

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, NOVEMBER 22, 2011  
(immediately following Regional Hospital District Board meeting)**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
  - 10 **Rose Anne McQueen**, re San Pareil Water System Petition.
  - 11 **Helmut Osenjak**, re San Pareil Water System Petition.
  - 12 **Jo Dunn, SSPORA**, re San Pareil Water System Petition.

- 3. BOARD MINUTES**
  - 13 - 18 Minutes of the regular Board meeting held October 25, 2011.

- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
- 6. UNFINISHED BUSINESS**

**BYLAWS**

**For Adoption.**

**Bylaw No. 1648** – Regional Services Review – Phase III. (All Directors – One Vote)

*That “Southern Community Economic Development Service Establishing Bylaw No. 1648” be adopted.*

This bylaw establishes an Economic Development Service function in District 68 for the promotion of economic development.

**Bylaw No. 1649** – Regional Services Review – Phase III. (All Directors – One Vote)

*That “Northern Community Economic Development Service Establishing Bylaw No. 1649” be adopted.*

This bylaw establishes an Economic Development Service function in District 69 for the promotion of economic development.

**Bylaw No. 1556.01** – Regional Services Review – Phase III. (All Directors – One Vote)

*That “Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.01” be adopted.*

This bylaw will enable the municipalities to phase-in their full participation in the existing Drinking Water Watershed Protection Electoral Area function.

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

**7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE**

19 - 20 Minutes of the Electoral Area Planning Committee meeting held November 8, 2011. (for information)

**PLANNING**

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variance Application No. PL 2011-170 – Couverdon Real Estate – Pratt Road – Area ‘F’.** (Electoral Area Directors except EA ‘B’ – One Vote)

**Delegations wishing to speak to Development Permit with Variance Application No. PL2011-170.** (maximum speaking time 5 minutes)

*That Development Permit with Variance Application No. PL2011-170 subject to the conditions outlined in Schedules No. 1-2, be approved.*

**Development Permit with Variance Application No. PL2010-186 – Rowe – 2648 East Side Road – Area ‘H’.** (Electoral Area Directors except EA ‘B’ – One Vote)

**Delegations wishing to speak to Development Permit with Variance Application No. PL2011-186.** (maximum speaking time 5 minutes)

- 1. That Development Permit with Variance Application No. 2010-186 to permit fill, and re-vegetation of the subject property within the 15.0 m setback to Horne Lake be approved in accordance with the Riparian Areas Assessment prepared by Streamline Consulting Ltd., dated August 24, 2011.*
- 2. That the requested variance to the setback from the creek from 15.0 m to 3.0 m, be approved.*
- 3. That the requested variances to vary the number of storeys, and permit enclosed occupiable storage space, be denied.*

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2011-123 – Jordan Desrochers – 2347 and 2419 Cedar Road – Area ‘A’.** (Electoral Area Directors except EA ‘B’ – One Vote)

**Delegations wishing to speak to Development Variance Permit Application No. PL2011-123.** (maximum speaking time 5 minutes)

*That Development Variance Permit Application No. PL2011-123 to vary the minimum setback from 5.0 metres to 0.0 metres from an exterior side lot line fronting Cedar Road, be approved.*

***OTHER***

**Subdivision Application No. PL2011-130 – Request to Relax the Minimum 10% Frontage Requirement and Request to Accept Park Land Dedication – Glencar Consultants Inc. – 702 and 714 Wembley Road, and 916 Island Highway West – Area ‘G’.** (Electoral Area Directors except EA ‘B’ – One Vote)

- 1. That the request to relax the minimum 10% perimeter frontage requirement for proposed Lots 30 and 31, be approved.*
- 2. That the request to accept the dedication of park land, as outlined in Schedule No. 1, be accepted.*
- 3. That the Summary of the Public Information Meeting held on October 20, 2011, be received.*

**7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**

21 - 27 Minutes of the Committee of the Whole meeting held November 8, 2011. (for information)

**COMMUNICATIONS/CORRESPONDENCE**

**Blair Lekstrom, Minister, Ministry of Transportation and Infrastructure, re BC Transit Review.** (All Directors – One Vote)

*That the correspondence from Blair Lekstrom, Minister, Ministry of Transportation and Infrastructure regarding the BC Transit Review be received.*

**FINANCE AND INFORMATION SERVICES**

**Operating Results for the Period Ending September 30, 2011.** (All Directors – One Vote)

*That the summary report of financial results from operations to September 30, 2011 be received for information.*

**Bylaw No. 1650 – Corporate Climate Action Reserve Fund Establishment Bylaw.** (All Directors – One Vote)

1. *That "Corporate Climate Action Reserve Fund Establishing Bylaw No. 1650, 2011" be introduced and read three times.*
2. *That "Corporate Climate Action Reserve Fund Establishing Bylaw No. 1650, 2011" be adopted.*

***DEVELOPMENT SERVICES***

**Bylaw No. 1259.08 - Proposed Fee for Official Community Plan Amendments Requiring Change to the Regional Growth Strategy.**

(All Directors – Weighted Vote)

1. *That "Regional District of Nanaimo Fees and Charges Bylaw Amendment Bylaw No. 1259.08, 2011" be introduced and read three times, as amended.*

(All Directors – 2/3 Weighted Vote)

2. *That "Regional District of Nanaimo Fees and Charges Bylaw Amendment Bylaw No. 1259.08, 2011", be adopted as amended.*

(All Directors – One Vote)

3. *That staff be directed to investigate the establishment of a RGS amendment fee for municipal OCP amendment applications and report back to the Board on potential options for implementation.*

***RECREATION AND PARKS SERVICES***

**Province of BC Community Recreation Program Grant.** (All Directors – One Vote)

1. *That the Regional District of Nanaimo apply to the Province of British Columbia's Community Recreation Program for the construction of the Cedar Skate and Bike Park in Electoral Area 'A' and that the project commence upon confirmation of approved funding from the Community Recreation Program.*
2. *That the Regional District of Nanaimo apply to the Province of British Columbia's Community Recreation Program for the installation of the playground structure and sport court at Meadowood Way Community Park Playground in Electoral Area 'F' and that the project commence upon confirmation of approved funding from the Community Recreation Program.*

3. *That the Regional District of Nanaimo apply to the Province of British Columbia's Community Recreation Program for the construction of Natural Playground Elements, Pump Track and Sport Court at Henry Morgan Community Park in Electoral Area 'H' and that the project commence upon confirmation of approved funding from the Community Recreation Program.*

## **COMMISSION, ADVISORY & SELECT COMMITTEE**

### **District 69 Recreation Commission.**

(All Directors – One Vote)

1. *That the minutes from the meeting of the District 69 Recreation Commission meeting held October 20, 2011 be received for information.*

(Parksville, Qualicum Beach, EA's 'E', 'F', 'G', 'H' – Weighted Vote)

