached to this report. Staff are recommending establishing the advisory committee and approving the terms of reference in principle. The terms of reference would be reviewed at the first committee meeting and should there be any changes, they would be returned to the Board for re-consideration and adoption.

RECOMMENDATIONS:

1. That the Board establish an advisory committee to be known as the Electoral Areas Fire Services Advisory Committee.
2. That the terms of reference attached to this report be approved in principle and be forwarded to the first meeting of the committee for review.



Report Writer



 CAO concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREAS FIRE SERVICES ADVISORY COMMITTEE TERMS OF REFERENCE

October 2010

PURPOSE:

The Committee is an Advisory Committee and is intended to provide a forum to exchange information and to coordinate approaches to administrative and operational aspects of the fire services provided in the Regional District of Nanaimo, with the objectives of ensuring that fire protection and emergency response services are provided in a safe, operationally effective and financially responsible manner.

BACKGROUND:

The Regional District of Nanaimo may under the Local Government Act establish services which benefit the community. At the present time, the Regional District has adopted bylaws establishing fire protection and emergency response services for the following areas:

Area C	Extension Fire Protection Service	Bylaw 1439
Area E	Nanoose Bay Fire Protection Service	Bylaw 991
Area F	Coombs Hilliers Fire Protection Service	Bylaw 1022
	Errington Fire Protection Service	Bylaw 821
Area G	Parksville (Local) Fire Protection Service	Bylaw 1001
	French Creek Fire Protection Service	Bylaw 794
Area H	Dashwood Fire Protection Service (F,G & H)	Bylaw 964
	Bow Horn Bay Fire Protection Service	Bylaw 1385

* a number of the service areas cross electoral area boundaries

In the Province of BC a Regional District is the corporate entity which establishes the authority to provide a service and to raise funds to support the delivery of a service. A Regional District has the legal responsibility to ensure that the service is provided in an operationally sound manner, including ensuring that vehicles, buildings, equipment and personnel operate in a safe environment.

The Regional District of Nanaimo has entered into service contracts with incorporated Societies to assist in the delivery of fire protection and emergency response services in some parts of the Regional District. The Boards of the Societies are responsible for the day to day operations of the fire department including administration, personnel recruitment, training and management, operating and maintaining vehicles, equipment and buildings and providing advice on operating and capital budgets.

COMMITTEE ROLES AND RESPONSIBILITIES:

1. The Committee shall consider information and/or reports from any member of the Committee and may make recommendations where applicable for consideration by the Regional Board.
2. The Committee may review and provide advice to the Regional Board with respect to policies affecting fire and emergency services within the Regional District of Nanaimo.
3. The Committee shall follow up on matters referred to it by the Regional District Board and report back as required.

Topics which may be considered by the Committee include, but are not limited to:

- Communications initiatives and protocols
- Operational guidelines regarding the use of equipment, vehicles and buildings
- Firefighter training standards and training opportunities
- Regulatory bylaws
- Boundary alignments/realignments
- Purchasing
- Capital improvement projects for vehicles, equipment or buildings
- Financial record keeping
- Budgeting
- Selection and Recruitment
- WorkSafe BC issues and orders
- Administrative support
- Mutual Aid/Emergency 911 operations

MEMBERSHIP:

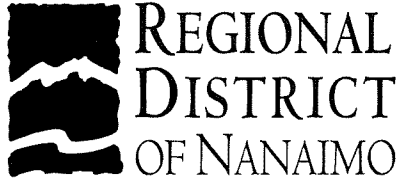
- The Electoral Area Director from Electoral Areas C,E,F,G and H
- The Chairperson or Vice Chairperson of each operating Society
- The Fire Chief or Deputy Fire Chief of each operating Society
- General Manager Finance & Information Services
- General Manager, Development Services
- Other Society Board members or Fire department personnel as required from time to time
- Other Regional District staff as required from time to time

CHAIRPERSON:

The Chair of the Committee shall be appointed annually by the Chair of the Regional District of Nanaimo from among the Electoral Area Directors.

MEETINGS:

1. The Committee shall meet approximately three times per year in the spring, mid-year and fall or as required.
2. There shall be no minimum attendance requirement to establish a forum for conducting a meeting.
3. Decisions of the Committee will be made by consensus whenever possible. If necessary, votes may be taken.
4. Regional District staff will contact each Committee member to solicit topics for discussion prior to agenda preparation.
5. Regional District staff will be assigned to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.
6. No remuneration for participation on the Committee is provided but if Committee activities coincide with meal times, meals will be provided.



COUNCIL APPROVAL	
EAP	
COW	1 Oct 12 '10
RHD	
BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: October 2, 2010

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

SUBJECT: **Bylaw 1259.06 – Amendments to Clarify Service Area Boundary Application Fees and Charges**

PURPOSE:

To introduce for approval amendments to sections of the Planning Fees and Charges Bylaw covering legal fees related to service area boundary amendment applications.

BACKGROUND:

When a property applies to gain access to an existing service – primarily water and sewer services, fees in the form of capital charges are required to be paid before the bylaws amending the boundaries are adopted. Most of the Regional District’s capital charge bylaws impose a fee based on the development potential of new lands being included in a service – however, where the applicant is prepared to register a covenant restricting development to a single lot, the capital charge payable is reduced to a single lot equivalent. The amendments proposed in Bylaw 1259.06 are intended to establish fees to cover legal costs which are being incurred when preparing and registering these covenants. The range of fees incurred is between \$300 to \$500. The amended bylaw establishes a fee of \$400, which will be sufficient to cover most instances where legal costs are incurred.

ALTERNATIVES:

1. Approve the bylaw as presented.
2. Recommend alternative fees and approve the bylaw as amended.

FINANCIAL IMPLICATIONS:

Alternative 1

To date legal fees have been recovered on an adhoc basis from applicants. Fees for services should be established by bylaw and this housekeeping amendment formalizes the process for recovering legal costs. A fee for legal costs of \$400 represents the average cost to prepare and register a covenant where a property has up to two property owners. The bylaw includes an additional fee of \$100 where there are more than two registered owners on a property.

Alternative 2

At this time, an analysis of costs incurred, indicates that a fee of \$400 treats all applicants fairly, recovers the Regional District's direct expenses associated with service area amendments and reduces the amount of follow up currently undertaken for adhoc cost recovery.

SUMMARY/CONCLUSIONS:

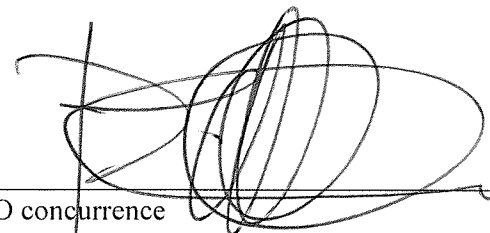
Where an owner applies to have their property added to a water, sewer or stormwater service they are required to pay certain capital charges based on the development potential of their lands. The capital charges payable may be reduced to the equivalent of a single lot charge, where the owner agrees to register a restrictive covenant on the property. While legal fees incurred to date have been recovered on request from applicants, it has come to staff's attention that formal authority for this purpose should be included in a fees and charges bylaw. Based on a review of fees incurred over the last few years, staff are recommending a flat fee of \$400 where there are up to two registered property owners and a further fee of \$100 for each additional owner. On occasion applications are withdrawn before the bylaws are adopted, in which case, legal fees paid under the bylaw will be refunded net of costs incurred with no refund if the result is less than \$100.

RECOMMENDATIONS:

1. That "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.06, 2010" be introduced and read three times.
2. That "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.06, 2010" be adopted.



Report Writer



X/ CAO concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1259.06

**A BYLAW TO AMEND PLANNING SERVICES
FEES & CHARGES BYLAW**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend the Planning Services fees and charges bylaw, cited as “Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002;

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

1. Amendments

“Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002” is amended:

- (a) By adding the following paragraph to the preamble:

AND WHEREAS pursuant to sections 803 and 363 of the *Local Government Act* the Board may, by bylaw, impose a fee or charge in respect of a regional district service;

- (b) By deleting Part 2 and replacing it with the following:

Part 2 - Application

This Bylaw applies to Electoral Areas ‘A’, ‘C’, ‘E’, ‘F’, ‘G’, and ‘H’ of the Regional District of Nanaimo.

- (c) By deleting section 9 of Part 5 and replacing it with the following:

9. Service Area Boundary Amendments

- a) An application must be submitted for each parcel of land to be added to a water, sewer or stormwater service area using the form specified in Schedule ‘B’ to be known as a “Boundary Amendment Application”.
- b) Each person who submits a Boundary Amendment Application must pay a fee to be known as a “Boundary Amendment Application Fee”.
- c) The amount of the Boundary Amendment Application Fee payable is specified in Schedule ‘C’.
- d) The Boundary Amendment Application Fee must be paid at the time the application is submitted and is not refundable.

- e) A Boundary Amendment Application will be processed once all other fees and charges associated with a service have been paid. Associated fees and charges include, but are not limited to, legal fees, capital charges, development cost charges and latecomer fees.
 - f) Legal fees for a Boundary Amendment Application are refundable net of any costs incurred by the Regional District of Nanaimo, except where the amount owing is less than \$50.
- (d) By deleting section 1 of Part 6 and replacing it with the following:
- 1. Fees for the purchase of maps, bylaws, publications and other products or mapping services are set out in Schedule 'D'.
- (e) By deleting Schedule 'B' and replacing it with the Schedule 'B' attached to this bylaw.
- (f) By adding Schedules 'C' and 'D' attached to this bylaw.

2. Citation

This bylaw may be cited as “Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.06, 2010”.

Introduced and read three times this 26th day of October, 2010.

Adopted this ____ day of _____, 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Schedule 'B' to accompany "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.06, 2010"

Chairperson

Sr.Mgr., Corporate Administration

SCHEDULE B

APPLICATION TO AMEND THE BOUNDARY OF A SERVICE AREA

DATE: _____

A separate application is required for each piece of land.

NAME & MAILING ADDRESS

Registered Property Owner Name(s)

Mailing address – Suite/Apt Number, Street Number, Street Name

City, Province and Postal Code

STREET ADDRESS OF PROPERTY IF DIFFERENT THAN MAILING ADDRESS

Suite/Apt Number, Street Number, Street Name

City, Province and Postal Code

LEGAL DESCRIPTION OF PROPERTY

REASON FOR REQUEST

APPLICATION FEE (NON-REFUNDABLE)

Check the applicable service(s):

Water \$300

Sewer \$300

Stormwater \$300

Total Application Fees \$_____

REMAINING SECTIONS TO BE COMPLETED BY REGIONAL DISTRICT STAFF

A copy of this form and all attachments is to be retained in the bylaw file that amends the boundary of the service area.

APPLICATION NUMBER _____

BYLAW NAME _____

OTHER CHARGES PAYABLE

Check the applicable fee (s) and bylaw (s):

Legal fees:

Legal fees are payable where a covenant is to be registered against the title to the land.

