

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, APRIL 13, 2010

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 5 **Michele Deakin, Mid Vancouver Island Habitat Enhancement Society**, re Results of the Bio-inventory of the Englishman River Estuary and Nearshore.

MINUTES

- 6 - 17 Minutes of the regular Committee of the Whole meeting held March 9, 2010.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 18 – 19 **Mark Brown, Town of Qualicum Beach**, re Qualicum Beach Airport Funding/Regional Services Review.
- 20 - 22 **Howard Waldner, Vancouver Island Health Authority**, re Grant to Support Capacity Building for Homelessness.

UNFINISHED BUSINESS

FINANCE AND INFORMATION SERVICES

FINANCE

- 23 - 24 Cell Tower Proposal - Greater Nanaimo Pollution Control Centre.
- 25 - 33 Bylaws No. 821.08, 964.05, 991.03, 1022.07, 1385.06 & 1439.03 - Amend the Errington, Dashwood, Nanoose, Coombs Hilliers, Bow Horn Bay and Extension Fire Protection Service Establishment Bylaws to Include Rescue Services.

DEVELOPMENT SERVICES

BUILDING & BYLAW

34 - 36 Building Inspection Service - Communication Plan for Expansion.

PLANNING

37 - 43 Electoral Area 'A' Draft Official Community Plan - Nanaimo Airport.

44 - 54 TELUS Cell Tower Proposal - 3805 Melrose Road in Area 'F'.

55 - 63 Cell Tower Proposal - Errington Fire Department.

RECREATION AND PARKS SERVICES

RECREATION

64 - 66 Bylaw No. 1599 - Establishes a Reserve Fund for the Electoral Area 'A' Recreation & Culture Service.

67 - 68 Oceanside Place Arena - Release of Reserve Funds for Capital Equipment Replacement.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

69 - 76 Bylaw No. 975.52 - Reduces the Boundaries of the Pump & Haul Service by Excluding An Area 'E' Property.

77 - 83 Bylaws No. 813.44 & 889.56 - Amend the French Creek & Northern Community Sewer Services to Include An Area 'G' Property.

84 - 87 SepticSmart Education Program - Progress Report.

88 - 90 Northern Community Sewer Service - Contract Award & Release of Reserve Funds for Centrifuge Purchase.

WATER

91 - 113 Rainwater Management Current Practices Review.

114 - 116 Bylaw No. 1598 - Repeals Redundant Regulations & Rates Bylaws for Amalgamated Nanoose Bay Peninsula Water Services.

117 - 120 Nanoose Bay and French Creek Bulk Water Services - Arrowsmith Water Service Joint Venture Agreement Amendment.

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

- 121 - 137 Bylaw No. 1591 - Rates & Regulations Bylaw for the Solid Waste Collection & Recycling Service.
- 138 - 143 Solid Waste Disposal Service - Reserve Fund Bylaw No. 1600, Green Bin Purchase, Financial Plan Amendment Bylaw No. 1597.01.
- 144 - 146 2009 Illegal Dumping and Landfill Bans Enforcement Report.
- 147 - 149 Solid Waste Disposal Service - Tender Award for Landfill Rubber Tire Loader.

COMMISSION, ADVISORY & SELECT COMMITTEE

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

- 150 - 156 Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held March 17, 2010. (for information)

1. That staff contact School District #68 to explore issues and possible solutions for resurfacing the South Wellington Elementary and North Cedar Intermediate School outdoor courts, and to address the multi-use application of the courts.
2. That the following Electoral Area 'A' Recreation and Culture Grant-In-Aid applications be approved:

<u>Community Group</u>	<u>Amount Recommended</u>
Cedar Family of Community Schools	\$ 896
Cedar Community Hall Association	\$ 1,500
Yellow Point Drama Group	\$ 1,007
South Wellington Elementary PAC	\$ 443

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

- 157 - 158 Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held February 2, 2010. (for information)

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

- 159 - 160 Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held February 22, 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.

Armstrong, Jane

From: Michele [auklet@shaw.ca]
Sent: March 23, 2010 2:14 PM
To: Armstrong, Jane
Subject: FW: delegation request

Hi Jane
Just trying again as it didn't go the first time. Michele

From: Michele [mailto:auklet@shaw.ca]
Sent: March 23, 2010 2:05 PM
To: 'jarmstong@rdn.bc.ca'
Subject: delegation request

Hello Jane

I would like to make a presentation to the RDN Board on April 13, 2010, on behalf of the Mid Vancouver Island Habitat Enhancement Society.

The presentation would be called: *Results of the Bio-inventory of the Englishman River Estuary and Nearshore*. It will give an overview of the two-year project and our key findings regarding function of the estuary, community interest in their estuary, and the general health of our nearshore ecosystem. Issues regarding shoreline modification, Canada Geese, invasive plant species and water quality will be highlighted.

Thank you for your help,
Michele Deakin
Project Manager
MVIHES
1097 Fabrick Drive, Qualicum
Beach, B.C. V9K 1M9
auklet@shaw.ca
250-738-0232

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, MARCH 9, 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
Alternate	
Director D. Niwa	Electoral Area F
Director D. Bartram	Electoral Area H
Director C. Haime	District of Lantzville
Director E. Mayne	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director J. Kipp	City of Nanaimo
Alternate	
Director M. Unger	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo

Also in Attendance:

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

CALL TO ORDER

The Chairperson welcomed Alternate Directors Pattje, Unger and Niwa to the meeting.

DELEGATIONS

Linda & Chuck Addison, re Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604.

The delegation did not wish to speak at this time.

Anita Pangborne-LaHue, re Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604.

This delegation was not in attendance.

Ruth Sharun, Nanaimo Marine Rescue Society, re Overview of Society Operations & Current Initiatives.

Ms. Sharun presented a visual and verbal overview regarding the NMRS organization and the fundraising efforts to purchase an enclosed vessel to serve the community's marine emergency response needs and requested a contribution from the RDN in the amount of \$25,000.

MINUTES

MOVED Director McNabb, SECONDED Director Mayne, that the minutes of the regular Committee of the Whole meeting held February 9, 2010 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Miles Phillips, Cowichan Energy Alternatives Society, re Request for Letter of Support.

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from the Cowichan Energy Alternatives Society requesting a letter of support for the "Vancouver Island Bio-Fuel Network (VIBN) Project" be received.

CARRIED

Bob Maling, Homeowner Protection Office, re Proposed Expansion of Building Inspection Service.

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from the Homeowner Protection Office in support of the proposed expansion of Building Inspection Services be received.

CARRIED

Chuck & Linda Addison, re Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604.

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from Chuck & Linda Addison be received.

CARRIED

Peter Alexander, BC Assessment, re Building Permits and BC Assessment.

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from BC Assessment regarding the proposed expansion of Building Inspection Services be received.

CARRIED

Bruce Cownden, Denise Sakai & Helen Sims, Oceanside Development & Construction Association, re Proposed Expansion of Building Inspection Service.

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from the Oceanside Development & Construction Association regarding the proposed expansion of Building Inspection Services be received.

CARRIED

Byron Gallant, Canadian Home Builders' Association - Central Vancouver Island, re Proposed Expansion of Building Inspection Service.

MOVED Director Holme, SECONDED Director McNabb, that the correspondence from the Canadian Home Builders' Association regarding the proposed expansion of Building Inspection Services be received.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Bylaw No. 149 - Regional Hospital District 2010 Annual Budget.

MOVED Director McNabb, SECONDED Director Westbrook, that the 2010 Regional Hospital District annual budget be approved with the following components:

Property tax requisition	\$	6,294,940
Capital grant allowance (from property taxes)	\$	3,151,800

CARRIED

MOVED Director McNabb, SECONDED Director Westbrook, that "Nanaimo Regional Hospital District Annual Budget Bylaw No. 149, 2010 be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Westbrook, that "Nanaimo Regional Hospital District Annual Budget Bylaw No. 149, 2010" be adopted.

CARRIED

Bylaw No. 1597 - 2010 to 2014 Financial Plan.

MOVED Director McNabb, SECONDED Director Holdom, that "2010 to 2014 Financial Plan Bylaw No. 1597, 2010" be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that "2010 to 2014 Financial Plan Bylaw No. 1597, 2010" be adopted.

CARRIED

Policy A1.15 - Proposed Amendment to Provide for Reimbursement of Telecommunication Devices.

MOVED Director Bartram, SECONDED Director Mayne, that the Board support covering the cost of mobile telecommunication devices for Electoral Area Directors.

CARRIED

MOVED Director Bartram, SECONDED Director Mayne, that Policy A1.15 be amended by adding the following sections:

5. Mobile Telecommunication Devices

At the option of an Electoral Area Director, the Regional District will either provide the Director with a Blackberry or a monthly allowance of \$50 as reimbursement for a mobile telecommunication device. The allowance shall be provided on or about the first day of the month.

6. Annual Eligibility for Communication Services Allowances

In December of each year a Director shall on request, identify which communication services are in use by the Director. The monthly allowances shall be amended in accordance with that report commencing January 1 of each calendar year.

CARRIED

Bylaws No. 1532.02 & 1596 – Amend User Rates and Establish a Parcel Tax for the Cedar Sewer Service.

MOVED Director Burnett, SECONDED Director Young, that “Cedar Sewer Service Parcel Tax Rate Bylaw No. 1596, 2010” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that “Cedar Sewer Service Parcel Tax Rate Bylaw No. 1596, 2010” be adopted.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that “Cedar Sewer Service Area Rates and Regulations Amendment Bylaw No. 1532.02, 2010” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that “Cedar Sewer Service Area Rates and Regulations Amendment Bylaw No. 1532.02, 2010” be adopted.

CARRIED

Bylaws No. 1567.01, 1568.01, 1569.01, 1336.07, 1483.04 & 1525.02 - Amend Parcel Tax Rates for Water, Sewer, Fire Protection and Crime Prevention/ Community Justice Services.

MOVED Director Westbrook, SECONDED Director Johnstone, that “Water Services Parcel Tax Rates Bylaw No. 1567.01, 2010” be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that “Water Services Parcel Tax Rates Bylaw No. 1567.01, 2010” be adopted.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that “Sewer Services Parcel Tax Rates Bylaw No. 1568.01 2010” be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that “Sewer Services Parcel Tax Rates Bylaw No. 1568.01, 2010” be adopted.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that “Fire Protection Services Parcel Tax Rates Bylaw No. 1569.01, 2010” be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that "Fire Protection Services Parcel Tax Rates Bylaw No. 1569.01, 2010" be adopted.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.07, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.07, 2010" be adopted.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.04, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.04, 2010" be adopted.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that "Crime Prevention and Community Justice Support Service Parcel Tax Rates Bylaw No. 1525.02, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Johnstone, that "Crime Prevention and community Justice Support Service Parcel Tax Rates Bylaw No 1525.02, 2010" be adopted.

CARRIED

Operating Results for the Period Ending December 31, 2009.

MOVED Director Holdom, SECONDED Director Westbrook, that the summary report of financial results for the year ending December 31, 2009 be received for information.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Bylaws No. 787.13, 1250.05 & 1595 – Amend the Building Inspection Service Establishment, Regulatory and Fees & Charges Bylaws.

MOVED Director Holdom, SECONDED Director Burnett, that "Regional District of Nanaimo Building Inspection Extended Service Bylaw Amendment Bylaw No. 787.13, 2010," be introduced and read three times and forwarded to the Ministry of Community and Rural Development for approval.

CARRIED

MOVED Director Holdom, SECONDED Director Burnett, that "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.05, 2010" be introduced and read three times.

CARRIED

MOVED Director Holdom, SECONDED Director Burnett, that "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.05, 2010" be adopted.

CARRIED

MOVED Director Holdom, SECONDED Director Burnett, that "Regional District of Nanaimo Building Regulation Fees and Charges Bylaw No. 1595, 2010" be introduced and read three times.

CARRIED

MOVED Director Holdom, SECONDED Director Burnett, that “Regional District of Nanaimo Building Regulation Fees and Charges Bylaw No. 1595, 2010” be adopted.

CARRIED

MOVED Director Holdom, SECONDED Director Burnett, that Building Permit Fees Policy No. B2.1 be approved as amended.

CARRIED

District 69 Animal Control Services – Kennelling Agreement.

MOVED Director Westbroek, SECONDED Director Bartram, that the agreement between the SPCA and the Regional District of Nanaimo for the sale of dog licenses and use of the animal shelter at 1565 Alberni Highway for the boarding of impounded dogs be approved for a two year term commencing April 1, 2010 and ending March 31, 2012.

CARRIED

Expansion of Building Inspection Service in the RDN.

MOVED Director Bartram, SECONDED Director Holme, that the attached policy with respect to inclusion of new subdivisions within the building inspection area be endorsed with a revised effective date of October 1, 2010.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Bylaws No. 1021.08 & 889.55 - Amend the Boundaries of the Pacific Shores and Northern Community Sewer Services to Include an Area ‘E’ Property.

MOVED Director Holme, SECONDED Director Bartram, that “Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.08, 2010” be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.55, 2010” be introduced and read three times.

CARRIED

Bylaw No. 1577 - Reduction of Sewer Development Cost Charges for Not-for-Profit Rental Housing (Northern Community, Southern Community, Duke Point & Fairwinds Sewer Services).

MOVED Director Westbroek, SECONDED Director Young, that “Regional District of Nanaimo Not-for-Profit-Rental Housing Sewer Development Cost Charge Reduction Bylaw No. 1577, 2010” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

MOVED Director Westbroek, SECONDED Director Young, that Sewer Development Cost Charges for Not-for Profit Rental Housing be reduced by 100%.

CARRIED

The question was called on the motion as amended.

The motion CARRIED.

Southern Community Sewer Service - Biosolids Contract Extension.

MOVED Director McNabb, SECONDED Director Holdom, that Vancouver Island University be granted a two year extension to the initial contract for the hauling and beneficial reuse of biosolids from the Greater Nanaimo Pollution Control Centre at \$77 per tonne, through to February 28th, 2012.

CARRIED

Northern Community Sewer Service - Insurance Release for Roof Repair at French Creek Pollution Control Centre.

MOVED Director McNabb, SECONDED Director Westbroek, that the Board approves the execution of an Insurance Release for roof repairs at the French Creek Pollution Control Centre.

CARRIED

Northern & Southern Community Sewer Services - Assignment Award & Reserve Fund Expenditure Bylaws No. 1593 & 1594.

MOVED Director Holdom, SECONDED Director McNabb, that the GNPCC and FCPCC wastewater treatment options assignments be awarded to AECOM for a maximum value of \$221,655, excluding GST.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that Northern Community Development Cost Charge funds in the amount of \$110,200 and Southern Community Development Cost Charge funds in the amount of \$79,600 be approved as a source of funds for these projects.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that “Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1593, 2010” be introduced and read three times.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that “Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1593, 2010” be adopted.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that “Southern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1594, 2010” be introduced and read three times.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that “Southern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1594, 2010” be adopted.

CARRIED

WATER

Convening for Action on Vancouver Island - 2009 Activities.

MOVED Director Bartram, SECONDED Director Mayne, that the Board continue to support staff participation in CAVI and attendance at CAVI learning activities associated with promoting water sustainability.

CARRIED

Update - Toilet Replacement Incentive Program.

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

CARRIED

Bylaws No. 619.17, 700.18, 1097.13, 1172.11, 1383.07, 1434.06 & 1468.06 - Amend Water User Rates in the French Creek, Surfside, Decourcey, San Pareil, Englishman River, Melrose and Nanoose Bay Peninsula Water Service Areas.

MOVED Director Holme, SECONDED Director McNabb, that this item be referred back to staff.

CARRIED

Bylaws No. 1340.02, 1342.02, 1343.02, 1346.02, 1384.02, 1435.01 & 1592 - Amend & Establish Water Restrictions in the San Pareil, Decourcey, French Creek, Surfside, Englishman River, Melrose and Nanoose Bay Peninsula Water Service Areas.

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Nanoose Bay Peninsula Water Service Area Uses Restrictions Bylaw No. 1592, 2010” be introduced for three readings.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Nanoose Bay Peninsula Water Service Area Uses Restrictions Bylaw No. 1592, 2010” be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo San Pareil Water Uses Restrictions Amendment Bylaw No. 1340.02, 2010” be introduced for three readings.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo San Pareil Water Uses Restrictions Amendment Bylaw No. 1340.02, 2010” be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Decourcey Water Uses Restrictions Amendment Bylaw No. 1342.02, 2010” be introduced for three readings.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Decourcey Water Uses Restrictions Amendment Bylaw No. 1342.02, 2010” be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo French Creek Water Uses Restrictions Amendment Bylaw No. 1343.02, 2010” be introduced for three readings.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo French Creek Water Uses Restrictions Amendment Bylaw No. 1343.02, 2010” be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Surfside Water Uses Restrictions Amendment Bylaw No. 1346.02, 2010” be introduced for three readings.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Surfside Water Uses Restrictions Amendment Bylaw No. 1346.02, 2010” be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Englishman River Community Water Uses Restrictions Amendment Bylaw No. 1384.02, 2010” be introduced for three readings.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Englishman River Community Water Uses Restrictions Amendment Bylaw No. 1384.02, 2010” be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Melrose Terrace Water Local Service Area Uses Restrictions Amendment Bylaw No. 1435.01, 2010” be introduced for three readings.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Melrose Terrace Water Local Service Area Uses Restrictions Amendment Bylaw No. 1435.01, 2010” be adopted.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Bylaw No. 1531.02 - Amends the Solid Waste Disposal Service Regulations Bylaw by Increasing Tipping Fees.

MOVED Director Holme, SECONDED Director Sherry, that “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.02, 2010” be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Sherry, that “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.02, 2010” be adopted.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Mayne, that the minutes of the District 69 Recreation Commission meeting held February 18, 2010 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Mayne, that the Cyclone Taylor Cup Tournament Committee Grant-In-Aid request for funding be rejected based on the information provided which shows that the Regional District, including both the City of Parksville and the Town of Qualicum Beach, is providing a subsidy of approximately \$9,000 for their event and that the budget provided contains an error of approximately \$2,200 in ice rental costs, which would indicate that, given the budget presented, additional funds would not be required for the tournament.

CARRIED

District 69 Youth Grants

MOVED Director Bartram, SECONDED Director Westbrook, that the following District 69 Recreation Youth Grants be approved:

<u>Community Group</u>	<u>Amount Recommended</u>
District 69 Minor Softball Association	\$ 2,000
Errington War Memorial Hall Association	\$ 1,650
District 69 Family Resource Association	\$ 545
Parksville Qualicum Community Foundation	\$ 1,850
Ravensong Aquatic Club	\$ 2,500

CARRIED

District 69 Recreation Grants

MOVED Director Bartram, SECONDED Director Westbrook, that the following District 69 Recreation Community Grants be approved:

<u>Community Group</u>	<u>Amount Recommended</u>
Arrowsmith Community Enhancement Society	\$ 861
Errington Therapeutic Riding Association	\$ 2,500
Lighthouse Community Centre Society	\$ 1,424
Lighthouse Recreation Commission	\$ 2,500
Oceanside Community Arts Council	\$ 836
Oceanside Community Arts Council	\$ 1,500
Panters Hockey	\$ 1,650
Parksville Seniors Athletic Group	\$ 2,000
Ravensong Masters Swim Club	\$ 2,500
Vancouver Island Opera	\$ 730

CARRIED

Nanoose Bay Parks and Open Space Advisory Committee.

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held February 1, 2010 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that the Regional District of Nanaimo send a letter to the Director of the Integrated Land Management Branch, regarding the local community concerns about loss of the boat ramp at Schooner Cove which is part of the water lease on L.D. 2084 and that this information be considered in future deliberations of this water lease.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that the Fairwinds Development Corporation be requested to provide an update to the Electoral Area 'E' Parks and Open Space Advisory Committee regarding the proposed parkland allocations in their development plan.

CARRIED

Regional Agricultural Advisory Committee.

MOVED Director Burnett, SECONDED Director Johnstone, that the minutes of the Agricultural Advisory Committee meeting held January 29, 2010 be received for information.

CARRIED

Area Agricultural Plan.

MOVED Director Burnett, SECONDED Director Young, that this item be referred back to staff for further review.

CARRIED

Regional Liquid Waste Advisory Committee.

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Regional Liquid Waste Advisory Committee meeting held February 4, 2010 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Westbroek, that staff prepare a strategy for an educational awareness program for the disposal of residential chemicals in the wastewater stream.

CARRIED

Sustainability Select Committee.

MOVED Director McNabb, SECONDED Director Burnett, that the minutes of the Sustainability Select Committee meeting held September 16, 2009 be received for information.

CARRIED

MOVED Director Young, SECONDED Director McNabb, that the staff report on the Regional Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604 - Addison - 2610 Myles Lake Road -Electoral Area 'C' be deferred for one month.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Ruth Sharun, Nanaimo Marine Rescue Society, re Overview of Society Operations & Current Initiatives.

MOVED Director McNabb, SECONDED Director Unger, that staff be directed to prepare a report on the request from the Nanaimo Marine Rescue Society for a contribution of \$25,000 to assist in the purchase of an enclosed vessel to serve the community's marine emergency response needs.

CARRIED

NEW BUSINESS

Cyclone Taylor Cup Tournament Grants-in-Aid Request.

Director Westbroek requested that a District 69 Recreation Commission meeting be held before the Board meeting on March 23 to review the accounting of the Cyclone Taylor Cup Tournament Grants-in-Aid so that clarification can be brought forward to the March 23 Board Meeting.

ADJOURNMENT

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

CARRIED

TIME: 8:00 PM

RISE & REPORT

RECREATION AND PARKS SERVICES

MOVED Director Westbroek, SECONDED Director Holme, that the Regional District of Nanaimo pursue a partnership arrangement with the Nanaimo and Area Land Trust for the potential acquisition of the Camp Moorcroft lands in Electoral Area 'E' as a regional park.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:40 PM

CHAIRPERSON



TOWN OF QUALICUM BEACH

INCORPORATED 1942

201 - 660 Primrose St.
P.O. Box 130
Qualicum Beach, B.C.
V9K 1S7

Telephone: (250) 752-6921

Fax: (250) 752-1243

E-mail: qbtown@qualicumbeach.com

Website: www.qualicumbeach.com

March 17, 2010

Carol Mason, Chief Administrative Officer
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Carol Mason:

CAO		RDN	
GMR&PS			
GMDS		GMT&SWS	
GMF&IS		GMWWWWS	
MAR 22 2010			
SMCA		BOARD	
CHAIR		COO	
CP			

Qualicum Beach Airport Funding/Regional Services Review

On January 11, 2010 Council of the Town of Qualicum Beach passed a motion to initiate formal discussions with the Regional District of Nanaimo and the City of Parksville to provide funding for the Qualicum Beach Airport. The Town has been informed that in order to initiate formal discussions with the RDN and the City of Parksville regarding Qualicum Beach Airport funding a resolution of Council is required as well as written notice to the RDN Board to initiate a regional services review.

Council at their March 8, 2010 regular Council meeting passed the following resolution:

THAT the Council of the Town of Qualicum Beach requests a regional services review; AND FURTHER THAT member municipalities be invited to submit to the RDN Board the services that they desire to be considered in the third service review; AND FURTHER THAT the Town submit the following items: airport, economic development and recreation capital facilities.

The first regional service review began in 2000 and was implemented 2002 and the second review began in 2003 and was implemented in 2005. Services discussed at the previous regional services review included: Transit, Septage Treatment, Economic Development, Community Parks, Southern Community Recreation, Regional Parks and Trails, Vancouver Island Conference Centre, Port Theatre, Policing Support Services and sewer funding.

The RDN Board has recently requested options for proposed changes to the apportionment formulas for tax requisition purposes for several existing services. As the apportionment of costs is a significant component of a regional services review, it is respectfully requested that the RDN Board delay discussion of these proposed changes. The costs sharing allocation formula must be considered in conjunction with the regional services to be discussed in order to provide for a comprehensive review of the equitable sharing of costs based on the benefit received.

Please advise the undersigned when the RDN and the member municipality representatives would be available to discuss this matter.

Yours truly,



M.D. (Mark) Brown,
Chief Administrative Officer

pc - Al Kenning, City Manager, City of Nanaimo
Fred Manson, CAO City of Parksville
Twyla Graff, District of Lantzville

File: 0470-20-rdn
N:\Letters\2010\regional services review council mtg Mar 8.fm



Our Vision: Healthy People, Healthy Island Communities, Seamless Service

RDN		
CAO	<input checked="" type="checkbox"/>	GMR&PS
GMDS		GMT&SWS
GMF&IS		GMVWWS
APR - 6 2010		
SMCA		BOARD <input checked="" type="checkbox"/>
CHAIR		Corres.

March 31, 2010

Ref # 10585

Nancy Avery
 General Manager, Finance & Information Services
 Regional District of Nanaimo
 6300-Hammond Bay Rd.
 Nanaimo BC V9T 6N2
 Fax: 250-390-4163

Dear Nancy:

Attached please find a grant funding agreement between the Vancouver Island Health Authority (VIHA) and the Regional District of Nanaimo in the amount of \$100,000.

As discussed earlier today, VIHA is pleased to provide with this one-time grant to support capacity building for homelessness in the Regional District of Nanaimo. I would note, however, that this is not an on-going annual operating grant, nor a commitment to provide on-going funding or capacity building on behalf of VIHA.

In order to expedite the process for release of the funds, I would ask that you sign the attached Grant Funding Agreement indicating your commitment to, and understanding of, the stated terms and conditions and provide me with a copy no later than noon today.

Regards,

Howard Waldner
 President & CEO

cc: Bill Boomer, Vice-President & Chief Financial Officer, VIHA
 Catherine Mackay, Executive Vice-President & Chief Operating Officer, VIHA

Attach.

Executive Office

located at 2101 Richmond Avenue, Victoria, B.C., Canada V8R 4R7 • Tel: (250) 370-8699 • Fax (250) 370-8750
 mailing address: 1952 Bay Street, Victoria, B.C., Canada V8R 1J8



Grant Funding Agreement

Between: Vancouver Island Health Authority (VIHA)
1952 Bay Street
Victoria BC V8R 1J8
Fax: (250) 370-8750

OF THE FIRST PART

And: Regional District of Nanaimo (the Agency)
c/o Nancy Avery, General Manager, Finance & Information Services
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

FAX: (250) 390-4163

OF THE SECOND PART

WHEREAS:

VIHA has the authority and wishes to provide a grant to the Agency based on the terms and conditions hereinafter set forth.

The Agency is eligible for the grant as determined by VIHA.

The Agency provides an administration framework for providing region-wide local services.

VIHA has an interest in supporting local communities to improve the health status of their homeless populations.

NOW THEREFORE in consideration of the premises and covenants and agreements set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the parties), the parties agree as follows:

PAYMENT OF FUNDS

VIHA will disburse \$100,000 to the Agency upon signing of this agreement on March 31, 2010.

Notwithstanding any other provision of this Agreement, in no event will VIHA be or become obligated to the Agency pursuant to this Agreement for an amount exceeding, in the aggregate, \$100,000.

TERMS AND CONDITIONS


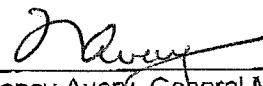
Notwithstanding any other provision of this Agreement, the grant pursuant to this Agreement is for the purposes outlined below:

The purpose of the one-time grant is to provide community capacity for ending homelessness.

The Agency agrees to use the one-time grant only for the intended purpose.

REPORTING

Upon request, the Agency will provide to VIHA, a report in the form and manner proscribed by VIHA, showing the expenditures made to date and the estimated future expenditures, from the grant funding provided by this Agreement.

SIGNED AND DELIVERED on behalf of the VIHA by an authorized representative of the VIHA:	SIGNED AND DELIVERED by or on behalf of the Agency by an authorized representative:
	
Howard Waldner, President and CEO	Nancy Avery, General Manager, Finance & Information Services
Date: March 31, 2010	

AREAS	POPULATION	POPULATION
City of Nanaimo	78,692	56,764
City of Parksville	10,993	7,930
Town of Qualicum Beach	8,502	6,133
District of Lantzville	3,661	2,641
Electoral Area A	7,030	5,071
Electoral Area B	4,050	2,921
Electoral Area C	2,787	2,010
Electoral Area E	5,653	4,078
Electoral Area F	6,680	4,819
Electoral Area G	7,023	5,066
Electoral Area H	3,560	2,567
		<u>26,532</u>
TOTALS	<u>138,631</u>	100,000



MEMORANDUM	
CAO APPROVAL	
EAP	
COW	✓ Apr 13 '10
APR 03 2010	
RHD	
BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: March 24, 2010

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

SUBJECT: Cellular tower provider solicitations

PURPOSE:

To discuss options for receiving competitive bids on the location of a cellular tower at the Greater Nanaimo Pollution Control Centre location.

BACKGROUND:

Last September staff provided a report with respect to two, unsolicited offers to locate a cellular tower at the Greater Nanaimo Pollution Control Centre property. Telus, a wireless services provider and Cascadia Tower, an independent tower provider had both approached staff over the last two years seeking our interest in locating a tower on the property. The September report is attached under separate cover, for reference.

Staff recommended negotiating directly with Cascadia for two primary reasons – the first was that the pricing proposal was more attractive of the two unsolicited offers received and secondly, that this proposal was seen as a particular opportunity requiring few staff resources to develop a location agreement. The report was referred back to consider an alternative competitive bidding process.

ALTERNATIVES:

1. Undertake a call for proposals for the location of a cellular tower on the property.
2. Authorize staff to negotiate directly with Cascadia Tower.

FINANCIAL IMPLICATIONS:

Alternative 1

The potential revenue at this location is estimated at \$14,000 annually. This amount would have no net impact on the General Administration tax requisition or tax rate but does offer new revenue to that budget.

While a request for proposals for this specific location is certainly possible it assumes that there is a competitive market that is interested in this type of opportunity. To date the only other wireless provider in the Region - Rogers, has not made any independent overtures to the Regional District. Engaging in a competitive process could potentially generate interest in other tower opportunities within the Regional District on other lands, however, the Regional District does not have a land division to deal with land transactions.

The location of towers in an urban setting is challenging as illustrated by the views of a potential tower structure attached to the September report. The tower provider is required to undertake a public consultation process as part of their application, so it is important that the Board feel reasonably comfortable that residents will not object to the tower views, to avoid unnecessary effort for both the provider and the neighbourhood.

If the Board supports pursuing a tower at the Greater Nanaimo Pollution Control Centre location, staff recommends that the revenues be credited to the General Administration budget which represents all members as the corporate landowner.

SUMMARY/CONCLUSIONS:

The Board requested further information with respect to undertaking a competitive bidding process for the purposes of locating a cellular tower at the Greater Nanaimo Pollution Control Centre site.

A competitive process is certainly an option for this location, but at this time, given the two proposals and no other apparent interested competitors, staff do not recommend this option. There is a high potential for neighbourhood concerns with respect to the view of a tower making it important that the project be deemed worthy of consideration before putting the recommended proponent and the neighbourhood to considerable effort. The estimated annual revenue is about \$14,000.


If the Board supports pursuing a tower at the Greater Nanaimo Pollution Control Centre location, staff recommends that the revenues be credited to the General Administration budget in recognition that the corporation is the landowner. At this time, staff recommends providing authority to negotiate a location agreement directly with Cascadia Tower.

RECOMMENDATION:

That staff be authorized to negotiate a cellular tower location agreement with Cascadia Tower.



Report Writer



CAO Concurrence

COMMENTS:



CAO APPROVAL	
EAP	
COW	✓ Apr 13/10
APR 05 2010	
RHD	
BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: March 27, 2010

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

SUBJECT: Fire Services – amendment to establishing bylaws to reflect rescue services

PURPOSE:

To obtain approval for revisions to the purpose statements in fire services establishing bylaws, to better reflect the full scope of emergency services provided by the Regional District's volunteer fire departments.

BACKGROUND:

Staff have done a recent review of the establishing bylaws for the Regional District's volunteer fire departments. The "purpose" statements in those original bylaws covered the provision of fire protection services only. All of our departments now provide either first responder or medical aid services, and in the case of the Extension Volunteer Fire Department, specialized river rescue services. The proposed amendments, while of a housekeeping nature, provide consistency in the bylaws and ensure that the correct legal authorities to provide emergency response services are in place.

ALTERNATIVES:

1. Approve and adopt the bylaws as presented.
2. Take no action at this time.

FINANCIAL IMPLICATIONS:

Alternative 1

It is good administrative practice to ensure that the purpose statement closely reflects the level of service intended to be provided. The evolution of the first responder medical aid program and river rescue response (Extension Fire Department only) have expanded the scope of volunteer emergency response services. These levels of service are widely accepted and these bylaw amendments will ensure there is no confusion about whether these particular emergency response practices are authorized.