2. *That the following District 69 Recreation Youth Grants be approved:*

<i>Arrowsmith Community Enhancement Society - youth drop-in sports</i>	<i>\$ 760</i>
<i>Ballenas Dry Grad Committee</i>	<i>\$ 1,000</i>
<i>Bard to Broadway Theatre Society - B2Glee Teen Show Choir</i>	<i>\$ 1,000</i>
<i>Kwalikum Secondary School Dry Grad</i>	<i>\$ 1,000</i>
<i>Oceanside Minor Hockey - female hockey program equipment</i>	<i>\$ 1,200</i>
<i>Oceanside Kidfest Society - youth activity</i>	<i>\$ 1,240</i>
<i>Young Life of Canada (Qualicum Beach) – game and sports equipment</i>	<i>\$ 835</i>

3. *That the following District 69 Recreation Community Grants be approved:*

<i>Arrowsmith Community Enhancement Society – Community Music Committee "Band in a Box" equipment</i>	<i>\$ 1,822</i>
<i>Corcan Meadowood Residents Association - Scary Walk Halloween event supplies and fireworks</i>	<i>\$ 1,500</i>
<i>Errington Co-op Preschool - play equipment</i>	<i>\$ 1,200</i>
<i>Mount Arrowsmith Pipe Band – Celtfest music school</i>	<i>\$ 1,500</i>
<i>Oceanside Tourism Assn. - Oceanside Sport and Tourism Council event kit</i>	<i>\$ 1,500</i>
<i>Ravensong Aquatic Club - pool rental</i>	<i>\$ 1,000</i>
<i>Ravensong Masters Swimming - pool rental</i>	<i>\$ 1,000</i>

(All Directors – One Vote)

4. *That the Regional District of Nanaimo support the efforts of the Oceanside Tourism Association with their plans to promote sport tourism in the Oceanside area.*

### **Electoral Area 'B' Parks and Open Space Advisory Committee. (All Directors – One Vote)**

1. *That the minutes from the meeting of the Electoral Area 'B' Parks and Open Space Advisory Committee held September 6, 2011 be received for information.*

2. *That the Islands Trust be informed that the proposed trail location at 1520 McCollum Road in favour of a 5% parkland dedication, adjacent to the 707 Community Park, should be denied.*
3. *That staff be directed to conduct a community consultation process with Mudge Island residents regarding beach access priorities.*
4. *That the 707 Community Park trail names be selected by historical usage and geographical directions, in lieu of personal names.*

**East Wellington and Pleasant Valley Parks and Open Space Advisory Committee.** (All Directors – One Vote)

*That the minutes from the meeting of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held September 12, 2011 be received for information.*

**Electoral Area ‘E’ Parks and Open Space Advisory Committee.** (All Directors – One Vote)

*That the minutes from the meeting of the Electoral Area ‘E’ Parks and Open Space Advisory Committee meeting held October 3, 2011. be received for information.*

**Electoral Area ‘H’ Parks and Open Space Advisory Committee.** (All Directors – One Vote)

*That the minutes from the meeting of the Electoral Area ‘H’ Parks and Open Space Advisory Committee meeting held August 24, 2011 be received for information.*

**Regional Parks and Trails Advisory Committee.**

(All Directors – One Vote)

1. *That the minutes from the Regional Parks and Trails Advisory Committee meeting held October 18, 2011 be received for information.*

(All Directors – Weighted Vote)

2. *That the Coats Marsh Regional Park Management Plan be approved and used as a guide for park development and operation from 2011 to 2021.*
3. *That the “Regional Parks Development Costs Charges Bylaw No. 1619, 2011” be introduced and read two times.*

4. *That staff be directed to develop a consultation plan for 2012 that will solicit stakeholder group feedback and input on the Regional Parks Development Cost Charges Bylaw.*

(All Directors – One Vote)

5. *That the topic of affordable housing and the use of regionally controlled land for use as affordable housing be referred to the next strategic planning session of the new Board.*

**Grants-in-Aid Committee.**

(All Directors – One Vote)

*That the minutes from the meeting of the Grants-in-Aid Committee held October 17, 2011 be received for information.*

(EA's 'A', 'B', 'C' – Weighted Vote)

*That Grant-in-Aid funds for District 68 be awarded to the following applicant:*

<i>Jonanco Hobby Workshop Association</i>	<i>\$ 1,300</i>
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(Parksville, Qualicum Beach, EA's 'E', 'F', 'G', 'H' – Weighted Vote)

*That Grant-in-Aid funds for District 69 be awarded to the following applicants:*

<i>Arrowsmith Community Enhancement Society</i>	<i>\$ 1,000</i>
<i>Lighthouse Country Marine Rescue Society</i>	<i>\$ 1,000</i>
<i>Nanoose Bay Catspan</i>	<i>\$ 2,000</i>
<i>Qualicum Cat Rescue Society</i>	<i>\$ 2,000</i>

(All Directors – One Vote)

*That the Parksville and District Association for Community Living be encouraged to work on the homelessness initiative in the District 69 area based on their capacity and staffing to do this; and that the Association be advised that the Grants-in-Aid Committee would consider reviewing their grant application in the future.*

**RISE & REPORT**

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Regional Parks and Trails Advisory Committee.** (All Directors – Weighted Vote)

*That staff be directed to work in collaboration with the City of Parksville to identify a route for a potential public trail and bridge that would connect Parksville Community Park with Rath Trevor Provincial Park.*

**7.3 EXECUTIVE STANDING COMMITTEE**

**7.4 COMMISSIONS**

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

28 - 35            **Arrowsmith Water Service Management Board.**

(All Directors – One Vote)

Minutes from the meeting of the Arrowsmith Water Service Management Board held October 20, 2011. (for information)

(All Directors – Weighted Vote)

1. *That the AWS Management Board recommend the Joint Ventures adopt the Year 2011 Final Budget as shown on Table 1, dated October 20, 2011.*
2. *That the AWS Management Board recommend the Joint Ventures adopt the 2012 – 2016 Financial Plan as shown on Table 2, dated October 20, 2011.*

36 - 43            **Englishman River Water Service Management Board.**

(All Directors – One Vote)

Minutes from the meeting of the Englishman River Water Service Management Board held November 9, 2011. (for information)

(All Directors – Weighted Vote)

1. *That the Englishman River Water Service Management Board recommend the Joint Venturers adopt the Year 2011 Budget as shown on Table 1, dated November 9, 2011.*
2. *That the Englishman River Water Service Management Board recommend the Joint Venturers adopt the 2012 – 2016 Financial Plan as shown on Table 2, dated November 9, 2011.*

44 - 47            **Electoral Area ‘F’ Parks and Open Space Advisory Committee.** (All Directors – One Vote)

Minutes from the meeting of the Electoral Area ‘F’ Parks and Open Space Advisory Committee held October 24, 2011. (for information)

48 - 49            **Electoral Area ‘G’ Parks and Open Space Advisory Committee.** (All Directors – One Vote)

Minutes from the meeting of the Electoral Area ‘G’ Parks and Open Space Advisory Committee held October 17, 2011. (for information)