Covenant registration \$400 fee applicable for first two property owners

Covenant registration

_____ x \$100 _____ fee for each additional property owner

Total Legal Fee \$_____

Capital Charges:

- Bylaw 765 – Fairwinds Sewerage
- Bylaw 1323 – Nanoose Bulk Water
- Bylaw 1330 – French Creek Sewer Local Service
- Bylaw 1331 – Northern Community Sewer Service
- Bylaw 1387 – Coombs Hilliers Fire Protection Service
- Bylaw 1528 – Duke Point Sewer

Development Cost Charges:

- Bylaw 1020 – Southern Community Sewer Service
- Bylaw 1088 – Nanoose Bulk Water
- Bylaw 1089 – French Creek Bulk Water
- Bylaw 1443– Fairwinds Sewerage
- Bylaw 1442 – Northern Community Sewer Service
- Bylaw 1498 – Duke Point Sewer Service
- Bylaw 57 – Greater Nanaimo Water District (Area C – Extension)

Latecomer fees:

Name of latecomer fee _____

Schedule 'C' to accompany "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.06, 2010"

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE C

SCHEDULE OF BOUNDARY AMENDMENT APPLICATION FEES AND CHARGES

Refer to section 9 of Part 5:

- | | |
|---------------------|---|
| (a) Application Fee | \$300 |
| (b) Legal Fee | \$400 for the first two registered property owners |
| | \$100 for each additional registered property owner |

Schedule 'D' to accompany "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.06, 2010"

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE D

SCHEDULE OF PRDOCUT & SERVICE FEES

Maps	Colour	Black/White	Other Fees
Up to 12 x 18 inches	\$3	\$2	
Up to 24 x 36 inches	\$7	\$5	
Up to 36 x 72 inches	\$14	\$10	
Longer than 72 inches	\$3 per linear foot	\$2 per linear foot	
Cadastre Map Book			\$125.00
Custom Printed Map	\$50.00 per hour (minimum \$30) plus cost of individual map sheets as above		
Digital Image Map Book (.pdf)	\$75.00		
Map Layers (digital data format) – see 6(2) below	\$50.00 per hour (minimum \$50)		
"Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987"; text only			\$25.00
"Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002"; text only			\$10.00
Full size double sided version of the text and reduced schedules of an official community plan			\$10.00
Miscellaneous regional or planning study			\$25.00
RDN Parks Plan			\$10.00
Background report			\$10.00
Legal survey plan 8.5" by 11"			\$1.50
Legal survey plan 11" by 17"			\$2.00
Photocopies			\$0.25
Other document or publication not listed above			\$10.00



RDN REPORT		#
CAO APPROVAL		#
EAP		
COW	✓	Oct 10/2010
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: September 29, 2010

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE: 6780-50

SUBJECT: Green Building Speaker Series and Green Skyline Tour

PURPOSE

To provide a final summary of the Green Building Speaker Series and Green Skyline Tour that took place from September 7th – 18th, 2010.

BACKGROUND

The Green Building Action Plan directs staff to undertake outreach and educational activities that will inspire residents to take action, to provide information on the latest developments of green building in the region; and to provide general information about the defining characteristics of a green building, how green buildings contribute to the sustainability of the region, tips for renovating homes, and ideas to consider when constructing a new home.

To deliver on this action item, staff coordinated a speaker series as well as an open house tour of twelve notable green buildings in the region. The speaker series took place on weeknights, from 7pm – 9pm, September 7th-9th, and 13th – 17th. The open house tour was on Saturday September 18th, from 10am – 4pm.

Appendix 1 shows the schedule of speaking engagements, including location, speakers, presentation topic and number of attendees. A point worth noting is that, for the most part, presentations were made by local green building experts. This was a deliberate effort to highlight the good work and knowledgeable people in and around the Regional District of Nanaimo. In addition, the presentations provided a balance between opportunities to improve existing homes and what to consider in new construction. Most of the presentations will be posted on the RDN website in the week beginning October 4, 2010.¹

While the total number of attendees indicates that about 175 people participated in speaker series events, the actual number of people reached is estimated at 125, as many individuals attended several events. Feedback provided via evaluation forms and in conversation was overwhelmingly positive. Attendees learned a great deal about green building principles and practices, and seemed very impressed by the number and range of green building practitioners active in and around the RDN.

Regarding the Green Skyline Tour, twelve buildings across the region were open to the public. A pamphlet including a map of the locations with a brief description of the buildings was distributed to the public at the speaker series events, as well as at front desks at each of the member municipalities’ main civic buildings, various recreational facilities, libraries and other public locations in the region. (The pamphlet is provided under separate cover.) The intent was to create a self-guided tour in which

¹ See <http://www.rdn.bc.ca/cms.asp?wpID=1046>.

participants could visit the sites of greatest personal interest. Table 1 below shows an estimate of the number of participants in the tour by location

Table 1: Green Skyline Tour Locations and Participants

Name	Location	Number of Participants
VIU Shellfish Research Station	Bowser (EA H)	20
E-Cube House	Town of Qualicum Beach	Not available
Transformed Mobile Home	Coombs (EA F)	15
RDN Transit and Admin Bldg.	City of Nanaimo	13
Island Westcoast Developments	City of Nanaimo	25
12-Cubed Homes	City of Nanaimo	240
Treasure Trail House	Protection Island	17
VIU Faculty of Management	VIU Main Campus	10
Pacific Gardens Co-housing	City of Nanaimo	Not available
Anderson Residence	Cedar (EA A)	35
RainCoast Cob House	Gabriola Island (EA B)	30
Oyster Way House	Gabriola Island (EA B)	Not available

The high number of attendees to the 12-Cubed ‘microhome’ was the result of their own additional marketing and networking, coupled with a very high level of curiosity around this housing concept.

Like the speaker series, the Green Skyline Tour was very well received with strong urgings to continue this sort of work in the future. While the number of tour participants was lower than anticipated in some locations, the tour was viewed as a success considering this was its first year. Lessons learned in 2010 will contribute to an even better series and tour in 2011, should it become an annual event.

ALTERNATIVE

There are no alternatives presented. This report is for information purposes only.

FINANCIAL IMPLICATIONS

The speaker series and Green Skyline Tour were paid for through the Community Works Fund. The budget was set at \$14,000, shared equally among the Region’s seven Electoral Areas. Now completed, it appears that the project will come in an estimated \$2,000-\$3,000 under budget, which will be carried forward into 2011 for use in similar projects.

While the project came in below the allocated budget, the significant amount of staff time dedicated to this work is not captured in the numbers above. Of note, virtually all overtime for the Sustainability Coordinator was exhausted for 2010 in delivering this project. For next year, staff will consider requesting a more generous budget from the Community Works Fund in order to enable external professionals to take on a greater share of the work, as well as increasing the amount of overtime for the Sustainability Coordinator in the 2011 budget.

PUBLIC CONSULTATION IMPLICATIONS

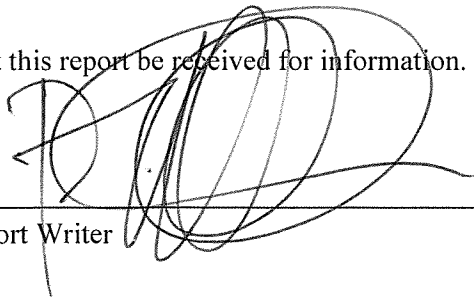
This outreach and education program was in and of itself an exercise in public consultation. It clearly revealed a strong desire among RDN residents for increased public discussions about practical solutions to improving the efficiency and reducing the impact of existing and new homes. In staff's estimation, the key public consultation implication is determining the best avenues to reach and effectively engage residents of the Region's Electoral Areas. A mass mail-out to all EA residents would cost approximately \$2,500. This could be accommodated as project budgets are considered in future years. Better use of CHLY, the community radio station was recommended by community members in Electoral Area F, and posters at known gathering places such community notice boards were particularly effective.

SUMMARY

The Green Building Speaker Series and Green Skyline Tour was a successful outreach and education program that illustrated practical solutions to improve the performance of existing homes, and innovative ideas to consider when building new. Highlighting local expertise and local buildings inspired regional residents, and the program was very well received. Approximately 125 people attended the speaking engagements, and hundreds more toured the buildings featured across the region. Though demanding on staff, the project was completed under budget, and all feedback has been exceedingly positive. Among residents, there is a very strong desire for outreach and education programs like this one, and staff have been encouraged to continue these efforts into the future.

RECOMMENDATION

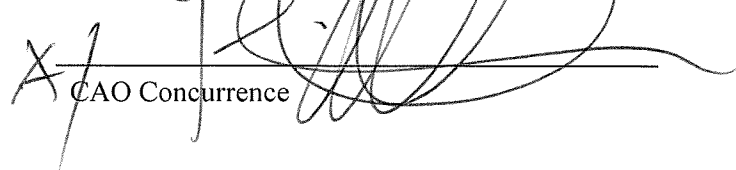
That this report be received for information.



Report Writer



General Manager Concurrence



CAO Concurrence

Appendix : Speaker Series Locations, Presentation Topics and Attendees

Date	Location	Speaker	Presentation	Attendees
09/07	EA G (French Creek)	Warren Scott	<i>LiveSmart Grants for Home Renovations</i>	12
		Carsten Jensen	<i>Green Prefab Homes</i>	
		Troy Glastner	<i>Shades of Green</i>	
09/08	EA C (Extension)	Warren Scott	<i>LiveSmart Grants for Home Renovations</i>	14
		Jack Anderson	<i>Integrated Energy and Water Systems</i>	
		Elke Cole	<i>Creating a Healthy and Beautiful Natural Home</i>	
09/09	EA A (Cedar)	Amanda Broad	<i>LiveSmart Grants for Home Renovations</i>	26
		Jack Anderson	<i>Green Building Design Principles and Examples</i>	
		Brandon Bauer	<i>Permaculture and Site Planning</i>	
09/13	EA H (Qualicum Bay)	Warren Scott	<i>LiveSmart Grants for Home Renovations</i>	23
		Jim Smith	<i>Integrated Renewable Energy Systems</i>	
		Ryan Clark	<i>Small Footprint, Big Impact</i>	
09/14	City of Nanaimo	Ken Connolly	<i>Fact and Fiction in Green Building</i>	50
		Ryan Clark	<i>Small Footprint, Big Impact</i>	
		Nathan Middleton	<i>Designing with Wind and Thermal Mass</i>	
09/15	EA F (Coombs)	Warren Scott	<i>LiveSmart Grants for Home Renovations</i>	12
		Rain Coast Homes	<i>Exploring the Alternatives</i>	
		Gord Baird	<i>Eco-Sense and the Code – How Deep Green is Possible</i>	
09/16	EA E (Nanoose Bay)	Amand Broad	<i>LiveSmart Grants for Home Renovations</i>	26
		Carsten Jensen	<i>Green Prefab Homes</i>	

		Michel Labrie	<i>Tools for Net Zero Homes</i>	
		Ian Gartshore	<i>Basics of Home Energy Management</i>	
09/17	EA B (Gabriola Isl.)	Rain Coast Homes	Exploring the Alternatives	12
		Adam Velsen		
Total Number of Attendees				175



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MEMORANDUM

TO: Sean De Pol
Manager of Wastewater Services

DATE: October 4, 2010

FROM: Lindsay Dalton
Wastewater Program Coordinator

FILE: 5345-30

**SUBJECT: Wastewater Services'
Educational Awareness Program for the Disposal of Residential Chemicals**

PURPOSE

To provide the Board with information on Wastewater Services' Residential Source Control Awareness Program.