SUMMARY/CONCLUSIONS:

Staff have done a recent review of the establishing bylaws for the Regional District's volunteer fire departments and are recommending amendments to the "purpose" statements to reflect changes in emergency response services over time. All of our departments are trained and are providing emergency responses beyond basic firefighting – including first responder medical aid and specialized river rescue

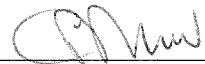
response. The proposed amendments, while of a housekeeping nature, provide consistency in the bylaws and ensure that the correct legal authorities to provide emergency response services are in place.

RECOMMENDATIONS:

1. That "Errington Fire Protection Service Amendment Bylaw No. 821.08, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That "Dashwood Fire Protection Service Amendment Bylaw No. 964.05, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
3. That "Nanoose Fire Protection Service Amendment Bylaw No. 991.03, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
4. That "Coombs Hilliers Fire Protection Service Amendment Bylaw No. 1022.07, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
5. That "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.06, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
6. That "Extension Fire Protection Service Amendment Bylaw No. 1439.03, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.



Report Writer



CAO concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 821.08

**A BYLAW TO AMEND THE PURPOSE OF THE
ERRINGTON FIRE PROTECTION SERVICE**

WHEREAS the Board of the Regional District of Nanaimo established by Bylaw No. 821 the Errington Fire Protection Service;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the purpose of the service to better reflect the protection and emergency response components of the service;

AND WHEREAS the consent of the participants has been obtained 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. This bylaw may be cited as "Errington Fire Protection Service Amendment Bylaw No. 821.08, 2010".
2. Section 1 of Bylaw No. 821 is deleted and replaced as follows:
 1. There is hereby established a service, to be known as Errington Fire Protection, for the purposes of acquiring, improving, constructing or otherwise obtaining property, personnel and equipment to provide fire protection and emergency response to other classes of emergency, including but not limited to fighting fires, providing aid to or rescuing persons in distress and undertaking fire safety initiatives within that portion of Electoral Areas 'F' and 'G' shown outlined on the attached Schedule 'A' .
3. The words "Local Service Area", "Local Service" or "Service Area", wherever they appear in Bylaw No. 964 are hereby deleted and replaced with the word "Service".

Introduced and read three times this 27th day of April, 2010.

Received the approval of the Inspector of Municipalities this day of , 2010.

Adopted this day of , 2010

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 964.05

**A BYLAW TO AMEND THE PURPOSE OF THE DASHWOOD
FIRE PROTECTION SERVICE**

WHEREAS the Board of the Regional District of Nanaimo established by Bylaw No. 964 the Dashwood Fire Protection Service;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the purpose of the service to better reflect the protection and emergency response components of the service;

AND WHEREAS the consent of the participants has been obtained 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. This bylaw may be cited as "Dashwood Fire Protection Service Amendment Bylaw No. 964.05, 2010".
2. Section 2 of Bylaw No. 964 is deleted and replaced with the following:
 2. There is hereby established a service, to be known as Dashwood Fire Protection, for the purposes of acquiring, improving, constructing or otherwise obtaining property, personnel and equipment to provide fire protection and emergency response to other classes of emergency, including but not limited to fighting fires, providing aid to or rescuing persons in distress and undertaking fire safety initiatives within those areas shown outlined on the attached Schedule 'A'.
3. The words "Local Service Area", "Local Service" or "Service Area", wherever they appear in Bylaw No. 964 are hereby deleted and replaced with the word "Service".

Introduced and read three times this 27th day of April , 2010

Received the approval of the Inspector of Municipalities this day of , 2010.

Adopted this day of , 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 991.03

**A BYLAW TO AMEND THE PURPOSE OF THE
NANOOSE FIRE PROTECTION SERVICE**

WHEREAS the Board of the Regional District of Nanaimo established by Bylaw No. 991 the Nanoose Fire Protection Service;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the purpose of the service to better reflect the protection and emergency response components of the service;

AND WHEREAS the consent of the participants has been obtained 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. This bylaw may be cited as "Nanoose Fire Protection Service Amendment Bylaw No. 991.03, 2010".
2. Section 2 of Bylaw No. 991 is deleted and replaced with the following:
 2. There is hereby established a service, to be known as Nanoose Bay Fire Protection, for the purposes of acquiring, improving, constructing or otherwise obtaining property, personnel and equipment to provide fire protection and emergency response to other classes of emergency, including but not limited to fighting fires, providing aid to or rescuing persons in distress and undertaking fire safety initiatives within those areas shown outlined on the attached Schedule 'A'.
3. Section 6 of Bylaw No.991 is deleted and replaced with the following:
 6. The participants in the service are portions of Electoral Areas 'E', 'F' and 'G'.
4. Schedule C attached to Bylaw No. 991 is hereby repealed and replaced with Schedule 'A' attached to this bylaw.

5. The words “Local Service Area”, “Local Service” or “Service Area”, wherever they appear in Bylaw No. 964 are hereby deleted and replaced with the word “Service”.

Introduced and read three times this 27th day of April, 2010.

Received the approval of the Inspector of Municipalities this day of , 2010.

Adopted this day of , 2010

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1022.07

**A BYLAW TO AMEND THE PURPOSE
OF THE COOMBS-HILLIERS FIRE PROTECTION SERVICE**

WHEREAS the Board of the Regional District of Nanaimo established by Bylaw No. 1022 the Coombs Hilliers Fire Protection Service;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the purpose of the service to better reflect the protection and emergency response components of the service;

AND WHEREAS the consent of the participants has been obtained 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. This bylaw may be cited as "Coombs Hilliers Fire Protection Service Amendment Bylaw No. 1022.07, 2010".
2. Section 1 of Bylaw 1022 is deleted and replaced with the following:
 1. There is hereby established a service, to be known as Coombs Hilliers Fire Protection, for the purposes of acquiring, improving, constructing or otherwise obtaining property, personnel and equipment to provide fire protection and emergency response to other classes of emergency, including but not limited to fighting fires, providing aid to or rescuing persons in distress and undertaking fire safety initiatives within that portion of Electoral Area C shown outlined on the attached Schedule 'A' .
3. Schedules A, B or C attached to Bylaw No. 1022 are hereby repealed and replaced with Schedule 'A' attached to this bylaw.
4. The words "Local Service Area", "Local Service" or "Service Area", wherever they appear in Bylaw No. 964 are hereby deleted and replaced with the word "Service".

Introduced and read three times this 27th day of April, 2010.

Received the approval of the Inspector of Municipalities this day of , 2010.

Adopted this day of , 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1385.06**

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

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

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the purpose of the service to better reflect the protection and emergency response components of the service;

AND WHEREAS the consent of the participants has been obtained 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. This bylaw may be cited as "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.06, 2010".
2. Section 1 of Bylaw 1385 is deleted and replaced with the following:
 1. There is hereby established a service, to be known as the Bow Horn Bay Fire Protection , for the purposes of acquiring, improving, constructing or otherwise obtaining property, personnel and equipment to provide fire protection and emergency response to other classes of emergency, including but not limited to fighting fires, providing aid to or rescuing persons in distress and undertaking fire safety initiatives within that portion of Electoral Area H shown outlined on the attached Schedule 'A' .
3. The words "Local Service Area", "Local Service" or "Service Area", wherever they appear in Bylaw No. 964 are hereby deleted and replaced with the word "Service".

Introduced and read three times this 27th day of April, 2010.

Received the approval of the Inspector of Municipalities this day of , 2010.

Adopted this day of , 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1439.03
A BYLAW TO AMEND THE PURPOSE OF THE
EXTENSION FIRE PROTECTION SERVICE

WHEREAS the Board of the Regional District of Nanaimo established by Bylaw No. 1439 the Extension Fire Protection Service;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the purpose of the service to better reflect the protection and emergency response components of the service;

AND WHEREAS the consent of the participants has been obtained 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. This bylaw may be cited as "Extension Fire Protection Service Amendment Bylaw No. 1439.03, 2010".
2. Section 1 of Bylaw No. 1439 is deleted and replaced with the following:
 1. There is hereby established a service, to be known as Extension Fire Protection, for the purposes of acquiring, improving, constructing or otherwise obtaining property, personnel and equipment to provide fire protection and emergency response to other classes of emergency, including but not limited to fighting fires, providing aid to or rescuing persons in distress and undertaking fire safety initiatives within that portion of Electoral Area C shown outlined on the attached Schedule 'A'.
3. Schedule B attached to Bylaw No. 1439 is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
4. The words "Local Service Area", "Local Service" or "Service Area", wherever they appear in Bylaw No. 964 are hereby deleted and replaced with the word "Service".

Introduced and read three times this 27th day of April, 2010.

Received the approval of the Inspector of Municipalities this day of , 2010.

Adopted this day of , 2010

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



CAO APPROVAL		<i>CP</i>
EAP		
COW	✓	<i>Apr 13 '10</i>
APR 06 2010		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: March 31, 2010

FROM: Tom Armet, Manager
Building, Bylaw and Emergency Planning Services

FILE:

SUBJECT: **Expansion of Building Inspection – Communication Plan**

PURPOSE

To present a Communication Plan on the expansion of Building Inspection for the Board’s approval.

BACKGROUND

At the Ideas and Updates Seminar held March 30th, 2010, the Board provided direction to staff to proceed with the framework for the development of a formal public Communication Plan on the expansion of Building Inspection. This direction follows third reading on March 23, 2010, of the required amendments to the Building Inspection service and regulatory bylaws. The Board has previously directed that the expansion of Building Inspection services be implemented in two phases, beginning on October 1, 2010 with the inclusion of those properties within the following designated areas:

- Village Centers (VC)
- Urban Containment (UCB) and Rural Separation Boundaries (RSB – Electoral Area ‘F’ only)
- Commercial, Industrial, Conservation, Public, Recreation, Resource Management, Forestry, Agricultural, Industrial Mixed Use, Salvage & Wrecking, Institutional/Community and Water Use lands located outside of VC, UCB and RSB
- Residential zoning designations for multi-family uses and site specific residential zoned lands with industrial uses located outside of VC, UCB and RSB
- Comprehensive Development designations not specific to Single Family on lands located outside of VC, UCB and RSB
- All newly subdivided lands regardless of use and zoning designation as a condition of subdivision.

The second phase of expansion is effective April 1, 2011 and will include all remaining properties (Single Family and Duplex) within the Electoral Areas.

The proposed Communication Plan is focussed on the Board’s intention to communicate the importance of Building Inspection as a means of implementing the goals outlined in the Board’s Strategic Plan as well as the broader benefits in relation to regional planning, development and sustainability. The communication strategies outlined in Appendix No. 1 (attached) are intended to provide a high level of public exposure beginning in May 2010 in preparation for phase 1 implementation in October and continuing up to and beyond the phase 2 implementation date of April 2011.

ALTERNATIVES

1. To approve the proposed Communication Plan.
2. To approve the proposed Communication Plan with amendments.

FINANCIAL IMPLICATIONS

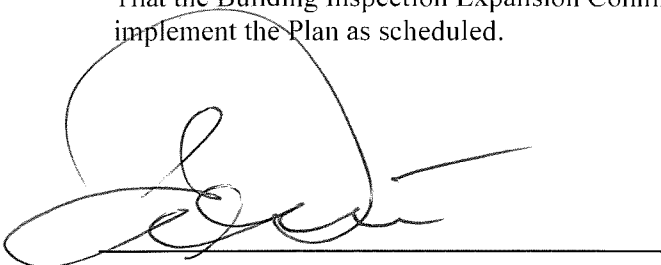
The costs associated with the design and printing of a newsletter, billing inserts and newspaper advertisements as per the proposed Communication Plan is approximately \$7,000 and funds are available within the 2010 departmental budgets. There are no additional costs to the inclusion of information in the scheduled Regional Perspectives, EA Updates or with the publication of information on the RDN website. Any further costs associated with the phase 2 implementation portion of the Communication Plan will be included in the 2011 budget process.

CONCLUSION

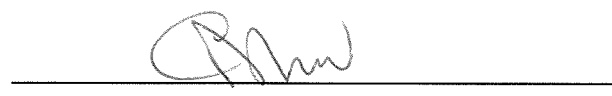
The proposed Communication Plan is focussed on the Board’s intention to communicate the importance of Building Inspection as a means of implementing the goals outlined in the Board’s Strategic Plan as well as the broader benefits in relation to regional planning, development and sustainability. The Communication Plan is intended to provide a high level of public exposure beginning in May 2010 in preparation for phase 1 implementation in October and continuing up to and beyond the phase 2 implementation date of April 2011.

RECOMMENDATIONS

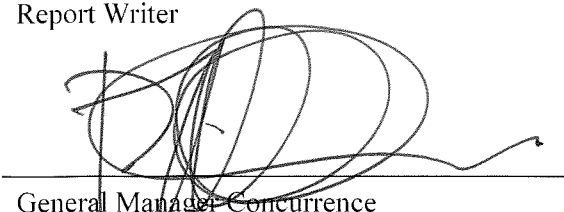
That the Building Inspection Expansion Communication Plan be approved and staff be directed to implement the Plan as scheduled.



Report Writer



CAO Concurrence



General Manager Concurrence

Appendix No. 1**Building Inspection Expansion Communication Plan**

Type of Communication	Details	Date
Newsletter – bulk mail to all Electoral Area property owners.	Publication to include design, background information and FAQs in relation to Building Inspection.	Proposed mail-out in later part of May after adoption of bylaw amendments.
Electoral Area Updates	Information to be included in EA Updates to all Electoral Areas affected by expansion of Building Inspection.	Electoral Area Updates scheduled for May 2010
Inserts in garbage billings	Insertion of condensed publication in finance department billings to all property owners.	May 2010 billing cycle
RDN Website	Full information to be published on website.	May 2010, after adoption of bylaw amendments
Regional Perspectives	Inclusion of information on Building Inspection expansion in regular mail-out.	June edition
Electoral Area Updates	Information to be included in EA Updates to all Electoral Areas affected by expansion of Building Inspection	Electoral Area Updates scheduled for September 2010
Regional Perspectives	Inclusion of information on Building Inspection expansion in regular mail-out	November edition
Newspaper Advertisements	All local print media	Newspaper ads to be scheduled throughout the year.



EAP	
COW ✓ Apr 13 '10	
APR 08 2010	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thompson
 Manager of Long Range Planning

DATE: March 26, 2010

FROM: Greg Keller
 Senior Planner

FILE: 6480 01 EAA
 Nanaimo Airport

SUBJECT: Electoral Area 'A' Draft Official Community Plan – Nanaimo Airport

PURPOSE

To request confirmation of the Board's support for the Nanaimo Airport and direction on how the draft Electoral Area 'A' Official Community Plan (OCP) should address the airport lands.

BACKGROUND

The Electoral Area 'A' OCP review began in May 2008 and has included numerous opportunities for public input and review. As part of the OCP review process, the Electoral Area 'A' OCP Review Citizen's Committee (EAACC) was established to assist with the review.

Recent runway expansion and reliability improvements (Phase 1) and scheduled terminal upgrades (Phase 2) at the Nanaimo Airport, located in the southern end of Electoral Area 'A', combined with the ongoing Electoral Area 'A' OCP review have raised public awareness over current and future activities on airport lands. In addition, there is growing concern within Electoral Area 'A' with respect to potential future uses of airport land, especially given the sensitivity of the Cassidy aquifers which are beneath these lands. The concerns with respect to the airport represent issues with significant regional significance which extend beyond the boundary of Electoral Area 'A' and are outside of the scope of the Electoral Area 'A' OCP review. In response to these concerns, staff are requesting confirmation of the Board's support for the Nanaimo Airport and direction, based on three potential options presented below, for how the Electoral Area 'A' OCP should address the airport lands.

A preliminary first draft of the OCP has been reviewed by the EAACC and is available for public input. The draft includes a land use designation as well as objectives and policies in support of the Nanaimo Airport which were developed in cooperation with the Nanaimo Airport Commission (NAC) and released for public input. This section has become a contentious issue and as a result is a major impediment to making further progress on the draft OCP.

Based on the comments received by the EAACC and the community, staff are in the process of refining the draft in preparation for formal release and referral to the agencies identified in the Board approved Electoral Area 'A' OCP Review Terms of Reference.

The Board has indicated its support and has been working cooperatively with the NAC for the past ten years. The following provides a brief summary of recent actions taken by the Board in support of the Nanaimo Airport.

December 12, 2006	Adoption of ' <i>Nanaimo Airport Service Borrowing Bylaw No. 1506, 2006</i> ' for the purpose of providing support and assistance to the operation of an airport in the form of acquisition of land for the use by the Nanaimo Airport including flight path approaches and lighting.
February 27, 2007	The Board requested approval from the Provincial Government to grant the RDN additional powers to regulate tree height in connection with airport operations.
May 22, 2007	The Board approved providing the NAC with a letter of support for their application for \$5 million in capital funding from the Island Coastal Economic Trust to proceed with Phase 1 improvements (reliability and runway extension).
June 23, 2009	The Board moved that it support the Nanaimo Airport Improvement Phase 2 Project, subject to the RDN obtaining the authority to regulate tree height through agreement with Transport Canada.

Most recently, the Board approved its 2010 – 2012 Strategic Plan which includes the following goals and actions related to airports and air travel:

"Support increased marine and air transportation options linking the region with other areas.

- a. Ensure coordination between the region's transportation and transit systems, BC Ferries, local airports/airplane services and other options linking the region to Vancouver and other areas.*
- b. Support the expansion of air travel options in the region, including the Nanaimo airport and the Qualicum Beach airport."*

Staff have been working to ensure that the draft OCP is consistent with the Board's previous actions despite public opposition to consider an alternate approach. Therefore, staff are requesting confirmation that the Board supports further development at the Nanaimo Airport and that the OCP be consistent with this position.

A reoccurring theme throughout the OCP review is the question of who has jurisdiction over the airport lands. As the Board may recall, its most recent legal opinion concluded that airport lands and aeronautic-related land uses are excluded from local government jurisdiction. The RDN published a news release dated August 22, 2007, outlining its position on the airport lands which is consistent with this opinion.

Based on the current legal opinion, it is clear that the RDN does not have jurisdiction over airport lands and can not impose conditions on the NAC through its OCP or Zoning Bylaw. In response, the approach proposed in the draft OCP is to work towards an agreement (Accord) with the NAC to define the relationship between the RDN and the NAC, as well as to address the community's concerns on issues such as land use, environmental protection, community consultation, dispute resolution, and servicing.

DISCUSSION

When the current Electoral Area 'A' OCP was adopted in 2001, the RDN believed it had jurisdiction over land use on airport lands. However, as stated above, the Board's most recent legal opinion has clarified the RDN's role with respect to jurisdiction on airport lands. As a result, the current OCP is not consistent with the RDN's position on regulation of uses on airport lands. Therefore, the revised OCP should be drafted to reflect the current understanding of the RDN's jurisdictional limitations.

Staff have identified the following three potential options to address airport lands within the draft Electoral Area 'A' OCP:

Option 1:

Draft OCP to contain a land use designation and general policies in support of the Nanaimo Airport with emphasis on the creation of an Accord between the RDN and the NAC.

In this option, the draft OCP would include a land use designation and a corresponding section which provides background information, objectives, and policies which support the Nanaimo Airport consistent with the Board's support for the airport. Please refer to Appendix 1 for a draft Nanaimo Airport section.

Based on the scale and intensity of development anticipated on the airport lands and the fact future development will require some form of community water and sewer servicing, this option proposes that the portion of the airport lands not located within the Agricultural Land Reserve be identified as a potential candidate for inclusion within the Urban Containment Boundary in the Regional Growth Strategy.

Rather than including detailed policies in the OCP with respect to future land uses on airport lands, public consultation, servicing, dispute resolution, etc., the draft would defer consideration of these matters to a more appropriate venue by supporting the creation of an Accord between the RDN and the NAC. The purpose of the Accord would be to define the relationship between the RDN and the NAC and to ensure that the parties work cooperatively towards common goals and objectives.

It is envisioned the proposed Accord be developed separate from the Electoral Area 'A' OCP review process for two primary reasons. The first is to allow the Electoral Area 'A' OCP review to proceed in a timely fashion and not be delayed for reasons which go beyond the scope of the OCP review. The second is to provide a more appropriate opportunity for public input at a regional scale aligned with those who have an interest in the airport.

Option 2:

Draft OCP to contain a land use designation with no policies and emphasis on the creation of an Accord between the RDN and the NAC.

This option is the same as Option 1 above with the exception of one key difference. In this option, the draft OCP would include a land use designation, but would not contain any policies with respect to the airport lands. Instead, there would be a general introductory statement in support of the airport.

This option would ensure that the draft OCP maintains consistency with the Board's support for the Nanaimo Airport and respects the RDN's jurisdictional limitations.

In both Option 1 and 2, the community would be given an opportunity to provide input towards the development of an Accord. Regardless of which, if any, of the options identified above the Board chooses to support, it is important to note that the NAC would appear to be well within its legal rights and authority to proceed with development without RDN approval and/or involvement. Therefore, staff are proposing that the approach taken in the draft OCP is focused on encouraging coordination and cooperation with the NAC to address the community's concerns and achieve common goals and objectives.

Of the two options described above, staff recommends Option 1 based on the fact that there is value in having general policies in support of the airport in the draft OCP to provide general guidance. This approach is consistent with the Board's previous direction and Strategic Plan. In addition, Option 1

provides an opportunity to address community concerns through the development of an Accord separate from the OCP review process where broader community input can be solicited from those who have an interest in the airport.

In Electoral Area 'A', there is a high degree of interest in providing input towards the draft OCP and how the RDN manages its relations with the NAC. Due to their proximity to the airport and involvement in the ongoing OCP review, the EAACC and area residents are engaged in the process and available, for a limited time, to assist the RDN with the development of an Accord. Therefore, staff recommends that an opportunity be provided to the EAACC and area residents during the OCP review to provide input and recommendations for consideration in the development of an Accord.

ALTERNATIVES

1. To receive this report for information and direct staff to proceed with Option 1 and to provide additional information to the Board with respect to the development of an Accord.
2. To receive this report for information and direct staff to proceed with one of the options identified above either as presented or as amended by the Board with or without support for an Accord.
3. To receive this report for information and provide staff with an alternate approach to addressing the airport in the Electoral Area 'A' OCP.

SUSTAINABILITY IMPLICATIONS

Expansion of the Nanaimo Airport is consistent with the Board Strategic Plan's strategic priority to take a sustainable approach to economic sustainability. The airport is an important component of a coordinated regional transportation system that provides options to link the region with other areas and to ensure that transportation options within the region are better integrated. In addition, expansion of the Airport is part of the sustainability objective to make the Cassidy Village Centre a more complete community by providing additional jobs and economic opportunities and in so doing make the provision of public transit more feasible.

CONCLUSIONS

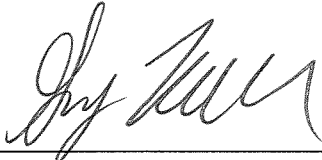
Recent improvements at the Nanaimo Airport and the ongoing Electoral Area 'A' OCP review have raised public awareness and concern regarding the future use of airport lands. The draft OCP includes a section on the airport which has become a contentious issue and is a major impediment to making further progress on the draft OCP. The issue is of regional significance which goes beyond the scope of the Electoral Area 'A' OCP.

In response, staff have identified two potential options for how the OCP could address the airport lands. Both options 1 and 2 include the development of an Accord between the RDN and NAC for the purpose of defining the relationship between the RDN and the NAC and to ensure that the parties work cooperatively towards common goals and objectives.

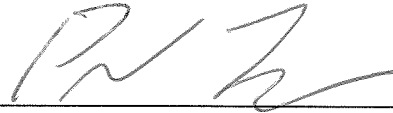
Staff are requesting confirmation of the Board's support for the Nanaimo Airport which will provide direction on how the Electoral Area 'A' OCP will be drafted to address airport lands.

RECOMMENDATIONS

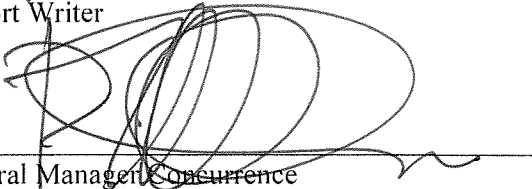
1. That the Board support Option 1: that the draft Electoral Area 'A' Official Community Plan include a land use designation and general policies in support of the Nanaimo Airport with emphasis on the creation of an Accord between the RDN and the Nanaimo Airport Commission.
2. That staff be directed to initiate the process of developing an Accord between the Regional District of Nanaimo and the Nanaimo Airport Commission for the purpose of defining the relationship between the RDN and the NAC and to ensure that the parties work cooperatively towards common goals and objectives. The Accord should at minimum address the topics identified in the draft Electoral Area 'A' OCP Nanaimo Regional Airport section attached as Appendix 1.
3. That the Electoral Area 'A' Official Community Plan Review Citizen's Committee due to their proximity to the airport and involvement in the Electoral Area 'A' Official Community Plan review process be given an opportunity to provide input and recommendations for consideration in the development of an Accord.
4. That the Board confirm that all Regional District of Nanaimo planning documents be consistent with the Board's Strategic Plan and previous actions which support the Nanaimo Airport.



Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:

Appendix 1
Electoral Area 'A' Draft OCP - Draft Nanaimo Airport Section
(to be considered under Option 1)

8.8 Nanaimo Airport

The Nanaimo Airport is located on approximately 211 ha of land situated in the south west corner of Electoral Area 'A'. It is a regional facility, owned and operated by the Nanaimo Airport Commission (NAC) with a primary catchment area extending from approximately Qualicum Bay in Electoral Area 'H' to the north and the City of Duncan to the south.

Recent and ongoing upgrades including a runway extension, installation of navigational equipment, and a major terminal upgrade are expected to improve airport reliability and create opportunities for increased passenger service.

The RDN has no jurisdiction over uses which occur on airport lands, nor with respect to the regulation of flight paths or other federally regulated aspects of aviation. This section is intended to establish a framework for coordination and cooperation between the RDN and the Nanaimo Airport Commission to help define their relationship and address the needs and concerns of the community.

This section is consistent with the RDN Board's position on the Nanaimo Airport which is to support the expansion of air travel options in the region.

Objectives and Policies

Section 8.8	Policy/Objective
Objective 8.8.1	Support the Expansion of Air Travel Options in the Region
Policy 8.8.1	The Regional District of Nanaimo shall support the use of the airport lands for airport and airport-related uses.
Policy 8.8.2	The RDN shall encourage the NAC to ensure that all future development activities comply with all provisions of the appropriate Provincial and/or Federal Agency.
Policy 8.8.3	This Plan supports the provision of transit services to the Nanaimo Airport.

Section 8.8	Policy/Objective
Objective 8.8.2	Encourage Cooperation and Communication
Policy 8.8.4	The RDN supports and encourages the creation of an Accord, or similar agreement between the RDN and the NAC, developed in consultation with the community, which should at minimum address the following: <ul style="list-style-type: none"> i. principles for land use planning and development on airport lands; ii. the general location and type of uses which could be established on airport lands; iii. a mechanism whereby the RDN may engage in timely and meaningful consultations with the NAC with respect to land use planning matters affecting airport lands; iv. a mechanism for timely and meaningful public consultation; v. development referral process; vi. community servicing opportunities;

Section 8.8	Policy/Objective
	<ul style="list-style-type: none"> vii. dispute resolution framework; viii. development cost charges; ix. provincial building code application and administration; x. role of Regional District bylaws on airport lands; xi. emergency response; xii. use of airport lands for community purposes; xiii. transportation and public transit; xiv. flight path protection; xv. implementation of the agreement; and, xvi. environmental management (including aquifer protection) and response.
Policy 8.8.5	The RDN may support a partnership with the NAC in providing community sewer and water service to both the Nanaimo Airport and lands within the Cassidy GCB.

Implementation Actions	Timing (Immediate, Short Term, Long Term, Ongoing)
Approach the NAC to discuss the development of an Accord, or similar agreement.	Short Term
Explore servicing options with the NAC which look at building additional capacity for community water and community sewer in conjunction with future development on Airport lands for the benefit of the NAC and the community of Cassidy.	Immediate/Ongoing



CAO APPROVAL		<i>CAJ</i>
EAP		
COW	✓	<i>Apr 13 '10</i>
APR 03 2010		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: April 1, 2010

FROM: Dale Lindsay
Manager, Current Planning

FILE: 769012248.010

**SUBJECT: Proposed TELUS Tower – 3805 Melrose Road
Electoral Area ‘F’**

PURPOSE

To receive information with respect to the proposed telecommunications tower on the subject property.

BACKGROUND

The Board at their regular meeting of February 23, 2010, received correspondence from TELUS regarding the installation of a telecommunications tower on the subject site (correspondence attached as Schedule B). The letter requested that the Board pass the following resolution:

"THAT, the Board expresses its support to the proposed 91 metre TELUS tower detailed in the attached drawings, THAT, the Board concurs with the proposed 91 metre TELUS tower and that public consultation has been completed to Industry Canada standards, THAT, the Board concurs with the proposed 91 metre TELUS tower and no permits are required due to the Federal Jurisdiction."

DISCUSSION

Radio communication and broadcasting services are regulated by the Federal government. The approval of related antenna systems including masts, towers, and other supporting structure are under the mandate of Industry Canada.

Industry Canada has an established procedure for the process and review of proposed telecommunications towers. As part of the process, applicants (proposing towers greater than 15 metres in height) must notify the local land use authority and nearby residents (within a radius of three times the tower height) and when proposing a tower greater than 30 metres in height, place a notice in a local community newspaper. Following notification, the applicant is required to consider and respond to "reasonable and relevant concerns".

With respect to this specific application, TELUS has indicated that newspaper advertisements were run in two consecutive issues of the Nanaimo Daily News and the Oceanside Star and that no comments or concerns were received during the 30 day response period.

Role of Local Government

As noted above, local government is referred applications for proposed towers greater than 15 metres in height, and provided opportunity to comment on the proposal. Local government concerns and the applicants response to those concerns is considered by Industry Canada as part of their review and decision on the application.

Local government can establish a formal protocol, including public consultation requirements. In the absence of such a protocol, the applicant must complete the consultation as required by Industry Canada.

Proposed Tower

TELUS is proposing a 91 meter guyed tower on Crown Land known as 3805 Melrose Road (see Schedule A for location). The subject property is zoned Forestry/Resource 1 (FR-1) and is approximately 500 ha in area. The tower is proposed to be sited within a gravel pit east of Melrose Road. The proposed tower will be in excess of one kilometer from the closest dwelling unit. The applicant's stated intention is to expand wireless coverage in the northwest area of Nanaimo along Highway 19, including to the east of the Qualicum Beach Interchange, southwest along Highway 4 toward Cameron Lake and northwest along Highway 19 toward the Qualicum Bay/Horne Lake Interchange. TELUS has indicated that there are no existing antenna support structures or other feasible infrastructure that can be utilized in the area, and that as such a new antenna support structure is required. The proposed structure has been designed to accommodate an additional carrier as future needs arise.

As telecommunications, including towers, are under the responsibility of the Federal government, these facilities are not subject to local zoning. However, "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002" recognizes telecommunications towers as a use permitted in all zones.

The proposed site is not within a development permit area and is outside the current building inspection service area. As such, a development permit and building permit are not required. If the property was located within a building inspection area, a building permit may be required for accessory buildings such as equipment buildings which are typically associated with these towers.

ALTERNATIVES

1. To pass the resolution requested by TELUS:
"THAT, the Board expresses its support to the proposed 91 metre TELUS tower detailed in the attached drawings, THAT, the Board concurs with the proposed 91 metre TELUS tower and that public consultation has been completed to Industry Canada standards, THAT, the Board concurs with the proposed 91 metre TELUS tower and no permits are required due to the Federal Jurisdiction."
2. To provide no comment with respect to the proposed application.

RECOMMENDATION

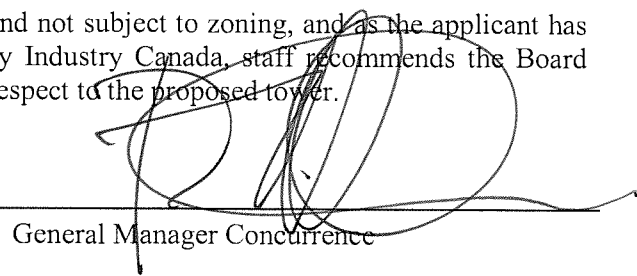
As telecommunications towers are federally regulated and not subject to zoning, and as the applicant has followed the public consultation process established by Industry Canada, staff recommends the Board proceed with Option 2, and provide no comments with respect to the proposed tower.