**Transit Select Committee.**

Minutes from the meeting of the Transit Select Committee held November 17, 2011.  
(for information) (To be circulated)

**8. ADMINISTRATOR'S REPORTS**

50 - 53 Release of Corporate Climate Action Reserve Funds for Transit Operations Infrastructure. (All Directors – Weighted Vote)

54 - 61 Solid Waste Management Regulation Bylaw No. 1531.03 – 2012 Tipping Fees. (All Directors – Weighted Vote)

Regional Growth Strategy Bylaw No. 1615, 2011 Referrals to Affected Local Governments for Acceptance. (To be circulated) (All Directors – One Vote)

San Pareil Water System Service Area (Fire Protection Improvements) Establishing Bylaw No. 1646 and Loan Authorization Bylaw No. 1647. (To be circulated) (All Directors – One Vote)

**9. ADDENDUM**

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

**11. NEW BUSINESS**

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

**13. ADJOURNMENT**

**14. IN CAMERA**

*That pursuant to Section 90(1)(c) and (e) of the Community Charter the Board proceed to an In Camera meeting to consider items related to personnel and land matters.*



## **Burgoyne, Linda**

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**From:** RA McQueen <ramcqueen@shaw.ca>  
**Sent:** Wednesday, November 16, 2011 12:25 PM  
**To:** Burgoyne, Linda  
**Subject:** San Pareil water petition

Dear Ms Burgoyne;

I am submitting my request to speak at the Tues Nov 22nd board meeting. I wish to address issues that have arisen from the recent San Pareil water petition.

Rose Anne McQueen  
808 Mariner Way  
Parksville, B.C.  
V9P 1S3  
250 951 0680

## **Burgoyne, Linda**

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**From:** osenjak@gmail.com  
**Sent:** Wednesday, November 16, 2011 2:17 PM  
**To:** Burgoyne, Linda  
**Subject:** San Pareil water System Petition

Dear Ms Burgoyne

Please be advised that I wish to address the Board re the issue as per subject line above. Would you please advise re the scheduled meeting start time.  
Thank you in advance.

Helmut Osenjak  
830 Mariner Way  
Parksville, BC  
V9P 1S3  
250-248-4491  
[osenjak@gmail.com](mailto:osenjak@gmail.com)  
-- Sent from my HP TouchPad

November 16, 2011

Delegation - Jo Dunn  
Shorewood San Pareil Owners and Residents Association (SSPORA)  
c/o 887 Shorewood Drive  
Parksville, BC  
250-248-6393

RE: San Pareil Water Service

Present as a delegation at the Board meeting being held on November 22, 2011.

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, OCTOBER 25, 2011 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

**Present:**

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Alternate	
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director M. Unger	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr., Corporate Administration
N. Avery	Gen. Mgr., Finance & Information Services
P. Thor kelsson	Gen. Mgr., Development Services
J. Finnie	Gen. Mgr., Regional & Community Utilities
T. Osborne	Gen. Mgr., Recreation & Parks Services
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
N. Hewitt	Recording Secretary

**CALL TO ORDER**

The Chairperson welcomed Alternate Directors Dempsey and Pattje to the meeting.

**LATE DELEGATIONS**

MOVED Director Holme, SECONDED Director Kipp, that a late delegation be permitted to address the Board.

CARRIED

**Bob Rogers, re Mail-In Ballots.**

Mr. Rogers spoke in support of mail in ballots and requested the District to look into implementing the provision of mail in ballots.

## **BOARD MINUTES**

MOVED Director Westbroek, SECONDED Director Lefebvre, that the minutes of the regular Board meeting held October 4, 2011 and the Special Board meeting held October 11, 2011 be adopted

CARRIED

## **COMMUNICATIONS/CORRESPONDENCE**

**Diane Auld, re Development Variance Permit Application No. PL 2010-180 – JE Anderson & Associates – 1915 Cormorant Crescent – Area ‘E’**

MOVED Director Holme, SECONDED Director Johnstone, that the correspondence from Diane Auld be received.

CARRIED

## **BYLAWS**

**Bylaw No. 1285.15 - J.E. Anderson & Associates – 908 & 920 Little Mountain Road – Area ‘F’.**

MOVED Director Holme, SECONDED Director Biggemann, that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 1285.15, 2011” be adopted.

CARRIED

**Bylaw No. 1400.03 – Lakes District Neighbourhood Plan.**

MOVED Director Holme, SECONDED Director Bartram, that “Regional District of Nanaimo Nanoose Bay Official Community Plan Amendment Bylaw No. 1400.03, 2011” be adopted.

CARRIED

**Bylaw No. 1400.04 – Schooner Cove Neighbourhood Plan.**

MOVED Director Holme, SECONDED Director Bartram, that “Regional District of Nanaimo Nanoose Bay Official Community Plan Amendment Bylaw No. 1400.04, 2011” be adopted.

CARRIED

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

### **ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Bartram, SECONDED Director Young, that the minutes of the Electoral Area Planning Committee meeting held October 11, 2011 be received for information.

CARRIED

## **PLANNING**

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

#### **Development Permit Application No. PL2011-157 – Kuun – Jameson Road – Area ‘H’.**

MOVED Director Young, SECONDED Director Bartram, that Development Permit Application No. PL2011-157 to permit the construction of a dwelling unit and detached garage be approved subject to the conditions outlined in Schedules No. 1 - 4.

CARRIED

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

#### **Development Variance Permit Application No. PL2011-149 – Muise – Creekside Place – Area ‘C’.**

MOVED Director Young, SECONDED Director Bartram, that Development Variance Permit Application No. PL2011-149 to amend an existing covenant in order to permit a building strata on the subject property be denied.

CARRIED

#### **Development Variance Permit Application No. PL2010-180 – JE Anderson & Associates – 1915 Cormorant Crescent – Area ‘E’.**

Mr. Scott spoke in support of the application.

MOVED Director Holme, SECONDED Director Bartram, that Development Variance Permit Application No. PL2010-180, be approved subject to the conditions outlined in Schedules No. 1 - 4.

CARRIED

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

MOVED Director Burnett, SECONDED Director Ruttan, that the minutes of the Committee of the Whole meeting held October 11, 2011 be received for information.

CARRIED

### ***FINANCE AND INFORMATION SERVICES***

#### **Cedar Community Policing Office – Request for Annual Funding Assistance.**

MOVED Director Burnett, SECONDED Director Bestwick, that the request from the Cedar Community Policing Office for annual funding in the amount of \$2,000 be referred to the 2012 Annual Budget process for consideration.

CARRIED

### ***RECREATION AND PARKS SERVICES***

#### **Nanoose Place Temporary Storage Trailer.**

MOVED Director Holme, SECONDED Director Bestwick, that the Regional District of Nanaimo approve the temporary placement and use of a recreational trailer by the Nanoose Bay Lions Club located at the back of Nanoose Place for up to a maximum of three (3) years, effective October 1, 2011, and the Regional District follow up with the Nanoose Bay Activities and Recreation Society to discuss a long-term storage strategy for the site as part of the lease renewal.