BACKGROUND

At the March 23, 2010 Board meeting, a motion was made directing staff to *"prepare a strategy for an educational awareness program for the disposal of residential chemicals in the wastewater stream."*

Educating RDN residents about the effects of residential chemicals on septic systems and wastewater treatment facilities is an important initiative for Wastewater Services. Through the Residential Source Control Awareness Program, staff provide information on the proper use and disposal of residential chemicals. The information is available at SepticSmart workshops, open houses, public events, on the RDN website, and at Regional and Community Utilities reception. Staff also promote the 'Medications Return Program', a stewardship initiative funded by the pharmaceutical and self-care health products industries. As part of the program, the public is asked to return unused and/or expired medications to a participating pharmacy (see attached).

To ensure the ongoing effectiveness of the Residential Source Control Awareness Program, a communication strategy is being developed through the Liquid Waste Management Plan (LWMP). The goal of the strategy will be to further reduce the amount of pharmaceuticals, personal care products, household cleaners and chemicals, as well as organics, fats, oils, and greases that enter septic systems and wastewater treatment facilities. Once the updated LWMP is adopted, newsletters and brochures about the proper use and disposal of residential chemicals will be distributed to RDN residents in 2011/2012.

FINANCIAL IMPLICATIONS

The costs associated with the renewed communication strategy for the Residential Source Control Awareness Program is accounted for in the LWMP budget.

SUSTAINABILITY IMPLICATIONS

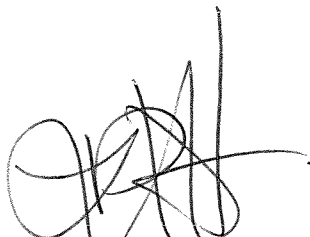
Wastewater Services' Residential Source Control Awareness Program for the disposal of residential chemicals will reduce the quantity of these materials entering the wastewater stream, protect the operation of septic systems and wastewater treatment plants, and enhance the health and environmental quality of our community.

SUMMARY/CONCLUSIONS

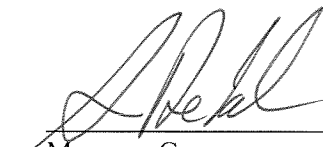
At the March 23, 2010 Board meeting, a motion was made directing staff to *"prepare a strategy for an educational awareness program for the disposal of residential chemicals in the wastewater stream."* Educating RDN residents about the effects of residential chemicals on septic systems and wastewater treatment facilities is an important initiative for Wastewater Services. Through the Residential Source Control Awareness Program, staff provide information to RDN residents on the proper use and disposal of residential chemicals. To ensure the ongoing effectiveness of the Residential Source Control Awareness Program, a communication strategy is being developed through the Liquid Waste Management Plan (LWMP). Once the updated LWMP is adopted, newsletters and brochures about the proper use and disposal of residential chemicals will be distributed to RDN residents in 2011/2012.

RECOMMENDATIONS

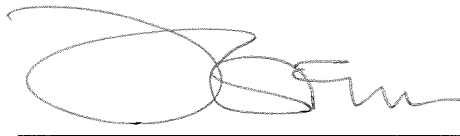
That the staff report on the Residential Source Control Awareness Program for the disposal of residential chemicals be received for information.



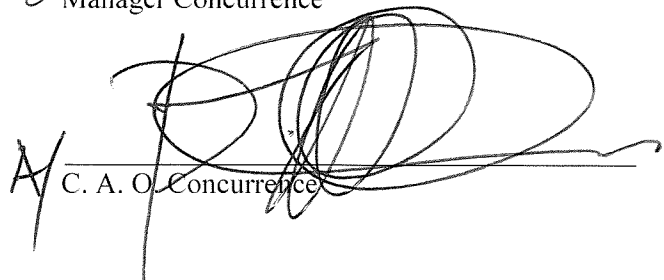
Report Writer



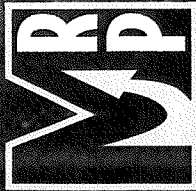
Manager Concurrence



General Manager Concurrence



C. A. O. Concurrence



The Medications Return Program enables the safe disposal of expired and unused medicines.

WHAT TO RETURN:

To help you return your expired and unused medicines the following is a list of accepted and not accepted products that can be disposed of at our pharmacy.

ACCEPTED

- All prescription drugs
- Nonprescription medicine
- Herbal products
- Vitamin and mineral supplements
- Throat lozenges
- Sharps, needles or syringes
- Cosmetics, antiperspirants, antiseptic and medicated skin care products
- Hard surface and toilet disinfectant cleaners
- Contact lens disinfectants
- Sunburn protectants
- Mouthwashes and toothpastes
- Pharmaceuticals from physicians' offices or hospitals

NOT ACCEPTED

- All unused or expired prescription drugs and medicines
- Any medicine in questionable condition
- Prescriptions that are not currently used
- Medicine whose use is uncertain; and
- Medicine with incomplete or missing labels.

Return these medicines to pharmacies participating in the Medications Return Program, check with your pharmacist if you are unsure.

Safe disposal is important. It keeps drugs out of the hands of children and other people who might use them inappropriately. It keeps drugs out of landfill sites and water supplies. And it prevents the inadvertent use of expired medicines.

For further information contact: Recycling Hotline of British Columbia
Greater Vancouver (604) 732-9253 Outside Greater Vancouver 1 (800) 667-4321

Additional information can be obtained at www.medicationsreturn.ca



A wide range of unused medicines, including prescription drugs, nonprescription and herbal products, and vitamin and mineral supplements, are accepted by pharmacies.



RDN DECISION		CAO APPROVAL PA
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MEMORANDUM

TO: Mike Donnelly
Manager of Water Services

DATE: September 23, 2010

FROM: Deb Churko, ASCT
Engineering Technologist

FILE: 5500-20-FC-01

SUBJECT: **Bylaws No. 813.46, 889.58, and 1062.03 - Inclusion of Properties into the French Creek and Northern Community Sewer Service Areas, and French Creek Village Streetlighting Service Area, Electoral Area 'G'**

PURPOSE

To consider a request to include Lots 8 and 9, District Lot 81, Nanoose Land District, Plan 1799 (516 and 564 Wembley Road), into the French Creek Sewer and Northern Community Sewer Service Areas, and into the French Creek Village Streetlighting Service Area (see location plan in Figure 1).

BACKGROUND

The subject properties are located on Wembley Road behind Wembley Mall west of Parksville, B.C. One single family home is currently located on each of these 4-5 acre properties, and the remainder of each property is forested and/or undeveloped. The owners of 516 and 564 Wembley Road (Doreen Bauman and 0885538 B.C. Ltd., respectively) wish to include the properties in the French Creek Sewer Local Service Area in order to maximize the development potential of these residential-zoned lots. The owners have petitioned the RDN to be included in the French Creek and Northern Community Sewer Local Service Areas for the purpose of sewer connection. The owners have also petitioned to be included in the French Creek Village Streetlighting Local Service Area so that streetlights may be added when subdivision of the properties is being considered.

The long-term strategy for the French Creek Plan Area is to have all urban areas fully serviced by community sewer. The subject properties are located within the Urban Containment Boundary and the engineered sewer catchment area for the French Creek Pollution Control Centre. The French Creek Official Community Plan (OCP) recognizes that sewer system expansions may be required in order to avoid potential future problem areas from on-site sewage disposal systems. The French Creek Sewer Local Service Area boundary is located immediately adjacent to the properties, and a sewer stub is present on Ackerman Road thereby making a connection to the community sewer system possible. Both properties are also located adjacent to the French Creek Village Streetlighting Service Area.

Two Capital Charges are payable when being brought into the sewer local service area. A Capital Charge of \$664 (per lot) is payable pursuant to *French Creek Sewer Local Service Area Capital Charge Bylaw No. 1330* (for sewage collection), and a Capital Charge of \$1,904 (per lot) is payable pursuant to *Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331* (for sewage treatment). There are no charges for joining the streetlighting service.

The owners' development representative has indicated the intention to subdivide the subject properties in the future. Capital Charges are normally payable on the full development potential of the lot at the time a property joins the local service area. However, Capital Charges can be paid on the parent lot only, and a

covenant can be registered on the property requiring that the remaining Capital Charges are payable at the time of subdivision, and/or when building permits are issued for construction of multi-family units.

French Creek Sewer Local Service Area Bylaw No. 813 (1990), Northern Community Sewer Service Area Bylaw No. 889 (1993), and French Creek Village Streetlighting Bylaw No. 1062 (1996) require amendment in order to include these properties in the sewer and streetlighting service areas. All three bylaw amendments are addressed in this report.

ALTERNATIVES

1. Accept the applications from 516 and 564 Wembley Road, and include the properties in the French Creek Sewer Service Area, Northern Community Sewer Service Area, and French Creek Village Streetlighting Local Service Area.
2. Do not accept the applications from 516 and 564 Wembley Road. The owners can explore options for on-site sewage treatment and disposal, and privately-owned streetlights.

FINANCIAL IMPLICATIONS

Under Option 1, if the applications for 516 and 564 Wembley Road are approved for inclusion into the French Creek and Northern Community Sewer Service Areas, there are no financial implications to the RDN. All costs associated with connection to the community sewer system would be at the expense of the applicants. The owners have paid Capital Charges on each parent lot in the amount of \$2,568. Signed covenants have been received, and will be registered on the Land Titles to ensure payment of the remaining Capital Charges at the time of development. There are no financial implications to join the French Creek Village Streetlighting Local Service Area.

Under Option 2, if the applications are not approved, there are no financial implications to the RDN. The owners would need to explore options for on-site sewage treatment and disposal, and privately-owned streetlights.

SUSTAINABILITY IMPLICATIONS

By including these properties into the French Creek and Northern Community Sewer Service Areas, domestic sewage would be collected by the community sewer system and treated at the French Creek Pollution Control Centre. Several nearby properties have recently connected to the French Creek community sewer system on an individual basis.

Municipal sewage collection at these properties would likely allow a higher density of development than what would be possible with on-site treatment and ground disposal. However, staff suggest that connecting these properties to the community sewer system would be a more sustainable option than designing on-site treatment and disposal systems in an urban setting.

Including the properties in the streetlighting local service area will likely result in the installation of additional streetlights in the Wembley Neighbourhood Centre.

DEVELOPMENT IMPLICATIONS

The subject properties are located within the “Wembley Neighbourhood Centre” land use designation pursuant to the *Electoral Area ‘G’ Official Community Plan (OCP) Bylaw No. 1540, 2008*. The long-term strategy for the French Creek Plan Area is to have all urban areas fully serviced by community sewer. The Electoral Area ‘G’ OCP recognizes that sewer system boundary extensions may be required in order to avoid potential future problem areas from on-site sewage disposal systems.