Report Writer



Manager Concurrence

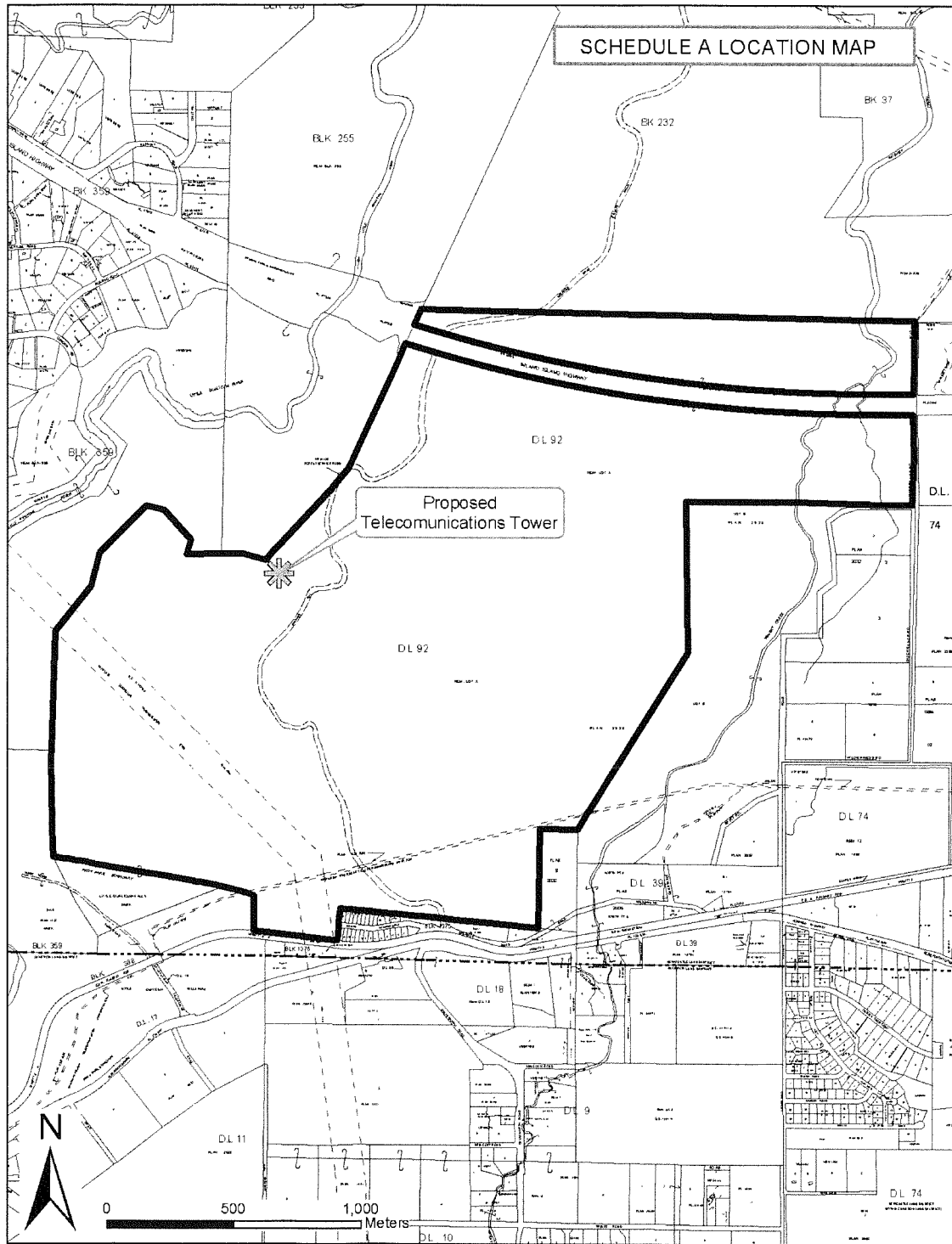


General Manager Concurrence

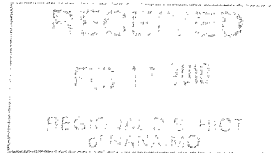
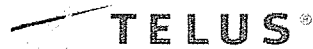


CAO Concurrence

**Proposed TELUS Tower
Schedule A**



**Proposed TELUS Tower
Schedule B**



TELUS
Network Operations
2-4535 Canada Way
Vancouver, BC
Canada V5G 1J9
telus.com
604 729 1005 Telephone
604 268 2276 Facsimile
dvhird@shaw.ca

February 11, 2010

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

Dear Maureen Pearse:

**RE: RDN Board concurrence request for the proposed Telecommunications Tower, 3805
Melrose Rd, Regional District of Nanaimo, BC**

TELUS File Reference: BC0183 (Little Qualicum)

As an important part of TELUS' ongoing objective to improve the wireless coverage in the Regional District of Nanaimo ("RDN"), TELUS is planning on building a radiocommunication tower at the address mentioned above.

As the RDN does not have an established and documented public consultation process applicable to tower siting, TELUS is required to follow Industry Canada's Default Consultation Process, which is documented in its Client Procedure Circular CPC-2-0-03, which is available on the internet at the following address:

[http://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc2003-issue4e.pdf/\\$FILE/cpc2003-issue4e.pdf](http://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc2003-issue4e.pdf/$FILE/cpc2003-issue4e.pdf)

An information package (enclosed) was sent to Industry Canada, the Regional District of Nanaimo and any residences within three times the tower height. Also newspaper advertisements were run in two consecutive issues of The Nanaimo Daily News and the Oceanside Star. There were no comments or concerns received by TELUS during the thirty day response period. Being such a remote location this was expected.

Page Two
Maureen Pease

Industry Canada has very specific guidelines when it comes to defining Land Use Authority Concurrence. Although this planned installation does not require any approvals from the staff at the Regional District of Nanaimo, TELUS would like to have Board concurrence to add to the file to satisfy Industry Canada and TELUS' requirements for consultation.

Specifically the following points are of importance:

1. The site is located within a FR-1 Forestry/Resource1 (Area F) zone and is a permitted use.
2. There are no residences within three times the tower height.
3. TELUS requires a new tower since there are no other towers in that specific area.
4. Mature trees in the area and a large coverage area are the reasons for the height of the tower.
5. This installation falls within Exclusive Federal Jurisdiction.


Please consider this a formal request to have The Board of the RDN concurrence to pass the following resolution:

"THAT, The Board expresses its support to the proposed 91 meter TELUS Tower detailed in the attached drawings, THAT, The Board concurs with the proposed 91 meter TELUS Tower and that public consultation has been completed to Industry Canada standards, THAT, The Board concurs with the proposed 91 meter TELUS Tower and no permits are required due to the Federal Jurisdiction."

Please let me know if you require anything further from TELUS to complete this.

Thank you for your attention to this matter.

Sincerely,



Darren Hird
Real Estate/Government Affairs Specialist
TELUS Mobility
4535 Canada Way, 2nd Floor
Burnaby, BC, V5G 1J9
PH: 604 729 1005

Cc: Jim Laursen, Industry Canada



To whom it may concern,

11/13/09

Re: Proposed 91m TELUS Telecommunications Tower
3805 Melrose Road
REM. Lot A, District Lot 92, Newcastle District, Plan 2323
TELUS File – Little Qualicum (BC0183)

Wireless technology offers many benefits to Canadians. Millions of individuals rely on wireless communications to enhance their personal security and safety, enjoy more frequent contact with family, friends and business associates, and to make more productive use of their personal and professional time. In response to demand for improved coverage within the North East quadrant of the City of Nanaimo, TELUS is proposing the construction of a new telecommunications installation.

TELUS' Proposal

TELUS is proposing a 91 metre guyed tower at 3805 Melrose Road. All of the equipment necessary to operate this facility will reside within a shelter located at the base of the tower. This is a remote location that is not located within any residential communities.

Authority

Although Industry Canada has exclusive jurisdiction over the placement of wireless telecommunications facilities, it requires the carriers to consult with the local municipality and the general public regarding new installations. The municipal consultation process is intended to provide an opportunity to have landowner questions addressed while respecting federal jurisdiction over the installation and operations of telecommunications systems. Since there aren't any residents within the federal mandatory notice radius, this notification will only be logged and submitted to the Regional District of Nanaimo and Industry Canada as part of our application for concurrence.

Industry Canada's Default Public Consultation

As the Regional District of Nanaimo does not have an established and documented public consultation process applicable to tower siting, TELUS is required to follow the Industry Canada Default Public Consultation Process. This will provide you with an opportunity to engage in reasonable, relevant, and timely communication regarding this proposal.

1. *Purpose* - The purpose of the proposed tower is to expand TELUS' wireless coverage in the northwest area of Nanaimo specifically Hwy 19 coverage for in-car levels. This will also provide service to the area east along Hwy 19 to Qualicum Beach interchange, southwest along Hwy 4 toward Cameron Lake and northwest along Hwy 19 toward Qualicum Bay/ Spider Lake interchange. Currently, there are no existing antenna support structures or other feasible infrastructure that can be utilized; as a result, a new antenna support structure is required. This structure has been designed to accommodate for an additional carrier as future needs arise.
2. *Location* - The tower will be located in the northeasterly corner of the unused gravel pit just east of Melrose Road. The geographical coordinates for the tower site are N49-19-26.5; W124-32-16.5.
3. *Safety Code 6* - Industry Canada requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS confirms that the tower described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's *Safety Code 6 including combined effects with the local radio environment*, as may be amended from time to time.
4. *Site Access* - The approach off an existing road will have a new 5m wide access road added to access the tower. This is a remote location is not easily accessible by the public. Construction is anticipated to take 30 to 45 days, once complete the site will only be accessed for routine maintenance visits which typically occur once or twice a month.

5. *Environment* - TELUS confirms that the installation is excluded from environmental assessment under the *Canadian Environmental Assessment Act*.
6. *Design* - This proposal is for 91 meter guyed tower. A preliminary design of the tower profile and compound plan is included in this notification for your reference.
7. *Transport Canada* - The tower will be marked in accordance with the Department of Transportation and NAV Canada requirements.
8. *Structural Considerations* - TELUS confirms that the antenna structure described in this notification package will apply good engineering practices including structural adequacy during construction.
9. *Local Municipality* - The Regional District of Nanaimo does not have an Antenna Siting Protocol and as such we are applying Industry Canada's Default Public Consultation process. This proposal is located in lands zoned as FR-1 Forestry/Resource 1 (Area F) and is a permitted use. A Crown Licence of Occupation has been obtained.
10. *General Information*- General information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website:
http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/h_sf01702e.html.

11. *Contacts:*

TELUS

Darren Hird, Real Estate/ Government Affairs Specialist
Phone: 604.268.2676
4535 Canada Way, 2nd Floor
Burnaby, BC, V5G 1J9

Industry Canada

Jim Klassen, Acting Director
Phone: 403.292.4205
639 - 5th Avenue SW
Calgary, Alberta T2P 0M9

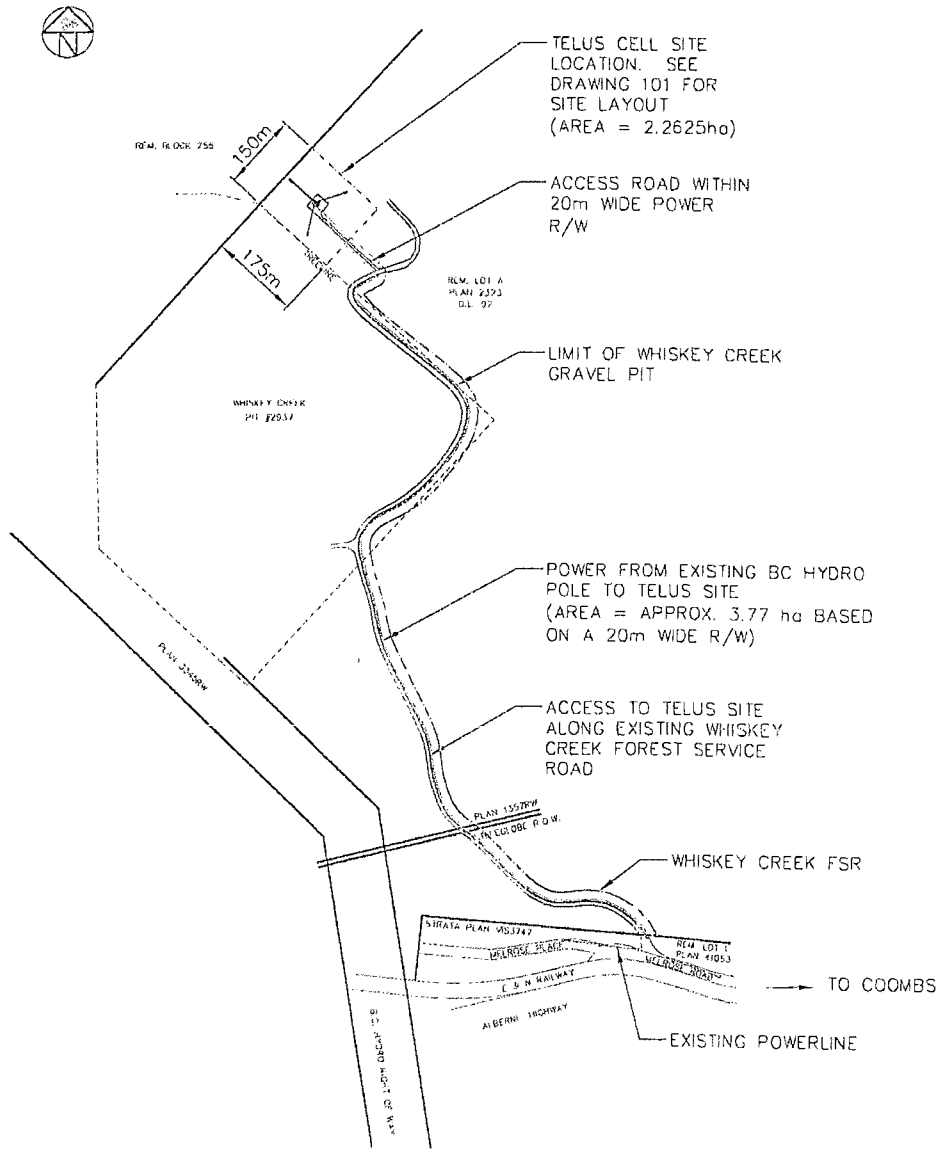
Regional District of Nanaimo

Dale Lindsay - Manager of Current Planning
Phone: 250.390.6531
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2

Should you have any specific questions regarding the proposal, please feel welcome to contacts listed herein, or return the comment sheet via fax (604-268-2276) or by mail to TELUS by 12/17/09.



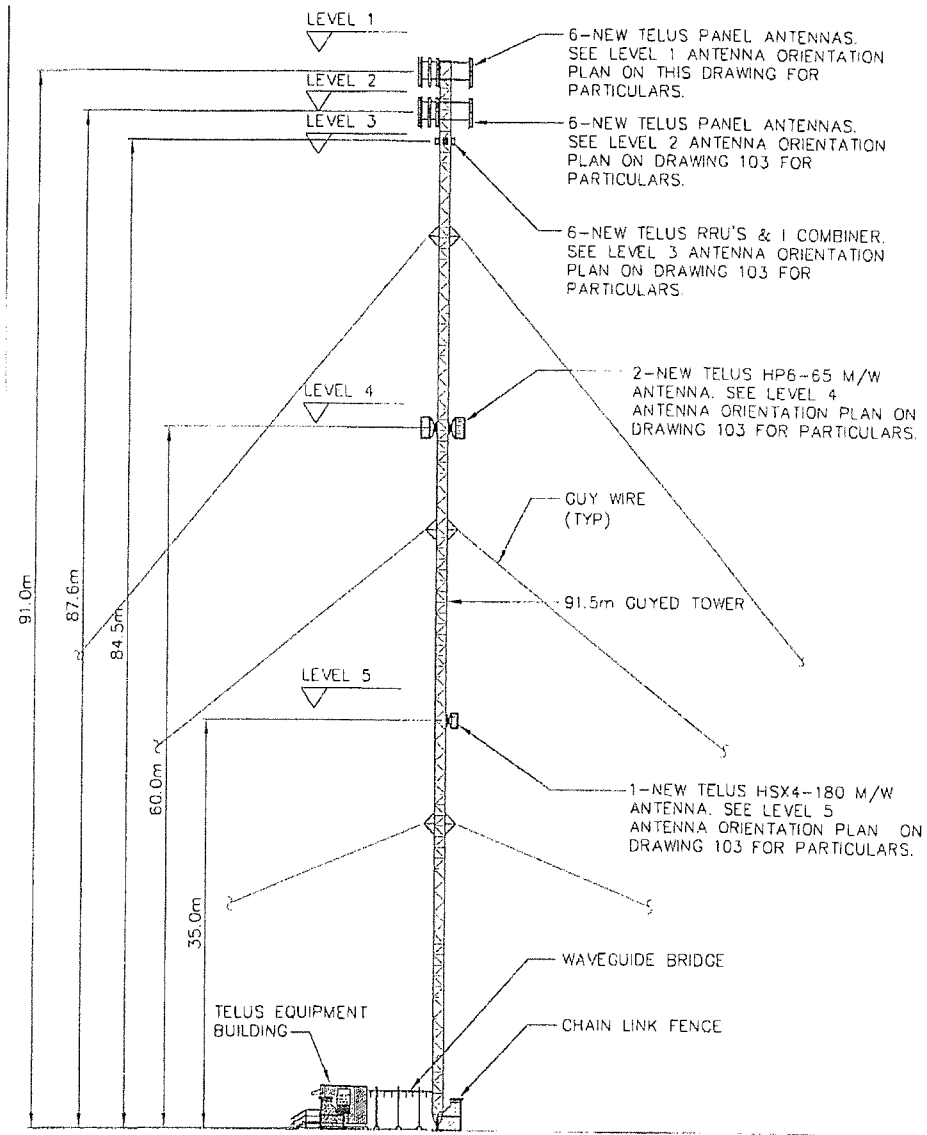
Aerial Location Plan



KEY PLAN
 1:10

Compound Plan

□



NORTH-EAST ELEVATION
 1:400

Elevation Plan

Tower Profile (for discussion purposes only)

COMMENT SHEET
PROPOSED TELECOMMUNICATIONS TOWER
3805 Melrose Road (REM. Lot A, District Lot 92, Newcastle District, Plan 2323)
Regional District of Nanaimo

TELUS FILE BC0183 Little Qualicum

1. Are you a cellular phone or wireless device user?

- Yes
 No

2. Do you feel this is an appropriate location for the proposed facility?

- Yes
 No

Comments _____

3. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest?

- Yes
 No

Comments _____

Additional Comments _____

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes;

Name _____
(Please print clearly)

Mailing Address _____

Please fax to (604) 268 2276 or mail to 4535 Canada Way, 2nd Floor, Burnaby, BC, V5G 1J9
ATTENTION: Darren Hird / Brock Enderton
by 12/16/09

Thank you for your input.



CAO APPROVAL	
EAP	
COW	✓ Apr 13 '10
APR 13 2010	
RHD	
BOARD	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: March 31, 2010

FROM: Paul Thorkelsson, General Manager, Development Services
Mike Moody, Manager, Information Services

SUBJECT: Errington Fire Department Cell Tower Proposal

PURPOSE

To provide the Board with additional information regarding the request by The Errington Fire Department to erect a communications tower on the Errington Fire Department (EFD) site or the adjacent Regional District community park property.

BACKGROUND

The Errington Fire Department has approached the Board to consider funding the EFD:

- to construct a free standing communications tower on the fire department site, or
- alternately construct a guyed wire communications tower on the adjacent Regional District park property

The proposed tower under either scenario would be 82.5 metres in height.

The EFD has engaged a consultant that has indicated that a communications tower has the possibility of generating enough revenue from wireless providers in order to provide additional department revenue. As staff understands the proposal, revenue generated from leasing space on the tower would be used to offset taxes in the EFD service area. The EFD would also use the tower for their own emergency communications system, as well as potentially providing space for other emergency communication users and organizations. At the present time details on these issues are not available including; the amount of revenue expected to be generated, how revenue is proposed to be used by EFD and how financing of the cost of development of the towers is proposed to be structured. The EFD has indicated that further research and evaluation with respect to these details would get underway if the Board indicated agreement to the proposal in principle.

DISCUSSION

In the past the District has had proposals from wireless providers to place towers on District property. The RDN Administration/Transit site in Nanaimo currently provides a site for a cellular telephone carrier for example. One additional RDN controlled site is also under consideration at this time. In this way there is precedent for this type of tower development on RDN controlled lands similar to what is being proposed by the EFD. The significant difference with the EFD proposal is its specificity with respect to how the tower will be paid for and how potential revenue received is to be used. Currently, revenue generated from an existing tower located at the RDN administration site supports the general administration budget. The Board has yet to consider the scenario if and where revenue generating activity specific to a particular service area, such as proposed that by the EFD, is appropriate in the RDN.

In order to generate income to justify a tower's existence, providers usually are looking for very long term lease and rights of way agreements. Additionally, proposed towers are always planned for locations that relay a high level of traffic in order to justify the cost of construction. At this point staff is not aware that any of the major wireless providers, or companies specializing in establishing towers for leasing to the communication industry, are interested in a tower location in the vicinity of the proposed EFD location. The area is not a densely populated and would not be expected to generate high volumes of wireless traffic. In addition, major data relay points for wireless providers are situated nearby (on top of Little Mountain). Staff is concerned that the existence of these alternatives, and their apparent high volume and priority with commercial carriers could on its own negate any strong rationale for placing a tower at the proposed location at this time.

Tower Location

Attached in Appendix 1 is a site drawing from the RDN web map indicating possible locations for both the free standing and guyed wire communications tower options. Both options include a tower 82.5m in height and would require area on site for the tower and associated structure/support system and ancillary buildings as necessary for the communications operation. For comparison purposes the proposed tower at 82.5m in height is approximately double the height of the existing tower on the RDN Administration site.

Self Standing Tower

A self standing tower would take up approximately a 9m x 9m area for the foundation required for a free standing mono-pole tower. Additional area on the site would be required for security fencing to protect the tower and the small building needed to house the required electrical service and communications equipment. The attached aerial photograph indicates a proposed location at the rear of the existing fire hall building. Based on this simple analysis it appears that a self standing tower could conceivably be situated on the EFD property. A specific location on the property would have to be determined to not be a detriment to fire hall operations and/or future development/expansion/renovation of the existing building.

Guyed Tower

A guyed tower is substantially less costly to construct than the mono-pole free standing alternative. The guyed tower also requires substantially more area to accommodate the support structure on site. Given the size of the EFD site and the land required to accommodate a guyed tower it is apparent that this option cannot be accommodated on the EFD site. One option proposed by the EFD is to locate the tower on the adjacent Regional District community park property. The guyed wire option requires a 57m radius clear area to accommodate the guy wire supports for the tower. In addition, area beyond the 57m (equal to the surrounding tree height, approximately 20-25m) would have to be cleared to remove any tree fall hazard. The amount to be cleared would depend on the relative height of the trees bordering the 57m radius, but the full cleared area could be expected to be at least an 82m radius around the base of the tower (approximately 21,000m²). The attached aerial photograph indicates a sample location of a 57m radius cleared area in the existing park – the full cleared area required would be significantly larger and take up a large portion of the park for this use.

ALTERNATIVES

Alternative 1

Provide approval in principle for the Errington Fire Department to further investigate the potential for a proposed communication tower.

Alternative 2

To decline the Errington Fire Department communication tower proposal.

FINANCIAL IMPLICATIONS

Alternative 1

Under this alternative there would be a limited financial commitment required at this time. The EFD would be tasked to investigate the proposal in greater detail, provide complete costs for developing the tower site and installing the equipment and an analysis that clearly outlines the expected revenue streams and overall financial viability of the proposal. The costs of the work associated with obtaining this detailed information would need to be covered under existing operating budget of the EFD service area.

The very preliminary estimate for a tower installation at this property was presented as follows:

Guyed tower	\$247,435
Self supporting tower	\$381,335

If borrowing for these amounts through the EFD budget was approved, the estimated taxpayer cost to repay the funds over a 20 year period would be \$4.50 or \$6.90 per \$100,000 of property value, respectively.

If a conservative \$5,000 per year in revenue was generated, the net taxpayer cost is estimated to be between \$3.60 to \$6.00 per \$100,000. This compares to a current taxpayer cost of \$44.00 per \$100,000.

Alternatively, the Regional District can borrow corporately for general administration purposes to a current maximum of \$327,000. This debt would need to be repaid within five years. The estimated taxpayer cost under this option is \$0.30 per \$100,000. Under this alternative, any revenue would be credited to the general administration service.

SUMMARY/CONCLUSIONS

The erection of a mono-pole communications tower on the Errington Fire Department property or a guy wire supported lattice tower on the adjacent community park property is physically possible. The option of a guy wire supported structure is undesirable as it will take up significant area in the park and restrict the potential options for the community in developing the park in the future. Staff would not recommend the Board consider this option. The alternative mono-pole tower is the more expensive of the two options, is viable from the perspective of siting the structure on the EFD property and also requires significant further investigation.

The return on the investment in this proposal is unclear due to the low density of the area and the questions that remain regarding the potential to generate sufficient income to pay for the tower construction costs and eventually provide an ongoing revenue stream.

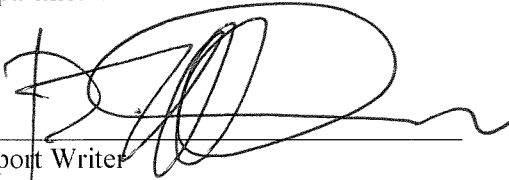
Fundamentally there is an issue regarding whether or not the RDN is in a position to consider specific site development of revenue generating activities for individual service areas. To date no such arrangement has been developed and in the case of the other examples of cell tower sites in the RDN (both existing and under consideration) revenue generated from those sites has been directed to general revenue accounts versus to particular service areas. Departure from this position would be a significant change in direction

by the Board and should not be considered without a full financial evaluation of implications that is beyond the scope of this report.


This report has provided a general overview of the cost involved in the EFD proposal. The Board should be aware that there may be other unidentified costs yet to be included due to the size of the equipment proposed and/or the tower option selected. In addition, either tower option would have ongoing operational costs that would offset some of the potential revenue. There is no information available on what those costs may be, nor does the RDN have the property management resources or expertise to oversee the ongoing operation of cellular tower services. As a result, staff do not recommend to the Board that the proposal from the EFD be supported.

RECOMMENDATION

That the Regional District of Nanaimo Board decline the proposal as presented by the Errington Fire Department.



Report Writer

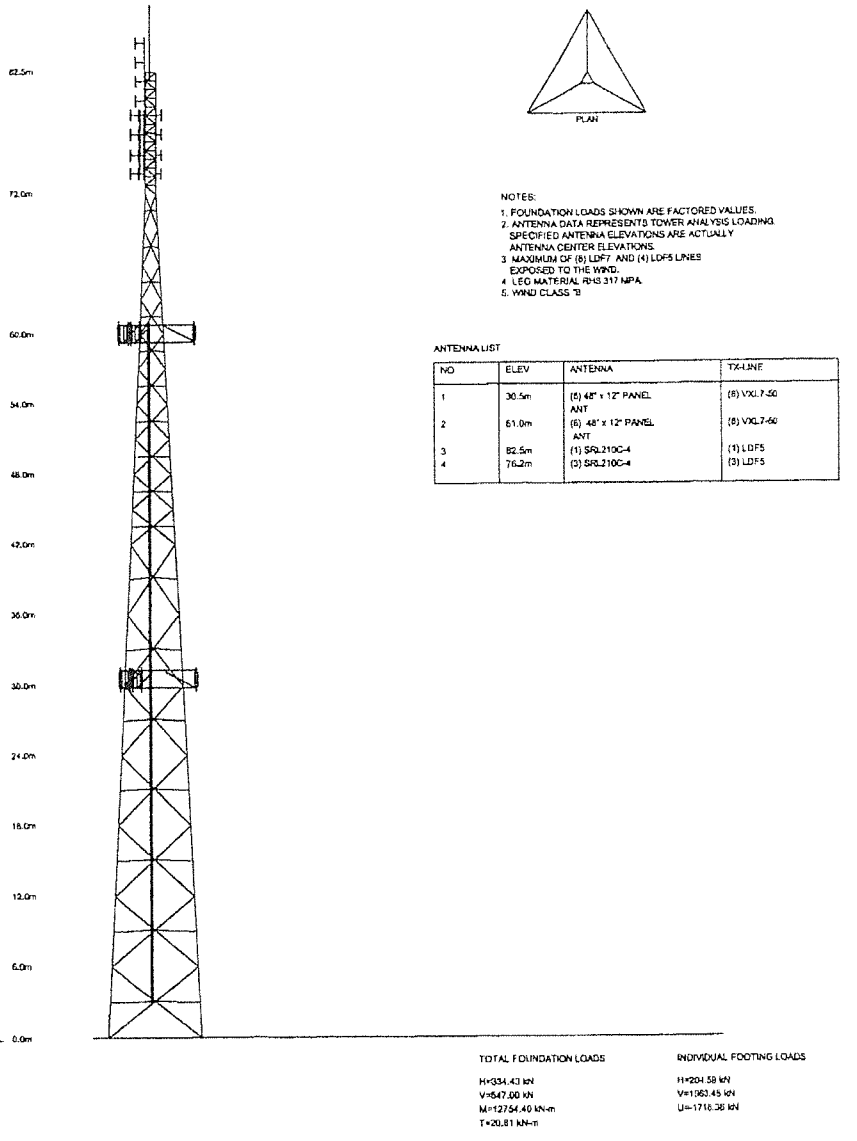


C.A.O. Concurrence

Errington Fire Department Cell Tower Proposal Appendix 1



Errington Fire Department Cell Tower Proposal
 Appendix 2

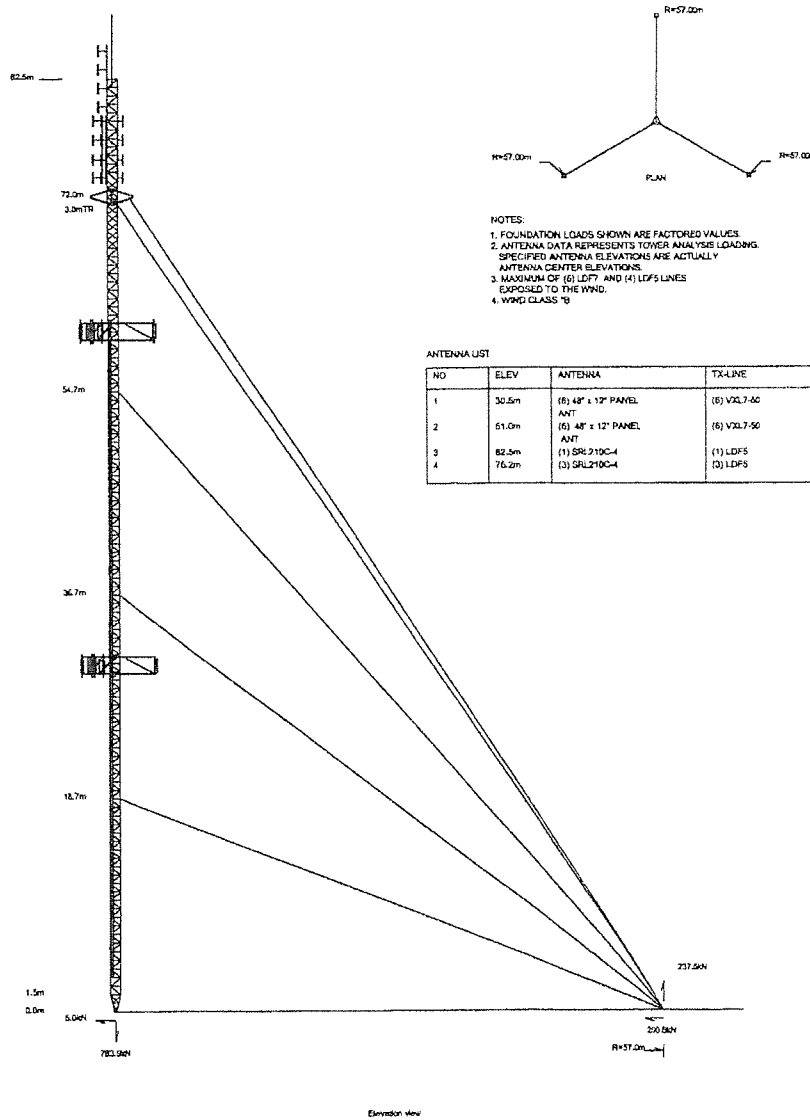


DESIGN/ISSUE NUMBER 2.2 - 1. (C) Original Inc. 2007 Phone: (416) 736-7453

Westower Communications Ltd.
 17888 55th Avenue, Surrey, BC V3S 6C8
 Phone: (604) 576-4755 Fax: (604) 576-4855

Client: FIRE DEPARTMENT Job No: Q08BC183 Date: 8 apr 2008
 Location: PARKSVILLE, BC Total Height: 85.00m Tower Height: 82.50m
 Standard: CSA S37-01 Design Wind & Ice: 600 Pa, ICE: 25mm

Errington Fire Department Cell Tower Proposal
 Appendix 2



CADWASST Version 2.2 - A. (C) Copyright © 2007 Phone: (416) 739-7453

Westower Communications Ltd.		
17886 55th Avenue, Surrey, BC V3S 6C8		
Phone: (604) 575-4755		Fax: (604) 576-4855
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Location: PARKSVILLE, BC	Total Height: 85.00m	Tower Height: 82.50m
Standard: CSA S37-01		Design Wind & Ice: 600 Pa, ICE: 25mm

EAP		
COW	✓	Apr 13 '10
MAR 23 2010		
RHD		
BOARD		



MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: March 23, 2010

FROM: Tom Osborne
General Manager, Recreation and Parks Services

FILE:

SUBJECT: Electoral Area 'A' Recreation & Culture Reserve Fund Establishment Bylaw 1599

PURPOSE

To establish a reserve fund for the Electoral Area 'A' Recreation and Culture Service that will be used in the development and replacement of community based recreational and cultural facilities.