CARRIED



**Cedar Heritage Centre Energy Assessment 2011.**

MOVED Director Burnett, SECONDED Director Young, that the energy upgrades as recommended by City Green Solutions for the Cedar Heritage Centre be approved and funded through the Electoral Area 'A' Community Works Fund and any other available incentive programs that may be applicable.

CARRIED

***TRANSPORTATION AND SOLID WASTE SERVICES***

**SOLID WASTE**

**Waste Stream Management License Application – DBL Disposal Services.**

MOVED Director Holme, SECONDED Director Lefebvre, that the Board receive the report on the Waste Stream Management License application from DBL Disposal Services Ltd. for information.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

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

MOVED Director Burnett, SECONDED Director Young, that the minutes from the meeting of the Electoral Area 'A' Parks, Recreation and Culture Commission held September 22, 2011 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Regional District work with community members, user groups and the Ministry of Forests, Lands and Natural Resource Operations to develop a concept plan and management strategy for the Ritten Road Boat Launch for review by the Electoral Area 'A' Parks, Recreation and Culture Commission.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Regional District proceed with the preparation of working drawings and tender documents, including a detailed cost estimate for the kiosk project (Morden Colliery Trail Entrance) and report back to the Electoral Area 'A' Parks, Recreation and Culture Commission and Board prior to tendering for construction.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that staff review the extent of Regional District involvement regarding horseback riding in Hemer Provincial Park and ascertain the type of support the Regional District can provide with respect to Cedar Horse Club's request.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Snaw'Naw'As First Nations, Update Regarding Development and General Activities.**

MOVED Director Holme, SECONDED Director Bartram, that staff coordinate a meeting between the Snaw'Naw'As First Nations and the Regional District.

CARRIED

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

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

MOVED Director Rudischer, SECONDED Director Lefebvre, that the minutes from the meeting of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held October 13, 2011 be received for information.

CARRIED

MOVED Director Rudischer, SECONDED Director Bartram, that the Islands Trust be advised that the Density Transfer application GB-RZ-2009 should not be approved as presented.

CARRIED

MOVED Director Rudischer, SECONDED Director Rudischer, that the Islands Trust be advised that the parkland donor parcel is unacceptable because the environmental impact to the parcel at Lock Bay that would be receiving the densities is too severe.

CARRIED

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

MOVED Director Bartram, SECONDED Director Lefebvre, that the minutes from the meeting of the Electoral Area 'G' Parks and Open Space Advisory Committee held September 7, 2011 be received for information.

CARRIED

## **ADMINISTRATOR'S REPORTS**

### **Nanoose Power Squadron 25<sup>th</sup> Anniversary Celebration – Request for Fly-By.**

MOVED Director Holme, SECONDED Director Bartram, that the Regional District of Nanaimo provide a letter of support to the Nanoose Power and Sail Squadron for their application to the Royal Canadian Air Force to request permission for an aircraft fly-by during their 25th Anniversary celebration on May 27, 2012.

CARRIED

### **Qualicum First Nation – Fire Protection Service Agreement.**

MOVED Director Bartram, SECONDED Director Westbroek, that the fire protection service agreement between the Regional District of Nanaimo and the Qualicum First Nation lands located within the Bow Horn Bay fire protection service area be approved as presented.

CARRIED

### **French Creek Pollution Control Centre - Trickling Filter Ventilation & Piping Upgrade – Construction Award.**

MOVED Director Unger, SECONDED Director Bestwick, that the Board award the construction contract for the Trickling Filter Ventilation and Piping Upgrade Project at the French Creek Pollution Control Centre to Archie Johnstone Plumbing and Heating Ltd. for the tendered price of \$426,870.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Mail In Ballots.**

MOVED Director Holme, SECONDED Director Westbrook, that a staff report be prepared with respect to the provision of mail in ballots.

CARRIED

**NEW BUSINESS**

**Englishman River Water Service Joint Venture Agreement.**

MOVED Director Holme, SECONDED Director Burnett, that Director Stanhope and Director Holme be appointed to the Englishman River Water Service Board.

CARRIED

**Prohibiting Firework Sales.**

MOVED Director Burnett, SECONDED Director Dempsey, that staff look into options for banning the sale of fireworks in the Electoral Areas excluding Area 'F' and that staff report back with recommendations.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 7:27 PM

**RISE & REPORT**

**ADMINISTRATOR'S REPORT**

**Red Gap Wells Statutory Right-of-Way Agreement.**

MOVED Director Holme, SECONDED Director Ruttan, that the Board approve the Statutory Right of Way agreement for District Lot 36, Nanoose Land District, except Plans 17330 and 2959, PID 009-359-061 and direct staff to prepare the final documents for signature and to abandon the expropriation process.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 7:55 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE  
MEETING HELD ON TUESDAY, NOVEMBER 8, 2011 AT 6:30 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

Director D. Bartram	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director J. Stanhope	Electoral Area G

**Also in Attendance:**

M. Pearse	Sr. Mgr., Corporate Administration
P. Thorkelsson	Gen. Mgr., Development Services
D. Lindsay	Mgr., Current Planning
N. Hewitt	Recording Secretary

**MINUTES**

MOVED Director Stanhope, SECONDED Director Burnett, that the minutes of the regular Electoral Area Planning Committee meeting held October 11, 2011 be adopted.

CARRIED

**PLANNING**

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variance Application No. PL 2011-170 – Couverdon Real Estate – Pratt Road – Area ‘F’.**

MOVED Director Biggemann, SECONDED Director Holme, that staff be directed to complete the required notification

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that Development Permit with Variance Application No. PL2011-170 subject to the conditions outlined in Schedules No. 1-2, be approved.

CARRIED

**Development Permit with Variance Application No. PL2010-186 – Rowe – 2648 East Side Road – Area ‘H’.**

MOVED Director Stanhope, SECONDED Director Biggemann, that Development Permit with Variance Application No. 2010-186 to permit fill, and re-vegetation of the subject property within the 15.0 m setback to Horne Lake be approved in accordance with the Riparian Areas Assessment prepared by Streamline Consulting Ltd., dated August 24, 2011.

CARRIED

MOVED Director Stanhope, SECONDED Director Biggemann, that the requested variance to the setback from the creek from 15.0 m to 3.0 m, be approved.

CARRIED

MOVED Director Stanhope, SECONDED Director Biggemann, that the requested variances to vary the number of storeys, and permit enclosed occupiable storage space, be denied.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2011-123 – Jordan Desrochers – 2347 and 2419 Cedar Road – Area ‘A’.**

MOVED Director Burnett, SECONDED Director Young, that Development Variance Permit Application No. PL2011 -123 to vary the minimum setback from 5.0 metres to 0.0 metres from an exterior side lot line fronting Cedar Road, be approved.