The subject properties are located within the Urban Containment Boundary as described in the *Regional Growth Strategy Bylaw No. 1309 (2003)*, and are located within the engineered sewer catchment area for the French Creek Pollution Control Centre. The properties are zoned Residential RS1-Q pursuant to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*. The “Q” subdivision district provides a minimum parcel size of 700 m² when the properties are serviced with community sewer. Lot 8 and Lot 9 are approximately 16,390 m² (4 acres) and 21,084 m² (5.2 acres) in size, respectively, therefore subdivision of the properties is possible under the current zoning.

SUMMARY/CONCLUSIONS


Petitions have been received from the owners of 516 and 564 Wembley Road to amend the boundaries of the French Creek and Northern Community Sewer Local Service Areas for the purpose of connecting to the community sewer system. The owners have also petitioned to be included in the French Creek Village Streetlighting Local Service Area. The subject properties are located within the Urban Containment Boundary, and within the engineered sewer catchment area for the French Creek Pollution Control Centre. The Electoral Area ‘G’ OCP supports the connection of urban properties to community sewer. All costs associated with sewer servicing at 516 and 564 Wembley Road would be at the expense of the applicants. The owners have paid Capital Charges on each parent lot in the amount of \$2,568. A signed covenant has been received for each property, and will be registered on the Land Titles to ensure payment of the remaining Capital Charges at the time of development. There are no financial or development implications to providing streetlighting service to the subject properties.

RECOMMENDATIONS


1. That “French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.46, 2010” be introduced and read three times.
2. That “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.58, 2010” be introduced and read three times.
3. That “French Creek Village Streetlighting Service Boundary Amendment Bylaw No. 1062.03, 2010” be introduced and read three times.



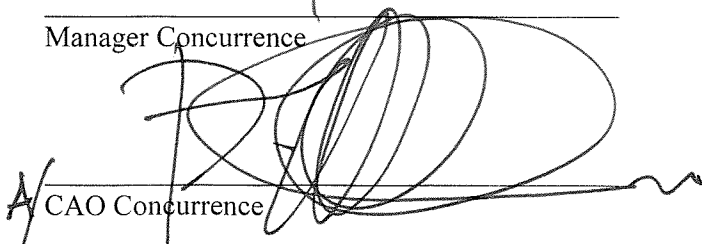
Report Writer



General Manager Concurrence

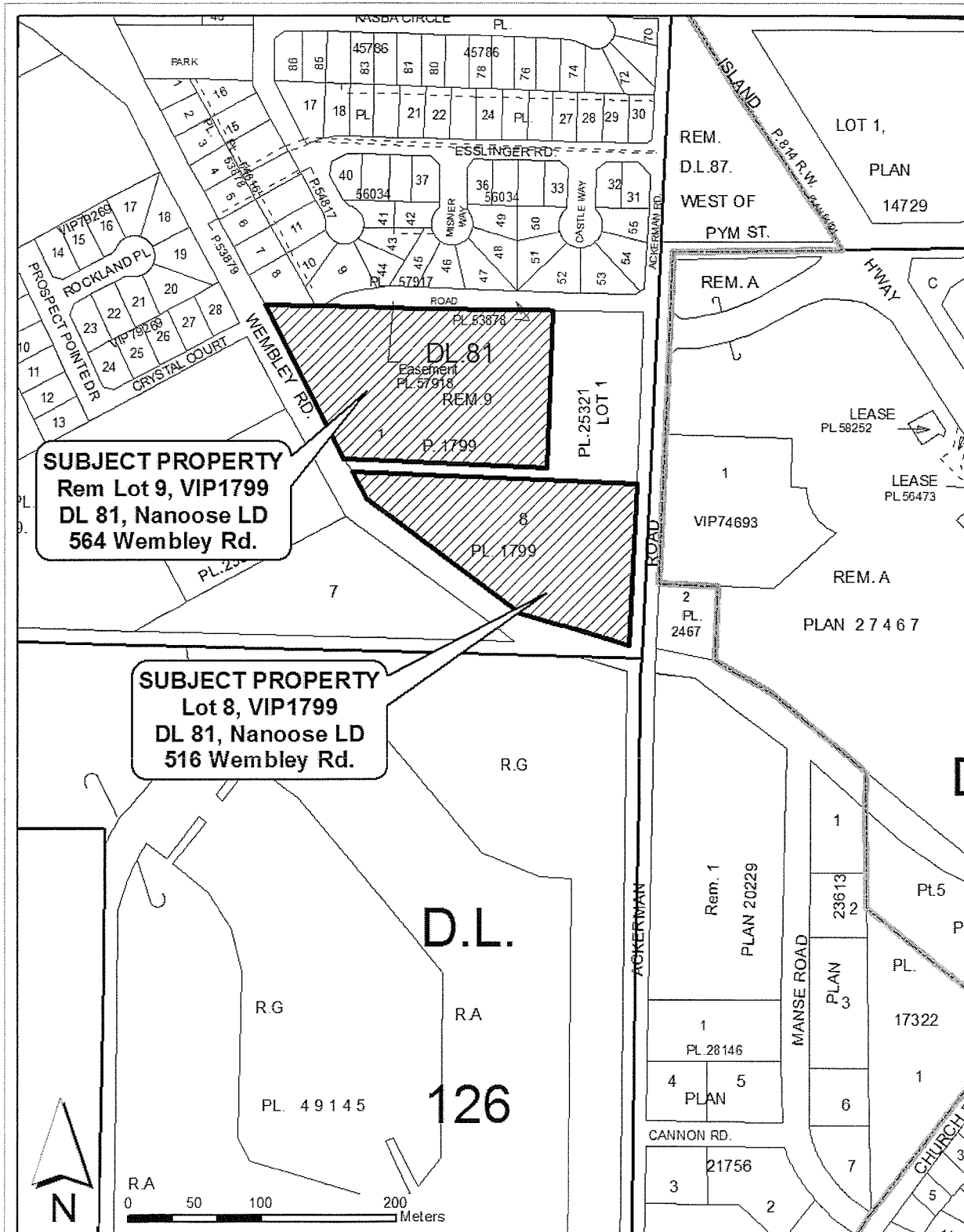


Manager Concurrence



CAO Concurrence

Figure 1 - Site Location Plan



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.46

**A BYLAW TO AMEND THE BOUNDARIES OF THE
FRENCH CREEK SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the French Creek Sewer Service pursuant to Bylaw No. 813, cited as “French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the service area to include the lands shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- Lot 8 and Lot 9, both of District Lot 81, Nanoose Land District, Plan 1799

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Amendment

“French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990” is amended as follows:

By deleting Schedule ‘A’ of Bylaw No. 813 and replacing it with the Schedule ‘A’ attached to this bylaw.

2. Citation

This bylaw may be cited for all purposes as “French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.46, 2010”.

Introduced and read three times this 26th day of October, 2010.

Adopted this ____ day of _____, 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.58

**A BYLAW TO AMEND THE BOUNDARIES OF THE
NORTHERN COMMUNITY SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as “Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the service area to include the lands legally described as:

- Lot 8 and Lot 9, both of District Lot 81, Nanoose Land District, Plan 1799

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Amendment

“Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993” is amended as follows:

By deleting Schedules ‘C’ and ‘E’ of Bylaw No. 889 and replacing them with the Schedules ‘C’ and ‘E’ attached to this bylaw.

2. Citation

This bylaw may be cited as “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.58, 2010”.

Introduced and read three times this 26th day of October, 2010.

Adopted this ____ day of _____, 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1062.03

**A BYLAW TO AMEND THE BOUNDARIES OF THE
FRENCH CREEK VILLAGE STREETLIGHTING SERVICE**

WHEREAS the Regional District of Nanaimo established the French Creek Village Streetlighting Service pursuant to Bylaw No. 1062, cited as “French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062, 1996”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the service area to include the lands shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- Lot 8 and Lot 9, both of District Lot 81, Nanoose Land District, Plan 1799

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Amendment

“French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062, 1996” is amended as follows:

By deleting Schedule ‘A’ of Bylaw No. 1062 and replacing it with the Schedule ‘A’ attached to this bylaw.

2. Citation

This bylaw may be cited as “French Creek Village Streetlighting Service Boundary Amendment Bylaw No. 1062.03, 2010”.

Introduced and read three times this 26th day of October, 2010.

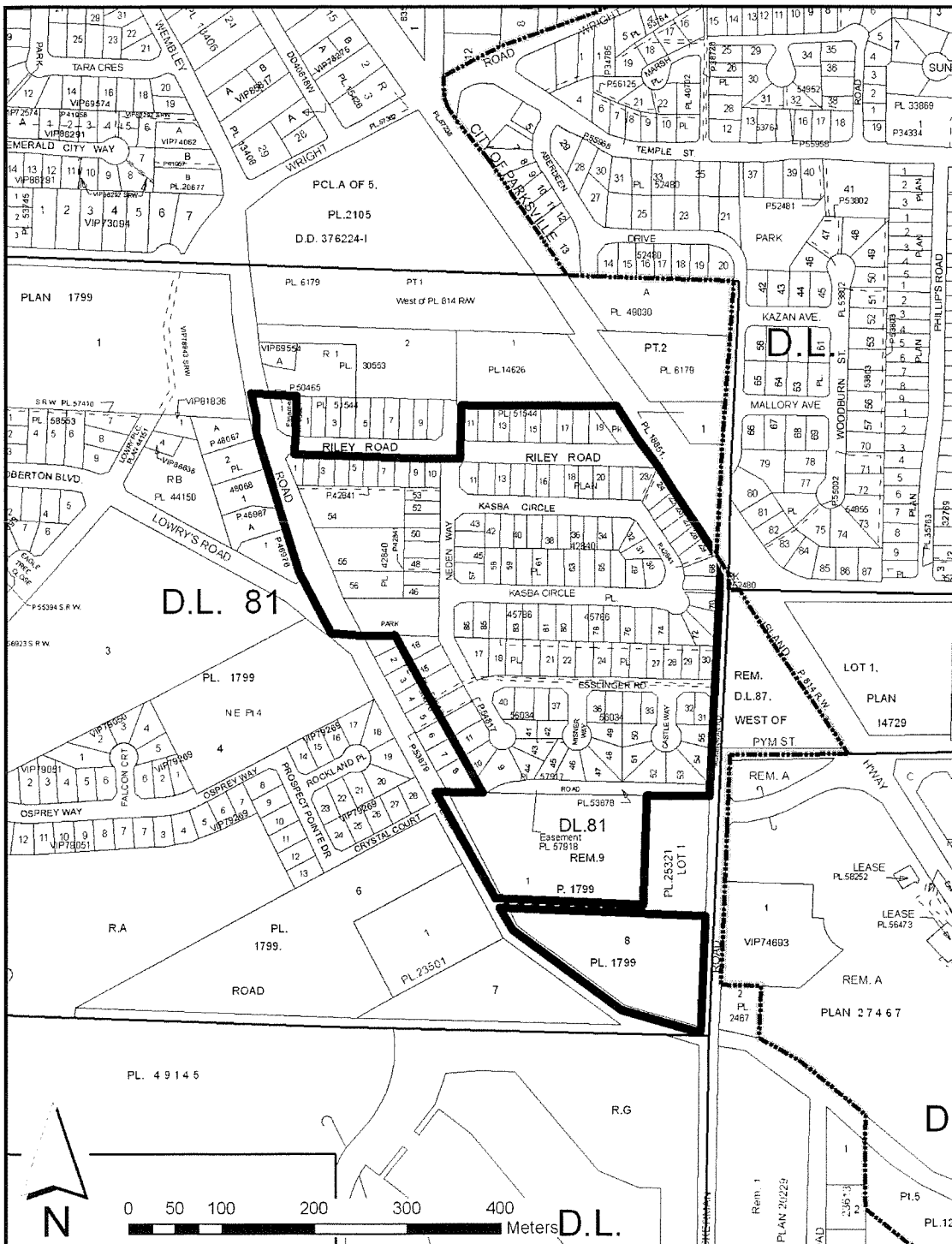
Adopted this ____ day of _____, 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