BACKGROUND

In 2007 the Regional District adopted a Recreation and Cultural Services Master Plan for Electoral Area 'A' which provided recommendations to guide the Regional District on the provisioning of these services. A series of recommendations centred on the provision of community centre facilities to the rural area. Recently the Area 'A' Recreation and Culture Service has begun to fund maintenance and capital items for the Regional District owned Cedar Heritage Centre. It is now recommended that a reserve fund be established that will accommodate the development and capital replacement of community recreation and cultural facilities in Electoral Area 'A'.

ALTERNATIVES

1. That "Electoral Area 'A' Recreation and Culture Service Reserve Fund Establishment Bylaw No. 1599, 2010" be approved as presented.
2. That "Electoral Area 'A' Recreation and Culture Service Reserve Fund Establishment Bylaw not be approved and alternative direction be provided.

FINANCIAL IMPLICATIONS

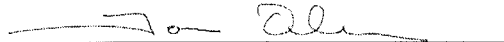
The 2010 Annual Budget and Five Year Financial Plan has budgeted \$10,000 annually to a reserve fund. The intent of the reserve fund is to directly or indirectly support the development of recreational or cultural facilities which benefit the residents of Electoral Area 'A'

CONCLUSION

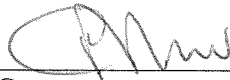
The Recreation and Cultural Services Master Plan for Electoral Area 'A' provided a series of recommendations on the provision of community centre facilities to the rural area. Recently the Area 'A' Recreation and Culture Service has started funding maintenance and capital items for the Regional District owned Cedar Heritage Centre. It is recommended that a reserve fund be established that will be used in the development and replacement of community based recreational and cultural facilities in Electoral Area 'A'.

RECOMMENDATIONS

1. That "Electoral Area 'A' Recreation and Culture Service Reserve Fund Establishment Bylaw No. 1599, 2010" be introduced and read three times.
2. That "Electoral Area 'A' Recreation and Culture Service Reserve Fund Establishment Bylaw No. 1599, 2010" be adopted.



Report Writer



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1599

**A BYLAW TO ESTABLISH A RESERVE FUND FOR THE
ELECTORAL AREA 'A' RECREATION AND CULTURE SERVICE**

WHEREAS the Board of the Regional District of Nanaimo established the Electoral Area 'A' Recreation and Culture Service pursuant to Bylaw No. 1467;

AND WHEREAS Section 814(3) of the *Local Government Act* authorizes a Board to establish, by bylaw, a reserve fund for a specified purpose;

AND WHEREAS it is considered desirable to establish a reserve fund in order to acquire, construct, manage or otherwise provide property for pleasure, recreation and similar public uses, including recreation and cultural facilities of all types;

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the "Electoral Area 'A' Recreation and Culture Service Reserve Fund".
2. Money from the current revenue of the Electoral Area 'A' Recreation and Culture Service, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be deposited in a separate bank account or invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used to acquire, construct, manage or otherwise provide property for pleasure, recreation and similar public uses, including recreation and cultural facilities of all types.
5. This bylaw may be cited as the "Electoral Area 'A' Recreation and Culture Service Reserve Fund Establishment Bylaw No. 1599, 2010".


Introduced and read three times this 27th day of April 2010.

Adopted this 27th day of April, 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



RDN REPORT		
CAO APPROVAL 		
EAP		
COW	✓	Apr 13 '10
MAR 25 2010		
RHD		
BOARD		

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: March 25, 2010

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: Release of Reserve Funds for Capital Equipment Replacement at Oceanside Place

PURPOSE

To obtain Board approval for the release District 69 Arena Function Reserve Funds for unscheduled 2010 capital equipment replacement project at Oceanside Place.

BACKGROUND

Hot water for Oceanside Place is supplied by two hot water boilers. Boiler #1 supplies domestic hot water for showers and sinks and is the unit that was most recently replaced in December 2010. A staff report to the Board followed in February 2010 with a request to access reserve funds to replace this unit.

Boiler #2 supplies the hot water for ice resurfacing. Staff had hoped with its slightly lighter use, this unit would have a longer life and not require replacement in 2010. Unfortunately this did not materialize and this unit too expired at the front end of its anticipated lifespan. During the replacement of the Boiler #1 it was noticed that significant scaling caused by minerals in the local water supply reduced the lifespan of the boiler. An improved water treatment system will be implemented at the facility in 2010 to reduce scale build up in plumbing lines and fixtures

Currently the reserve fund for Oceanside Place amounts to \$9,419. The costs to undertake the boiler replacement will be \$8,450. A release of \$8,450 from the reserve fund is now required in order to fund the replacement.

ALTERNATIVES

1. Approve the release of \$8,450 from the reserve fund for Oceanside Place for the purpose of replacing a domestic hot water boiler.
2. Not approve the release of reserve funds for Oceanside Place.

FINANCIAL IMPLICATIONS

Alternative 1

The amount available in the reserve fund for Oceanside Place totals \$9,419. The cost associated with requested capital equipment replacement totals \$8,450.

Alternative 2

Staff considered using both operational and projected surplus funds within the 2010 Annual Budget to cover the cost associated with replacing the unit. Upon review of the year end projected surplus of \$7,018, the facility does not have a sufficient operating surplus for this to take place. Therefore the use of reserve funds is required.

CONCLUSION

On March 18, 2010 Boiler #2 failed and required immediate replacement.

A reserve fund for the facility has been established to use for capital equipment replacement. The amount available in the reserve fund for Oceanside Place totals \$9,419. The cost associated with the proposed capital equipment replacement totals \$8,450.

Staff are recommending the release of reserve funds for the project which will provide the facility required resources to operate at an optimal level and meet 2010 financial targets set by the Regional Board.

RECOMMENDATION

That \$8,450 be released from the reserve fund for Oceanside Place to fund the replacement of a domestic hot water boiler.



Report Writer



General Manager Concurrence



C.A.O. Concurrence



CAO APPROVAL		(BP)
EAP		
COW	✓	Apr 13 '10
MAR 29 2010		
RHD		
BOARD		

MEMORANDUM

TO: Sean De Pol
Manager of Wastewater Services

DATE: March 11, 2010

FROM: Ellen Hausman
Wastewater Program Coordinator

FILE: 4520-20-27

SUBJECT: Bylaw No. 975.52 - Pump & Haul Bylaw Amendment re
Lot 69, District Lot 68, Plan 30341, Nanoose Land District (Electoral Area 'E')
and Lot 177, Section 31, Plan 17658, Nanaimo Land District (Electoral Area 'B')

PURPOSE

To recommend an amendment to the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995".

BACKGROUND

A request has been received to exclude the following property from the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995":

Lot 69, District Lot 68, Plan 30341, Nanoose Land District (Electoral Area 'E')

The original inclusion of the property in the pump and haul local service area was adopted on December, 12, 1995. On March 3, 2010 written notice was provided by the current property owner, Ms. Tracy Elliot, requesting that the property be removed from the pump and haul local service area as an on-site treatment and disposal system will be installed in accordance with the Provincial Sewerage System Regulation.

A second property in the Pump and Haul Local Service Area, Lot 177, Section 31, Plan 17658, Nanaimo Land District (Electoral Area 'B') has been enlarged by acquisition of land from an adjacent lot. The lot has been issued a new legal description that requires updating in Schedule A of the Pump and Haul Bylaw. The covenant required for inclusion in the Pump and Haul Local Service Area has been transferred to the new land title, Lot A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo District (Electoral Area 'B').

ALTERNATIVES

1. Approve an amendment to the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" to exclude Lot 69, District Lot 68, Plan 30341, Nanoose Land District (Electoral Area 'E') and replace the legal description for Lot 177, Section 31, Plan 7658, Nanaimo Land District (Electoral Area 'B') in Schedule A to Lot A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo District (Electoral Area 'B').
2. Do not approve the amendments.

FINANCIAL IMPLICATIONS

There are no financial implications. The pump and haul program is a user pay service, in which the participant pays an application fee and an annual user fee.

SUMMARY/CONCLUSIONS


The current property owner of Lot 69, District Lot 68, Plan 30341, Nanoose Land District (Electoral Area 'E') has provided written notice requesting that the property be excluded from the pump and haul local service area as an on-site treatment and disposal system will be installed in accordance with the Provincial Sewerage System Regulation.

Lot 177, Section 31, Plan 17658, Nanaimo Land District (Electoral Area 'B') has been enlarged by acquisition of land from an adjacent lot. The lot has been issued a new legal description that requires updating in Schedule A of the Pump and Haul Bylaw.

Wastewater Services staff are recommending that the Board approve an amendment to the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995", to exclude Lot 69, District Lot 68, Plan 30341, Nanoose Land District (Electoral Area 'E') and replace the legal description for Lot 177, Section 31, Plan 17658, Nanaimo Land District (Electoral Area 'B') in Schedule A with Lot A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo District (Electoral Area 'B').

RECOMMENDATIONS


1. That the boundaries of the "Regional District of Nanaimo Pump and Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot 69, District Lot 68, Plan 30341, Nanoose District (Electoral Area 'E').
2. That the legal description for Lot 177, Section 31, Plan 17658, Nanaimo Land District (Electoral Area 'B') be replaced with Lot A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo District (Electoral Area 'B') in Schedule A of the "Regional District of Nanaimo Pump and Haul Local Service Establishment Bylaw No. 975, 1995".
3. That the "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.52, 2010" be introduced and read three times.




Report Writer



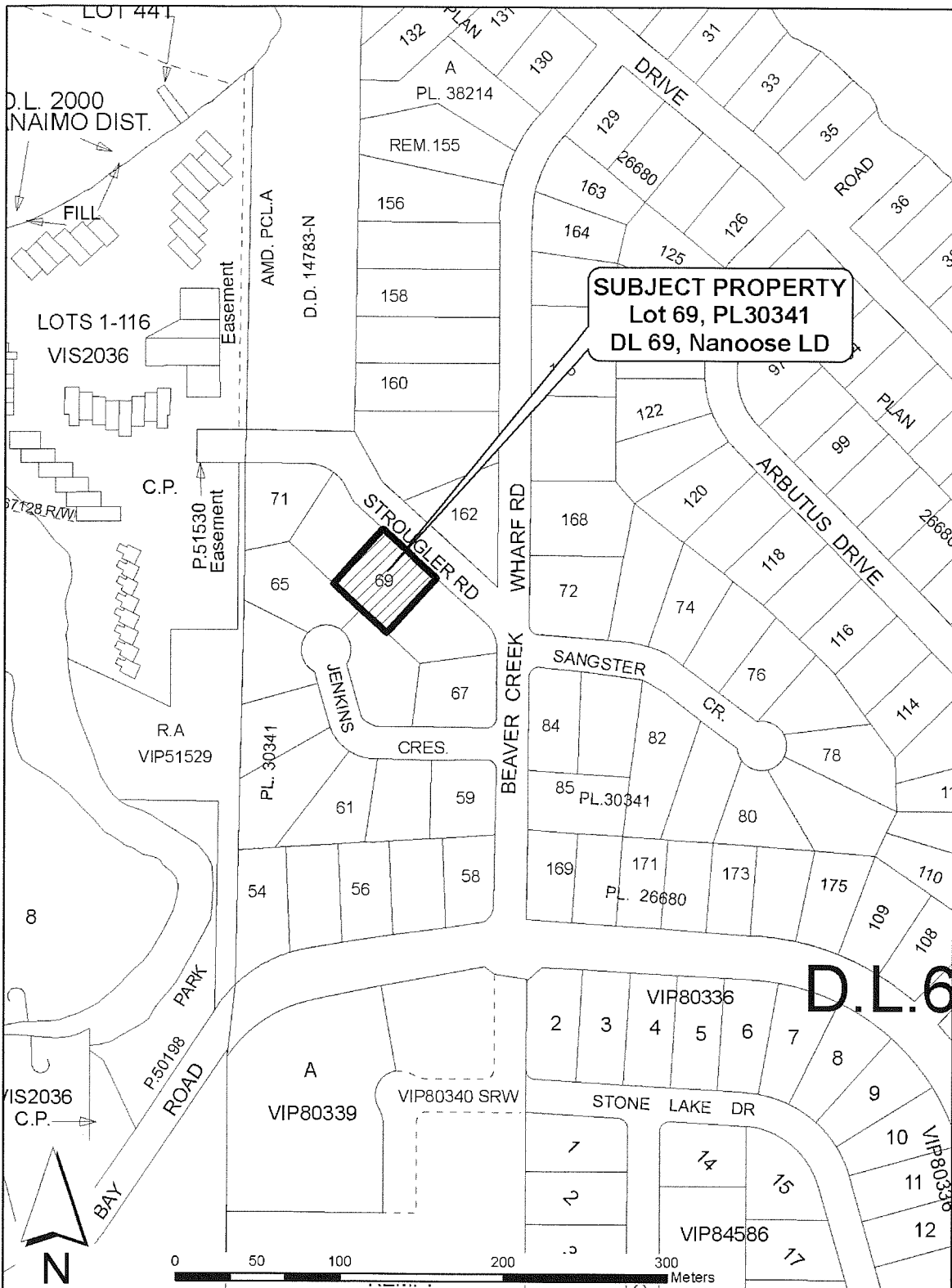
Manager Concurrence



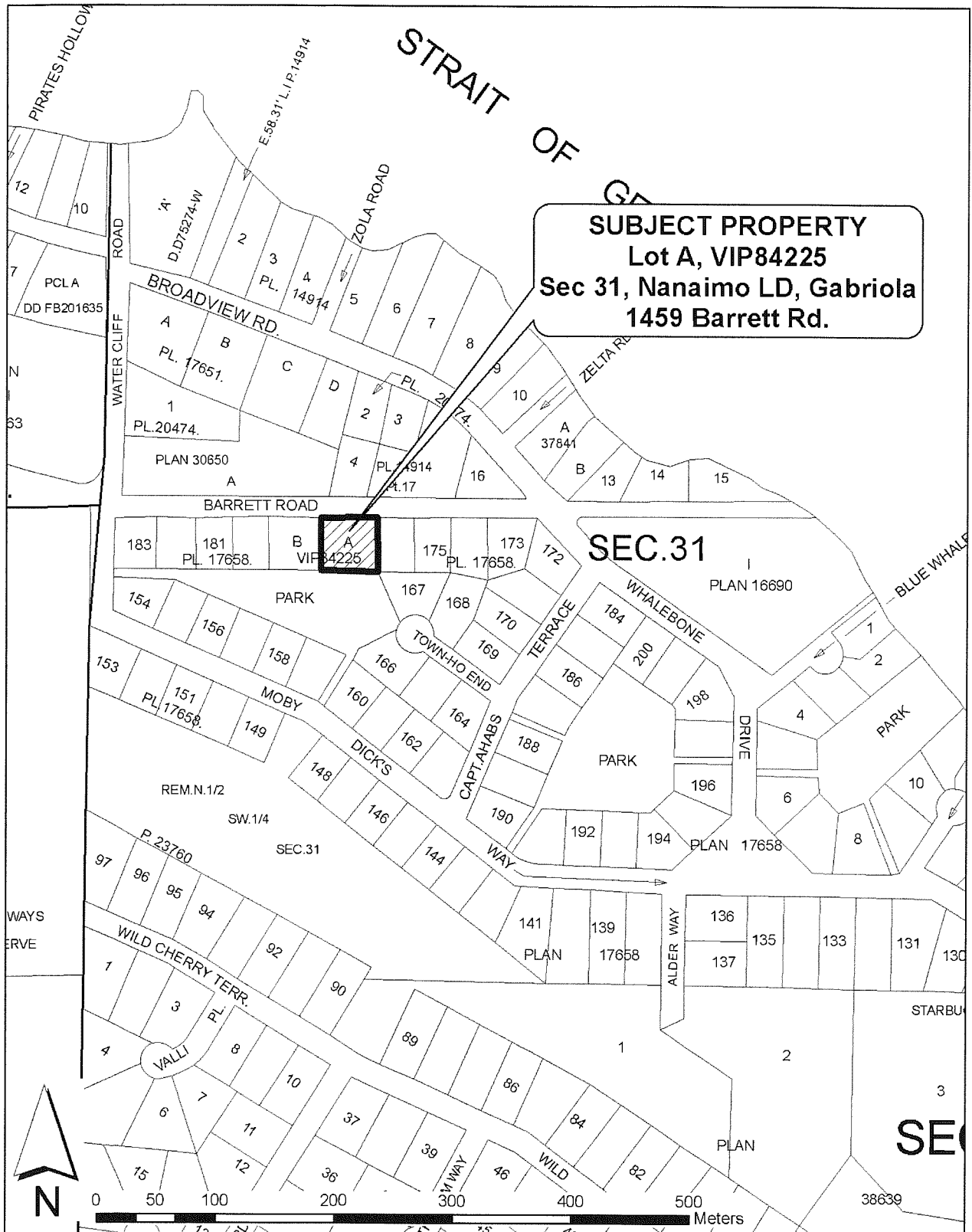
General Manager Concurrence



CAO Concurrence



BCGS MAPSHEET: 92F.039.2.2



BCGS MAPSHEET: 92G.012.3.3

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.52

**A BYLAW TO AMEND THE
REGIONAL DISTRICT OF NANAIMO PUMP AND
HAUL LOCAL SERVICE
ESTABLISHMENT BYLAW NO. 975**

WHEREAS the Regional District of Nanaimo established the *Pump and Haul Local Service Area* pursuant to “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995”, as amended;

AND WHEREAS the Board has been petitioned to amend the boundaries of the local service area to exclude the following property:

Lot 69, District Lot 68, Plan 30341, Nanoose Land District (Electoral Area ‘E’).

AND WHEREAS the Board has been petitioned to replace the legal description of Lot 177, Section 31, Plan 17658, Nanaimo Land District (Electoral Area ‘B’) in Schedule A with Lot A, Section 31, Gabriola Island, Plan VIP84225, Nanaimo District (Electoral Area ‘B’);

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

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

1. That Bylaw No. 975 be amended by deleting Schedule ‘A’ and replacing it with the Schedule ‘A’ attached to and forming part of this bylaw.
2. This bylaw may be cited for all purposes as “Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.52, 2010”.

Introduced and read three times this 27th day of April, 2010.

Adopted this _____ day of _____, 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

BYLAW NO. 975.52

SCHEDULE 'A'

Electoral Area 'B'

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 24, Section 5, Plan 19972, Nanaimo Land District.
5. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
6. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
7. Lot A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo District
8. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
9. Lot 7, Section 18, Plan 17698, Nanaimo Land District.
10. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
11. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
12. Lot 85, Section 18, Plan 21586, Nanaimo Land District.
13. Lot 14, Section 21, Plan 5958, Nanaimo Land District.
14. Lot 108, Section 13, Plan 21531, Nanaimo Land District.
15. Lot 84, Sections 12 & 13, Plan 21531, Nanaimo Land District.
16. Lot 72, Section 13, Plan 21531, Nanaimo Land District.

Electoral Area 'C' (Defined portion)

Electoral Area 'E'

1. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
2. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
3. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
4. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
5. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
6. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
7. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
8. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
9. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
10. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
11. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.

Electoral Area 'F'

1. Lot 2, District Lot 74, Plan 36425, Cameron Land District.
2. Lot A, Salvation Army Lots, Plan 1115, Except part in Plan 734 RW, Nanoose Land District.
3. Strata Lot 179, Block 526, Strata Plan VIS4673, Cameron Land District.
4. Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.
5. Strata Lot 181, Block 526, Strata Plan VIS4673, Cameron Land District.
6. Strata Lot 182, Block 526, Strata Plan VIS4673, Cameron Land District.
7. Strata Lot 183, Block 526, Strata Plan VIS4673, Cameron Land District.

Electoral Area 'G'

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.
2. Lot 1, District Lot 80, Plan 49865, Newcastle Land District.

Electoral Area 'H'

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.
6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.
7. District Lot 2001, Nanaimo Land District.
8. Lot 1, District Lot 40, Plan 16121, Newcastle District.
9. Lot 27, Plan 16121, District Lot 40, Newcastle Land District.

City of Nanaimo

1. Lot 43, Section 8, Plan 24916, Wellington Land District.

District of Lantzville

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.
2. Lot A, District Lot 27G, Plan 29942, Wellington Land District.
3. Lot 1, District Lot 85, Plan 15245, Wellington Land District.



CAO APPROVAL		(W)
EAP		
COW	✓	Apr 13 '10
APR 07 2010		
RHD		
BOARD		

MEMORANDUM

TO: Mike Donnelly
Manager of Water Services

DATE: April 7, 2010

FROM: Deb Churko, ASCT
Engineering Technologist

FILE: 5500-20-FC-01

SUBJECT: Bylaws No. 813.44 and 889.56 - Inclusion of Property into the French Creek and Northern Community Sewer Local Service Areas, Electoral Area 'G'

PURPOSE

To consider a request to include Lot 24, DL 29, Nanoose Land District, Plan 13406 (808 Wembley Road), into the French Creek Sewer and Northern Community Sewer Local Service Areas for the purpose of sewer connection (see location plan in Figure 1).

BACKGROUND

The subject property is located near the corner of Wembley Road and Wright Road in French Creek. The property is bordered by Wembley Road to the west, and Reid Road to the east. The single-family home on this property has been discharging sewer to an on-site septic tank and disposal field for over 40 years. The owners of 808 Wembley Road (Dennis and Fiona McDonald) plan to build a garage in their backyard and the septic field must be relocated. The property owners wish to connect to the community sewer system instead of designing and installing a new on-site septic treatment and disposal system and have petitioned the RDN to be included in the French Creek and Northern Community Sewer Local Service Areas (LSAs).

The subject property is located within the engineered sewer catchment area for the French Creek Pollution Control Centre. The long-term strategy for the French Creek Plan Area is to have all urban areas fully serviced by community sewer. The French Creek OCP recognizes that sewer system expansions may be required in order to avoid potential future problem areas from on-site sewage disposal systems. The subject property is located immediately adjacent to the French Creek Sewer Local Service Area boundary, and a sewer main is located on Wembley Road thereby making a connection to the community sewer system possible.

Two Capital Charges are payable when being brought into the sewer local service area. A Capital Charge of \$664 is payable (per lot) pursuant to Bylaw No. 1330 for the French Creek Sewer Local Service Area (for sewage collection), and a Capital Charge of \$1,904 is payable (per lot) pursuant to Bylaw No. 1331 for the Northern Community Sewer Local Service Area (for sewage treatment). One sewer connection will be provided to the subject property.

The owners have indicated their intentions to subdivide the property in the future, but they do not wish to pay the Capital Charges for future lot(s) at this time. In this regard, the owners will be required to sign and register a restrictive covenant on the Land Title indicating that Capital Charges will be payable on future subdivided lot(s) at the time the land is subdivided.

This application for sewer servicing pertains to the parent lot only. Registration of a second restrictive covenant on the Land Title will be required in order to make sure the subdivided lands conform to the sewer servicing strategy in French Creek. In this regard, the second covenant will state that any future subdivision or development on the property shall be connected to sewers on Reid Road when they become available.

French Creek Sewer Local Service Area Bylaw No. 813 (1990) as well as Northern Community Sewer Service Area Bylaw No. 889 (1993) require amendment in order to include this property in the sewer service area. Both bylaw amendments are addressed in this report.

ALTERNATIVES

1. Accept the application from 808 Wembley Road, and include the property in the French Creek and Northern Community Sewer Local Service Areas.
2. Do not accept the application from 808 Wembley Road. The owners will continue with existing on-site septic field disposal.

FINANCIAL IMPLICATIONS

Under Option 1, if the application for 808 Wembley Road is approved for inclusion into the French Creek Sewer LSA, 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 applicant.

Under Option 2, if the application is not approved, there are no financial implications to the RDN. The owners would need to consider continuing with on-site disposal.

SUSTAINABILITY IMPLICATIONS

The subject property is located adjacent to the French Creek Sewer Local Service Area, and a sewer main is located on Wembley Road thereby making a connection to the community sewer system possible. By including this property into the French Creek Sewer Local Service Area, domestic sewage would be collected by the community sewer system and treated at the French Creek Pollution Control Centre. Although there are no known environmentally sensitive areas or streams in proximity to the property, connection of this property to the existing community sewer system is considered to be a better long term solution for sewage disposal than an on-site facility.

DEVELOPMENT IMPLICATIONS

The subject property is located within the “Neighbourhood Residential” land use designation pursuant to the *Electoral Area ‘G’ Official Community Plan (OCP) Bylaw No. 1540, 2008*. Domestic sewage generated from the home on this property has been discharging to an on-site septic tank and disposal field for over 40 years. Several adjacent properties have recently connected to the French Creek community sewer system on an individual basis. 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 expansions may be required in order to avoid potential future problem areas from on-site sewage disposal systems.

The subject property is located within the Urban Containment Boundary as described in the *Regional Growth Strategy Bylaw No. 1309 (2003)*, and is located within the engineered sewer catchment area for the French Creek Pollution Control Centre. The property is 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 property is serviced with community sewer. The subject property is 2,675 m² (0.66 acres) in size, therefore subdivision of the property into at least 2 lots is possible under the current zoning. As noted above, the property owners do not wish to pay the Capital Charges for future lot(s) at this time so will be required to sign and register a restrictive covenant on the Land Title indicating that the remaining Capital Charges will be payable at the time the land is subdivided.

Further, this application for sewer servicing pertains to the parent lot only. Registration of a second restrictive covenant on the Land Title will be required in order to make sure the subdivided lands conform to the sewer servicing strategy in French Creek, which means connecting any subdivided lands to sewers on Reid Road when they become available.

SUMMARY/CONCLUSIONS

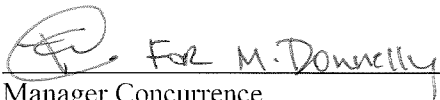
Petitions have been received from the owners of 808 Wembley Road to amend the boundaries of the French Creek and Northern Community Sewer LSAs for the purpose of connecting to the community sewer system. The subject property is located within the Urban Containment Boundary, and within the engineered 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 the connection of 808 Wembley Road would be at the expense of the applicant.

RECOMMENDATIONS

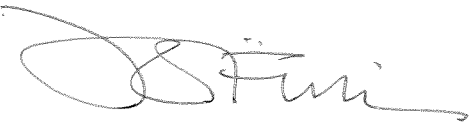
1. That “French Creek Sewer Local Service Area Amendment Bylaw No. 813.44, 2010” be introduced and read three times.
2. That “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.56, 2010” be introduced and read three times.



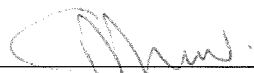
Report Writer



Manager Concurrence



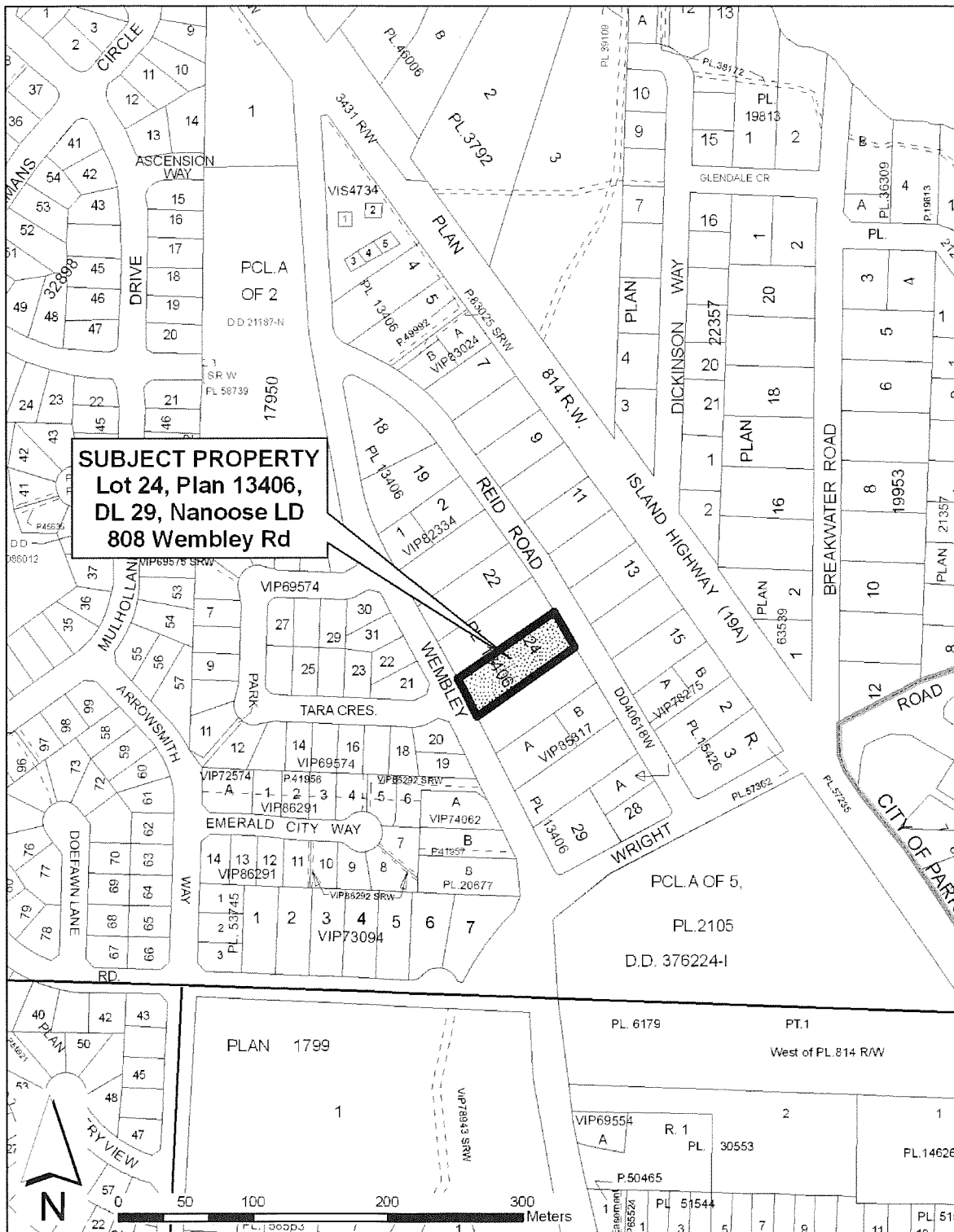
General Manager Concurrence



CAO Concurrence

COMMENTS:

Figure 1 - Site Location Plan



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.44

**A BYLAW TO AMEND THE FRENCH CREEK
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 813**

WHEREAS “French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990” establishes the French Creek Sewerage Facilities Local Service Area;

AND WHEREAS the Board has been petitioned to extend the boundary of the local service area to include the property shown outlined in black on Schedule ‘B’ of this bylaw;

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

1. The boundaries of the French Creek Sewerage Facilities Local Service Area, established by Bylaw No. 813, are hereby amended to include the properties shown outlined on Schedule ‘B’ attached hereto and forming part of this bylaw.
2. Schedule ‘A’ of Bylaw No. 813 is hereby deleted and replaced with the Schedule ‘A’ attached to and forming part of this bylaw.
3. This bylaw may be cited for all purposes as “French Creek Sewerage Facilities Local Service Area Boundary Amendment Bylaw No. 813.44, 2010”.

Introduced and read three times this 27th day of April, 2010.

Adopted this ____ day of _____, 2010.