CARRIED

***OTHER***

**Subdivision Application No. PL2011-130 – Request to Relax the Minimum 10% Frontage Requirement and Request to Accept Park Land Dedication – Glencar Consultants Inc. – 702 and 714 Wembley Road, and 916 Island Highway West – Area ‘G’.**

MOVED Director Stanhope, SECONDED Director Holme, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lots 30 and 31, be approved.

CARRIED

MOVED Director Stanhope, SECONDED Director Holme, that the request to accept the dedication of park land, as outlined in Schedule No. 1, be accepted.

CARRIED

MOVED Director Stanhope, SECONDED Director Holme, that the Summary of the Public Information Meeting held on October 20, 2011, be received.

CARRIED

**NEW BUSINESS**

Chairperson Bartram thanked the staff for their support.

**ADJOURNMENT**

MOVED Director Burnett, SECONDED Director Young, that this meeting terminate.

CARRIED

**TIME: 6:38 PM**

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CHAIRPERSON

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE COMMITTEE OF THE WHOLE  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, NOVEMBER 8, 2011 AT 7:00 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Alternate	
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director M. Unger	City of Nanaimo

**Also in Attendance:**

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

**CALL TO ORDER**

The Chairperson welcomed Director Greves to the meeting.

**DELEGATIONS**

**Dave Jones, Corcan Meadowood Residents Association, re Community Recreational Program Funding for Meadowood Park.**

Mr. Jones thanked the Regional District for their support and involvement in the Meadowood Park program.

**Danielle Morrison, Guardians of Mid-Island Estuaries Society, re Canada Goose Project.**

Ms. Morrison presented a video to the Committee on the challenges of the Canada Goose contributing to the destruction of estuarine marsh habitats in the Little Qualicum and Englishmen River estuaries.

**LATE DELEGATIONS**

MOVED Director Holme, SECONDED Director Ruttan, that one delegation be permitted to address the Board.

CARRIED

**Perry Grue, re Bylaws and Building Regulations.**

Mr. Grue discussed his concerns regarding the renovations taking place at 3677 Nautilus Road.

**MINUTES**

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the regular Committee of the Whole meeting held October 11, 2011 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Blair Lekstrom, Minister, Ministry of Transportation and Infrastructure, re BC Transit Review.**

MOVED Director Westbroek, SECONDED Director Bartram, that the correspondence from Blair Lekstrom, Minister, Ministry of Transportation and Infrastructure regarding the BC Transit Review be received.

CARRIED

***FINANCE AND INFORMATION SERVICES***

**Regional Hospital District 2012 Provisional Budget.**

MOVED Director Westbroek, SECONDED Director Unger, that a 2012 Regional Hospital District provisional budget be approved with the following components:

Property tax requisition	\$ 6,549,255
Capital grant allowance	\$ 2,143,745
Major Capital Project finding from surplus	\$ 500,000

CARRIED

MOVED Director Westbroek, SECONDED Director Unger, that the 2012 to 2016 five year projections be received for information.

CARRIED

**Bylaw No. 1078 - Amendment to Remuneration and Expenses.**

This report was withdrawn from the agenda.

**Operating Results for the Period Ending September 30, 2011.**

MOVED Director Holme, SECONDED Director Holdom, that the summary report of financial results from operations to September 30, 2011 be received for information.

CARRIED

**Bylaw No. 1650 – Corporate Climate Action Reserve Fund Establishment Bylaw.**

MOVED Director Holdom, SECONDED Director Westbrook, that "Corporate Climate Action Reserve Fund Establishing Bylaw No. 1650, 2011" be introduced and read three times

CARRIED

MOVED Director Holdom, SECONDED Director Westbrook, that "Corporate Climate Action Reserve Fund Establishing Bylaw No. 1650, 2011" be adopted.

CARRIED

***DEVELOPMENT SERVICES***

**Bylaw No. 1259.08 - Proposed Fee for Official Community Plan Amendments Requiring Change to the Regional Growth Strategy.**

MOVED Director Bartram, SECONDED Director Burnett, that "Regional District of Nanaimo Fees and Charges Bylaw Amendment Bylaw No. 1259.08, 2011" be introduced and read three times, as amended.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that "Regional District of Nanaimo Fees and Charges Bylaw Amendment Bylaw No. 1259.08, 2011" be adopted, as amended.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that staff be directed to investigate the establishment of a RGS amendment fee for municipal OCP amendment applications and report back to the Board on potential options for implementation.

CARRIED

***RECREATION AND PARKS SERVICES***

**Province of BC Community Recreation Program Grant.**

MOVED Director Burnett, SECONDED Director Bartram, that the Regional District of Nanaimo apply to the Province of British Columbia's Community Recreation Program for the construction of the Cedar Skate and Bike Park in Electoral Area 'A' and that the project commence upon confirmation of approved funding from the Community Recreation Program.

CARRIED

MOVED Director Burnett, SECONDED Director Bartram, that the Regional District of Nanaimo apply to the Province of British Columbia's Community Recreation Program for the installation of the playground structure and sport court at Meadowood Way Community Park Playground in Electoral Area 'F' and that the project commence upon confirmation of approved funding from the Community Recreation Program.

CARRIED



MOVED Director Burnett, SECONDED Director Bartram, that the Regional District of Nanaimo apply to the Province of British Columbia's Community Recreation Program for the construction of Natural Playground Elements, Pump Track and Sport Court at Henry Morgan Community Park in Electoral Area 'H' and that the project commence upon confirmation of approved funding from the Community Recreation Program.

CARRIED

## COMMISSION, ADVISORY & SELECT COMMITTEE

### District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Westbrook, that the minutes from the meeting of the District 69 Recreation Commission meeting held October 20, 2011 be received for information.

CARRIED

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

Arrowsmith Community Enhancement Society - youth drop-in sports	\$ 760
Ballenas Dry Grad Committee	\$ 1,000
Bard to Broadway Theatre Society - B2Glee Teen Show Choir	\$ 1,000
Kwalikum Secondary School Dry Grad	\$ 1,000
Oceanside Minor Hockey - female hockey program equipment	\$ 1,200
Oceanside Kidfest Society - youth activity	\$ 1,240
Young Life of Canada (Qualicum Beach) – game and sports equipment	\$ 835

CARRIED

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

Arrowsmith Community Enhancement Society – Community Music Committee "Band in a Box" equipment	\$ 1,822
Corcan Meadowood Residents Association - Scary Walk Halloween event supplies and fireworks	\$ 1,500
Errington Co-op Preschool - play equipment	\$ 1,200
Mount Arrowsmith Pipe Band – Celtfest music school	\$ 1,500
Oceanside Tourism Assn. - Oceanside Sport and Tourism Council event kit	\$ 1,500
Ravensong Aquatic Club - pool rental	\$ 1,000
Ravensong Masters Swimming - pool rental	\$ 1,000

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the Regional District of Nanaimo support the efforts of the Oceanside Tourism Association with their plans to promote sport tourism in the Oceanside area.