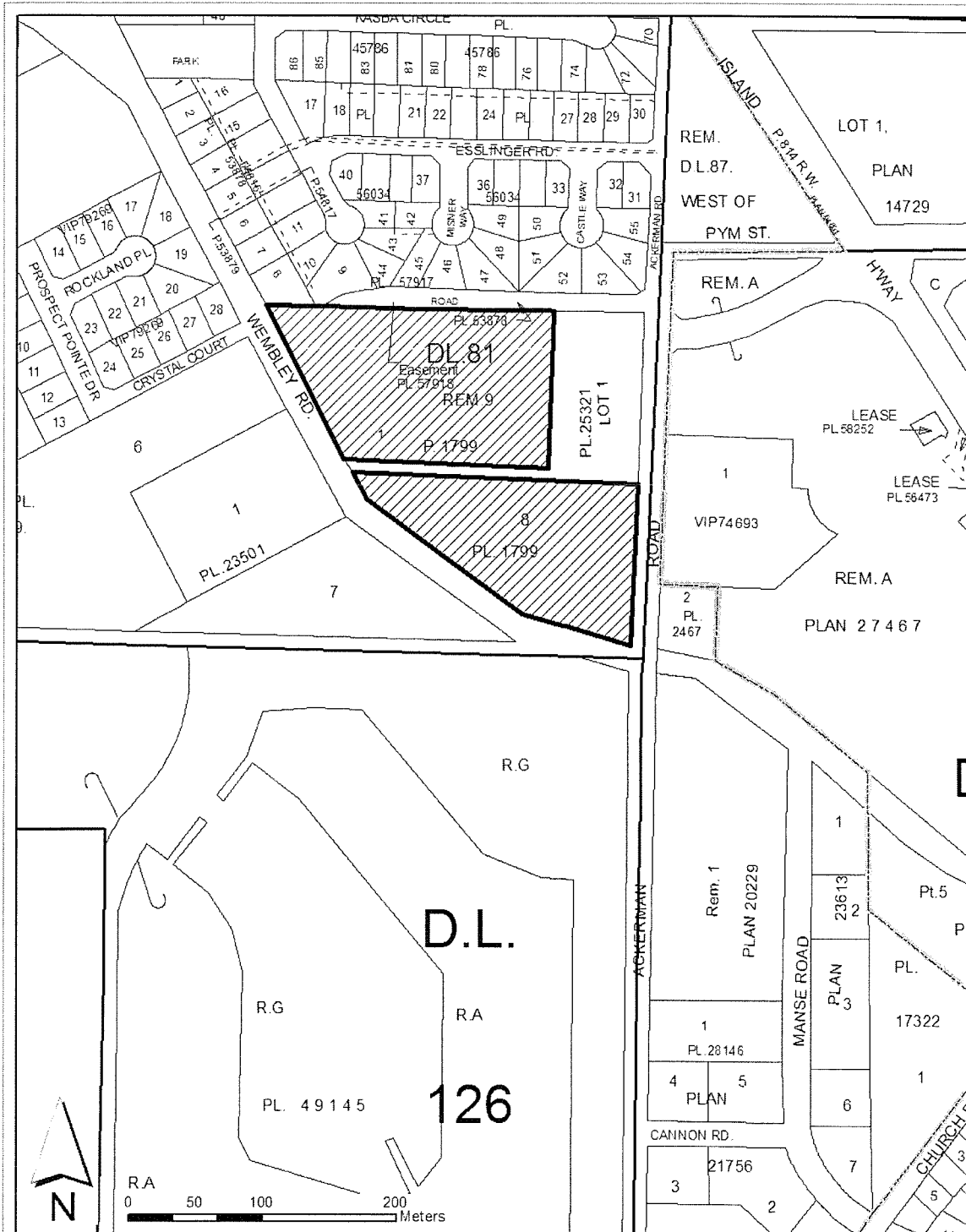
Chairperson

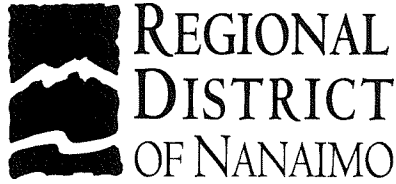
Sr. Mgr., Corporate Administration



Chairperson

Sr. Mgr., Corporate Administration





ADMIN DISCLOSURE		
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BOARD		

TO: John Finnie, General Manager
Regional & Community Utilities

DATE: September 30, 2010

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-FC-01

**SUBJECT: French Creek Water Service Area – Well Redevelopment Project
Expenditure of Reserve Funds**

PURPOSE

To obtain Board approval to fund a well rehabilitation project in the French Creek Water Service Area utilizing existing reserve funds.

BACKGROUND

The groundwater well inventory in all of the RDN water service areas has been reviewed to determine if and when rehabilitation is required to maintain production capacity. Over time, wells can begin to loose production capacity and, if left too long, capacity will degrade to the point that it cannot be recovered.

The review, carried out by Kleinfelder of Redmond Washington in 2009, concluded that the French Creek Well #7 had lost some capacity that could be recovered through rehabilitation. Maintaining well inventories before they decline too far is critical in order to gain back production capacity. Rehabilitation of the well includes high pressure pulsing of the gravel interfaced between the aquifer and well casing which aides in loosening fine materials which are then removed.

As part of the 2010 budgeting process \$40,000 was allocated in the operations budget for the rehabilitation of French Creek Well #7 with the understanding that the funds would be obtained from the French Creek Water Service Area reserves.

This work should proceed during the autumn months during the low demand period and is scheduled to take place, subject to Board approval, for late October.

ALTERNATIVES

1. That the Board approve the expenditure of up to \$40,000 from the French Creek Water Service Area Reserve Fund Expenditure Bylaw No. 1167.
2. That the Board does not approve this expenditure.

FINANCIAL IMPLICATIONS

If the Board supports alternative 1 then project costs up to \$40,000 may be withdrawn from the French Creek Water Service Area reserves. Reserves for this system currently stand at \$107,000. Full utilization of the requested withdrawal would leave \$67,000 left in reserves.

SUSTAINABILITY IMPLICATIONS

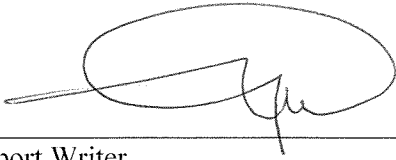
Planning for ongoing upgrades to water system infrastructure is an important aspect of maintaining sustainable capital infrastructure and a safe and sufficient supply of water.

CONCLUSIONS

Staff are recommending the expenditure of up to \$40,000 from the French Creek Water System reserves for the redevelopment of French Creek Well #7.

RECOMMENDATION

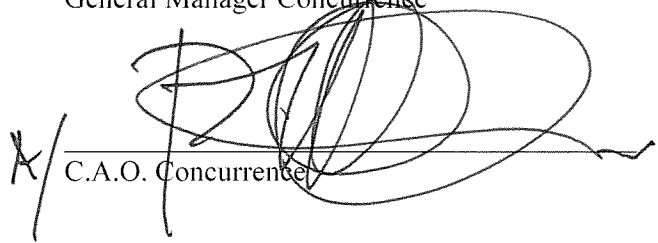
That the expenditure of up to \$40,000 from French Creek reserves for the redevelopment of French Creek Well #7 be approved.



Report Writer



General Manager Concurrence



X/ C.A.O. Concurrence



RDN REPORT		
CAO APPROVAL PHH		
EAP		
CCW	✓	OCT. 12/10
SEP 2 3 2010		
RHD		
BOARD		

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: October 1, 2010

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-23

**SUBJECT: Drinking Water and Watershed Protection
Innovative Options and Opportunities for Water Use and Re-Use Integration**

PURPOSE

To advise the Board of integration of the Innovative Options and Opportunities for Water Use and Re-Use study into the Drinking Water and Watershed Protection program.

BACKGROUND

At the April 2009 RDN Board meeting, the Innovative Options and Opportunities for Water Use and Re-Use study was received for information. The Board directed staff to;

Develop an implementation strategy with budget implications for the proposed initiatives for the Board's consideration.

The Innovative Options and Opportunities for Sustainable Water Use study provided an in-depth review of options for the supply, recycling and re-use of water in the region's water and wastewater service areas. The study;

- Researched options to reduce the dependency on RDN operated water supply and wastewater treatment systems through innovative water supply, recycling and re-use strategies.
- Reviewed North American and international approaches to water use and reuse issues and identified potential key actions for the Regional District.
- Consulted with the Water Services, Engineering Services, Wastewater Services and Development Services departments to identify amendments to RDN or Provincial regulations, operational practices, bylaws and/or development guidelines that assist with advancing the recommended strategies.

This study began in 2007 (prior to the Drinking Water and Watershed Protection initiative) in response to the Board's 2006 to 2009 Strategic Plan that identified a need to consider innovative options for water supply, recycling and re-use. Subsequent work on the Drinking Water and Watershed Protection initiative included the water use and re-use concepts developed in the Innovative Options and Opportunities study.

As the goals and objectives in both initiatives are aligned staff have incorporated the Innovative Options and Opportunities study into the development of the DWWP work plan expected to be completed this fall. Work on the recommended action items identified in the Innovative Options and Opportunities study has already begun under the DWWP program with additional action items anticipated for 2011.

ALTERNATIVES

1. That the Board receive this report for information.
2. That the Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Financial implications for the implementation of recommendations within the Innovative Options and Opportunities study will be included in the Drinking Water and Watershed Protection work plan to be presented to the Board this fall as part of the 2011 budget process.

SUSTAINABILITY IMPLICATIONS

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

- A safe, sufficient supply of water for all living beings and uses in the RDN.
- All natural resources are conserved, and renewable resources are available in perpetuity.

The Innovative Options & Opportunities for Sustainable Water Use study provides recommended approaches for reducing demand on the region's existing water sources while still supporting regional population growth and that are consistent with the Drinking Water and Watershed Protection program goals and objectives.