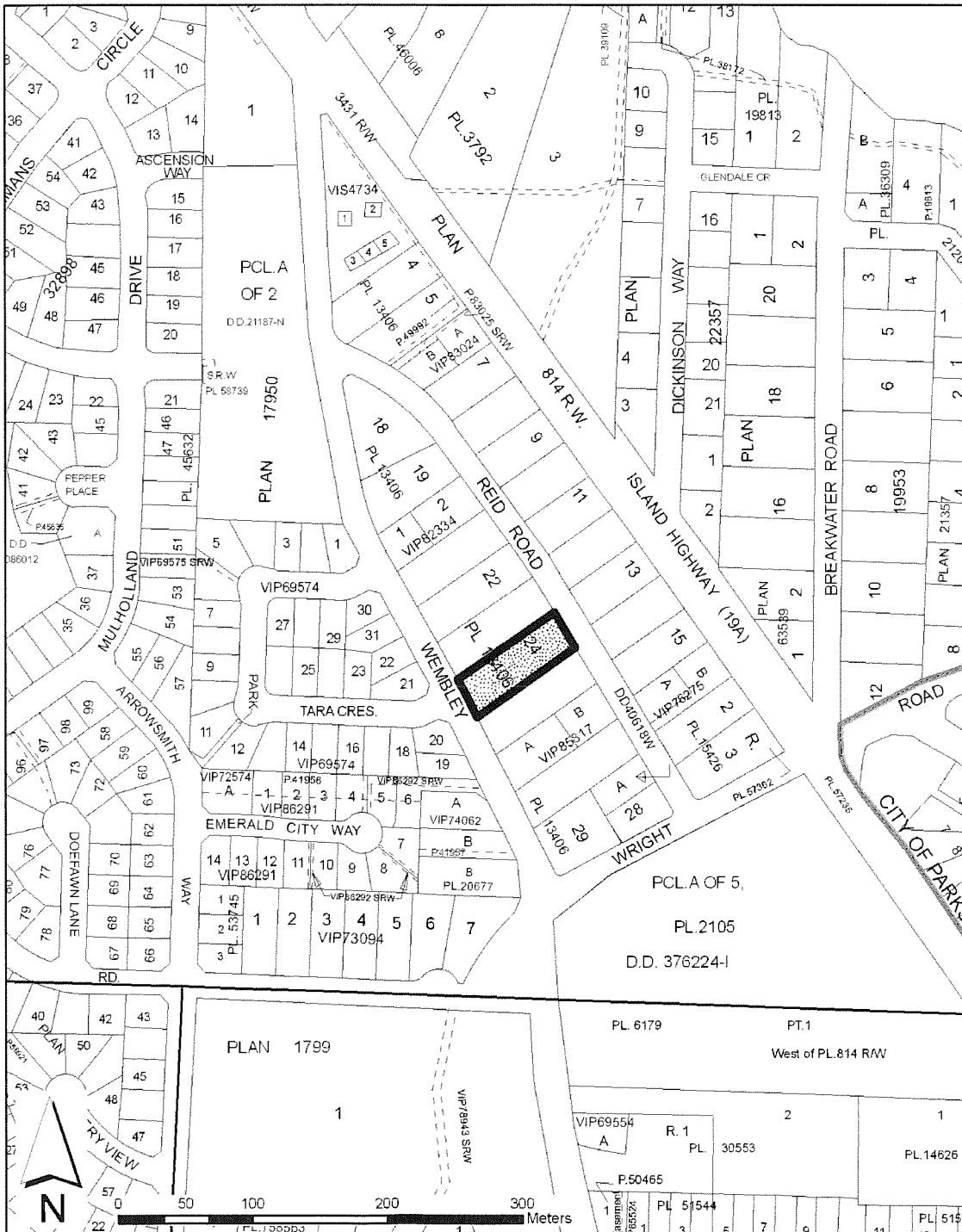
CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Schedule 'B' to accompany "French Creek Sewerage
Facilities Local Service Area Boundary Amendment
Bylaw No. 813.44.2010"

Chairperson

Sr. Mgr., Corporate Administration



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.56

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

WHEREAS the Board has enacted the “Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993”, as amended, which establishes the Northern Community Sewer Local Service Area;

AND WHEREAS the Board wishes to extend the boundaries of the Northern Community Sewer Local Service Area to include the property legally described as follows:

Lot 24, District Lot 29, Nanoose Land District, Plan 13406;

AND WHEREAS the Board has obtained the consent of at least two thirds of the participants;

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

1. Schedules ‘C’ and ‘E’ attached to and forming a part of Bylaw No. 889 are hereby deleted and replaced with Schedules ‘C’ and ‘E’ attached to and forming part of this bylaw.
2. This bylaw may be cited as “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.56, 2010”.

Introduced and read three times this 27th day of April, 2010.

Adopted this ____ day of _____, 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



RDN REPORT		
CAO APPROVAL		
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COW	✓	Apr 13 '10
APR 01 2010		
RHD		
BOARD		

MEMORANDUM

TO: Sean De Pol
Manager of Wastewater Services

DATE: March 30, 2010

FROM: Sara Ellis
Special Projects Assistant

FILE: 5340-01

SUBJECT: SepticSmart Education Program – Progress Update

PURPOSE

To update the Board on the progress of the SepticSmart Education Program.

BACKGROUND

There are an estimated 12,000 onsite systems in the Regional District of Nanaimo. To empower residents to be proactive in the care and maintenance of their onsite systems, the RDN initiated the SepticSmart program in November 2008.

The program has distributed over 1000 SepticSmart Education kits and more than 525 people have attended SepticSmart workshops. Feedback on the program has been positive, especially from those residents who are new to the region or who have limited knowledge of onsite systems. Following is an overview of the strategies for delivery of this program.

Current Strategies

The following strategies have been on-going since the beginning of the program.

1. COMMUNITY WORKSHOPS

SepticSmart workshops are information sessions held in areas of the region that depend on on-site systems for wastewater disposal. The presentation describes how on-site systems work, basic system maintenance, regulations, tips on water conservation, and use of less toxic cleaners.

The 2010 SepticSmart workshop schedule is as follows:

Monday, February 15 - <i>Completed</i> Electoral Area A & C Cranberry Community Hall	Monday, March 22 - <i>Completed</i> Electoral Area E Nanoose Place	Monday, April 19 at 7:00pm Electoral Area F Arrowsmith Hall
Monday, April 26 at 7:00pm Electoral Area F Errington War Memorial Hall	Wednesday, May 12 at 7:30pm Electoral Area H Lighthouse Community Centre	Thursday, July 8 at 6:30pm - tentative Electoral Area B Gabriola Agricultural Hall

Fall TBA
Electoral Area C (Pleasant Valley)
Electoral Area G (French Creek)
District of Lantzville

2. EDUCATION KIT

The SepticSmart kit was developed as a stand-alone package for residents, and is distributed at workshops and community events, or by ordering through the RDN office. The kit includes information on how systems work, maintenance, water conservation, less toxic cleaners, a maintenance record, and local contact information for agencies.

3. WEBSITE

The website (www.septicmart.ca) has been created as an information hub for the program. The website includes information on the program, frequently asked questions, local contact information for agencies, and an electronic download for the SepticSmart kit. The website also includes information for upcoming workshops.

4. COMMUNITY EVENTS

SepticSmart has partnered with other RDN departments such as Water Services (Team WaterSmart Program) and Planning Services, to attend local events and distribute SepticSmart kits and information in the community. Community events in the past have included: Qualicum Beach Family Day, RDN Open Houses (Wastewater and Planning Services departments), Community Fairs (Lighthouse and Vancouver Island Exhibition), and Farmer's Markets (Errington and Qualicum Beach).

5. POSTERS

Posters have been created for community workshops, open houses, and public events. Poster topics include signs of system failure, wastewater pollution prevention (cleaners & detergents), and water conservation for onsite system owners.

Proposed Strategies

The proposed strategies for 2010 program delivery are as follows.

1. WORK WITH REALTORS

Staff will be working with the Vancouver Island Real Estate Board (VIREB) to educate realtors about onsite systems. Staff will be attending the VIREB's Realtor Professional Day on October 20 to present at two sessions on the signs of onsite system failure and what buyers and sellers should know during real estate transactions. Staff will also be visiting local real estate agencies by invitation, and will develop hand-outs for realtors and/or buyers and sellers.

2. PARTNER WITH COMMUNITY GROUPS FOR EDUCATION AND OUTREACH

This will include attending meetings by invitation at local rural organizations to present SepticSmart information and distribute kits to members. Organizations may include neighbourhood associations, Streamkeepers, Rotary Clubs, and Lion's Clubs.

3. FAMILIES

Often SepticSmart workshops engage an older demographic; staff plan to create a family strategy that will engage parents and kids. Currently SepticSmart attends family oriented events in partnership with the Team WaterSmart program. However, there is an opportunity to organize activities targeted at children and parents' awareness of their family onsite system at family oriented events. Staff will evaluate opportunities and strategies to engage families.

4. NEWSPAPER ADS AND ARTICLES (SUMMER 2010)

Staff will create ads to encourage homeowners to perform maintenance on their onsite systems. Staff will also create several “Did you know?” articles to be placed in community newspapers.

5. NEWSLETTER / MAIL-OUT (MAIL-OUT JULY 2010)

Staff will develop a summer newsletter in order to reach seasonal residents and families who might not attend a workshop.

6. GRANT PROGRAMS

The Canadian Mortgage and Housing Corporation (CMHC) offers a *Homeowner Residential Rehabilitation Assistance Program* (Homeowner RRAP), which offers financial assistance to low-income homeowners who need to make mandatory home repairs, including onsite system repairs. SepticSmart will provide information on this program at workshops.

7. MEDICATIONS RETURN PROGRAM

The Medications Return Program is a stewardship initiative funded by the pharmaceutical and self-care health products industries. As part of the program, the public is asked to return their unused and/or expired medications to a participating pharmacy. Staff have received brochures and bookmarks for the program that can be passed onto residents and businesses. This program complements the wastewater pollution prevention portion of the SepticSmart program as it protects onsite systems from receiving potentially dangerous medication; some medications have the potential to upset systems, as well as harm the receiving environment and water supplies.

8. MEET WITH VIHA AND CRD

Staff plan to meet with the Vancouver Island Health Authority (VIHA), the Capital Regional District (CRD), and other government agencies to discuss program development.

9. VIHA SUPPORT LETTER

One of the key reasons the workshops have been so successful is due to the involvement of VIHA. VIHA staff have been available at past workshops to answer questions raised by RDN residents. At the last two SepticSmart workshops, audience members hoped to benefit from VIHA’s expertise and were disappointed that a VIHA representative was not available. Staff propose sending a letter to VIHA to thank them for their support and to encourage their attendance at future workshops.

ALTERNATIVES

1. Receive this report for information, and direct staff to send a letter to VIHA for continued assistance with SepticSmart workshops.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The SepticSmart program is supported by septage tipping fees. Of the \$0.18 per gallon charged to process septage at our facilities, \$0.02 per gallon is collected to support the program. The total budget for the SepticSmart Program is \$35,000.

SUSTAINABILITY IMPLICATIONS

The program provides information to empower homeowners to properly use, maintain and service their system. The program enhances the health and environmental quality of our community.

SUMMARY/CONCLUSIONS


The program has distributed over 1000 SepticSmart Education kits and more than 525 people have attended SepticSmart workshops. A workshop schedule has been created and is available on the website www.septicSMART.ca.

The following strategies have been on-going since the beginning of the SepticSmart program and have proven to be successful: (1) community workshops; (2) education kit; (3) website; (4) community events; and (5) posters.

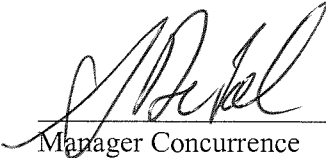
The following strategies are proposed for 2010 program delivery: (1) work with realtors; (2) partner with community groups; (3) engage families; (4) newspaper ads and articles during the summer; (5) summer newsletter; (6) promote CMHC grant programs; (7) promote Medications Return Program; (8) meet with VIHA, the CRD, and other government agencies to discuss program development; and (9) VIHA support letter. Staff propose sending a letter to VIHA to thank them for their support and to encourage their attendance at future workshops.

RECOMMENDATIONS


1. That the Board receives the program update for the SepticSmart Education Program for information.
2. That the Board direct staff to send a letter to VIHA for continued assistance with SepticSmart workshops.



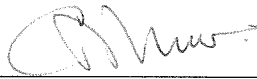
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence



RON REYNOLDS	
CAO APPROVAL <i>QR</i>	
EAP	
COW	<i>✓ Apr 13 '10</i>
APR 07 2010	
RHD	
BOARD	

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: March 29, 2010

FROM: Sean De Pol
Manager, Wastewater Services

FILE: 5330-20-FCPC-DU

SUBJECT: French Creek Pollution Control Centre Dewatering Upgrade
Centrifuge Equipment Procurement

PURPOSE

To consider the purchase of a centrifuge for the French Creek Pollution Control Centre Dewatering Upgrade Project.

BACKGROUND

The French Creek Pollution Control Centre (FCPCC) is a secondary treatment plant that produces biosolids as part of its normal operations. The biosolids must be dewatered to facilitate economical transportation to land application operations. An Alfa Laval centrifuge is used to dewater digested sludge as part of the solids processing stream. An aging belt filter press, formerly utilized at the plant in the dewatering process, remains on site and has been used for temporary back-up capacity if the centrifuge is out-of-service. The belt filter press was installed in 1984 and is now at the end of its operational life.

Population growth in recent years has increased the sewage flow to the plant and thereby increased the quantity of solids produced and requiring dewatering. As sewage flows to the plant continue to increase the existing centrifuge will experience capacity issues. The belt filter press is no longer able to provide that additional capacity so another unit is required to accommodate the increased loadings. The RDN's wastewater consultants, AECOM, recommend purchasing another centrifuge to provide the additional capacity and to also provide reliable redundancy in the solids processing stream.

The Greater Nanaimo Pollution Control Centre (GNPCC) completed a similar dewatering upgrade project in 2004. At the time, nine bids were received for this project and the Alfa Laval unit was recommended both from a capital and net present value basis. It was the least costly unit to purchase and had the best service available. The centrifuge which is currently in operation at FCPCC was purchased in 2006. Since their installation both the GNPCC and FCPCC centrifuges have performed well.

Wastewater Services staff recommend purchasing the same unit for this next upgrade/expansion at FCPCC and sourcing the purchase to Alfa Laval, suppliers of this equipment.

Advantages of purchasing the same manufacturer's unit include:

- Only one set of parts required;
- staff need only be trained on one set of equipment; and
- periodic specialized maintenance will be less expensive since all units can be serviced during one visit by the same off-island specialists.

At the RDN's request, Alfa Laval provided a submission (February, 2010) for supply of a centrifuge for the FCPC Dewatering Upgrade Project. AECOM has evaluated the submission and recommends that the proposal be accepted for a purchase price of \$358,129, excluding GST.

Wastewater Services staff are recommending that the Board award Alfa Laval with the supply contract for a centrifuge for the FCPC Dewatering Upgrade Project for the amount of \$358,129. Since the new unit will be required for additional solids processing capacity as sewage flows to the FCPC increase, staff are recommending that the Board authorize the use of DCC funds from the Northern Community Development Cost Charge Reserve Fund for the purchase of the centrifuge.

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

Equipment Procurement (as reported)	\$358,129
General Construction (estimated)	\$385,871
Detailed Design Services	\$70,000
Construction Services (estimated)	\$36,000
Total Project Cost	\$850,000

ALTERNATIVES

1. Award Alfa Laval a contract to provide a centrifuge for the purchase price of \$358,129 using DCC funds from the Northern Community Development Cost Charge Reserve Fund.
2. Do not award the contract.

FINANCIAL IMPLICATIONS

Alternative 1

The budget for the FCPC Dewatering Upgrade Project is \$850,000. Alfa Laval's price for the supply of a centrifuge for the project is \$358,129. Based on expected construction and construction services costs there is adequate money in the budget for completion of this project. Alfa Laval is the supplier of this equipment which RDN currently utilizes at both GNPCC and FCPC. Due to the operational, maintenance and financial advantages of maintaining equipment consistency in our facilities, staff are recommending that an Alfa Laval centrifuge be purchased.

Alternative 2

If the purchase of the centrifuge for the FCPC Dewatering Upgrade Project is not awarded at this time the project will be delayed and future capacity for increased solids processing may not be available. Staff are not recommending this alternative.

SUMMARY/CONCLUSIONS

The French Creek Pollution Control Centre (FCPC) solids processing stream consists of a single Alfa Laval centrifuge to dewater digested sludge. An aging belt filter press which formerly provided the solids dewatering function, remains on site and has been used as temporary back-up if the centrifuge is out-of-service. The belt filter press is over 25 years old and at the end of its operational life. As sewage flows to the plant and the quantity of solids produced continue to increase, additional solids dewatering capacity is required. The RDN's wastewater consultants, AECOM, recommend that a new centrifuge be purchased to provide additional solids processing capacity and to provide redundancy in the solids processing stream.


The Greater Nanaimo Pollution Control Centre (GNPCC) completed a similar dewatering upgrade in 2004. At that time, the Alfa Laval unit was chosen from both a capital and net present value basis. The centrifuge already in operation at FCPCC was purchased for the same price as the GNPCC unit in 2006. Since their installation both centrifuges have performed well.

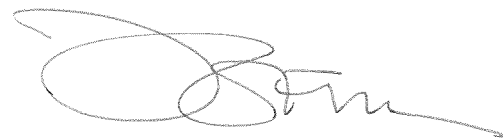
Alfa Laval has provided the RDN with a cost for supply of a centrifuge for the Dewatering Upgrade Project. AECOM has recommended that the proposal be accepted for a purchase price of \$358,129, excluding GST. RDN staff support this recommendation.


Since the new unit will be required for additional solids processing capacity as sewage flows to the FCPCC increase, staff are recommending that the Board authorize the use of DCC funds from the Northern Community Development Cost Charge Reserve Fund for the purchase of the centrifuge.

RECOMMENDATIONS

1. That Alfa Laval be awarded the centrifuge supply contract for the French Creek Pollution Control Centre Dewatering Upgrade Project for the amount of \$358,129.
2. That funds from the Northern Community Development Cost Charge Reserve Fund be used for the French Creek Pollution Control Centre Dewatering Upgrade Project.


Report Writer


General Manager Concurrence


CAO Concurrence



CAO APPROVAL		CW
EAP		
CoW	✓	Apr 13 '10
APR 13 2010		
RHD		
BOARD		

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: March 25, 2010

FROM: Mike Donnelly
Manager of Water Services

FILE: 5600-07

SUBJECT: Rainwater Management Current Practices Review

PURPOSE

To present the Board with the results of the Rainwater Management – Current B.C. Practices Research Project.

BACKGROUND

In July of 2007 the Board approved the expenditure of Community Works Funds for the Rainwater Management Current Practices Review (See attached summary report Attachment 'A'). This review was recommended to provide information on what regional districts throughout the province had accomplished with respect to the management of rainwater and to use that information to look for ways to improve the management of the rainwater resource in the Regional District of Nanaimo.

The review, developed by RDN staff and carried out by Anderson Civil Consultants Inc. of Nanaimo, produced a number of questions to ask staff from 18 of the province's 29 regional districts. The review allowed for a broad range of input from the regional districts on the planning, technical and administrative aspects of rainwater management (see Attachment 'A').

After discussing the questions with the 18 regional districts the consultant was not able to identify any Regional District (RD) which is fully active in Rainwater Management in unincorporated areas. The Capital Regional District and Metro Vancouver are involved in rainwater management but only within incorporated municipal areas. A number of RDs include storm water management objectives in their planning documents, although typically there is limited requirement for implementation. The report concludes that the RDN has more support for rainwater management from Board policies and plans than most other regional districts.

Regional Districts do not currently play a significant role with respect to impacts of rainwater management issues on site development and adjacent road networks. This is the responsibility of the Ministry of Transportation & Infrastructure (MOTI) through the subdivision approval officer. This loss of the continuity of responsibility between regional districts' land use decision making and MOTI approvals for development affect the ability to effectively manage rainwater.

The Development Services Department will begin the development of a Subdivision Servicing Bylaw in late 2010 that will include new standards for rainwater management. Incorporating rainwater management requirements in an RDN Subdivision Servicing Bylaw would require the MOTI subdivision approval officer to include those requirements in the approvals process.

In addition, a number of actions have been identified in the Drinking Water and Watershed Protection (DWWP) program that support a need for future development to address rainwater management. The DWWP program states that land use planning and development should be guided by the general principle of “no net loss” of pre-development watershed features and functions (such as surface water flows, groundwater levels, etc.) at the watershed level. This means that through land use planning, areas being developed would be balanced with retention of natural areas in an effort to maintain the biophysical features of the watershed.

In addition to supporting the protection of natural ecosystems, the DWWP program supports innovative rainwater management through the following goals:

1. Move towards volume-based management of rainwater to maintain aquifer levels for human and ecosystem needs.
2. Support volume-based rainwater management to maintain local hydro-climatic balance and mitigate climate change impacts.
3. Support the concept of rainwater as a resource and water supply.
4. Promote Low Impact Development (LID) through outreach and education and the encouragement of LID demonstration projects.
5. Support the adoption of LID Engineering Standards
6. Develop Water Management Plans, in ‘at-risk’ areas. The scope and focus of these plans will be considered at the time of development, and may address rainwater management.

The intent of these actions is to strengthen planning tools to help achieve more acceptable outcomes with respect to rainwater management. Implementation of these goals along with the establishment of Subdivision Design standards will assist in the management of rainwater in the regional district.

ALTERNATIVES

1. Receive the Rainwater Management Current Practices Review report for information.
2. Provide alternate direction to staff.

SUSTAINABILITY IMPLICATIONS

Progress towards improved management techniques for rainwater with respect to land use decision making is key to reducing rainwater impacts resulting from inappropriate development practices. Improved management approaches continue to be developed and gradually incorporated into local government planning and engineering regulatory frameworks to reduce or eliminate the environmental impacts of existing practices

FINANCIAL IMPLICATIONS

Financial details of a Regional District rainwater management strategy cannot be effectively determined at this time. As program components and future activities are confirmed, associated resource and cost implications will be developed for Board consideration.

CONCLUSIONS

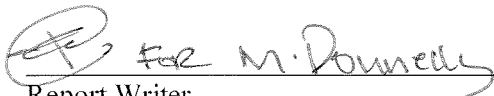
The Rainwater Management Current Practices Review was carried out as a first step in determining a direction the Regional District may take with respect to rainwater management. Rainwater management has not formed a significant role in land use planning and development in most regional districts in the past. The intent of this review was to determine what progress, if any, had been made in this regard and what the Regional District of Nanaimo may learn from the experience of others.


The review concluded that there are no regional districts in the province that are active in rainwater management in rural areas. There is some involvement and activity in incorporated areas where policy was driven by significant urbanization, mostly in the Capital Regional District and Metro Vancouver. In most cases the regional districts noted the difficulty in proceeding with changes to rainwater management while subdivision approval still resided with the Ministry of Transportation & Infrastructure.


The Regional District of Nanaimo will undertake to move forward on rainwater management activities through the actions identified in the DWWP program and through subdivision bylaw changes.

RECOMMENDATION

That the Board receive the Rainwater Management Current Practices Review report for information.


Report Writer


General Manager Concurrence

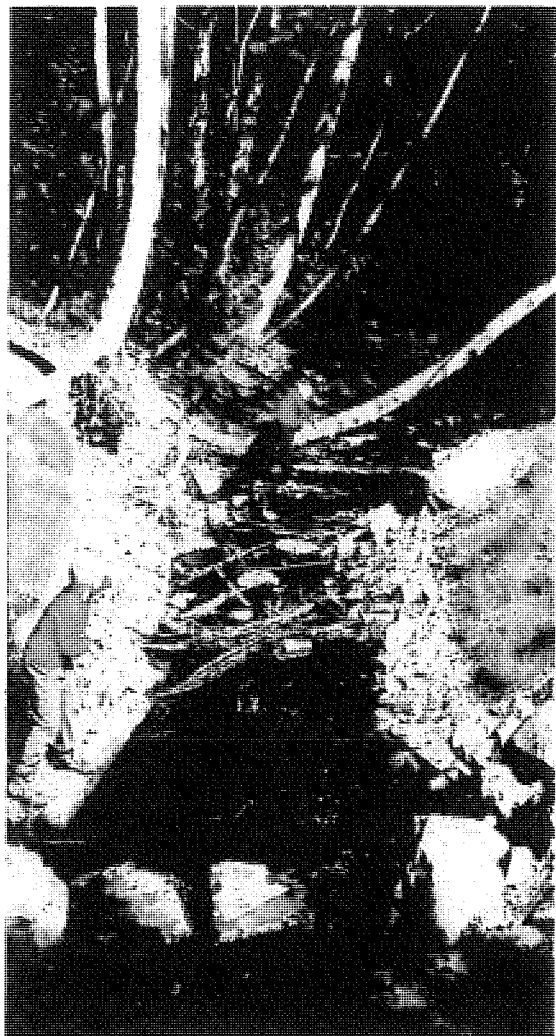

C.A.O. Concurrence

COMMENTS:

2008 B

ATTACHMENT A

Rainwater Management in the Regional District of Nanaimo



Current BC Practices
Research Project

Final Report



ANDERSON CIVIL
Consultants Inc.

File: 2156
24 April 2008

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4. PHASE 2 – FURTHER RESEARCH.....	12
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- APPENDIX A: Web Search – Statistics
- APPENDIX B: Web Search – Stormwater / Rainwater / LID contents
- APPENDIX C: Transcripts of Telephone Conversations
- APPENDIX D: Selected Pages of Reference Materials (only on CD)

(Note: appendices are only included in select copies of printed reports. All documents are included on CD.)



ANDERSON CIVIL
Consultants Inc.

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

File: 2156
24 April 2008

Attention: Mike Donnelly, ASCT

Dear Mike,

**Re: Rainwater Management Practices Review
Jurisdiction Research Project
Final Report**

1. INTRODUCTION

“Rainwater Management” is the current expression used to describe efforts to reduce the impact of land development on the natural water cycle from precipitation to final runoff.

Until the 1980's the emphasis in land development was “drainage” by constructing facilities (pipes and ditches) to convey the water away as quickly as possible and avoid flooding. The next approach was “stormwater management” which included some retention and detention facilities to store peak flows and reduce the downstream capacity requirements.

Over the last twenty years extensive studies (worldwide, Canada and the Pacific Northwest) have shown that the effect of changed runoff pattern from developed areas has a large negative impact on the environment, the health of watercourses, and in particular the fish population and health. The impact has been shown to relate less to the large floods and more to the changes in smaller, frequent flows, and in the recharge of groundwater. “Rainwater Management” techniques have been developed to help mitigate these impacts.

Continuing with the current approach to water management in the Regional District of Nanaimo (RDN) will lead to negative outcomes with respect to environmental sustainability. To identify what is being done in other jurisdictions and what can be done on the regional level to improve the management of rainwater, staff have recommended that a Rainwater Management practices review be undertaken.

The preliminary review is to identify outcomes in other jurisdictions. The information gathered as part of this exercise may be used to assist in determining a preferred approach to Rainwater Management (RWM) in the RDN.

2. BACKGROUND

Over time, land use changes on Vancouver Island from forest and meadows to large areas of development, subdivision and road construction have had a significant impact by increasing rainfall runoff. Rain and snowmelt runoff has been dealt with as a drainage issue, conveying water away as effectively as possible to a safe point of discharge. Development has resulted in significantly more drainage courses and increased peak rates of runoff. Infiltration has been reduced; less water is entering the ground and recharging the subsurface zones.

Within many municipalities the drainage philosophy has moved from Drainage Design to Stormwater Management. The change to Stormwater Management resulted principally from an understanding of the significant impacts on the environment and fish bearing watercourses. The mechanisms, impacts and some mitigation measures are generally well documented in the Pacific Northwest. The negative impact on ground water recharge of aquifers is not as well documented, but the impact may be even more critical.

Stormwater Management has included a better understanding of the water cycle and the impacts downstream from rapid runoff. The term Rainwater Management is being used to better describe the process of managing the water from the moment it first falls as rain (or snow).

The RDN has recently undertaken two initiatives that each highlight the need for better management of rainwater and runoff.

- The Drinking Water – Watershed Protection Plan, (September 2007), a report of the DW-WP Stewardship Committee, identified negative impacts on available groundwater results from land development practices. The Action Plan included recommendations for “Long Range Planning and Development” and for “Watershed Management Planning”.
- The State of Sustainability Final Report (December 2007), a report of the Regional Growth Monitoring Advisory Committee, included recommendations for action by the Board to reduce the impact of development practices on the environment and on the watersheds and groundwater table.

Historically, within incorporated municipalities, most of the authority and control falls in the jurisdiction of a single entity. This allows the one authority to coordinate, control and regulate all activities on the land from subdivisions, to construction, to buildings. This is not the case in Regional Districts in British Columbia. The jurisdiction for issues that might affect Rainwater Management (RWM) is divided between a number of different levels of government and agencies who have overlapping or conflicting requirements. This makes the regulation of RWM challenging.

The Ministry of Transportation (MoT) retains the authority of Approving Officer for all subdivision of unincorporated land within Regional Districts, including the RDN. Although the RDN has authority for land use planning, the Ministry has the responsibility for drainage on and from highway rights-of-way. The Approving Officer requires that all roads and drainage construction be in accordance with MoT standards. These standards include wide paved surfaces and effective removal of surface runoff; they also include requirements to assume high runoff rates from adjacent land.

Changes in the MoT requirements for drainage and runoff have been included in the BC Supplement to TAC Geometric Design Guide (July 2007); the changes include detention facilities and limiting flows to pre-development values. There is limited experience in how these changes will impact design for development or approval by MoT. Although a step forward, they are more a reflection of Stormwater Management than Rainwater Management. However, the Ministry has no interest in assuming responsibility for owning or maintaining such facilities, and expects either the local Regional District or the developer/strata corporation to assume responsibility.

The RDN is interested in exploring an active role in Rainwater Management. As a first step, the RDN wishes to identify what actions, if any, are being taken in other Regional Districts.

The issues and questions associated with Rainwater Management can be grouped into a number of areas:

- a) What are the impacts of our current development practices?
 - What kinds of stormwater management alternatives improve the environmental outcomes?
- b) What changes should be made to mitigate these impacts?
 - What are the best practices in terms of on-site rainwater management, including new technologies?
- c) How can these changes be implemented?
 - What sorts of standards might be incorporated into Zoning Bylaws?
 - What sorts of standards might be incorporated into Building Bylaws?
- d) What is the legislative and regulatory authority to control and manage these changes?
 - What bylaws are in place?
 - What is the criterion/threshold for establishing a service?
- e) How will any cost of these changes be paid?
 - Do all electoral areas participate, or only some?
 - Is there a general tax requisition, or is it only by specified areas?

The answer to a) is well documented in the Pacific Northwest (BC, Washington and Oregon), although the impact on groundwater may be less well defined. The answer to b) has also been fairly well documented in British Columbia, particularly as a result of the work by the Greater Vancouver Regional District (Metro Vancouver) and in the Capital Regional District. These answers to a) and b) have been developed typically by scientists, planners and engineers.

The answers to the last three – c), d) and e) – have been developed typically for municipalities but not for Regional Districts.

An excellent source of reference material for Rainwater Management is the BC Stormwater Planning Guidebook (MoE, 2002); additional resources are available through www.waterbucket.ca including Beyond the Guidebook (MoE / DFO, 2007) and the Green Infrastructure Guide (WCEL, 2007). In particular, the latter addresses most of the issues and questions, but only within incorporated municipalities.

This study has been undertaken to find out what steps other Regional Districts have taken for Rainwater Management, how the steps are implemented and administered, and what the challenges have been.

3. PHASE 1 – INITIAL RESEARCH

It should be noted that the investigation to date has not found answers to all of the questions listed above.

The first step included background research on 18 selected Regional Districts across BC. The Districts were chosen where development pressures might have resulted in some action or a need for rainwater management.

A search of Provincial and Regional District websites provided data on areas, populations and other basic information. The results of this research are included in the Appendix for reference.

Using the “search” function at each Regional District home website, references for “stormwater”, “rainwater” and “Low Impact Development” were located where available. Selected results of these searches are included in the Appendix.

The second step included contacting each selected Regional District by telephone. Generally the conversations developed to suit the individual situation at each Regional District, as this was more effective in gaining information. The transcripts of the notes from each telephone interview are included in the Appendix.

The 18 Regional Districts in BC that were contacted are:

- All 6 Regional Districts on Vancouver Island.
- All 5 Regional Districts in the Lower Mainland.
- A further 7 Regional Districts across the southern part of the province.

Since all Regional Districts are configured slightly differently with different responsibilities, one of the challenges was to identify the most effective contact person. In most cases contact was made with a person who understood what was taking place within their Regional District for Rainwater Management. Table 1 shows the contacts made and a simple summary of the Regional District involvement with stormwater management.