CARRIED

**Electoral Area ‘B’ Parks and Open Space Advisory Committee.**

MOVED Director Rudischer, SECONDED Director Bartram, that the minutes from the meeting of the Electoral Area ‘B’ Parks and Open Space Advisory Committee held September 6, 2011 be received for information.

CARRIED

MOVED Director Rudischer, SECONDED Director Bartram, that the Islands Trust be informed that the proposed trail location at 1520 McCollum Road in favour of a 5% parkland dedication, adjacent to the 707 Community Park, should be denied.

CARRIED

MOVED Director Rudischer, SECONDED Director Bartram, that staff be directed to conduct a community consultation process with Mudge Island residents regarding beach access priorities.

CARRIED

MOVED Director Rudischer, SECONDED Director Bartram, that the 707 Community Park trail names be selected by historical usage and geographical directions, in lieu of personal names.

CARRIED

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

MOVED Director Young, SECONDED Director Burnett, that the minutes from the meeting of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held September 12, 2011 be received for information.

CARRIED

**Electoral Area ‘E’ Parks and Open Space Advisory Committee.**

MOVED Director Holme, SECONDED Director Bestwick, that the minutes from the meeting of the Electoral Area ‘E’ Parks and Open Space Advisory Committee meeting held October 3, 2011. be received for information.

CARRIED

**Electoral Area ‘H’ Parks and Open Space Advisory Committee.**

MOVED Director Bartram, SECONDED Director Holdom, that the minutes from the meeting of the Electoral Area ‘H’ Parks and Open Space Advisory Committee meeting held August 24, 2011 be received for information.

CARRIED

**Regional Parks and Trails Advisory Committee.**

MOVED Director Bartram, SECONDED Director Holdom, that the minutes from the Regional Parks and Trails Advisory Committee meeting held October 18, 2011 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Holdom, that the Coats Marsh Regional Park Management Plan be approved and used as a guide for park development and operation from 2011 to 2021.

CARRIED

MOVED Director Bartram, SECONDED Director Holdom, that the “Regional Parks Development Costs Charges Bylaw No. 1619, 2011” be introduced and read two times.

CARRIED

MOVED Director Bartram, SECONDED Director Holdom, that staff be directed to develop a consultation plan for 2012 that will solicit stakeholder group feedback and input on the Regional Parks Development Cost Charges Bylaw.

CARRIED

MOVED Director Bartram, SECONDED Director Holdom, that the topic of affordable housing and the use of regionally controlled land for use as affordable housing be referred to the next strategic planning session of the new Board.

CARRIED

### **Grants-in-Aid Committee.**

MOVED Director Young, SECONDED Director Burnett, that the minutes from the meeting of the Grants-in-Aid Committee held October 17, 2011 be received for information.

CARRIED

MOVED Director Young, SECONDED Director Westbroek, that Grant-in-Aid funds for District 68 be awarded to the following applicant:

Jonanco Hobby Workshop Association	\$ 1,300
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MOVED Director Young, SECONDED Director Westbroek, that Grant-in-Aid funds for District 69 be awarded to the following applicants:

Arrowsmith Community Enhancement Society	\$ 1,000
Lighthouse Country Marine Rescue Society	\$ 1,000
Nanoose Bay Catspan	\$ 2,000
Qualicum Cat Rescue Society	\$ 2,000

MOVED Director Young, SECONDED Director Westbroek, that the Parksville and District Association for Community Living be encouraged to work on the homelessness initiative in the District 69 area based on their capacity and staffing to do this; and that the Association be advised that the Grants-in-Aid Committee would consider reviewing their grant application in the future.

Director Haime joined the meeting at 7:55 p.m.

### **BOARD INFORMATION**

The Chairperson stated he will be in attendance for the Consultation on Aquaculture Regulations held on November 22, 2011 with the Association of Vancouver Island and Coastal Communities.

### **ADJOURNMENT**

MOVED Director Holme, SECONDED Director Unger, that pursuant to Section 90(1)(e) of the Community Charter the Committee proceed to an In Camera Committee of the Whole meeting to consider items related to land issues.

CARRIED

TIME: 7:59 PM

**RISE & REPORT**

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Regional Parks and Trails Advisory Committee.**

MOVED Director Holme, SECONDED Director Bartram, that staff be directed to work in collaboration with the City of Parksville to identify a route for a potential public trail and bridge that would connect Parksville Community Park with Rath Trevor Provincial Park.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 8:09 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION



**MINUTES OF THE REGULAR MEETING OF THE  
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT BOARD  
HELD ON THURSDAY, OCTOBER 20, 2011 AT 10:00 AM  
IN THE PARKSVILLE FORUM**

**Present:**

Director J. Stanhope, Chair	Regional District of Nanaimo
C. Mason	Regional District of Nanaimo
Director G. Holme	Regional District of Nanaimo (alternate)
Fred Manson	City of Parksville
Chris Burger	City of Parksville (alternate)
Mark Brown	Town of Qualicum Beach
Councilor Barry Avis	Town of Qualicum Beach

**Also in Attendance:**

Councilor Teresa Patterson	City of Parksville
Mike Squire	City of Parksville
John Finnie	Regional District of Nanaimo
Bob Weir	Town of Qualicum Beach
Bev Farkas	Recording Secretary

**CALL TO ORDER**

The meeting was called to order at 10:07 am.

**MINUTES**

MOVED B. Avis, SECONDED C. Burger, that the minutes of the regular meeting of the Arrowsmith Water Service Management Board held June 23, 2011 be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**M. Razberry**, re: Trevor Wicks' Water Presentation

MOVED B. Avis, SECONDED C. Burger, that the correspondence from M. Razberry be received.

CARRIED

**Al Magnan, Department of Fisheries and Oceans**, re: Relocation of the Englishman River Water Intake

MOVED B. Avis, SECONDED C. Burger, that the correspondence from Al Magnan be received.

CARRIED

The meeting recessed at 10:20 AM to participate in the Great BC Shakeout and evacuation drill.

The meeting reconvened at 10:32 AM.

## **REPORTS**

### **2011 – 2012 Budgets and 2012 – 2016 Financial Plan**

MOVED B. Avis, SECONDED Director C. Burger, that the AWS Management Board recommend the Joint Ventures adopt the Year 2011 Final Budget as shown on Table 1, dated October 20, 2011.

CARRIED

MOVED B. Avis, SECONDED Director C. Burger, that the AWS Management Board recommend the Joint Ventures adopt the 2012 – 2016 Financial Plan as shown on Table 2, dated October 20, 2011.

CARRIED

### **AWS Operations Update (M. Squire)**

M. Squire updated the Management Board on operations, noting that video surveillance has now been installed at the dam site for insurance purposes and it is now possible to view the site remotely. Winterizing will take place next week; draining lines etc. The level of the lake is about 6m below the spillway and there has been no release for approximately 2 weeks now.