CONCLUSIONS

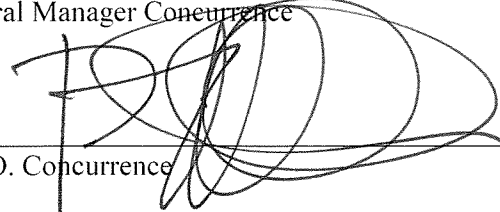
The Innovative Options and Opportunities for Water Use and Re-Use study is closely aligned with the goals and objectives of the Drinking Water and Watershed Protection program. Integration of both as part of the Drinking Water and Watershed Protection program will be carried out as part of the current DWWP work plan development to be completed this fall.

RECOMMENDATION

That the Board receive the Innovative Options and Opportunities for Water Use and Re-Use Integration staff report for information.


Report Writer


General Manager Concurrence


C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, SEPTEMBER 16, 2010
AT OCEANSIDE PLACE**

Attendance: Frank Van Eynde, Electoral Area 'E' Chair
Dave Bartram, Director, RDN Board
Reg Nosworthy, Electoral Area 'F'
Teresa Patterson, Councillor, City of Parksville
Michael Proctor, Electoral Area 'H'
Jack Wilson, Councillor, Town of Qualicum Beach
Eve Flynn, School District #69
Bill Preston, School District # 69, Alternate

Staff: Tom Osborne, General Manager of Recreation and Parks
Dean Banman, Manager of Recreation Services
Sandra Pearson, Superintendent of Aquatics and Northern Recreation Services
Mike Chestnut, Superintendent of Recreation Facilities
Ann-Marie Harvey, Recording Secretary

CALL TO ORDER

Chair Van Eynde called the meeting to order at 2:04pm.

PRESENTATION

District 69 Youth Strategic Plan

Dr. Neil Smith of Pacific Leadership Design presented the outcome of the Youth Strategy Survey and Youth Summit and described the findings as it pertained to the Youth Strategic Plan.

MINUTES

MOVED Commissioner Bartram, SECONDED Commissioner Proctor, that the Minutes of the District 69 Recreation Commission meeting held June 17, 2010, be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Wilson, SECONDED Commissioner Bartram that the correspondence M. Brown from the Town of Qualicum Beach re: QB Curling Club, C. James, The Old School House Arts Centre re: 2010 Harvest Music Festival and J. Friede, Vancouver Island Ju Jutsu re: Youth Ambassador Program-Pilot Project Request for Support be received.

CARRIED

REPORTS

Oceanside Place June-August Report

Mr. Banman summarized the Oceanside Place report for June - August 2010.

Northern Community Recreation Services & Ravensong Aquatic Centre Report June – August 2010

Ms. Pearson reported a summary from the Northern Community Recreation Services Report for June - August 2010.

Community Parks and Regional Parks and Trails Report June- August 2010

Mr. Osborne summarized the Community Parks and Regional Parks and Trails report

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the reports be received.

CARRIED

Ravensong Aquatic Centre Remedial/Upgrade Project Update

Mr. Mark Van Ek of Venture Pacific Consultants presented an update of the Ravensong Aquatic Centre remedial work and upgrades. Mr. Mark Van Ek featured photos of the deficiencies, as well as, photos of the repaired and completed work. Mr. Mark Van Ek stated that completion is on track for the December deadline.

NEW BUSINESS

Qualicum Beach Curling Club Request for Funding

MOVED Commissioner Bartram, SECONDED Commissioner Patterson, that the Qualicum and District Curling Club's funding request of \$25,000 from the District 69 Recreation Community Grant program be denied.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy that the Qualicum and District Curling Club be advised that there may be favourable financing available through the Municipal Finance Authority (MFA) as the facility is owned by the Town of Qualicum Beach.

CARRIED

COMMISSIONER ROUNDTABLE

Commissioner Bartram commented on the Sustainability Committee meeting they were briefed on a new set up that RDN has put in all their buildings that charts the use of electricity through. With the use of this machine at the Administration Building in Nanaimo, they have been able to save 11,000 KW of power over 3-4 months. That's approximately \$10,000. He was very impressed by this asked if Mr. Midgley could come to the Commission to present information on steps being taken to improve energy efficiency at Oceanside Place and the Ravensong Aquatic Centre.

Commissioner Nosworthy corrected Ms. Pearson's introduction of Mr. Simms as not working for ACES directly, rather she is under contract with ACES to provide Electoral Area 'F' community wide programming. He noted that the two non-profit committees for the area came together to work on a community calendar. The summer music camp that ran in Errington was fantastic and noted that the marimbas and drums that were funded by grants sounded awesome. An afterschool childcare program now has a building on the fairgrounds due to some grant money they received. Other projects for the area included a welcome sign for the Arrowsmith/Coombs area. They will be working on a third sign coming in from Whiskey Creek.

Commissioner Patterson reported lots of positive feedback about the Parksville Community Park and the new boardwalk. She mentioned Telus came forward and wants to put a tower towards the Top Bridge area (Parksville side) and that will go ahead. The OCP review has been slated. They had 28 people (youth to seniors) who wanted to sit on that committee of 9 and so the city will look at expanding that capacity.

Commissioner Flynn highlighted that the School District will have its enrollment numbers at the end of September and hope to be calling back all of the teachers in a re-call position. The School District will be embarking on a facilities review and analysis 10, 15, and some 20 year outlook. Presentation to be Oct 2nd 10-2. Commissioner Flynn reported on Family Place that is slated to be built as a tri-level facility going on the old school board site with partnerships of VIHA, MDCF, and SD 69. Lastly, Commissioner Flynn noted the public will start hearing a repositioning of the Ministry of Education on "Personalized Learning", "21st Century Learning" and to watch for those changes in focus to come.

Commissioner Preston reported that the School District is now under funding protection so there will be no increase of funding if enrollment goes up this year but will stay the same if enrollment is down. He also noted the shift in a District Career Program that will look at K-12 Career program. Right now students in grade 10 and 11 can take trades training courses that give them credit towards 11 and 12 and on to Vancouver Island University.

Commissioner Van Eynde stated that Fairwinds are redoing their planning from 20yrs ago and want to really increase the density. Local concern is that because of the density change proposed up to 38% may be dedicated as parkland and concern of whether it will be a Community Park or a Regional Park and who will pay for the parkland development.

ADJOURNMENT

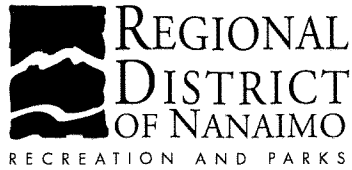
MOVED Commissioner Flynn, SECONDED Commissioner Proctor, that the meeting be adjourned at 4:05pm.

IN CAMERA

MOVED Commissioner Wilson, SECONDED Commissioner Bartram, that pursuant to Section 90 (1) (g) of the Community Charter the Electoral Area 'A' Parks, Recreation and Culture Commission proceed to an In Camera Commission meeting to consider items related to legal issues.

CARRIED

Frank Van Eynde, Chair



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	Oct. 12 / 10
SEP 15 2010		
RHD		
BOARD		
D69 Rec. Comm.		

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: September 14, 2010

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: Qualicum and District Curling Club Funding Request

To provide the District 69 Recreation Commission and Board reference material and alternatives for the request from the Qualicum and District Curling Club for financial assistance toward a capital project underway at the facility.

BACKGROUND

A letter of request for financial assistance in the amount of \$25,000 was received at the July 27 Board meeting from the Qualicum and District Curling Club (attached as Appendix I). The requested funds would go towards offsetting the cost of a \$107,210 project currently underway to replace the failing refrigeration system at the Club’s facility located in the Town of Qualicum Beach. The following two resolutions were carried at the July 27 meeting;

1. *That the correspondence from Bill Layman of the Qualicum and District Curling Club be received.*
2. *That this item be referred back to staff for a report.*

The Club plans to finance the project by utilizing \$50,000 in available club reserves, seeking a reprieve from the Town of Qualicum Beach for lease payments amounting to \$4,777 per year and utilizing \$2,000 from an already approved RDN grant in aid for programs in order to free up funds for the refrigeration project. The Club has identified \$77,000 in funding sources for the project including the \$25,000 RDN funding request. Not included in this amount is the value of lease concessions from the Town of Qualicum Beach.

The Club has operated since 1965 and has a current membership of approximately 375. Curling of all levels and all ages is offered at the facility. On August 19, RDN staff met with the Club executives and Mr. Allan Cameron, the Town of Qualicum Beach’s Superintendent of Public Works, Parks and Buildings, to discuss their request and to obtain additional information on the operation of the facility. In a separate meeting the RDN’s General Manager of Finance and Information Systems met with the Mr. John Marsh, Financial Administrator and Deputy CAO for the Town of Qualicum Beach to confirm information on the lease agreement between the Town and the Curling Club.

The Regional District of Nanaimo’s current lease agreement with the Parksville Curling Club can provide some opportunity for a comparative look at existing levels of local government support for curling in District 69. Although the parties in each lease agreement are different (Town of Qualicum Beach / Qualicum and District Curling Club), (RDN / Parksville Curling Club), both clubs operate under similar lease conditions which are outlined in Table A.

The Qualicum Club does pursue a variety of revenue streams that are typical for a curling club and although no financial statements were reviewed, appears to be operating in a responsible manner.

Also attached (Appendix II) is a letter from Mr. Mark Brown, Chief Administrative Officer with the Town of Qualicum Beach inquiring if a similar cost was to incur at the Parksville Curling Club, an RDN owned building, whether or not the Parksville club would be responsible for the cost. As outlined in Table A the lease agreement indicates that the Parksville Curling Club is responsible for all costs associated with operating and maintaining the building.

TABLE A - Relevant Lease Terms

Lease Terms	Qualicum and District CC	Parksville CC
Responsibility of capital and maintenance costs	Interior of building	Interior and exterior of building and all landscaping
Annual Lease Payment	\$4,777	\$5

The Qualicum and District Curling Club executive verbally provided a list of capital works carried out by them at the facility dating back approximately ten years. Most of the work completed has been necessary to ensure the continued operation of the facility with some smaller projects focused more to aid in the comfort and benefit of members. A list of items is included in Table B for reference.

TABLE B - Qualicum and District Capital Work

ITEM	COST	YEAR
Commercial kitchen	40,000	2001
Dehumidifier	50,000	2001
Office / administration area upgrades	4,000	2001
Compressor / Condenser	52,000	2003
Miscellaneous projects: trophy case, storage, washrooms, flooring, exterior painting	4,000	2008 - 2009
Lighting upgrade	10,000	2009

In addition to the capital work outlined in Table B, the Town of Qualicum Beach replaced the roof of the facility in 2008.

For reference a list of capital work carried out by the Parksville Curling Club has been included under Table C.

TABLE C - Parksville Curling Club Capital Work

ITEM	COST	YEAR
Compressor / Condenser	57,250	2004
Low emission ceiling	34,600	2006
Dehumidifier	50,000	-
Miscellaneous projects: washrooms, lobby, lounge, painting	8,000	-
Exterior repair: (possible roof, gable and soffit)	pending	pending

At the August 19 meeting it was indicated that the Qualicum and District Curling Club owns the building and all the assets within the building. In contrast the lease between the Town and Club refers to the Town as the owner of both the premises and land. Staff are currently verifying which version of the contradicting interpretation of the lease is correct.