Table 1 - Summary of contacts - Phases 1 and 2

Regional District	Contact made with	phone #	Department / Position	Is RD involved?
Mt. Waddington	Joe McKenzie	250-956-3161	Treasurer	no
Comox – Strathcona	Graham Faris	800-331-6007	Operations Manager	no
	Rob Milne	250-334-6028	Planning	minimal
Nanaimo	Mike Donnelly	390-6560	Utilities Manager	not yet
	Nadine Schwager	390-4111	Env. Services/LW	some
	Paul Thompson	390-6510	Manager, Long Range Planning	some
Alberni – Clayoquot	Bob Harper	250-720-2705	Administrator	no
Cowichan Valley	Brian Dennison	250-746-2530	Manager of Engineering	yes
Capital	Andrea Mercer	250-360-3000	Scientific prog.	yes
Powell River	Francis Ladret	604-483-3231	Administrator	no
Sunshine Coast	Judy Skogstad	604-885-6814	Director of Planning & Development	yes
Squamish – Lillooet	Steven Olmstead	800-298-7753 ext 228	Director of Planning & Development	yes
Metro Vancouver	Mark Willman	604-436-6933	Senior Engineer, Policy & Planning	yes
Fraser Valley	Tareq Islam	800-528-0061	Manager, Eng. & Env. Serv.	yes
	Rick M ^c Dermid	604-702-5004	Mgr, Dev. Approvals	yes
Okanagan – Similkameen	Susanne Theurer	250-492-0237	Planning	minimal
Central Okanagan	Rob Bueller	250-469-6241	Engineering	yes
	Eileen Watson	250-469-6227	Planning	yes
	Glen Zachray, Urban Systems Ltd	250-762-2517	Cen. Okanagan RD Engineer of Record	N/A
Thompson – Nicola	Barb Jackson	250-377-8673	Planning	yes
North Okanagan	Mike Stamhuis	250-550-3720	G M, Community and Infrastructure Services	yes
Columbia – Shuswap	Dennis Dodd	250-832-8194	Public Works	no
Kootenay Boundary	Mark Andison	800-355-7352	Planning Director	yes
Central Kootenay	Rob Lang	250-352-8194	Utilities	no
	Ramona Mattix	250-352-8191	Planning	no

We were not able to identify any Regional District (RD) which is fully active yet in Rainwater Management in unincorporated areas. A number of RDs include stormwater management objectives in their planning documents, although typically there is limited requirement for implementation.

In the case of the two largest (by population) Regional Districts, Capital Regional District and Metro Vancouver, they are extensively involved but only within their incorporated municipal areas and in the provisions of these services to one or more member Municipalities.

Table 2 shows the level of involvement for each Regional Districts contacted according to the following:

1. No involvement, drainage is an MoT issue.
2. Staff know that some action should be taken, but have not yet persuaded their board of the need for RD involvement.
3. Stormwater management is identified as a goal in Official Community Plans (OCPs) or Local Area Plans (LAP).
4. There are provisions in subdivision (s/d) and Development Permit (DP) bylaws that require engineering studies and provision to manage stormwater effectively. (The level of review of these submissions varies.)
5. Local drainage issues have required specific Regional District involvement in identifying and implementing solutions.
6. Coordinated plans have been prepared in cooperation with MoT for the overall management of stormwater in specific areas.
7. The Regional District is involved in some site specific Operations and Management (O & M).
8. The Regional District provides coordination of inter-municipal actions.

Table 2 – Rainwater Management Status

	1	2	3	4	5	6	7	8
Regional District	Drainage is MoT issue, not RD	Staff aware but no Board support	Storm-water goals in OCP, LAP etc.	Eng'g studies required for s/d and DP	Local drainage issues	Joint action with MoT	Site specific O & M	Coord. betw'n municipalities
Mount Waddington	X							
Alberni – Clayoquot	X							
Powell River	X							
Columbia – Shuswap	X							
Central Kootenay	X							
Okanagan – Similkameen		X						
Comox – Strathcona			X					
Thompson – Nicola			X					
Nanaimo			X				X	
Squamish – Lillooet			X	X				
North Okanagan			X	X				
Kootenay Boundary			X	X				
Sunshine Coast			X		X	X		
Cowichan Valley			X	X			X	
Fraser Valley			X	X	X		X	
Central Okanagan *			X	X	X	X	X	
Capital			X					X
Metro Vancouver			X				X	X

* developed areas to be incorporated as Westside District Municipality

A report on this initial analysis was provided by letter on October 15, 2007.

The following is a brief synopsis from the Phase 1 research of activity for each RD involved in stormwater management:

Cowichan Valley: (recommend further contact)

- No proactive involvement yet.
- Reactively assumed operations for stormwater in two new developments also including sanitary systems.
- No immediate plans for stormwater management planning.
- Ecovillage near Shawnigan Lake may set zoning and landuse precedents.

Nanaimo

- No proactive involvement yet.
- Reactively assumed operations for stormwater facility in one new development.
- Initial stages of considering stormwater management planning.

Capital: (recommend further contact)

- Limited development in Juan de Fuca EA, but more on Salt Spring Island.
- Need to determine if CRD has any stormwater requirements on Salt Spring or the Gulf Islands.
- Stormwater, Harbours and Watersheds programme provides resources to municipalities; model codes and bylaws, mostly aimed at water quality.

Sunshine Coast: (recommend further contact)

- Stormwater planning area at Roberts Creek and Gibsons
- Joint plan with MoT
- Includes stormwater management rather than rainwater or LID.
- Not yet at implementation or administration stage (anticipated 2008).

Squamish – Lillooet: (no further contact)

- Requiring stormwater design as part of DP's for three specific developments.
- Requirements not elaborate and review and oversight low key.
- Anticipate future incorporation of the three areas.

Metro Vancouver: (no further contact)

- No stormwater or rainwater management in unincorporated areas.
- Extensive stormwater and rainwater management studies for urban areas extending over last 10 years as part of the Liquid Waste Management Plan (LWMP) process.
- Excellent source of recommendations for techniques to manage rainwater and reduce impacts.
- Excellent published documents available online.

Fraser Valley: (recommend further contact)

- Subdivision standards require stormwater management including infiltration.
- Manage stormwater facilities in small developed area (30 houses), also approved 400 lot strata subdivision.
- Although there is limited development outside municipalities they feel they are active in stormwater management.

Central Okanagan: (recommend further contact)

- Prepared Westside Master Drainage Plan in coordination with MoT.
- Subdivision servicing bylaw requires stormwater management including infiltration.
- 35,000 population in unincorporated urbanized area.
- Recent incorporation of Westbank District Municipality removes the developed areas from RD jurisdiction.

Thompson – Nicola: (no further contact)

- Had subdivision servicing bylaw drafted when they expected to assume Approving Officer function.
- Board not keen to assume liability.
- Stormwater requirements handled under environmental impact section of bylaws.
- Only general and broad requirements in planning documents.

North Okanagan: (no further contact)

- Stormwater design requirements in subdivision and DP standards.
- Pressure from MoT for Regional District to get involved, mostly flooding issues.
- All development is required to address low maintenance and sustainable design.
- Some requirements are administered at Building Permit (BP) stage.
- Typically operations are by strata corporation.
- MoT requires RD to assume operational responsibility for storm drainage at part of Silver Star Resort.

Kootenay – Boundary: (no further contact)

- No requirements for stormwater plans except at DP.
- DP's require drainage plans, MoT standards; only 3 DP areas (Big White, Baldy Mt, Recreation Lakes).

We recommend further contact with the following Regional Districts for information on implementation and administration practices:

- Cowichan Valley
- Sunshine Coast
- Fraser Valley
- Central Okanagan

and with the following for technical and resource materials:

- Capital
- Metro Vancouver.

4. PHASE 2 – FURTHER RESEARCH

This phase included identifying resources and answers to a key set of questions shown in Table 3. The questions were developed from those listed in Section 2 above.

Table 3 – Original Key Questions

Technical	
	What kinds of stormwater management alternatives improve the environmental outcomes?
	What sorts of standards might be incorporated into Zoning Bylaws?
	What sorts of standards might be incorporated into Building Bylaws?
	What are the best practices in terms of on-site rainwater management, including new technologies?
Administrative	
	Do electoral areas participate, or only some?
	Is there a general tax requisition, or is it only by specified areas?
	What is the criterion / threshold for establishing a service?
	What bylaws are in place?
Planning	
	What requirements are in the planning / approval steps for addressing Rainwater Management?
	OCP, Local plans, rezoning, Development Permits, subdivision, building permit

The notes of each telephone interview are included in Appendix D. Following is a summary of the additional information derived from each Regional District.

Cowichan Valley:

- There are several (8) large developments (up to 3200 dwellings) currently proposed and going through the planning stages. All are proposing green infrastructure and rainwater management.
- There is no requirement for rainwater management in current bylaws. The initiative comes at the rezoning stage from the proponent, the public, the area Director, or the Planning staff.
- Only one OCP (Area G, Saltair / Gulf Islands, 2005, selected pages in Appendix) sets out in detail the expectations for stormwater management.

- There are currently no documented requirements or expectations. The existing subdivision Servicing Bylaw (#1215) is old and does not cover stormwater management. Updating this bylaw is underway in 2008.
- Detailed designs are submitted by the developer and reviewed for the CVRD by an independent consultant at developer cost.
- CVRD assumes ownership of facilities by "Transfer of Assets"; Specified Area for operations created by "Petition", usually from the developer.
- There is never a formal agreement with MoT, just correspondence at the PLA stage.

Fraser Valley:

- Subdivision servicing standards require stormwater management (Bylaw #1110, select pages in Appendix).
- Local area (Popkum) east of Chilliwack required infiltration / detention 20 years ago. This area identified as Specified Area for storm drainage.
- Development continues in Popkum; Specified Area for stormwater infiltration O & M; DCC area for future works; subdivision servicing standards apply.
- Cost recovery through property taxes (mil rate).
- Generally does not apply to any other area of development as there is very little elsewhere with problem to solve.
- Additional 400 lot strata development; reviewed and approved stormwater management; O & M by strata.
- Where SWMP requires features on individual lots, these are required by covenant which is administered at the BP stage. No subsequent monitoring.

Central Okanagan:

- Runoff flooding and erosion problems lead to Stormwater Quality Management Initiatives for the Westside (2003).
- Subdivision servicing bylaw (Bylaw #704, select pages in Appendix) details requirements.
- Major and minor drainage systems are required; service connections are only permitted in specific problem areas; roof drains must not connect to storm drains; surface infiltration, sub-surface disposal and other techniques are required to limit peak runoff.
- All facilities are operated either by MoT, or by strata corporations.
- Due to Interior climate, the local issue is more with water quality and flooding and erosion problems (peak flows, frequency).

Capital: (no reference documents)

- They have no stormwater management requirements in the three electoral areas (5.57% of the regional population).
- For the incorporated municipalities they manage a Stormwater, Harbours and Watersheds Programme (SHWP).
- The SHWP undertakes water quality monitoring and has prepared Best Management Practices (BMP) guides for runoff quality from commercial activities.
- The SHWP has developed model bylaws for storm sewers, watercourses and commercial facilities (these focus more on quality than infiltration).
- They recently completed an inventory of good examples of rainwater management and similar projects.
- They have commissioned preparation of BMP standards for management of rainwater (2008).

Metro Vancouver:

- They have no stormwater management requirements in the electoral areas (<4% of the regional population).
- They have prepared extensive resource materials including:
 - Options for Municipal Stormwater Management Governance (1997)
 - Stormwater Best Management Practices Guide (1999)
 - Stormwater Source Control Design Guidelines (2005)
 - Template for Integrated Stormwater Management (2006)

5. RESULTS

This study has been undertaken to find out what steps other Regional Districts have taken for Rainwater Management, how the steps are implemented and administered, and what the challenges have been.

The goal was to locate one or more Regional Districts who were already doing what the RDN wishes to consider.

Has any other Regional District:

- set requirements for Rainwater Management;
- found a way to implement these with MoT as Approving Officer;
- resolved the issue of responsibility for O & M;
- satisfactorily resolved the potential liability issues?

Although there are a few subdivision servicing design standards for Stormwater Management, only Central Okanagan effectively includes control of runoff at source. Current Servicing Standards, if they address stormwater, typically deal with conveyance after it has run off.

The Sunshine Coast RD is completing an Integrated Stormwater Management Plan (ISMP) that may include control of runoff from individual lots. This will require administration through the building stage of lot development. The plan, and discussion with MoT, has not yet been concluded.

No jurisdiction has found a way to reduce effective impervious areas of roads and parking below MoT standards in fee-simple subdivision. A few OCP's include a goal of reduced paved and other impervious areas.

Any significant variance from MoT drainage runoff requirements has necessitated a strata development, or a drainage Specified Area operated by the Regional District. MoT will not accept responsibility for the operation or maintenance of any feature that controls runoff.

The issue of responsibility for Operations and Maintenance as well as liability has been addressed by creating Specified Areas with stormwater as a function. None of the contacted RDs was deterred from being involved in stormwater management because of concerns of liability.

The following Table 5 shows which Regional Districts have provided answers to each key RDN question.

Table 5 – Where are the Precedents?

Questions		CVRD	SCRD	FVRD	CORD	CRD	MV
Technical							
	Alternatives to improve outcomes			✓	✓		✓
	Zoning standards			✓	✓		
	Building Bylaw standards						
	BMP's, new technologies					✓	✓
Administrative							
	Source of Taxes	✓		✓			
	Criterion for establishing service	✓		✓	✓		
	Bylaws in place	✓		✓	✓		
Planning / Operational							
	Requirements in planning/approvals						
	OCP		✓	✓	✓		
	Local plans		✓	✓	✓		
	Rezoning	✓					
	Development Permits	✓	✓				
	Subdivision			✓	✓		
	Building Permits			✓			

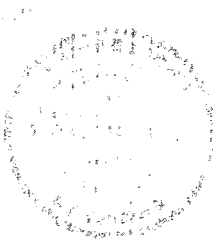
In the majority of Regional Districts contacted, the staff understand the need and goals for Rainwater Management.

In many Regional Districts the requirement for Stormwater Management and even Rainwater Management design has been clearly identified in individual OCPs. The steps beyond, to getting effective designs implemented, are limited.

6. CONCLUSIONS

The following conclusions are based on the extensive telephone conversations, meetings with individuals and review of documents (OCP, Zoning, Subdivision Servicing) during the course of the study.

- There is no Regional District (RD) significantly ahead of the RDN in moving towards Rainwater Management (RWM).
- A few RDs are in a similar position where the desire to implement RWM has been identified.
- No other RD has Subdivision Servicing Standards that require effective Rainwater Management.
 - Most servicing bylaws are old and do not even refer to Stormwater Management.
- No RD acknowledges any provision in their Building Bylaws for any RWM implementation.
- Typically there is support at the staff level to improve the implementation of RWM.
- From this research, the RDN has more support for RWM from Board policies and plans than in most other RDs.
- Several RD's have one (or perhaps two) OCP's that identify runoff goals and objectives that require RWM.
- The authority and mechanisms already exist in RD government to require and implement RWM.
 - These include Subdivision Servicing and Building Bylaws, Specified Areas, DCCs and taxation.
- The Ministry of Transportation (MoT), as Approving Officer (AO), has accepted alternative stormwater or rainwater management solutions as long as somebody else takes responsibility for operation and maintenance.



7. RECOMMENDATIONS

Based on the precedents identified and the resources available in this phase of study, the following steps are recommended to advance towards Rainwater Management in the RDN:

1. Identify the goals that the RDN wishes to achieve with Rainwater Management.
These goals are implicit and explicit in a number of existing RDN documents, but should be clearly re-stated to focus the next steps.
2. Establish which lands could be affected by Rainwater Management policies.
This can include identifying lands by jurisdiction, OCP designations, zoning, DP definitions and environmental mapping. As the RDN includes planning for urban, suburban and rural areas of development, alternate impacts are anticipated. A clear definition of the lands and uses that are a target for Rainwater Management will contribute to choosing the next steps.
3. Clarify the expectations for what is to be achieved for Rainwater Management at each step of land use planning and development,
e.g. OCP, zoning, DP, subdivision, building permit. Identify the scope of regulations that can be included in each.
4. Identify alternative ownership and O & M models; select preferred administrative model.
5. Meet with MoT Approving Officer to examine land use requirements and O & M solutions acceptable locally to MoT.
These solutions may be based on those found effective in other areas.
6. Develop updated Subdivision Servicing Bylaws and Building Bylaws to include Rainwater Management.
These could be based on examples from other jurisdictions, e.g. municipalities.

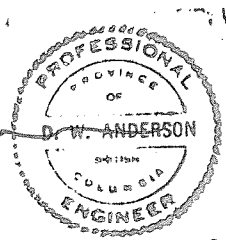
We thank you for the opportunity to undertake this fascinating and challenging project. The cooperation of the staff at the RDN, and the support and time taken by staff at other Regional Districts has contributed enormously to this report.

If you have any questions or require further information we shall be pleased to assist.

Yours truly,



Douglas W. Anderson, P.Eng.



DWA/cr

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RDN REPORT		
CAO APPROVAL <i>(Signature)</i>		
EAP		
COW	✓	Apr 13 '10
APR 06 2010		
RHD		
BOARD		

MEMORANDUM

TO: Mike Donnelly
Manager of Water Services

DATE: March 26, 2010

FROM: Deb Churko, AScT
Engineering Technologist

FILE: 5500-22-NBP-01

SUBJECT: **Bylaw No. 1598 - Repeal of Redundant Regulations & Rates Bylaws for Water Service Areas within the Nanoose Bay Peninsula. Electoral Area 'E'**

PURPOSE

To seek Board approval to repeal Water Service Area Regulations & Rates Bylaws formerly governing seven separate RDN water service areas in the Nanoose Bay Peninsula.

BACKGROUND

The Regional District of Nanaimo Board adopted *Nanoose Bay Peninsula Water Service Area Amalgamation Amendment Bylaw No. 867.01* in July 2005 which amalgamated the seven separate water local service areas in the Nanoose Bay Peninsula.

Staff are recommending that the individual regulations & rates bylaws formerly regulating the seven separate water service areas in the Nanoose Bay Peninsula (known as Madrona Point, Wall Beach, Driftwood, Nanoose, Fairwinds, Arbutus Park Estates, and West Bay Estates) be repealed since rates and regulations for the Nanoose Bay Peninsula Water Service Area are now regulated under the Amalgamation Amendment Bylaw.

The original establishing bylaws for the seven separate water service areas in the Nanoose Bay Peninsula are not being repealed at this time as they still allow debt payments to be charged. The borrowing bylaws do not need to be repealed until the funds in the various service area reserves have been utilized.

ALTERNATIVES

1. Repeal the out-dated water service area regulations & rates bylaws in the Nanoose Bay Peninsula that have been amalgamated under the *Nanoose Bay Peninsula Water Service Area Amalgamation Amendment Bylaw No. 867.01, 2005*.
2. Leave the individual regulations and rates bylaws in place. Since these bylaws have been superseded by the amalgamated Nanoose Bay Peninsula Water Service Area rates & regulations, staff are not recommending this alternative.

FINANCIAL IMPLICATIONS

There are no financial implications to repeal the out-dated water service area regulations & rates bylaws.

SUMMARY/CONCLUSIONS

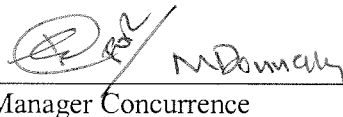
The Regional District of Nanaimo Board adopted *Nanoose Bay Peninsula Water Service Area Amalgamation Amendment Bylaw No. 867.01* in July 2005 which amalgamated the seven separate water local service areas within the Nanoose Bay Peninsula. Staff are recommending that the individual regulations & rates bylaws formerly regulating the seven separate water service areas in the Nanoose Bay Peninsula (known as Madrona Point, Wall Beach, Driftwood, Nanoose, Fairwinds, Arbutus Park Estates, and West Bay Estates) be repealed.

RECOMMENDATIONS

1. That “Regional District of Nanaimo Nanoose Bay Peninsula Water Regulations and Rates Repeal Bylaw No. 1598, 2010” be introduced and read three times.
2. That “Regional District of Nanaimo Nanoose Bay Peninsula Water Regulations and Rates Repeal Bylaw No. 1598, 2010” be adopted.



Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1598

**A BYLAW TO REPEAL WATER SERVICE AREA
REGULATIONS AND RATES BYLAWS
WHICH ARE NO LONGER NECESSARY**

WHEREAS pursuant to Regional District of Nanaimo Bylaw No. 867.01, the Regional District has established, within Electoral Area 'E' of the Regional District, the Nanoose Bay Peninsula Water Service Area, to amalgamate the supply, treatment, conveyance, storage and distribution of water in Nanoose Bay;

AND WHEREAS the Board wishes to repeal the redundant water service area regulations & rates bylaws formerly governing seven separate water service areas in the Nanoose Bay Peninsula;

AND WHEREAS pursuant to the provisions of the *Local Government Act* a Board may, by bylaw, amend or repeal an existing bylaw;

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

1. "Nanoose Water Supply Specified Area Regulations and Rates Bylaw No. 524, 1980" is hereby repealed.
2. "Arbutus Park Estates Water Supply Specified Area Regulations and Rates Bylaw No. 726, 1987" is hereby repealed.
3. "Madrona Point Specified Area Regulations and Rates Bylaw No. 727, 1987" is hereby repealed.
4. "Fairwinds Water Supply Specified Area Regulations and Rates Bylaw No. 764, 1989" is hereby repealed.
5. "West Bay Estates Water Supply Specified Area Regulations and Rates Bylaw No. 815, 1990" is hereby repealed.
6. "Wall Beach Water Local Service Area Rates and Regulations Bylaw No. 886, 1993" is hereby repealed.
7. "Driftwood Water Supply Service Area Rates and Regulations Bylaw No. 1334, 2003" is hereby repealed.
8. This bylaw may be cited for all purposes as "Regional District of Nanaimo Nanoose Bay Peninsula Water Regulations and Rates Repeal Bylaw No. 1598, 2010".

Introduced and read three times this 27th day of April, 2010.

Adopted this _____ day of _____, 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	Apr 13 '10
APR 04 2010		
RHD		
BOARD		

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: March 30, 2010

FROM: John Finnie, P. Eng.
General Manager
Regional & Community Utilities

FILE: 2280-20-AWS

SUBJECT: **Arrowsmith Water Service Joint Venture Agreement Amendment**

PURPOSE

To obtain Board approval for an amendment to the Arrowsmith Water Service (AWS) Joint Venture Agreement.

BACKGROUND

RDN, Parksville and Qualicum Beach entered into the AWS Joint Venture Agreement on July 10, 1996 for the purposes of establishing a joint venture to develop and operate bulk water supply facilities to supply water from the Englishman River to Parksville, Qualicum Beach and the RDN bulk water service areas in French Creek and Nanoose Bay. The Agreement has been amended and extended on three previous occasions, most recently on April 1, 2006 at which time it was extended to March 31, 2010.

Extensions were provided to allow time for the Joint Venturers to develop a new AWS capital plan and to confirm a strategy and costs for future bulk water infrastructure, including an intake and treatment site for water extraction from the Englishman River. To date, the Arrowsmith Dam and reservoir have been constructed by the Joint Venture and RDN has completed the Northwest Bay Road bulk water supply line on the Nanoose Bay peninsula. Englishman River water has been supplied to Nanoose Bay via the City of Parksville intake under agreement with the City.

In 2009, the Joint Venture initiated an intake and treatment plant site and cost study. This work is currently underway and staff expect the consultant’s report to be completed in late 2010. The report will form a basis for the Joint Venturers to decide on their approach to the next phase of the project, i.e. site acquisition and construction of Joint Venture infrastructure.

At the March 22 AWS Management Board meeting, the Board recommended approving an extension of the AWS Joint Venture Agreement to March 31, 2011.

Accordingly, in order to confirm RDN’s commitment to the joint venture and provide opportunity to complete the siting study that is currently underway, staff are recommending that the Regional District approve the extension of the AWS Joint Venture Agreement for another year (Attachment 1). No other amendments to the agreement are being considered at this time.

The Chair of the Management Board and the Manager of the AWS Joint Venture hold two year terms on a rotational basis among the three Joint Venturers. As of April 1, 2010, the Chair and Manager responsibilities pass from Parksville to RDN.

ALTERNATIVES

1. Approve an extension to the AWS Joint Venture Agreement to March 31, 2011.
2. Provide alternate direction to staff.

SUMMARY/CONCLUSIONS

The AWS Joint Venture Agreement expires on March 31, 2010 and needs to be extended to reconfirm the participants' (RDN, Parksville & Qualicum Beach) commitment to the joint venture. To provide opportunity to complete the intake and treatment site study that is currently underway, the agreement should be extended to at least March 31, 2011. The results of the study will form a basis for the Joint Venturers to decide on their approach to the next construction phase of the project.

RECOMMENDATION

That the Regional District of Nanaimo approve the extension of the Arrowsmith Water Service Joint Venture Agreement for a one year term to March 31, 2011.



Report Writer



CAO Concurrency

**AGREEMENT TO AMEND THE JOINT VENTURE AGREEMENT
(ARROWSMITH WATER SERVICE)**

THIS AGREEMENT made this 1st day of APRIL, 2010.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

(the "RDN")

OF THE FIRST PART

AND:

CITY OF PARKSVILLE
100 E. Jensen Avenue
P.O. Box 1390
Parksville, B.C. V9P 2H3

("Parksville")

OF THE SECOND PART

AND:

TOWN OF QUALICUM BEACH
201 - 660 Primrose Street
P.O. Box 130
Qualicum Beach, B.C. V9K 1S7

("Qualicum Beach")

OF THE THIRD PART

WHEREAS:

- A. RDN under the *Local Government Act*, and Parksville and Qualicum Beach under the *Community Charter*, each have the power to design, construct, install, own, operate, maintain, repair and replace Bulk Water Supply Facilities;
- B. On July 10, 1996, the RDN, Parksville and Qualicum Beach entered into a Joint Venture Agreement to declare and establish the terms of a joint venture in connection with the design, construction, installations, ownership, operation, maintenance, repair and replacement of Bulk Water Supply Facilities to supply water within the boundaries of Parksville, Qualicum Beach and existing Water Local Service Areas in the RDN;
- C. In 2001, the parties continued the joint venture on the terms and conditions set out in the 1996 Agreement;
- D. In 2004, the parties continued the joint venture on the terms and conditions set out in an Agreement dated for reference April 1, 2004;

E. In 2006, the parties continued the joint venture on the terms and conditions of an Agreement dated for reference April 1, 2006.

F. The RDN, Parksville and Qualicum now wish to amend the Joint Venture Agreement on the terms and conditions set out in this Agreement.

NOW THIS AGREEMENT WITNESSES that in consideration of their mutual covenants and agreements, the parties covenant and agree each with the other as follows:

1.0 Section 12.1(c) is amended by replacing the date of March 31, 2010 with the date of March 31, 2011.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

REGIONAL DISTRICT OF NANAIMO by its)
authorized signatories)

_____)
Name:)
_____)
Name:)

CITY OF PARKSVILLE by its authorized)
signatories)

_____)
Name:)
_____)
Name:)

TOWN OF QUALICUM BEACH by its)
authorized signatories)

_____)
Name:)
_____)
Name:)



RDN REPORT	
CAO APPROVAL <i>CA</i>	
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RHD	
BOARD	

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: March 30, 2010

FROM: Jeff Ainge
Zero Waste Coordinator

FILE: 5370-01

SUBJECT: Solid Waste and Recycling Collection Service Rates and Regulations Bylaw 1591
2010 User Fees

PURPOSE

To obtain Board approval to repeal Garbage and Recyclable Material Collection Bylaw No. 1009 and replace it with Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591 which includes new requirements for the collection of residential food waste and a new fee schedule.

BACKGROUND

The Regional District's garbage and recycling collection program is a compulsory service set up under Local Service Establishment Bylaw No. 793 and applies to the entire region with the exception of the City of Nanaimo. The program is funded entirely by user fees. The Board has recently approved a new collection contract which includes introducing residential food waste collection. The 2010 to 2014 Financial Plan includes an increase in rates as a result of the Regional District entering into a new five-year collection contract, which commences April 1, 2010. The fees also take into account an increase in landfill tipping fees from \$105 to \$107 per tonne in 2010 and \$110 per tonne in 2011.

New Bylaw

The current bylaw regulating the curbside collection program is the Garbage and Recyclable Material Collection Bylaw No. 1009, which was introduced in 1996. It has received 12 amendments over the years to reflect expanded recyclables collection (rigid plastic food containers) and fee adjustments. Attached to this report is a new bylaw with revised definitions to reflect the changes to service and materials collected, along with new user fees for 2010.

New Fee Schedule

Staff has calculated 2010 user fees based on the contractor collection fees which will change partway through the year with the implementation of food waste collection. The collection fees are offset somewhat by the tipping fees for food waste being less than tipping fees for disposing of garbage. The impacts of both these components will have more effect on user fees in 2011 than in 2010.

Over the last several years an operating surplus has accrued in the Garbage and Recycling program budget. Staff proposes to expend this surplus over the coming five years to lessen the impact of increased collection contract fees.

Table 1: 2010 User Fees and Estimated User Fees for 2011 to 2014

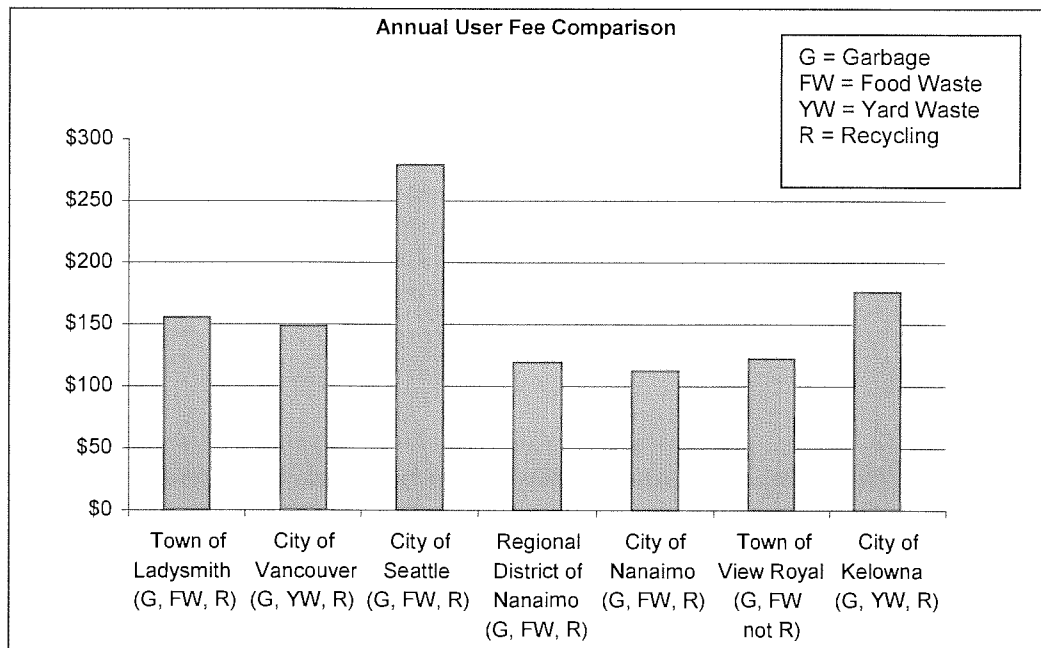
Service	Customers	2010 Prompt Payment User Fee	Estimated 2011 User Fee	Estimated 2012 User Fee	Estimated 2013 User Fee	Estimated 2014 User Fee
RDN Weekly	10,360	\$120.00	\$125.00	\$132.00	\$140.00	\$147.00
RDN Bi-Weekly	5,455	\$110.00	\$125.00	\$132.00	\$140.00	\$147.00
Parksville	4,760	\$120.00	\$125.00	\$132.00	\$140.00	\$147.00
Qualicum Beach	3,850	\$ 58.85	\$ 93.00	\$ 96.25	\$ 99.60	\$103.10
Lantzville	1,390	\$ 68.40	\$125.00	\$132.00	\$140.00	\$147.00
Recycling only	260	\$ 43.80	\$ 42.10	\$ 43.55	\$ 45.10	\$ 46.70

Fee Comparison

Table 2 shows a comparison of user fees for similar programs in the Pacific Northwest. The program most similar to the Regional District's is the Town of Ladysmith whose 2010 base annual fee of \$156 provides for weekly collection of food waste, one container of garbage every-other-week, and unlimited curbside recycling. In comparison, the City of Seattle provides weekly collection for garbage, food waste and recycling at varying rates depending on container sizes. The fee for collecting container sizes equivalent to those permitted in the Regional District program is \$279 (USD). The City of Nanaimo 2010 user fee is \$112.

The estimated user fee for 2011, which is the first full year of service under the new RDN collection contract, is \$125 and this compares favourably with similar programs.

Table 2: Comparison of Annual User Fees



ALTERNATIVES

1. To introduce Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591 for three readings and adoption.
2. To not introduce Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591 for three readings and adoption, and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The rates shown in Table 1 (2010 User Fees), have been calculated to take into account the new contract taking effect April 1, 2010. The 2010 user fees reflect nine months of service as currently provided, and three months of service with food waste collection commencing October 2010. The fees included in the attached bylaw reflect the user fees in the 2010 to 2014 Financial Plan.