M. Squire added that Fisheries contacted him and asked for the release of additional flows to assist with pink salmon migration and spawning. Due to the high reservoir level this year, this request was accommodated for 3.5 weeks during September.

### **Website Update (M. Squire)**

M. Squire indicated that the 3 partners have been working together to modify the website with the goal of creating a central information repository. The website is the most efficient way to provide updated information to the public. The modified website should be up and running by November.

## **ADDENDUM**

### **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

#### **NEW BUSINESS**

There was discussion pertaining to a meeting organized by Trevor Wicks to be held at the Parksville Community & Conference Centre on October 25. M. Squire and B. Weir will attend the meeting.

## **OTHER**

## **ADJOURNMENT**

**TIME:** 11:05 AM

**IN CAMERA**

MOVED B. Avis, SECONDED C. Burger, that pursuant to Section 90(1) (g) of the Community Charter the AWS Management Board proceed to an In Camera AWS Management Board meeting to consider items related to legal matters.

CARRIED

**RISE AND REPORT**

**TIME:** 11:29 AM

MOVED B. Avis, SECONDED C. Burger, that the British Columbia Conservation Foundation's request for AWS to obtain a non-consumptive conservation water license on Shelton Lake and to own and operate a flow control structure at the outlet from the lake for the purpose of supporting fish habitat downstream be received for information.

CARRIED

MOVED B. Avis, SECONDED C. Burger, that the request be deferred to the water licence amendment application referral process when additional consultation with fisheries and water licensing agencies is anticipated.

CARRIED

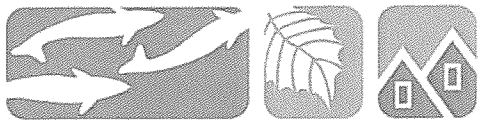
**ADJOURNMENT**

**TIME:** 11:34 AM

**NEXT MEETING**

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CHAIRPERSON



# arrowsmith WATER SERVICE

**DATE:** October 20, 2011

**REPORT TO:** ARROWSMITH WATER SERVICE  
MANAGEMENT BOARD

**FROM:** ARROWSMITH WATER SERVICE  
MANAGEMENT COMMITTEE

**SUBJECT:** 2011 FINAL BUDGET AND 2012 – 2016 FINANCIAL PLAN

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**ISSUE:**

Arrowsmith Water Service (AWS) 2011 Final Budget and 2012 – 2016 Financial Plan.

**EXECUTIVE SUMMARY:**

A 2011 Final Budget is required to reflect the associated budget changes as a result of the formation of the Englishman River Water Service (ERWS) Joint Venture agreement and the revised Arrowsmith Water Service (AWS) Joint Venture agreement.

A Five Year 2012 – 2016 Financial Plan is also required in an effort to identify future operations, maintenance and capital expenditures.

**REFERENCE:**

- AWS Management Board Meeting Minutes held on March 17, 2011,
- AWS 2011 Budget,
- Arrowsmith Water Service Joint Venture Agreement – July 1, 2011,
- Table 1, dated October 20, 2011 showing the recommended AWS - 2011 Final Budget,
- Table 2, dated October 20, 2012 showing the recommended AWS 2012 – 2016 Financial Plan.

**BACKGROUND:**

A Year 2011 AWS Final Budget has been prepared for consideration by the AWS Management Board. The proposed budget is shown on Table 1, attached.

With the new AWS Joint Venture Agreement, the Town of Qualicum Beach will retain interest in the Arrowsmith Dam including the annual administration and maintenance but not in the future capital works of the water intake, treatment facility and potential aquifer storage and recovery wells. The Regional District of Nanaimo and the City of Parksville have formed the Englishman River Water Service (ERWS) Joint Venture as both need additional water intake capacity and improved surface water treatment in the near future. The 2011 Final Budget reflects such changes and the financial needs of each (AWS & ERWS) Joint Ventures.

The proposed changes to the 2011 budget are:



- Reallocation of \$ 179,000 of Engineering, Consulting and Legal fees from AWS to ERWS.
- Reallocation of \$ 1,500,000 originally identified for property acquisition from AWS to ERWS.

A 2012 – 2016 Financial Plan was developed in an effort to outline funding requirements for operations and capital expenditures for the next five years. A 2012 – 2016 Financial Plan has been prepared for consideration by the AWS Management Board. The proposed budget is shown on Table 2, attached.

**OPTIONS:**

**1. Adopt the recommended budget**

The AWS Management Board could adopt the budget reflected on Table 1 and the 2012 – 2016 Financial Plan reflected on Table 2.

**2. Adopt a different budget, or defer adoption**

The AWS Management Board could adopt a different Final Budget and 2012 – 2016 Financial Plan from that reflected on Table 1 and Table 2, or defer adoption to a different date. This would require that direction be given to the AWS Management Committee.

**ANALYSIS:**

1. The AWS Management Board could accept the 2011 Final Budget and 2012 – 2016 Financial Plan reflected on Table 1 and Table 2. This would allow completion of necessary operations and maintenance projects.
2. The AWS Management Board could reject the 2011 Final Budget and 2012 – 2016 Financial Plan reflected on Table 1 and Table 2. If this option is to be considered, the AWS Joint Venture Agreement requires the Management Board to recommend a Provisional budget to the Joint Venturers by December 15.

**FINANCIAL:**

The 2011 AWS Final Budget and 2012 - 2016 Financial Plan sets out the financial requirements needed for the AWS staff to carry out necessary projects for the remainder of the fiscal year. Without this plan the administration, operations and other major maintenance would be delayed or halted due to insufficient funds.

**RECOMMENDATION:**

THAT the AWS Management Board recommend the Joint Ventures adopt the Year 2011 Final Budget as shown on Table 1, dated October 20, 2011,

AND THAT the AWS Management Board recommend the Joint Ventures adopt the 2012 – 2016 Financial Plan as shown on Table 2, dated October 20, 2011.