ALTERNATIVES

1. Provide a grant in the amounts of \$7,500 in 2010 and \$7,500 in 2011 to the Qualicum and District Curling Club from the District 69 Recreation Community Grants program.
2. Provide a grant in the amounts of \$15,000 in 2010 and \$10,000 in 2011 to the Qualicum and District Curling Club from the District 69 Recreation Community Grants program.
3. Do not provide a grant to the Qualicum and District Curling Club.

FINANCIAL IMPLICATIONS:

Criteria affecting grant funding is broadly based on two criteria:

1. eligibility of the organization itself to receive grant funding,
2. eligibility of the purpose or use of the grant funds.

Both criteria need to be affirmed in order for an application to be successful.

If the Board supports Alternative 1, approximately 14% of the projected capital cost would be derived from a RDN grant source. This alternative perhaps best balances the magnitude of this project by committing significant funding and the need to ensure future grant opportunities are available to other organizations.

Support of Alternative 2 would fulfill the Club's original request to the Board and could be funded from the 2010 and projected 2011 District 69 Recreation Community Grants program. Funds remaining in the 2010 budget amount to \$22,000. However the Fall series of grant requests are still pending and it is unknown at this time the total amount of requests that will be submitted. The 2009 Fall series of community grants awarded was just over \$7,000. Historically the entire annual amount of funds (\$62,500) budgeted to the grant program does get allocated to community organizations. An approval of the curling club's entire requested amount to be funded solely from the 2010 grants programs would not only deplete the 2010 budgeted amount but also put the program in a negative balance and cancel the Fall series. As the 2010 budget has been set, there is no ability to increase the tax requisition further to accommodate the funding request.

Alternative 3 addresses to some degree the past practice of large capital projects not being considered candidates for community grant funding. Although eligible in some cases, grant funding to large capital type projects would be a significant drain on the annual budgeted amount dedicated to community organizations. Small grant requests for capital type projects such as painting have been successful in the past and fell within the range of a conventional grant averaging approximately \$3,000. If the Board does not support funding, the Curling Club will need to pursue other sources of funding. RDN General Grants-In-Aid excludes capital work to leased or rented facilities. Since the club leases the building from the Town of Qualicum Beach funding under this grant program is not possible.

SUSTAINABILITY / CITIZEN IMPLICATIONS

With a membership base of 375 the Qualicum and District Curling Club continues to provide a viable recreation pursuit for all ages. In the 2006 *Recreation Services Master Plan for Oceanside* the need for a balanced approach to the provision of centralized vs. non-centralized recreation facilities was addressed. Economies of scale provide an advantage to centralized facilities making them the preferred method of providing services. However distinct community needs require consideration and where applicable decentralized facilities should be considered.

Curling provides a lifelong activity with health and social benefits. Two facilities providing this service within District 69 are seen as viable for the foreseeable future.

SUMMARY / CONCLUSIONS

A funding request was received from the Qualicum and District Curling Club in the amount of \$25,000 to help finance the \$107,210 project currently underway to replace the failing refrigeration system at the club's Town of Qualicum based facility.

The Club leases the facility from the Town of Qualicum Beach for \$4,777 per year and is responsible for the operation and interior of the facility with the Town of Qualicum Beach maintaining the building exterior and grounds.

The organization and the project itself do meet the broad criteria for funding under the District 69 Recreation and Community Grants. However the amount of the request is significantly higher than the average amount of the grants awarded under this program.

Grants awarded through the District 69 Recreation and Community Grants typically average \$3,000 and provide assistance to programs and initiatives. Infrastructure projects such as the refrigeration replacement are significant financial investments. Although eligible for funding under this grants program, the program could not be sustained if used as a revenue source on a regular basis for large capital project requests. However it is recognized that the operating and maintenance of recreation facilities, especially on not-for-profit organizations, is an additional burden that legitimately can cause these organizations to seek grant funding.

In addition to the Qualicum and District Curling Club, the Parksville Curling Club does provide the same amenities and curling pursuits in the southern part of District 69. A comparison of lease conditions and capital projects carried out by both organizations is outlined in Tables A, B and C (above). The Parksville Curling Club is currently looking at financing options for large capital repair work on the exterior of the building they lease from the RDN. Approval of the Qualicum and District Curling Club's request would set a precedent for other similar organizations to pursue funding through.

The Club does have some apprehension on the ability of the existing refrigeration systems to operate until the new plant is online and securing project funds is pressing. Staff are recommending Alternative 1 as it provides a balance between providing a substantial portion of funding without significantly compromising the funding available to other eligible community groups.

RECOMMENDATION

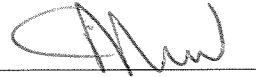
That funding in amounts of \$7,500 in 2010 and \$7,500 in 2011 be approved to the Qualicum and District Curling Club from the District 69 Recreation Community Grants program to be used to replace refrigeration system at the Club's facility.



Report Writer

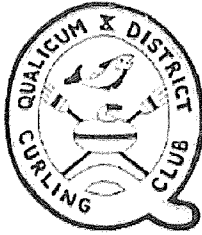


General Manager Concurrence



C.A.O. Concurrence

APPENDIX I



Qualicum & District Curling Club

644 Memorial Avenue, Qualicum Beach, B.C. V9K 1L8

Telephone: (250) 752-6162 • Fax: (250) 752-6641

July 23, 2010

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

Attention: Carol Mason, Chief Administrative Officer

Dear Ms. Mason

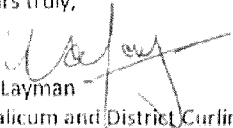
Request for Funding

The Qualicum and District Curling Club has been in operation at the Qualicum Beach Curling Rink since 1965 and offers league play for juniors, seniors, men, women, masters and mixed, benefiting District 69 as a whole. The Qualicum and District Curling Club is seeking support in the amount of \$25,000 from the Regional District of Nanaimo as part of its efforts to fund the replacement of the curling rink chiller system in the Qualicum and District Curling Rink. The chiller is the primary component in the refrigeration and air-conditioning system of the facility. Old chillers use refrigerants containing several of the chemical substances known to cause ozone depletion and global warming. Replacement of the old chiller system with a new energy efficient system will substantially reduce operating costs and more importantly reduce greenhouse gas emissions.

The estimated cost of the project is \$107,210. The Curling Club has set aside approximately \$50,000 in reserves specifically for the ice plant equipment replacement or upgrade. This leaves a shortfall of \$57,210. The Club has also requested that the Town of Qualicum Beach replace their current lease that requires an annual payment of \$4,777.00 with new lease terms that will allow the Club to continue operating given this significant funding short fall for this essential capital equipment replacement. This year, the D69 Recreation Grants-in-Aid funded \$2,000 to the Qualicum and District Curling Club to support their junior programs. In order to continue to provide an important recreational activity for District 69 residents of all ages, the Qualicum and District Curling Club, in recent years, has spent approximately \$47,000 in renovation and improvement projects using their own funding.

The Qualicum and District Curling Club hopes to continue to improve their facility and thanks you for considering our project for funding assistance. We look forward to hearing from you.

Yours truly,


Bill Layman
Qualicum and District Curling Club
250.752.6162

cc: Tom Osborne, RDN General Manager of Recreation & Parks Services
Linda Burgoyne, RDN Administrative Assistant

APPENDIX II



TOWN OF QUALICUM BEACH
INCORPORATED 1944

201 - 660 Princes St.
P.O. Box 120
Qualicum Beach, B.C.
V9K 4S7

Telephone: (250) 752-6921
Fax: (250) 751-1243
E-mail: gtbrown@qualicumbeach.com
Website: www.qualicumbeach.com

July 13, 2010

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

Attention: Carol Mason, CAO

Dear Carol:

Qualicum Beach Curling Club

The Qualicum Beach Curling Club's (the "Club") ice plant equipment requires replacing. The cost is in excess of \$100,000. The Club has requested that the Town share in the cost of the equipment replacement.

The Town's previous financial arrangement with the Club was to charge annual rent of approximately \$9,000. As a result of the RDN leasing the old arena to the Parkville Curling Club for only \$5 per year, thereby allowing for reduced curling fees in Parkville, this negatively contributed to a loss of Qualicum Beach curling members, and resulted in the Town having to reduce the Club's lease payment in half.

Council's inquiry is if this type of expenditure became necessary at the Parkville Curling Club, would the Parkville Curling Club be responsible for the full cost of the ice plant replacement? If this is not the case, then the Town feels that the RDN should be sharing in the ice plant replacement costs in Qualicum Beach as both clubs serve District 69 residents.

Perhaps a meeting to review the financial arrangements with both curling clubs and the RDN's involvement would be appropriate. I look forward hearing from you.

Thank you.

Yours truly,

Mark D. Brown, CAO
Town of Qualicum Beach
/s/

MB
By: letters@qualicumbeach.com

National 'Communities in Bloom' & 'Floral' Award Winner

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD WEDNESDAY, SEPTEMBER 15, 2010
AT CEDAR HERITAGE CENTRE, 7:00PM

Attendance: Joe Burnett, Director, RDN Board
Dawn Burnett
Shelagh Gourlay
Marlies Newton
Chris Pagen
Kerry-Lynn Wilson
Krista Seggie
Shannon Wilson

Staff: Dan Porteous, Superintendent of Arena and Southern Recreation Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Ryan Rangno

CALL TO ORDER

Chair Burnett called the meeting to order at 7:02.

DELEGATIONS

MOVED Commissioner K. Seggie, SECONDED Commissioner S. Gourlay, that the late delegations of Mr. Francois Brassens of the Cedar Ball Hockey Challenge Association and Ms. Vicki Suddaby of the Cedar Skate Park Association be received.

CARRIED

Mr. Francois Brassens, of the Cedar Ball Hockey Challenge Association, presented a letter to the Commission. He acknowledged the tremendous support they have received from the community for the annual Cedar Ball Hockey Challenge. Profits of \$4000.00 were donated to the Cedar Skate Park Association.

Mr. Brassens expressed the need for an outdoor recreation facility including such things as the skate park, tennis/basketball/hockey courts, playground, restroom, etc. His suggestion is to approach the District 68 School Board to include a large portion of the back field adjacent to the proposed skate park location. The second matter he would like considered is the re-surfacing of North Cedar Intermediate (NCI) outdoor sports courts. He would like the RDN to take the necessary steps to give this project at NCI the best possible chance of being selected for any future grants that may be available.

Ms. Vicki Suddaby endorsed Mr. Brassens expressed need for a recreation facility, as well, the need for facilities for non-organized sports. She stated the skate park and other facilities need land from the School District. She stated the need for partnerships between the RDN and the School

District so that any money designated for the purchase of land for such projects could instead be used towards building the facilities and programming. She also suggested it's been found in other areas that having recreation at schools prevents vandalism to schools. The people, the lights, and homes in the area make children feel safe. She restated the important need for the partnerships between RDN and School District 68 to make a recreation facility available. Ms. Suddaby announced the next Skate Park Association meeting is Sept 29th at the school.