User fees account for 100% of the revenue for the Garbage, Food Waste and Recyclable Materials Collection program. There is no tax requisition associated with this budget. Adoption of the new bylaw will ensure sufficient revenue to fulfill the Regional District's contractual obligations and ensure there are sufficient funds for the introduction of the residential food waste collection program.

The introduction of food waste collection requires scheduling changes that include weekly collection of food waste and every-other-week (bi-weekly) garbage collection for all customers. As staff discussed in the Collection Contract Award Report provided for the February 2010 Board meeting, for the 15,120 customers currently receiving weekly service there is no appreciable increase in costs to collect food waste. The 5,455 electoral area residents in the rural areas currently receiving bi-weekly garbage service will see a larger contractor collection cost increase however this will not have an impact until 2011 with a full year of weekly food waste collection. With this change to their service later in 2010, they will start receiving collection services in line with the bulk of the collection customers.

Lantzville's user fees rise with garbage and food waste being added to their current recycling only service, while Qualicum Beach sees an increase to cover the addition of food waste to their recycling only collection service.

SUSTAINABILITY IMPLICATIONS

The implementation of region-wide residential curbside food waste collection is strongly supported by many residents and stands to reduce additional landfill GHG emissions as well as support local industry. Increasing the user fees for the curbside collection service reflects the contractor's costs to collect the materials, disposal costs, and costs associated with launching the food waste collection program. The curbside program contributes to the region's sustainability by encouraging residents to reduce the amount of waste they send to the landfill thereby saving expensive landfill capacity as well as reducing greenhouse gas emissions.

SUMMARY

The Regional District has entered into a new five-year contract for the collection of residential garbage, food waste and recyclable materials. The Garbage, Food Waste and Recyclable Materials Collection program is funded entirely by user fees. User fees for 2010 will rise to reflect the new contract fees, which includes implementation of food waste collection in October 2010.

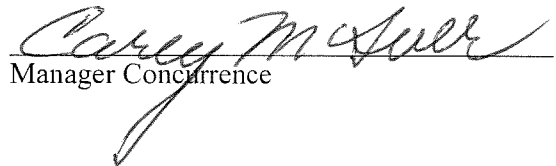
Staff recommends that the Garbage and Recyclable Material Collection Bylaw No. 1009 be repealed and replaced with Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591 which includes a new fee schedule, clarified definitions and new requirements for the collection of residential food waste. Adoption of the new bylaw will ensure sufficient revenue to fulfill the RDN's contractual obligations.

RECOMMENDATIONS

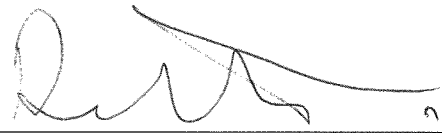
1. That "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" be introduced and read three times.
2. That "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" having received three readings be adopted.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1591

A BYLAW TO PROVIDE FOR THE COLLECTION OF GARBAGE, FOOD WASTE AND RECYCLABLE MATERIALS WITHIN THE REGIONAL DISTRICT OF NANAIMO

WHEREAS pursuant to “Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989”, the Regional District of Nanaimo is authorized to provide a service for the collection of garbage and recyclable materials;

AND WHEREAS the Board of Directors of the Regional District of Nanaimo has determined that a Regional Collection Service should be established and provided to certain areas and classes of land within the District;

NOW THEREFORE the Board, in open meeting assembled, enacts as follows:

1. DEFINITIONS

For the purposes of this bylaw, unless the context otherwise requires:

“**Apartment Building**” means a building having entrances to Dwelling Units on multiple levels and in which five (5) or more Dwelling Units are located.

“**Approved Disposal Site**” means a site for the deposit and disposal of Garbage, Residential Food Waste and/or Recyclable Materials, which is either owned and operated by the District or licensed by the District under Bylaw No. 1386.

“**Board**” means the governing and executive body of the Regional District of Nanaimo.

“**Bi-Weekly Collection Service**” means scheduled collection of Garbage or Recyclable Materials every-other-week.

“**Collection Period**” means a period of regular collection, Weekly or Bi-Weekly as set out in this Bylaw.

“**Commencement Date**” means the date established for billing purposes under paragraph 5(2)(g).

“**Commercial Waste**” means all refuse and waste and accumulation of waste and abandoned material resulting from the operation of a trade or business including paper boxes and packing cases, wrapping material, wrappings and all materials of like nature, other than Garbage.

“**Composting Facility**” means a facility under contract to the Regional District to accept Residential Food Waste that composts organic matter to produce compost and holds a valid Waste Stream Management License issued under Bylaw No. 1386.

“Contractor” means the person or persons under contract to the District to collect Garbage, Residential Food Waste and Recyclable Materials on behalf of the Regional District of Nanaimo.

“District” means the Regional District of Nanaimo.

“Dwelling Unit” means one or more rooms for residential occupancy connected together with facilities for living, sleeping, cooking and having a separate entrance, and includes a Manufactured Home as defined within this Bylaw.

“Food Waste” means compostable food waste, and other material acceptable at the Composting Facility, generated within the Service Area including, without limitation:

- a) fruits and vegetables
- b) cooked and raw foods
- c) meat, fish, shellfish, poultry and bones thereof
- d) dairy products
- e) bread, pasta and baked goods
- f) tea bags, coffee grounds and filters
- g) soiled paper plates and cups
- h) soiled paper towels and napkins
- i) soiled waxed paper
- j) food soiled cardboard and paper
- k) egg shells
- l) Food Waste excludes Yard and Garden Waste

“Food Waste Container” means the container described in Schedule ‘C’ of this bylaw and provided to owners from time to time of Residential Premises specifically for the collection and disposal of Residential Food Waste, and when set at the Curbside for collection not weighing more than fifty (50) pounds (23 kilograms) gross weight.

“Garbage” means discarded matter and includes refuse, waste, noxious, offensive and unwholesome materials, but does not include Residential Food Waste, Recyclable Materials, Commercial Waste or unacceptable waste as set out in this bylaw.

“Garbage Container” means a container of not more than 100 litres capacity, of not more than fifty (50) pounds (23 kilograms) gross weight, and having a waterproof cover; or plastic bags of not less than two (2) mil thickness, of not more than fifty (50) pounds (23 kilograms) gross weight, with a maximum measurement of 26” by 36” when filled.

“General Manager” means a person appointed to the position of General Manager.

“Holiday” means New Years Day, Good Friday, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, or any other day proclaimed by the Parliament of Canada or the Legislature of British Columbia as a public holiday.

“Manufactured Home” means any structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another by being towed or carried, and which is used as a Dwelling Unit.

“Materials for Collection” means all Recyclable Materials, Food Waste, and Garbage that are placed at the curbside by the occupants of Residential Premises.

“Manufactured Home Park” means land used or occupied by a person to provide spaces for accommodating one or more Manufactured Homes owned or being purchased by other persons where a charge or rental is imposed for the use of that space, and the Manufactured Home is assessed and taxed in the name of its owner or purchaser.

“Multi-Family Dwelling Unit” means a Dwelling Unit located in a building or combination of buildings, or a Manufactured Home Park, which comprises five or more Dwelling Units, but does not include a resort, an Apartment Building or a Dwelling Unit in a Multi Level Entry Building.

“Multi Level Entry Building” means a building in which five (5) or more Dwelling Units are located used for residential purposes, or a combination of residential and non-residential uses where one or more Dwelling Units are located above or below another Dwelling Unit or above or below a unit used for a non-residential use.

“Private Collection Service” means a collection service which is not operated by the Contractor for the District, and includes any commercial containerized collection service or a Commercial Waste collection service.

“Recyclable Materials” means materials accepted at a Recycling Facility and includes but is not limited to:

- (a) newsprint
- (b) glass food and beverage containers (until October 2010)
- (c) metal food and beverage containers
- (d) aluminum foil
- (e) mixed waste paper

- (f) empty HDPE containers
- (g) empty LDPE containers
- (h) old corrugated cardboard
- (i) old directories
- (j) old magazines
- (k) textiles
- (l) or such materials designated from time to time by the Regional District.

“Recycling Container” means the multi-material Recycling Container described in Schedule ‘B’ of this bylaw and when set at the Curbside for collection not weighing more than fifty (50) pounds (23 kilograms) gross weight.

“Recycling Facility” means a facility for the receiving, processing, handling, separating and marketing of Recyclable Materials and holding a current Waste Stream Management License issued under Bylaw No. 1386.

“Recycling Only Service” means collection of Recyclable Materials only from those Residential Premises not receiving Garbage and Food Waste collection service as at the commencement of the 2010 collection contract.

“Regional Collection System” means the Regional Collection System established under Section 2(1).

“Residential Food Waste” means Food Waste generated by the occupants of Residential Premises

“Residential Garbage” means Garbage generated by the occupants of Residential Premises.

“Residential Premises” means a Single Family Dwelling Unit or a Multi-Family Dwelling Unit.

“Service Area” means that portion of the Regional District of Nanaimo situated on Vancouver and Gabriola Islands but excluding the City of Nanaimo.

“Single Family Dwelling Unit” means a single family detached dwelling and each Dwelling Unit of a duplex, triplex or quadruplex and a Manufactured Home not situated in a Manufactured Home park.

“Weekly Collection Service” means prior to October 2010 scheduled collection of Garbage on a weekly basis, and after October 2010 it means the scheduled collection of Food Waste on a weekly basis.

“Yard and Garden Waste” means all organic material produced by a yard or garden including grass clippings, hedge and tree pruning material, weeds and material from flower beds and vegetable gardens.

2. **PROVISION OF SERVICE**

(1) **Establishment of Collection System**

There is hereby established throughout the Service Area a Regional Collection System for the collection, removal and disposal of Residential Garbage, Residential Food Waste and Recyclable Materials.

(2) **Mandatory Service**

Every owner or occupier of Residential Premises located within the Service Area, and provided with service under Section 2(3), shall use the Regional Collection System for the collection, removal and disposal of all Residential Garbage, Residential Food Waste and Recyclable Materials generated in their Residential Premises.

(3) **Provision of Service**

(a) The Regional District of Nanaimo is hereby authorized to collect or provide for the collection of Residential Garbage from Residential Premises within the Service Area except within the Town of Qualicum Beach.

(b) The Regional District of Nanaimo is hereby authorized to collect or provide for the collection of Recyclable Materials from Residential Premises within the Service Area.

(c) The Regional District of Nanaimo is hereby authorized to collect or provide for the collection of Residential Food Waste from Residential Premises within the Service Area.

(4) **Alternate Service**

(a) Owners or occupiers of Residential Premises, having Garbage for disposal in any one Collection Period which exceeds the limitations set out in Subsection 4(1)(a)(vi) shall make their own arrangements for disposal at an Approved Disposal Site.

(b) Owners and occupiers of a Multi-Family Dwelling Unit such as a Manufactured Home located in a Manufactured Home Park where the owner had in place on July 1, 1994, an alternative program to collect Garbage and provide for recycling of Recyclable Materials, may continue to make use of such alternative programs and the charge for service to such class of person shall be nil while the alternative program remains in effect.

(c) Owners or occupiers of Residential Premises where there is a proven inability by the Contractor to provide the service to the Residential Premises, shall make their own arrangements for disposal at an Approved Disposal Site and the charge for service to such class of person shall be nil while the alternative program remains in effect.

3. **PREPARATION OF MATERIALS FOR COLLECTION**

(1) **Unacceptable Waste**

- (a) No person shall place any of the following items in a Garbage Container for collection by the Regional Collection System:
- (i) explosives
 - (ii) raw sewage or septic tank sludge
 - (iii) highly flammable material
 - (iv) dangerous or highly offensive wastes
 - (v) oversized items of any kind exceeding two (2) feet in any dimension
 - (vi) dead animals
 - (vii) demolition or construction waste
 - (viii) Yard and Garden Waste
 - (ix) rocks
 - (x) hot ashes
 - (xi) Recyclable Materials
 - (xii) Food Waste
- (b) No person shall place items other than Recyclable Materials in a Recycling Container.
- (c) No person shall place items other than Food Waste in a Food Waste Container.

(2) **Wet Garbage**

Wet Garbage shall be drained of excess moisture and wrapped in a suitable waterproof material before being placed in any Garbage Container.

(3) **Liquids**

No liquid in free form shall be allowed in any Garbage or Food Waste Container.

(4) **Greases**

No solids or greases which may adhere to the garbage collection vehicle body, shall be put or placed in any Garbage Container unless wrapped in a waterproof covering or placed in a closed container.

4. **SYSTEM OPERATION**

(1) **Residents' Responsibility**

- (a) Every owner or occupier of Residential Premises served by the Regional Collection System shall:
 - (i) place Garbage in Garbage Containers, Food Waste in approved Food Waste Containers, and Recyclable Materials in Recycling Containers, in accordance with this bylaw;
 - (ii) by 8:00 a.m. on the day designated for their Residential Premises for collection, place their Garbage Containers, Food Waste Containers, and Recycling Containers in full view and as close as possible to the edge of the travelled way serving the premises, without obstructing traffic;
 - (iii) where their premises are served by lane collection, place Garbage Containers, Food Waste Containers, and Recycling Containers so that they are accessible from the lane so that the collection worker will not be required to enter upon private property, open gates, climb or descend stairs, or lift containers over fences for emptying;
 - (iv) tie, or otherwise seal, to prevent spillage or entry of water, any plastic bags placed for collection;
 - (v) place tags, as described in Schedule 'A', on extra Garbage Containers so that they are clearly visible to collection workers;
 - (vi) set out for collection, no more Garbage Containers than three (3) for Weekly Collection Service and six (6) for Bi-Weekly Collection Service prior to October 2010 after which date they shall be permitted to set out for collection no more Garbage Containers than three (3) for Bi-Weekly Collection Service;
 - (vii) remove all Garbage Containers, Food Waste Containers, and Recycling Containers from the public street or lane, after emptying, on the same day that the service is provided.
- (b) Garbage Containers, Food Waste Containers, and Recycling Containers shall at all times be kept on the premises which they are intended to serve, and shall at no time be kept or encroach upon or project over any street, lane or public place, except for the purposes of subsection 4(1)(a)(ii) or 4(1)(a)(iii) of this bylaw.
- (c) Every owner or occupier of Residential Premises served by the Regional Collection Service shall keep all Garbage Containers, Food Waste Containers and Recycling Containers in good condition and shall replace any which become damaged or dangerous to persons handling them.

(2) Storage and Removal of Garbage, Residential Food Waste and Recyclable Materials

Every owner or occupier of Residential Premises served by the Regional Collection Service shall store all Garbage, Food Waste and Recyclable Materials in suitable containers and all such Garbage, Food Waste and Recyclable Materials shall be put out for collection at least once in every Collection Period.

(3) Use of Recycling Containers

No person shall use a Recycling Container for any purpose other than the deposit and accumulation of Recyclable Materials and, not without limiting the generality of the foregoing, no person shall deposit Garbage in a Recycling Container.

(4) Scavenging

(a) No person, except an occupier of the Residential Premises to which a Recycling Container was distributed, shall remove from a Recycling Container, or from an area adjacent to a Recycling Container, any recyclable material prior to its collection by the Contractor.

(b) No person, except an occupier of the Residential Premises to which a Food Waste Container was distributed, shall remove from a Food Waste Container, or from an area adjacent to a Food Waste Container, any Residential Food Waste prior to its collection by the Contractor.

(5) Frequency of Collection

There shall be no regularly scheduled collection on Saturdays, Sundays or statutory holidays.

5. ADMINISTRATION**(1) Administration**

The General Manager is authorized to administer this bylaw.

(2) Fees

(a) The fees and charges shown on Schedule 'A' to this bylaw are hereby imposed and levied on the owners of Residential Premises.

(b) Within the Electoral Areas of the District the fees and charges shall be billed annually in advance on or about June 1st each year and shall be due as payable as shown on the billing form.

(c) Each month the District will bill the City of Parksville, the Town of Qualicum Beach and District of Lantzville the charges shown on Schedule A times the number of Residential Premises identified as being served by the Regional Collection Service within their respective jurisdictions. The amount billed shall be due and payable to the District within thirty days of the receipt of a bill.

- (d) The City of Parksville, Town of Qualicum Beach and District of Lantzville shall confirm on or before the 1st of each month, the number of Residential Premises within their jurisdictions receiving the service identified in Section 2 of this Bylaw.
- (e) The fees and charges billed by the District may be included on a common form with other rates or items which may be billed by the District.
- (f) Subject to paragraph 5(2)(g) the fees and charges payable under paragraph 5(2)(a) will apply to new Residential Premises upon the earlier of occupancy, the issuance of an occupancy permit or where there is evidence that the premises are available for occupancy.
- (g) Where in respect of Residential Premises within the Electoral Areas of the District, the date determined under paragraph 5(2)(f) (the Commencement Date) results in a billing period shorter than the annual billing period, the charges for such shorter period in respect of such Residential Premises shall be calculated, levied and collected on the following basis:
 - (i) If the Commencement Date occurs between the first day and the fifteenth day of the month, the annual rate shall be applied on a pro rata basis from the first day of the month.
 - (ii) If the Commencement Date occurs between the fifteenth day and the last day of the month, the annual rate shall be applied on a pro rata basis from the first day of the following month.
- (h) To encourage prompt payment of fees and charges levied under paragraph 5(2)(b), the Board shall establish annually an adjustment to the rates and the adjustment will apply provided fees and charges billed are paid in full, including all arrears then outstanding, into the office of the District on or before the close of business on the date set out in the billing form.
- (i) No complaint of an error in any charge for rates or charges billed under this Bylaw shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such user rates or charges were billed. After the termination of this period all such user rates or charges shall be deemed to have been properly and correctly made.
- (j) A charge imposed under this bylaw which remains unpaid on December 31 in any year shall be deemed to be taxes in arrears on the land or real property on which the charge was imposed, and may be recovered as provided in the *Local Government Act*.

(3) **Right of Entry**

The General Manager or other such representatives as may, from time to time, be duly authorized and appointed by the District, and Peace Officers shall have the right to enter at all reasonable times upon any property subject to the provisions of this bylaw, for the purposes of ascertaining whether any requirement of this bylaw or the regulations in this bylaw are being observed.

(4) **Violation**

Any person who violates any provision of this bylaw or who suffers or permits any act or thing to be done in contravention of, or in violation of any of the provisions of this bylaw, commits an offence and is punishable in accordance with the Offence Act.

(5) **Penalty**

Any person who violates any of the provisions of this bylaw shall, upon summary conviction thereof, be liable to a penalty of not more than Two Thousand (\$2,000.00) Dollars and costs. Where an offence against this bylaw is of a continuing nature, it shall be lawful to impose a fine or penalty not exceeding Five Hundred (\$500.00) Dollars and costs for each day such offence is continued by the offender.

6. **CITATION**

This bylaw may be cited as “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010”.

7. **REPEAL**

“Regional District of Nanaimo Garbage and Recyclable Materials Collection Bylaw No. 1009, 1996” and amendments, Bylaws No. 1009.01, 1009.02, 1009.03, 1009.04, 1009.05, 1009.06, 1009.07, 1009.08, 1009.09, 1009.10, 1009.11 and 1009.12 are hereby repealed.

Introduced and read three times this day of April, 2010.

Adopted this day of April, 2010.

Chair

Corporate Officer

Chair

Corporate Officer

SCHEDULE 'A'

BYLAW NO. 1591

User Fees associated with Collection of Garbage, Food Waste and Recyclable Materials

The rates in this schedule are rounded for convenience. Actual billed amounts may vary slightly due to rounding.

The rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

Service Area	Prompt Payment Rate	Payment after Due Date	Other Charges
Electoral Areas Bi-Weekly service ^(1,2)	\$110.00	\$122.20	
Electoral Area – Weekly service ^(1,2)	\$120.00	\$133.35	
City of Parksville ^(1,2)	\$120.00	\$133.35	
Town of Qualicum Beach ^(3,4)	\$58.85	\$65.40	
District of Lantzville ^(3, 2)	\$68.40	\$76.00	
Recycling Only ⁽³⁾	\$43.80	\$48.70	
Tags for set out of additional Garbage Containers – where RDN provides garbage collection service	-	-	\$2.00 per garbage container
Purchase of Blue Boxes	-	-	\$9.25 each

Explanation of Service Level Container Limits included in Basic Rate

(1) Service Level Basic Rates Container Limits prior to October 2010 =

The basic rate includes up to one container of garbage per collection period (one container for weekly service, two containers for bi-weekly service) and unlimited recyclable materials, until the implementation of weekly food waste collection.

(2) Service Level Basic Rates Container Limits after October 2010 =

Upon the implementation of food waste collection (October, 2010) the basic rate will include up to one container of garbage per collection period (one container per two weeks), one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials.

(3) Service Level Basic Rates Recycling Only Collection =

The basic rate includes unlimited recyclable materials only per collection period.

(4) Service Level Basic Rates Recycling and Food Waste Collection after October 2010 =

Upon the implementation of food waste collection (October, 2010) the basic rate will include up to one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials.

Chair

Corporate Officer

SCHEDULE 'B'

MULTI-MATERIAL RECYCLING CONTAINER

A. BLUE BOX MAXIMUM REQUIREMENTS

Dimensions

Each container must measure no more than (Outside Dimensions):
20" x 16" x 16" (L x W x H)

Each container must have a rated capacity of approximately 80 litres.

Colour:

Each container must be Dark Blue with White Lettering

Special:

Each container must contain silicon rubber die hot stamps:

On both sides "ZERO WASTE RDN" and on both ends "universal recycling logo" together with Regional District of Nanaimo recycling logo in contrasting colour to the colour of the container and must be no less than 1-1/2" in height.

General:

Each container must be rectangular in shape and designed for a multi-material curbside collection program.

Each container must have a rated capacity of no less than 80 lbs.

Each container must have a 10 oz. capacity within the container to accumulate spillage when stored in the home, with four bottom vent holes in centre of raised levels to drain excess accumulation of rain or snow melt when stored outside.

Each container must have an anti-slide bottom pattern to resist wind blow-away.

Each container must have enclosed handles for safety and cleanliness.

Weight:

Each container must be no heavier than fifty (50) lbs (23 kilograms) when placed at the curb.

Example:

An example of an approved "Blue Box" recycling container is Norseman Plastics Product ID NPL 250 or NPL 259.

Chair

Corporate Officer

SCHEDULE 'C'

FOOD WASTE CONTAINER

A. CURBSIDE CONTAINER MAXIMUM REQUIREMENTS

Dimensions

Each container must measure no more than (Outside Dimensions):
12" x 11" x 27" (L x W x H)

Each container must have a rated capacity of approximately 50 litres.

Colour:

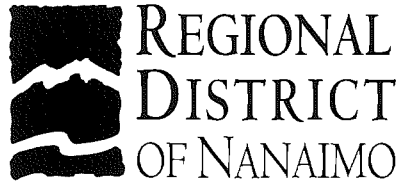
Green with "Zero Waste – Beyond Composting" logo hot-stamped on front.

General:

Each container must have a latching lid, 360 degree double rim closure (to enhance lid seal), and handles for ease of transport by resident and for collection workers.

Curbside Weight:

Each container must be no heavier than fifty (50) lbs (23 kilograms) when placed at the curb.



RUN REPORT	
CAO APPROVAL <i>CM</i>	
EAP	
COW	✓ Apr 13 '10
APR 07 2010	
RHD	
BOARD	

MEMORANDUM

TO: Dennis Trudeau
General Manager
Transportation and Solid Waste Services

DATE: April 6, 2010

FROM: Carey McIver
Manager of Solid Waste

FILE: 5360-00

SUBJECT: Solid Waste Disposal Service Reserve Fund Establishment Bylaw 1600
Green Bin Purchase

PURPOSE

To obtain Board approval to: (1) update the use of funds in the solid waste disposal service reserve fund; (2) use monies from this reserve fund to purchase and distribute green bins for region-wide food waste collection; and, (3) amend the 2010 to 2014 financial plan accordingly.

BACKGROUND

Solid Waste Disposal Service Reserve Fund

In 1992 the Board established a reserve fund to study and develop a new solid waste disposal site. The disposal options and plans for the Regional District have changed considerably since 1992, including the initial choice of waste export, construction of a geogrid reinforced berm to increase disposal capacity and most recently, the approval of the Regional Landfill Design & Operations Plan which addresses environmental concerns and provides a plan to maintain landfill capacity up to 2026.

Purchase and Distribution of Green Bins

In October 2010 the RDN and its municipal partners will be launching a region-wide curbside residential food waste collection program that will divert more than 6,000 tonnes of organic food waste from landfill disposal. This new collection program requires the purchase of specially designed green bins to store household food waste prior to collection. Although staff has pursued all available grants to purchase these bins, at present there are no grants available that coincide with a 2010 program launch.

Upon further review of the 2010 to 2014 financial plan and reserve funds on-hand, staff have identified that there are sufficient funds to purchase the green bins for all single-family residential properties in the regional district. As a house keeping measure staff also recommends replacing the existing reserve fund bylaw with one which reflects the adopted financial plan and the intent to maintain landfill capacity to 2026.

Staff estimates that it will cost \$1,857,000 to purchase and distribute 55,000 green bins. Staff is currently preparing a Request for Proposals for this purchase and expects to recommend award to the Board in May 2010.

ALTERNATIVES

1. Approve a new solid waste disposal service reserve fund bylaw, authorize the release of reserve funds totaling \$1,857,000 for the purchase and distribution of 55,000 green bins and amend the 2010 to 2014 financial plan accordingly.
2. Do not approve these changes and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

Alternative 1

Under this alternative \$1,857,000 will be drawn from the reserve fund for the purchase and distribution of green bins. This change can be accounted for by deferring two capital projects by one year without impacting the long-term development of the regional landfill site. The use of reserve funds has also enabled user fees for the new collection service to be lowered slightly over the next two years from earlier projections.

Alternative 2

Under this alternative the cost of bins would need to be included in the 2010 user fees for the RDN and City of Nanaimo service respectively. This one-time cost will add roughly \$33.50 to the 2010 user fees.

SUSTAINABILITY IMPLICATIONS

The implementation of region-wide residential curbside food waste collection is strongly supported by many residents and will reduce landfill GHG emissions as well as support local industries. The curbside program contributes to the region's sustainability by encouraging residents to reduce the amount of waste they send to the landfill thereby saving expensive landfill capacity as well as reducing greenhouse gas emissions.

SUMMARY/CONCLUSIONS


In 1992 the Board established a reserve fund to study and develop a new solid waste disposal site. Given the evolution of disposal options and plans since that time, staff recommends adopting a new reserve fund bylaw to better reflect the intended uses of these funds. Solid Waste Disposal Service Reserve Fund Bylaw 1600 specifies that money in the reserve fund may be used for improvements, repairs, expansions, closure, post-closure, and/or acquisitions of land or equipment including optimization or conservation of residual disposal capacity or expenditures of a like nature.

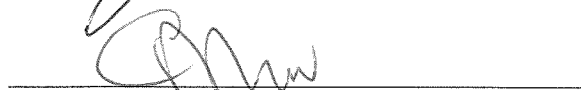
Given that the Green Bin Program will divert waste from the Regional Landfill, thereby conserving valuable disposal capacity, staff believes that it would be appropriate to purchase these bins from the solid waste disposal reserve fund. Staff estimates that it will cost \$1,857,000 to purchase and distribute 55,000 green bins and there are sufficient monies available in the solid waste disposal service reserve fund for this purpose. If the Board approves the use of reserve funds for this purpose the 2010 to 2014 financial plan will need to be amended accordingly.

RECOMMENDATIONS

1. That “Regional District of Nanaimo Solid Waste Disposal Service Reserve Fund Establishment Bylaw No. 1600, 2010” be introduced and read three times.
2. That “Regional District of Nanaimo Solid Waste Disposal Service Reserve Fund Establishment Bylaw No. 1600, 2010” be adopted.
3. That up to \$1,857,000 for the purchase and distribution of green bins be authorized as an expenditure from the Solid Waste Disposal Service Reserve Fund.
4. That “Regional District of Nanaimo 2010 to 2014 Financial Plan Amendment Bylaw No. 1597.01, 2010 be introduced and read three times.
5. That “Regional District of Nanaimo 2010 to 2014 Financial Plan Amendment Bylaw No. 1597.01, 2010 be adopted.


Report Writer


General Manager Concurrence


CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1600

**A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE SOLID WASTE DISPOSAL SERVICE**

WHEREAS Section 814(3) of the *Local Government Act* authorizes a Board to establish by bylaw a reserve fund for a specified purpose;

AND WHEREAS it is considered desirable to establish a reserve fund to provide for future costs related to the development, and management of residual disposal capacity of the Solid Waste Disposal Local Service established under Bylaw No.792, 1989;

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

1. There is hereby established a reserve fund to be known as the “Solid Waste Disposal Service Reserve Fund”.
2. Money from the current revenue of the Solid Waste Disposal Service, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund may be used for improvements, repairs, expansions, closure, post-closure, and/or acquisitions of land or equipment including optimization or conservation of residual disposal capacity or expenditures of a like nature.
5. This bylaw may be cited as the “Solid Waste Disposal Service Reserve Fund Establishment Bylaw No. 1600, 2010”.
6. Regional District of Nanaimo “Solid Waste Disposal Local Service Area Reserve Fund Establishment Bylaw No. 879, 1992” is hereby repealed.

Introduced and read three times this 27th day of April, 2010.

Adopted this 27th day of April, 2010.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1597.01

**A BYLAW TO AMEND THE 2010
TO 2014 FINANCIAL PLAN**

WHEREAS the Regional District of Nanaimo adopted a 2010 to 2014 Financial Plan by its Bylaw No.1597;

AND WHEREAS the Board wishes to amend the plan with respect to the method of purchasing bins for organic waste collection and disposal;

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

1. **TITLE**

This bylaw may be cited as the “2010 to 2014 Financial Plan Amendment Bylaw No. 1597.01, 2010”.

2. Schedule A to Bylaw No. 1597 is hereby repealed and replaced by Schedule A attached to this bylaw.

Introduced and read three times this 27th day of April, 2010.

Adopted this 27th day of April, 2010.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION



Chairperson

**FINANCIAL PLAN SUMMARY
2010 to 2014 FINANCIAL PLAN**

Sr. Mgr., Corporate
Administration

	2010 Budget	2011	2012	2013	2014	Subtotal
Revenues						
Property taxes	(29,826,919)	(32,528,192)	(35,051,074)	(37,454,124)	(39,916,398)	(174,611,087)
Parcel taxes	(3,714,258)	(3,945,787)	(4,144,526)	(4,360,785)	(4,583,174)	(20,584,150)
Municipal agreements	(294,580)	(304,920)	(313,465)	(322,220)	(331,193)	(1,566,378)
	<u>(33,835,757)</u>	<u>(36,778,899)</u>	<u>(39,509,065)</u>	<u>(42,137,129)</u>	<u>(44,830,765)</u>	<u>(196,761,615)</u>
Operating revenues	(1,683,385)	(1,761,715)	(1,857,791)	(1,876,674)	(1,905,369)	(9,084,934)
Interest income	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(1,250,000)
Transit fares	(3,519,830)	(3,972,029)	(4,126,749)	(4,365,551)	(4,524,206)	(20,508,365)
Landfill tipping fees	(8,154,000)	(8,326,620)	(8,742,951)	(9,180,099)	(9,639,104)	(44,042,774)
Recreation fees	(332,040)	(431,681)	(440,315)	(449,122)	(460,472)	(2,113,630)
Recreation facility rentals	(547,450)	(558,399)	(569,567)	(580,958)	(592,577)	(2,848,951)
Recreation vending sales	(16,240)	(16,240)	(16,240)	(16,240)	(16,240)	(81,200)
Recreation concession	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation - other	(365,690)	(373,003)	(380,463)	(388,072)	(395,834)	(1,903,062)
Utility user fees	(3,901,575)	(4,283,265)	(4,488,544)	(4,705,809)	(4,899,255)	(22,278,448)
Operating grants	(10,564,642)	(5,343,069)	(5,276,119)	(5,582,224)	(5,913,217)	(32,679,271)
Planning grants	(1,971,850)	(1,158,630)	(274,510)	(274,510)	(274,510)	(3,954,010)
Grants in lieu of taxes	(119,400)	(119,400)	(119,400)	(119,400)	(119,400)	(597,000)
Interdepartmental recoveries	(4,011,010)	(3,968,751)	(3,967,471)	(4,040,004)	(4,113,934)	(20,101,170)
Transfer from reserves	(18,832,680)	(1,197,942)	(622,502)	(657,502)	(657,502)	(21,968,128)
Miscellaneous	(5,348,380)	(5,981,480)	(5,672,619)	(5,362,494)	(5,312,494)	(27,677,467)
Prior year (surplus)deficit	(9,926,280)	(4,892,266)	(3,998,532)	(3,771,121)	(4,359,942)	(26,889,866)
Total Revenues	<u>(103,384,709)</u>	<u>(79,417,889)</u>	<u>(80,317,338)</u>	<u>(83,761,409)</u>	<u>(88,269,321)</u>	<u>(432,846,315)</u>
Expenditures						
Administration	3,472,317	3,481,528	3,491,336	3,501,243	3,511,250	17,457,674
D68E911	1,000	1,000	1,000	1,000	1,000	5,000
Community grants	62,698	59,188	59,188	59,188	59,188	299,450
Legislative	353,145	434,146	345,957	345,957	426,886	1,906,091
Professional fees	2,591,066	1,886,961	1,631,961	1,631,961	1,631,961	9,373,910
Building Ops	2,357,548	2,384,158	2,377,684	2,407,586	2,428,150	11,955,126
Veh & Equip ops	5,599,578	6,060,451	6,375,620	6,746,073	7,121,665	31,903,387
Operating Costs	12,782,290	13,011,754	13,357,942	13,917,560	14,279,327	67,348,873
Program Costs	429,241	419,427	419,986	420,553	421,129	2,110,336
Wages & Benefits	22,934,211	24,579,136	25,833,889	27,253,020	28,611,696	129,211,952
Transfer to other govt/org	4,925,962	5,148,725	5,297,451	5,435,270	5,620,720	26,408,128
Debt financing	7,878,250	6,404,285	7,157,852	7,716,237	8,837,815	37,994,439
Contributions to reserve funds	4,541,226	6,298,421	6,838,516	7,266,500	7,179,655	32,124,318
Capital	30,570,911	4,313,555	2,339,640	1,361,245	1,732,870	40,195,931
SubTotal	<u>98,499,443</u>	<u>74,482,735</u>	<u>75,528,022</u>	<u>78,063,393</u>	<u>81,863,312</u>	<u>334,265,199</u>
New debt	0	938,622	1,020,195	1,340,074	1,433,585	4,466,730
Total expenditures	<u>98,499,443</u>	<u>75,421,357</u>	<u>76,548,217</u>	<u>79,403,467</u>	<u>83,296,897</u>	<u>411,246,475</u>
(Surplus)deficit	<u>(4,885,266)</u>	<u>(3,996,532)</u>	<u>(3,769,121)</u>	<u>(4,357,942)</u>	<u>(4,972,424)</u>	<u>(20,411,528)</u>
Source and Application of Funds						
Capital Fund						
Source of Funds						
Transfers from Operating	(30,570,611)	(4,313,255)	(2,339,340)	(1,360,945)	(1,732,570)	(40,316,721)
Transfers from Reserve Funds	(15,667,495)	(5,162,940)	(15,204,315)	(14,973,229)	(12,795,790)	(63,803,769)
Borrowed Funds	(6,574,380)	(9,164,940)	(12,772,822)	(14,646,396)	(52,460,162)	(95,618,700)
Other sources	(4,392,939)	(1,588,720)	(1,134,439)	(1,800)	(650,989)	(7,768,887)
Total Sources of Funds	<u>(57,205,425)</u>	<u>(20,229,855)</u>	<u>(31,450,916)</u>	<u>(30,982,370)</u>	<u>(67,639,511)</u>	<u>(207,298,497)</u>
Funds Applied						
Operating capital	54,673,595	11,064,915	18,678,094	16,335,974	15,179,349	115,931,927
Loan authorizations	6,574,380	9,164,940	12,772,822	14,646,396	52,460,162	95,618,700
Total Funds Applied	<u>61,247,975</u>	<u>20,229,855</u>	<u>31,450,916</u>	<u>30,982,370</u>	<u>67,639,511</u>	<u>211,341,047</u>
Reserve Funds						
Transfers from Operating Fund	(4,531,226)	(6,288,421)	(6,828,516)	(7,256,500)	(7,169,655)	(32,074,318)
Other Sources (DCC's etc)	(2,469,815)	0	0	0	0	(2,469,815)
Transfers to Capital Fund	9,401,385	7,361,880	2,660,000	2,984,600	1,864,790	24,272,655
Transfers to Operating Fund	(4,144,550)	(57,500)	(20,000)	(20,000)	(20,000)	(4,262,050)
Reserve Fund Transactions	<u>5,289,379</u>	<u>5,017,754</u>	<u>10,574</u>	<u>(151,935)</u>	<u>(1,911,880)</u>	<u>4,095,342</u>



RDN REPORT	
CAO APPROVAL <i>CM</i>	
EAP	
COW	✓ <i>Apr 13 '10</i>
APPROVED	
RHD	
BOARD	

MEMORANDUM

TO: Carey McIver
 Manager of Solid Waste

DATE: March 26, 2010

FROM: Maude Mackey
 Zero Waste Compliance Officer

FILE: 5380-10

SUBJECT: 2009 Illegal Dumping and Landfill Bans Enforcement Report

PURPOSE

To provide the Board with a summary of the illegal dumping follow-up, site clean-up and landfill bans enforcement activities undertaken in 2009.

BACKGROUND

The RDN has been active in dealing with illegal dumping since 1991. Beginning in 1992, funds were transferred from solid waste to bylaw services to address this issue from the enforcement perspective. In 2000, the RDN contracted with Malaspina University-College (MUC) to provide surveillance and evidence gathering services for RDN back roads in response to local dumping and littering activities. In 2007, the Board approved the creation of a Zero Waste Compliance Officer staff position to carry out illegal dumping prevention and Waste Stream Management License bylaw enforcement and education duties. This position commenced duties in March 2008, whereby complaint response/communication protocols, records management, inter-agency/media contacts, new signage, historic site monitoring, electronic reporting and newsletter initiatives were undertaken. In 2009, the program included:

- Response to 106 incident complaints resulting in 40 names located on 28 files. Supervised RDN clean-ups were undertaken at 51 locations. Warning letters were issued on 12 files and 15 other files involved directed clean ups.
- A further 15 signs were erected at significant problematic sites (total now 29). All 29 sign locations are now GPS identified for Regional District mapping interface.
- Continued periodic inspections of identified region-wide historic sites.
- Tipping fee waivers issued for 13 community/volunteer clean ups.
- Illegal dumping provisions of ‘RDN Waste Stream Management Licensing Bylaw No. 1386, 2004’ now included in ‘RDN Ticket Utilization Bylaw No. 1418, 2005’ to provide a further enforcement tool.
- Program update provided to residents in the winter 2009 Solid Waste Services newsletter.
- Update to Illegal dumping section of RDN Solid Waste Services website.

The following table provides a summary of complaints received/resolved as well as signage erected and site clean-ups by Electoral Area in 2009:

Electoral Areas	Files Opened	Signage Placed	Site Clean-Up		
			By RDN	By Originator	By Community
A	16	1	7	2	2
B	2	0	0	0	0
C	41	12	20	9	2
E	6	0	3	0	3
F	22	1	13	1	4
G	6	0	2	0	1
H	12	1	6	3	1

In total, 50 tonnes (down from 87 tonnes in 2008) of illegally dumped material was recovered and disposed of appropriately. This amount also includes the efforts of non-profit groups. Notably, illegally dumped material is primarily household in nature. In 2009 the businesses and residents in the RDN generated 191,110 tonnes of solid waste; while illegal dumping is of serious concern, it represents only 0.03% of total waste generated. Further, the decrease in recovered tonnage suggests the program is making progress managing the activity.

The Zero Waste component of the RDN's Solid Waste Management Plan sets out a range of programs to increase waste diverted from the Regional Landfill. Subsequently, corrugated cardboard, paper, metal, tires, gypsum, batteries, commercial organics, wood and electronics were banned from landfill disposal in 2009. Commercial and/or self haul loads that are brought to the transfer station/landfill for disposal are staff inspected for any of these materials. Violations are then subject to increased tipping fees as listed in the RDN Solid Waste Management Bylaw No. 1531. The violations are recorded by way of a 'violation notice' and photos. Copies are forwarded to the Zero Waste Compliance Officer. Each and every notice is then followed up with the generator of the waste in question and/or the respective hauler.

The following table depicts the 'violation notice' activity for the last three years:

Year	Business Total Loads	Notices Issued	Percentage
2007	14,460	74	0.5%
2008	13,709	289	2.1%
2009	12,649	88	0.7%

ALTERNATIVES

This report is presented for Board information only.

FINANCIAL IMPLICATIONS

There are no financial implications to receiving this report. The approved budget for the 2010 illegal dumping enforcement and site clean up is \$55,000. All Landfill Bans enforcement related activities are handled by staff and do not require additional operational funding.

SUSTAINABILITY IMPLICATIONS

The illegal dumping prevention and enforcement program contributes to the sustainability of the RDN by reducing the effects of such activity on the environment, wildlife habitat and the ability of others to use and enjoy outdoor recreational areas. The visual blight is lessened as well as the unseen impacts affecting ground and surface water including fish habitat.

Disposal bans are an intricate part of the Regional District's waste diversion strategy. They provide environmental benefits such as reduced greenhouse gas emissions; generating economic activity by turning waste into a resource that creates jobs; and conserving valuable landfill space. Socially, waste diversion encourages waste reduction, responsible thinking and a positive contribution to our overall surroundings.

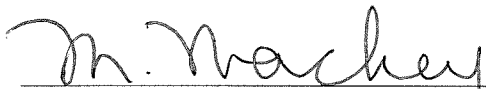
SUMMARY

The current illegal dumping prevention program is an evolution of the last 18 years dealing with this issue and is seen as providing the best and most cost effective means of addressing this activity.


Landfill Bans enforcement help advance the Regional District towards its Zero Waste Plan diversion goals and support the overall Solid Waste Management Plan.

RECOMMENDATION


That the Board receive the 2009 Illegal Dumping Prevention Program and Landfill Bans report for information.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence



EPA REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COV	<i>Apr 13 '10</i>
APR 13 2010	
RHD	
BOARD	

MEMORANDUM

TO: Carey McIver
Manager Solid Waste

DATE: March 31, 2010

FROM: Helmut Blanken, P.Eng.
Superintendent Engineering & Disposal Operations

FILE: 1240-20-SW

SUBJECT: **Landfill Rubber Tire Loader
Tender Award**

PURPOSE

To award the supply of a new rubber tire loader for use at the Regional Landfill.

BACKGROUND

A Terex SKL873 SP rubber tire loader is currently used at the Regional Landfill for preparing and transporting cover material, loading recyclable materials for hauling off-site and handling numerous other on-site maintenance requirements.

This equipment was leased from HeavyQuipSales Ltd. in 2006 for a four year term ending April 30, 2010. At the end of this lease staff estimates that the total operating hours for this machine will be roughly 4,500, which equates to an average of 1,200 hours per year. In comparison, the landfill track loader and compactor, operate roughly 2,500 hours per year and given a useful life of 10,000 hours must be replaced every four years. However due to lower operating hours, as well as actual use at the site, and the quality of the machine a rubber tire loader could have a useful life of more than eight years without any significant repair costs. Consequently staff recommends purchase of this equipment rather than incur the higher costs associated with leasing.

A tender call for the supply of a new or used rubber tire loader was advertised in February 2010 and closed on March 05, 2010. Vendors were requested to quote on the purchase of a new machine or the purchase of a used machine with a limit of 1,000 hours and not exceeding one year of age: Vendors also were requested to quote for a guaranteed buyback after 4 and 6 years in case this equipment had to be replaced due changing requirements at the landfill. Quotations were also requested for a maintenance option and extended warranty to a total of 4 years.

Six vendors responded to the tender. The bid from Parker Pacific was excluded due to irregularities. For evaluation and to determine the best value the following costs were obtained and included in the comparison of the bids.

- Buyback value after 4 and 6 years;
- Fuel usage for a period of 4 years or 6 years;
- Cost for extended warranty for the period of 4 years; and
- Costs of monitoring and maintenance for the period of 4 years.

Table 1 shows the tender results for the purchase of a new machine including buyback quotes as well as net costs including the guaranteed buyback, the four year warranty, and the four year maintenance and fuel costs. Prices exclude applicable taxes. No quotations were provided for used equipment.

Table 1: Tender Results

Vendor	Machine Type	Purchase Cost	Buyback 4 years	Buyback 6 years	Net Costs 4 years	Net Costs 6 years
Wajax	JCB	\$147,870	\$29,975	\$24,581	\$217,720	\$259,835
Brandt Tractor	John Deere	\$154,000	\$58,250	\$57,000	\$179,005	\$206,655
SMS Equipment	Komatsu	\$166,500	\$68,300	\$37,760	\$166,080	\$221,578
Great West Equipment	Volvo L60F	\$166,600	\$80,000	\$60,000	\$149,292	\$187,532
Finning (Canada)	CAT	\$177,213	\$76,400	\$53,000	\$165,249	\$214,569

Based on purchase price, buyback value, fuel usage, extended warranty and monitoring and maintenance costs the Volvo L60F provides the best net value overall. The fuel consumption for the Volvo L60F is approximately 30% lower than the next comparable machine resulting in approximately 13,500L less fuel consumption over the next 4 years.

ALTERNATIVES

1. Award the supply of a rubber tire loader, type Volvo L60F to Great West Equipment.
2. Do not award the tender or award the tender to another vendor for another machine.

FINANCIAL IMPLICATIONS

Alternative 1

The 2010 Solid Waste annual budget includes \$175,000 for the purchase of a new rubber tire loader to replace the leased unit after the lease expires. The Volvo L60F has a higher purchase price than other competitors, but provides a higher buyback and lower operating costs over the expected useful life of the equipment. The initial purchase price of \$166,600 is within the budget amount. Purchasing the extended warranty and the maintenance package would cover the maintenance over the first four years. Extended warranty and maintenance is covered in the budget for equipment maintenance.

Alternative 2

Another machine can be bought at a lower capital cost, but due to lower guaranteed buybacks and higher operations costs the overall machine costs will be higher.

SUSTAINABILITY IMPLICATIONS

Due to approximately 30% savings in fuel consumption the Volvo L60F also supports RDN efforts to reduce greenhouse gas emissions. Apart from the methane gas generated at the landfill, the operation of heavy equipment is a major contributor to greenhouse gas emissions. Choosing equipment at the right size for the intended use and considering more fuel efficient technology reduces these emissions.

SUMMARY

A tender for the replacement of a rubber tire loader used at the Regional Landfill for preparing and transporting cover material, loading recyclable materials and handling numerous other on-site maintenance requirements was issued in February 2010. Six vendors responded to the tender call. The Volvo L60F provides the best value overall.

RECOMMENDATION

That the Regional District of Nanaimo award the supply of a new rubber tire loader, type Volvo L60F to Great West Equipment for the tendered amount of \$166,600 plus applicable taxes including the guaranteed buyback, the supply of a four year extended warranty and a four year maintenance package as included in the tender.

per Carey M Sull
Report Writer
[Signature]
General Manager Concurrence

Carey M Sull
Manager Concurrence
[Signature]
CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION REGULAR MEETING HELD WEDNESDAY, MARCH 17, 2010 AT CEDAR HERITAGE CENTRE, 7:00PM

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

Staff: Dan Porteous, Superintendent of Arenas and Southern Recreation Services
Kelly Fryer, Recreation Programmer
Lesya Fesiak, Parks Planner
Marilynn Newsted, Recording Secretary

CALL TO ORDER

Chair Burnett called the meeting to order at 7:00pm.

DELEGATIONS

MOVED Commissioner S. Wilson, SECONDED Commissioner K. Wilson, that the delegation be received.

CARRIED

Mr. Francois Brasses, VP Cedar Ball Hockey Challenge Association, addressed the Commission, stating the Association's concern about the lack of accessible, safe and inclusive recreational facilities in Electoral Area 'A'. Mr. Brasses would like the Commission to consider long term planning for a large parcel of land that could support a variety of outdoor recreation activities. However, Mr. Brasses emphasized the need for the resurfacing of the South Wellington Elementary and the North Cedar Intermediate School outdoor courts for the short term. He understood the courts were school property, but hoped there could be some support from the Commission in pursuing the matter with School District #68 on behalf of the community. Mr. Brasses also noted the Association will be hosting the first annual ball hockey tournament with all proceeds being donated to the Skatepark project.

MINUTES

Commissioner Gourlay noted her request for an actual expense report for the Area 'A' Recreation and Culture budget was not included in the minutes of January 20, 2010.

Commissioner S. Wilson stated under the heading *Recreation and Culture Report* the BCRPA BC Awareness Grant should read ...\$4,000... and under the heading *New Business - Electoral*

Area 'A' Recreation and Culture Services the first paragraph should read ... *Area 'A' Recreation and Culture Services* 2010 budget.

MOVED Commissioner K. Wilson, SECONDED S. Wilson, that the Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held January 20, 2010, be approved as amended.

CARRIED

MOVED Commissioner K. Wilson, SECONDED Commissioner S. Wilson, that the Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission Grant-In-Aid Sub Committee meeting held March 5, 2010, be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Exterior Lighting and Roof Repair Cedar Heritage Centre

Mr. Porteous reported staff have received a quote of \$1,500 for conduit and \$630 for fixtures to install a lighting fixture in the trellis at Cedar Heritage Centre, which would provide lighting to the sidewalk and parking area. The other possibility would be to install lighting fixtures only on the facility itself. Staff will follow up on the two options including additional quotes and designs.

Commissioner D. Burnett stated consideration should be made regarding the heritage status of the building and requested the Commission be given the opportunity to review the design specs prior to installation of the lighting fixtures.

Mr. Porteous also reported staff have received a quote of approximately \$1,730 plus tax to repair the flashing on the Cedar Heritage Centre roof to prevent leakage. However, along with the quote, concerns were raised regarding the roofing installation and lack of proper ventilation, which will lead to premature failure of the existing roof. Based on the quote received for the flashing and the comments regarding the status of the roof, staff will continue to explore the condition of the roof before proceeding.

Grant-In-Aid Funding Criteria Revision

Mr. Porteous presented an addition to the Grant-In-Aid criteria. The addition was requested by the Commission in order to emphasize to applicants that grant funding is not meant to support programs year after year on a long term basis.

MOVED Commissioner Gourlay, SECONDED Commissioner S. Wilson, that the statement "*Organizations must consider long term sustainability and ensure each of the programs or projects can become self-supporting.*" be included in *Funding Criteria Item #3* of the Electoral Area 'A' Recreation and Culture Grant-In-Aid Program.

CARRIED

Grant-In-Aid Accounting

Mr. Porteous presented changes regarding the accounting and tracking of the Grant-In-Aid funds in the Area 'A' Recreation and Culture budget as previously requested by the Commission. The Finance Department will make necessary adjustments to accommodate the request.

Courier Issues

Mr. Porteous, as also previously requested by the Commission, presented alternatives to the current process of couriering agenda packages and related materials to the Commissioners throughout the year. Based on the information provided, the Commission agreed to continue with the current distribution by courier.

Fees and Charges Report

The Fees and Charges Report was deferred to the next meeting.

Financial Assistance Program Report

The Financial Assistance Program Report was deferred to the next meeting.

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner S. Wilson, SECONDED Commissioner K. Wilson, that the following Correspondence be received:

- M. Newton, St. Philip's Church, Re: Grant Funding Thank You
- D. Porteous to Yellow Point Drama Group, Re: Funding Reallocated to Community Parks Function
- A. Avery, St. Philip's Parish Council, Re: Grant Funding Completion Report
- D. Green, School District #68, Re: Cedar Skateboard Park

CARRIED

BUSINESS ARISING FROM DELEGATIONS

MOVED Commissioner D. Burnett, SECONDED Commissioner S. Gourlay, that staff contact School District #68 to explore issues and possible solutions for resurfacing the South Wellington Elementary and North Cedar Intermediate School outdoor courts, and to address the multi-use application of the courts.

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects January 2010.

Ms. Fesiak briefly summarized the Monthly Update of Community Parks and Regional Parks and Trails Projects for January 2010.

Commissioner Gourlay requested staff investigate who is responsible for the Cedar Heritage Tot Park and report back to the Commission.

Commissioner J. Burnett reminded staff of the request for removal of the large tree along a portion of the Morden Colliery Trail, just north of Cedar Road.

Commissioner Seggie, through Commissioner J. Burnett, forwarded this comment about the Morden Colliery Trail, beyond Morden Colliery Park, which has been resurfaced with blasted rock making the surface very rough to walk on and not suitable for children/strollers and requested staff investigate and provide a solution to the problem.

MOVED Commissioner Gourlay, SECONDED Commissioner Newton, that the Community Parks and Regional Parks Report be received.

CARRIED

Recreation and Culture Report

Ms. Fryer presented the Recreation and Culture Report.

Commissioner J. Burnett requested Ms. Fryer provide a brief programming update to be included in his report for the Take 5 Magazine.

Commissioner Gourlay requested staff investigate who is responsible to keep the bulletin board at the 49th Parallel Grocery store, as a display area for non-profit groups only.

The Commission requested staff prepare a Regional District news release to reintroduce the Recreation Programmer to the Community and provide an update on current services.

MOVED Commissioner S. Wilson, SECONDED Commissioner Gourlay, that the Recreation and Culture Report, be received.

CARRIED

NEW BUSINESS

Grant-In-Aid

The following Grant-In-Aid applications were endorsed by the Commission. The application by the Cedar Community Hall Association for two range hoods was readdressed as it had been considered ineligible and initially denied by the Grant-In-Aid Committee. Upon further review, it was agreed the items were eligible; therefore the full request in the amount of \$1,500 should be approved for the Cedar Community Hall Association.

MOVED Commissioner Gourlay, SECONDED Commissioner Newton, that the following Electoral Area 'A' Recreation and Culture Grant-In-Aid applications be approved:

- Cedar Family of Community Schools (materials/honorarium for clay program)
- subject to submission of final reports regarding previous grant funding \$ 896

- Cedar Community Hall Association (materials for storage units and two range hoods) \$ 1,500
- Yellow Point Drama Group (Portable PA system) \$ 1,007
- South Wellington Elementary PAC (community sports equipment) \$ 443

CARRIED

Grant-In-Aid Final Reports Template

Staff presented a Grant-In-Aid final report template, which would provide a clearer and easy to follow process when applicants are preparing their final reports to the Commission as required in the Grant-In-Aid process.

MOVED Commissioner S. Wilson, SECONDED R. Rangno, that the Electoral Area 'A' Recreation and Culture Grant-In-Aid final report template be approved as presented.

CARRIED

Vision and Mission Statements

Staff presented Vision and Mission statements for the Commission's consideration based on information compiled at a January workshop. The workshop was held to develop the statements as these were key priorities identified in the Recreation and Culture Master Plan.

MOVED Commissioner Rangno, SECONDED Commissioner D. Burnett, that the Electoral Area 'A' Parks, Recreation and Culture Vision Statement be approved as:

"Electoral Area 'A' Parks, Recreation and Culture Services strives to realize inclusion for all through the development and enhancement of parks, recreation, and culture opportunities; leading to the enriched well being of area residents."

CARRIED

MOVED Commissioner S. Wilson, SECONDED Commissioner Rangno, that the Electoral Area 'A' Parks, Recreation and Culture Mission Statement be approved as:

"To provide and facilitate parks, recreation and culture services that reflect the community's rural values; that protect and sustain the environment; that embrace the community's diversity and heritage, and that strives to satisfy the growing need for accessible services in an effective manner making optimal use of available resources."

CARRIED

Budget Process Inquiry

Mr. Porteous reviewed the Electoral Area 'A' Recreation and Culture budget and the budget process for the Commission. He noted adjustments to the budget based on year end reviews related to revenues and expenditures, surplus and other related budget items. Mr. Porteous noted the budget will be considered for Board approval at the end of March.

Cedar Heritage Centre Update

Mr. Porteous presented a verbal update on the discussions to date with regard to the Cedar Heritage Lease renewal, noting staff had met with the Cedar School and Community Enhancement Society. Follow up meetings will take place with a plan for establishing a new lease by the fall of 2010.

Inclusion Services

Mr. Porteous provided information regarding inclusion services provided in District 69 for consideration by the Commission to implement a similar program in Area 'A'. Funding is allocated in the budget to hire inclusion workers who provide assistance to participants depending on need. Often the assistance is a one-on-one relationship.

Commissioners directed staff to fund inclusion services within the budgeted dollars allocated in the 2010 budget for the Financial Assistance Program. It was agreed financial assistance funding could be used for this purpose. This account would be monitored and reviewed each year, and if deemed necessary, changes to the process could be considered in the future. Ms. Fryer will advise the Cedar Cooperative Parents Coalition about the decision and process for inclusion services once the budget is approved.

Girls On The Move Workshop

Ms. Fryer will be attending a Girls On the Move Workshop which will be held in Nanaimo.

Fees and Charges Workshop

Mr. Porteous stated a Fees and Charges Workshop to be hosted by the City of Nanaimo Parks, Recreation and Cultures Commission will be held Thursday, March 25, in Nanaimo, which may be of interest to Commissioners.

COMMISSIONER ROUND TABLE

Commissioner Rangno reminded staff about his request for a map of Quenell Lake indicating all access points.

Commissioner Rangno stated his concern regarding significant changes to facility access being implemented by the new coordinator recently hired by the by North Cedar Improvement District. The changes affect key community organizations that have developed a strong relationship with the Improvement District over the years. Commissioner Rangno wanted to bring this item to the attention of the Commission and staff, inquiring if there is some support that could be initiated through the Commission on behalf of the community. Staff will meet with the new coordinator to

clarify any changes regarding community access to the facility, which may affect various community organizations including the RDN Recreation and Parks Department.

Commissioner D. Burnett reported she will be attending the BCRPA Symposium May 13 to 15, in Penticton and that the City of Nanaimo has distributed a *Community Plan for Public Art* for their Commission's review.

Commissioner Newton stated the Brant Festival will be held March 5 to April 28, in the Parksville/Qualicum Beach area, noting BC Nature Trust has an amazing schedule of programs and walks planned for the event.

Commissioner Gourlay requested program evaluation be included on the next agenda.

Commissioner J. Burnett, reported as a result of a seven lot subdivision development at Boat Harbour, the Regional District has received, as part of the conditions of the development, a nine metre trail from Boat Harbour through to Pylades Drive and .36 hectares of park area. The park area is situated in front of the marina and extends to and includes the existing boat ramp.

Commissioner J. Burnett stated he is concerned about the mess which has been left in previous years after the Front Runners Island Race event which takes place in Cedar. He requested staff contact the organizing committee to request prior notification about the event to either the Commission or Regional District staff and to request that the race route is cleaned up after the event.

Commissioner Pagan stated he does participate in the Cedar 12K run and that up to five hundred racers take part in the annual event. He stated all the runners enjoy the rural atmosphere and felt it is a good recreational opportunity for local residents and a financial benefit to the community. Commissioner Pagan agreed that the issue regarding the mess left after the race should be addressed.

Commissioners requested a summary review of the Commission Workshop held in January, including the list of the 2010 priorities, be provided at the next meeting.

Mr. Porteous will forward Ms. Fryer's power point presentation from the Commission Workshop to Commissioner Rangno.

ADJOURNMENT

MOVED Commissioner K. Wilson that the meeting be adjourned at 10:00pm

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
HELD TUESDAY, FEBRUARY 2, 2010
AT GABRIOLA WOMEN'S INSTITUTE HALL
6:30PM**

Attendance: Gisele Rudischer, Director, RDN Board
Tom Cameron
Catherine Williams
Cameron Murray

Staff: Lesya Fesiak, Parks Planner

Regrets: Jennifer MacLeod

CALL TO ORDER

Ms. Fesiak called the meeting to order at 6:50pm.

ELECTION OF OFFICERS

Ms. Fesiak called for nominations for the position of Chair.

MOVED C. Williams, SECONDED C. Murray, that Mr. Cameron be nominated for the position of Chair.

CARRIED

As no other nominations were received, Ms. Fesiak declared Mr. Cameron as Chair.

Ms. Fesiak called for nominations for the position of Secretary.

MOVED T. Cameron, SECONDED C. Williams, that Mr. Murray be nominated for the position of Secretary.

CARRIED

As no other nominations were received, Ms. Fesiak declared Mr. Murray as Secretary.

Ms. Fesiak turned the meeting over to Chair Cameron.

MINUTES

Committee members requested the phrase "*would consist of crushed gravel*" under the heading *Gabriola and Area Land Trust Tunnel Trail MoT Application* in the minutes be deleted.

MOVED G. Rudischer, SECONDED C. Williams, that the Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee Meeting held September 29, 2009, be approved as amended.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED G. Rudischer, SECONDED C. Williams, that the following Correspondence be received:

- M. Pearse to Cameron Murray, Re: Committee Re-Appointment
- T. Osborne Email To Harvey Graham, Re: Gabriola Island Community Hall Association RDN Funding Agreement

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects June to December 2009

Ms. Fesiak presented the Monthly Update of Community Parks and Regional Parks and Trails Projects June through to December 2009, highlighting the following items:

- Cost estimates have been prepared for the DeCourcy Beach access stairway (\$10,000) and ramp (\$30,000).
- The Regional District, in partnership with GALTT and MoT, continue to work on the Tunnel Trail.
- The concrete base of the stairway at Hummingbird Park is eroding.
- Work is in progress on the 707 Acre Community Park Management Plan. An open house will be scheduled once the final draft is completed.
- A new bridge has been installed at Joyce Lockwood Park.

Committee members requested staff provide the Regional District policy regarding volunteers at the next meeting.

MOVED G. Rudischer, SECONDED T. Cameron, that the Reports be received.

CARRIED

NEW BUSINESS

Five Year Park Project Prioritization Chart and 2010 Work Program

Ms. Fesiak introduced the new Regional District map for Electoral Area 'B', Gabriola, Mudge and DeCourcy Islands along with a review of the Five Year Park Project Prioritization Chart and the 2010 work program.

ADJOURNMENT

MOVED C. Williams, SECONDED G. Rudischer, that the meeting be adjourned at 8:35pm.

IN CAMERA

MOVED C. Williams, SECONDED G. Rudischer, that pursuant to Section (90) (1) (e) of the Community Charter the Committee proceed to an In Camera meeting to consider land issues.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
HELD MONDAY, FEBRUARY 22, 2010, 6:30PM
AT ERRINGTON WAR MEMORIAL HALL**

Attendance: Reg Nosworthy
Kebble Scheaff
Steve Cross
Alfred Jablonski
Linda Tchorz

Staff: Lesya Fesiak, Parks Planner

Regrets: Lou Biggemann, Director, RDN Board

CALL TO ORDER

Ms. Fesiak called the meeting to order at 6:53pm.

ELECTION OF CHAIR AND SECRETARY

Ms. Fesiak called for nominations for the position of Chair.

As there were no nominations, Ms. Fesiak declared Mr. Nosworthy as Chair by acclamation.

Ms. Fesiak called for nominations for the position of Secretary.

As there were no nominations, Ms. Fesiak declared Ms. Tchorz as Secretary by acclamation.

Ms. Fesiak turned the meeting over to Chair Nosworthy.

MINUTES

MOVED K. Sheaff, SECONDED L. Tchorz, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held October 19, 2009, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED K. Sheaff, SECONDED S. Cross, that the following Correspondence be received:

- W. Worland, Arrowsmith Agricultural Association, Re: Request Additional Funding For Activities Building
- M. Pearse to Stephen Cross, Re: Committee Appointment
- M. Pearse to A. Jablonski, Re: Committee Appointment

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

Mr. Nosworthy requested staff clarify if the Electoral Area 'F' Community Parks budget could accommodate the request from the Arrowsmith Agricultural Association for additional funds to

assist with the purchase of the sewage treatment system and a demountable cushioned floor system for the new Activities Building at the Coombs Fairground.

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects October to December 2009.

Mr. Nosworthy referred to the November 2009 Parks Report regarding Carrothers Road right-of-way work, stating even though the project was not listed on the priority list, work has been done in advance of obtaining a survey. Mr. Nosworthy stated a permit is now required as the unsupervised trail work, by a local resident, has veered onto private property all of which impacts the priority list and the budget.

MOVED D. Sheaff, SECONDED A. Jablonski, that the Reports be received.

CARRIED

NEW BUSINESS

Electoral Area 'F' Community Parks 2010 Work Plan

Ms. Fesiak reviewed the 2010 Work Plan for Electoral Area 'F' Community Parks, noting staff time and funding play a part in determining priorities on the plan.

Mr. Nosworthy stated he felt the work plan did not accurately reflect the priority list put forward by the Committee and in that regard requested a 2009 and 2010 budget breakdown be available for review at the next meeting.

The Committee supported the idea of the creation of a community trail building group to assist the staff with parkland development.

Committee members requested staff consider the possibility of holding an open house in the community to provide the residents an opportunity to review the 2010 Work Plan and to promote the Parks and Open Space Advisory Committee as a liaison between the Regional District, the Community and volunteer trail builders.

COMMITTEE ROUND TABLE

Ms. Tchorz noted a funeral for former Area 'F' Director Isaac Neden would be held March 1, at 1:00pm, at Yates Funeral Home.

COMMITTEE INFORMATION

The next meeting - Monday, May 31, 2010, at Errington War Memorial Hall.

ADJOURNMENT

Chair