MINUTES

Commissioner K. Seggie noted the statement on page 9, "*The fire hall recently was covered with a large amount of graffiti, however with a quick response the graffiti was completely removed.*" is incorrect. The graffiti was removed from the community sign but the graffiti on the fire hall was not removed for quite some time before it could be painted.

Commissioner S. Gourlay noted the statement regarding the grocery store board on page 7, "*Ms. Plaxton is responsible for the board*" is incorrect. Ms. Gourlay explained this is not in her job description. It is Ms. Gourlay who maintains the board.

MOVED Commissioner S. Gourlay, SECONDED K. Wilson that the minute be received as amended.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner S. Wilson, SECONDED M. Newton, that the following correspondence be received:

CARRIED

- D. Banman, RDN, to School District #68 Nanaimo/Ladysmith, re: Support Neighbourhood Learning Centres.
- M. Pearse, RDN, to Ministry of Community and Rural Development, re: Electoral Area 'A' Community Parks Loan Authorization Bylaw No. 1601.
- V. Suddaby, Cedar Skate Park Association, re: Acquisition Walsh Road Land for Recreational Use.
- H. Sarchuk, North Cedar Improvement District, re: Water Connection Request.
- T. Nelson and L. McCaw, south Wellington Elementary PAC Library Committee, re: Preschool Literacy Program Grant Final Report.
- D. Banman, RDN, to Cedar School and Community Enhancement Society, re: Hazardous Materials Report – Cedar Heritage Centre.
- K. St. Cyr / B. Stupich, CSCES, to EA A Parks, Recreation and Culture Commission, re: Funding support for Cedar Fun Zone Summer Camp Program.
- M. Ryn, Cedar Community Hall, to A Parks, Recreation and Culture Commission, re: Funding Support for Cedar Community Hall's major projects.
- F. Brassens, CBHCA, to EA A Parks, Recreation and Culture Commission, re: Need for recreation Facilities in Cedar
- M. Ryn, Cedar Community Hall, to Director J. Burnett, re: request for RDN funding for upgrades to the Cedar Community Hall.

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects June to August 2010

Ms. McCulloch presented the Community Parks and Regional Parks and Trails Projects report for June to August 2010.

Ms. McCulloch expanded on the encroachment on the neighbouring property at Thelma Griffiths Park. Staff feel that a fence rather than landscaping would be the best way to go to prevent encroachment in the future. The owner seems alright with this although would prefer landscaping. Ms. McCulloch will be speaking with the owner again to discuss the location of the fence. The finishing of the development of the park is on its way, which will include 6 more trees, garbage can, benches, a concrete pad and an RDN sign, totalling approximately \$12,000. Ms. McCulloch expressed her interest in meeting with SWACA for a bench donation and signage.

Ms. McCulloch gave an update on the Morden Colliery Regional Trail and Community Park. There is still a lot of finishing work to be done, with some concerns about the plantings and they will be working closely on site to make sure the planting looks good in the end. There is an issue of vandalism to the plantings from ATVS, bikes, etc. Staff will be working with the developer to deal with this issue. Tipple concept plans have been sent to the developer. There will be four wooden benches installed that will be given to staff by the developer.

Commissioner K. Seggie had noticed the planting had been completed in June and are now all dead. Ms. McCulloch stated that the developer will be replacing them with something other than cedar since there will be no irrigation system.

Commissioner K. Seggie expressed her concern of the existing bridge near the park for horse riders. Stating that if a horse went over the bridge it could potentially fall through it. Ms. McCulloch said she would look in to having a "No Horses Riding" sign put up.

MOVED Commissioner Wilson, SECONDED K. Seggie that the Community Parks and Trails reports be received.

CARRIED

Recreation and Culture Report May to August 2010

Mr. D. Porteous reviewed the Recreation and Culture Report for May to August.

MOVED Commissioner K. Wilson, SECONDED Commissioner S. Wilson that the Recreation and Culture Report for May to August 2010 be received.

CARRIED

BCRPA Symposium

Commissioner D. Burnett reported on her participation at the BCRPA Symposium. She noted this was a very beneficial forum for municipal staff and while not many commissioners attend, it is certainly worthwhile attending. She recommends others take any opportunity to attend to find out what great work the Association is doing and how it helps each community.

Cedar Heritage Centre Lease

Mr. Porteous reported staff are continuing to meet with CSCES and work out the details to the Cedar Heritage Centre lease. Once a draft is completed it will be presented to the CSCES Board for review. The lease will be presented to the Commission for final endorsement before it is presented to the Regional Board for final approval by year end.

Commissioner S. Gourlay wanted to remind the Commission the CSCES Gaming Grant depends on the lease not changing. She is concerned that changes to the lease arrangement could affect future grant funding coming to CSCES. Chair J. Burnett advised her to communicate this information to the CSCES Board representatives who are working with the Regional District on the lease. Commissioner Gourlay will explore this issue further with the Gaming Commission.

Cedar Heritage Roof

Mr. Porteous reported three quotes have been received regarding repairs to the roof and roof replacement. The quotes will be reviewed and staff will determine the best course of action regarding roofing options.

Cedar Heritage Lighting

Mr. Porteous reported two quotes have been received regarding outside lighting at or near the trellis at the gateway entrance in front of the Cedar Heritage Centre. One of the quotes outlined a different approach to lighting that would include outdoor lights around the facility, which would provide sufficient lighting from the building to the entranceway and save money in the long run due to energy efficiencies and cost savings. Two quotes were requested, one for lighting attached to the trellis and one for lamppost lighting. Staff will review the quotes and further investigate the best course of action.

2011 Recreation and Culture Services Priority Planning

Mr. Porteous presented the Commission with a few dates in October for a special meeting to address the priority planning and evaluation of services. The Commission expressed a week night would be preferred over a weekend. Mr. Porteous will email Commissioners some dates and times and seek a date and time that works for the majority of Commissioners.

BUSINESS ARISING FROM DELEGATIONS

As the business arising from delegations needed further attention but is a land issue, Chair J. Burnett recommended that the matter be referred to In Camera following the regular meeting.

BUSINESS ARISING COMMUNICATIONS/CORRESPONDENCE

MOVED S. Gourlay, SECONDED D. Burnett, that the \$48,000 funding request from the Cedar Community Hall Board for hall improvements be referred to staff for a report on funding options with consideration given to recreation and parks budget priorities in Electoral Area 'A'.

NEW BUSINESS

Cassidy School District Land

Commissioner K. Seggie expressed her concern for the lack of park/playground space and yet there is a School District piece of land that is not being used at the original Waterloo School located behind the market.

Ms. Seggie inquired why the RDN couldn't use the money from the Boat Harbour acquisition and use it for something like this project of a tot park. *(Staff note – the funds that were to be used for the Boat Harbour purchase can only be used for land acquisition, playground development can be funded from either the community parks operating annual budget or the community parks operating reserve budget.)*

MOVED K. Seggie, SECONDED D. Burnett, that Regional District staff meet with School District 68 administration and discuss land tenure options in order to develop a community park and playground in Cassidy at the original Waterloo School site.

CARRIED

COMMITTEE ROUND TABLE

Commissioner M. Newton explained the New Social Walking Group initiative she is involved with. The walking group will explore walking trails in and around the area. She invited everyone to participate in the first community walk starting October 18.

Commissioner K. Seggie informed members that Frank Garnish is in the hospital. She asked if staff could send a card on behalf of the Commission. Mr. Porteous stated he would do so. Ms. Seggie added that SWACA is having another community market on September 26, 10:00am-2:00pm. She also noted that South Wellington Elementary School is having a bottle drive October 17 and asked if anyone has any bottles she would be willing to pick the bottles up.

Commissioner C. Pagen commented on the Cedar Ball Hockey request for recreation facilities stating that he could imagine a facility as Mr. Brassens described and that it is definitely something to work toward.

ADJOURNMENT

MOVED S. Wilson, SECONDED S. Gourlay, that the meeting be adjourned at 8:13pm.

IN CAMERA

MOVED S. Wilson, SECONDED S. Gourlay, that pursuant to Section 90 (1) (e) of the Community Charter the Electoral Area 'A' Parks, Recreation and Culture Commission proceed to an In Camera Commission meeting to consider items related to land issues.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE
MEETING HELD ON FRIDAY, SEPTEMBER 24, 2010
IN THE RDN COMMITTEE ROOM**

Present:

Director J. Burnett	Chairperson
A. Benson	Representative (South)
J. McLeod	Representative (South)
A. Brown	Representative (North)
R. Thompson	Representative (North)
C. Springford	Representative (North)
D. Johnstone	City of Nanaimo

Also in Attendance:

J. Drew	Emergency Coordinator
P. Thompson	Manager of Long Range Planning
P. Thorkelsson	General Manager, Development Services
K. Marks	Planner
Christina Metherall	Drinking Water/Watershed Protection Coordinator

CALL TO ORDER

The Chairperson called the meeting to order.

MINUTES

MOVED R. Thompson, SECONDED A. Benson, that the minutes from the Agricultural Advisory Committee meeting held April 30, 2010, be received.

NEW BUSINESS

Director Burnett provided information on the meeting with the ALC.

REPORTS

Audit of the ALR report was received for information.

Jani Drew, Emergency Coordinator provided information on Mass Animal Carcass Emergency Planning. The Province has a guide for disposal of carcasses and pamphlets were provided to the Committee.

OTHER

Christina Metherall provided information regarding the Wellsmart Program and upcoming workshops.

ADJOURNMENT

The meeting was adjourned at 3:10 pm.

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE
MEETING HELD ON WEDNESDAY, SEPTEMBER 15, 2010
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 E. Mayne	City of Parksville
Director C. Haime	District of Lantzville
Director B. Holdom	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach

Also in Attendance:

P. Thorkelsson	General Manager of Development Services
Chris Midgley	Manager, Energy & Sustainability
Ting Pan	Sustainability Coordinator

CALL TO ORDER

The meeting was called to order at 2:07 pm by the Chair.

MINUTES

MOVED Director Bartram, SECONDED Director Holdom that the minutes of the Sustainability Select Committee meeting held on May 19, 2010, be adopted.

CARRIED

REPORTS

Updated Green Building Action Plan

MOVED Director Bartram, SECONDED Director Burnett, that the Board approve the Green Building Action Plan as presented.

CARRIED

The following six presentations were provided as updates to the Committee:

- Progress Report of the Sustainability Checklist
- Community Energy and Emission
- Raven Underground Coal Project
- Energy Monitoring
- Update on Cosmetic Pesticide Restriction
- Green Building Outreach and Education

BC Energy Manager Quarterly Update

The BC Energy Manager Quarterly Update presentation was deferred to a later date due to time constraints

ADJOURNMENT

MOVED Director Mayne, SECONDED Director Holdom, that this meeting be adjourned.

CARRIED

Time: 4:00 pm

CHAIRPERSON