**TABLE 1  
ARROWSMITH WATER SERVICE  
YEAR 2011 FINAL BUDGET (\$)**

Old GL Account	New GL Account	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2010 Budget	2011 Budget	2011 Revised Budget	Variance	AWS Joint Venture			AWS Joint Venture (Operating)		Comments	
												Parkville	Qualicum Beach	RDN	Parkville Metered Flow	RDN Metered Flow		
REVENUE													63.9%	13.7%	22.4%	87.3%	12.7%	
Parkville Requisition		76,634	91,799	76,292	110,116	206,482	0	346,686	1,075,758	123,575	-952,182	99,694			24,008			
RDN Requisition		16,473	19,022	16,547	24,782	66,346	0	141,570	377,104	38,485	-338,619						3,493	
Qualicum Requisition		26,934	31,634	26,901	39,571	90,632	0	97,941	230,640	21,441	-209,200			21,372		34,844		
Logging Revenue		13,978	0	0	8,497	0	0	0	0	0	0							
<b>TOTAL REVENUE</b>		<b>134,279</b>	<b>142,455</b>	<b>119,740</b>	<b>182,965</b>	<b>363,460</b>	<b>0</b>	<b>589,196</b>	<b>1,683,500</b>	<b>183,500</b>	<b>-1,500,000</b>	<b>100,004</b>	<b>21,441</b>	<b>35,056</b>	<b>23,571</b>	<b>3,429</b>		
EXPENDITURES																		
Operating																		
Administration	23241300	624	437	284	433	607	1,548	1,000	1,000	1,000	-1,000							
Salaries and Wages	4-2-25-7010-300	37,505	38,659	43,033	44,267	45,544	45,197	43,000	32,500	32,500	0	639	137	224				
Licensees and Insurance	4-2-25-7010-400	1,846	1,400	2,100	2,100	2,100	4,375	2,500	3,500	3,500	0	2,237	450	784				
River Station Gauge Fee	4-2-25-7010-332	94	369	147	120	190	1,000	1,000	500	500	0	320	69	112				
Legal and Audit Fees	4-2-25-7010-423	135																
Meetings	4-2-25-7010-450	2,666	44	10	72	78	107	1,000	500	500	0	320	69	112				
Parts, Materials & Supplies		50																
Contract		42,920	40,009	45,686	47,359	48,449	51,417	47,500	51,000	51,000	0	32,569	6,967	11,424				
Equip Res. Charge Out																		
<b>Total Administrator</b>		<b>42,920</b>	<b>40,009</b>	<b>45,686</b>	<b>47,359</b>	<b>48,449</b>	<b>51,417</b>	<b>47,500</b>	<b>51,000</b>	<b>51,000</b>	<b>0</b>	<b>32,569</b>	<b>6,967</b>	<b>11,424</b>				
Operations	23241310	5,281	5,807	3,668	5,381	2,070	1,398	19,000	15,000	15,000	0							
Salaries & Wages	4-2-25-7011-300	2,568	2,568	3,725	10,519	5,066	2,505	6,000	6,000	6,000	0							
Contracts	4-2-25-7011-330	2,713	3,283	3,966	3,865	3,865	3,865	5,500	0	0	0							
Consulting		385																
Equipment Lease and Rental		2,170	1,536	85	4,356	7,324	49		500	500	0							
Licensees and Insurance									4,000	4,000	0							
Meetings																		
Park, Materials and Supplies																		
Small tools, Equipment & Furniture																		
Equip Res. Charge Out		887	1,416	470	792	333	123	1,500	1,500	1,500	0							
Gas & Oil		14,155	11,413	8,163	22,037	16,023	5,449	24,500	27,000	27,000	0							
<b>Total Operations</b>		<b>14,155</b>	<b>11,413</b>	<b>8,163</b>	<b>22,037</b>	<b>16,023</b>	<b>5,449</b>	<b>24,500</b>	<b>27,000</b>	<b>27,000</b>	<b>0</b>							
Maintenance	23241320	17,751	22,227	16,315	17,966	23,893	11,538	21,000	25,000	25,000	0							
Salaries & Wages	4-2-25-7012-300																	
Conferences / Seminars / Travel	4-2-25-7012-307																	
Contract	4-2-25-7012-330	3,948	1,503	2,467	27,069	54,649	3,438	8,500	7,000	7,000	0	4,473	959	1,566				
Consulting																		
Equipment Lease and Rental	4-2-25-7012-331																	
Materials and Supplies		12,195	16,848	2,782	17,956	21,3	2,426	24,000	15,000	15,000	0	9,585	2,055	3,300				
Small Tools, Equipment & Furniture	4-2-25-7012-450	1,940																
Courier and Delivery	4-2-25-7012-451																	
Gas & Oil		689	2,780	2,242	1,190	2,03	2,242	1,190	3,500	3,500	0	2,237	480	784				
Equip Res. Charge Out	4-2-25-7012-800	2,538	2,226	1,596	1,424	2,147	1,278	1,278	60,500	60,500	0	38,660	8,289	13,552				
<b>Total Maintenance</b>		<b>38,952</b>	<b>47,112</b>	<b>28,810</b>	<b>65,716</b>	<b>93,706</b>	<b>18,787</b>	<b>56,500</b>	<b>60,500</b>	<b>60,500</b>	<b>0</b>	<b>38,660</b>	<b>8,289</b>	<b>13,552</b>				
Road Maintenance	23241330	0	25	0	0	1,131	715	25,000	15,000	15,000	0							
Salaries & Wages	4-2-25-7013-300																	
Contracts	4-2-25-7013-330																	
Equip Res. Charge Out	4-2-25-7013-800																	
<b>Total Road Maintenance</b>		<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>1,131</b>	<b>715</b>	<b>25,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Administration, Operations and Maintenance</b>		<b>96,036</b>	<b>99,458</b>	<b>83,459</b>	<b>135,112</b>	<b>159,308</b>	<b>76,366</b>	<b>153,500</b>	<b>153,500</b>	<b>153,500</b>	<b>0</b>	<b>98,087</b>	<b>21,030</b>	<b>34,384</b>				
Transfer to Reserves	23282100	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	0							
Transfer from Reserves	23282100										179,000							
<b>Total</b>		<b>126,036</b>	<b>129,458</b>	<b>113,459</b>	<b>165,112</b>	<b>183,308</b>	<b>106,366</b>	<b>183,500</b>	<b>4,500</b>	<b>183,500</b>	<b>179,000</b>	<b>100,004</b>	<b>21,441</b>	<b>35,056</b>	<b>23,571</b>	<b>3,429</b>		
Capital																		
Capital Planning	23282231	22,706	4,890	727	4,480	84,304	87,716	87,716	179,000	179,000	0							
Equipment	23282200	8,182	15,516	0	13,373	0	25,232	30,000	0	0	-179,000							
Engineering, Consulting	4-6-25-9701-331	199,751	0	0	0	0	0	0	1,500,000	1,500,000	0							
AMS Res		0	0	0	0	0	0	0	0	0	0							
Raffle Connection		0	5,555	0	0	0	291,172	287,969	0	0	-1,500,000							
River Intake / Treatment	4-6-25-9704-450	0	0	0	0	0	0	0	0	0	0							
Planning Study																		
Administration																		
<b>Total Capital</b>		<b>230,639</b>	<b>20,496</b>	<b>6,282</b>	<b>17,853</b>	<b>84,304</b>	<b>404,120</b>	<b>405,636</b>	<b>1,679,000</b>	<b>0</b>	<b>-1,679,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES (no Grant)</b>		<b>356,675</b>	<b>149,954</b>	<b>119,741</b>	<b>182,965</b>	<b>267,612</b>	<b>510,488</b>	<b>589,196</b>	<b>1,683,500</b>	<b>183,500</b>	<b>-1,500,000</b>	<b>100,004</b>	<b>21,441</b>	<b>35,056</b>	<b>23,571</b>	<b>3,429</b>		
Capital Planning Grant		22,706	7,500	0	0	0	0	0	0	0	0							
Transfer from Reserves																		
<b>TOTAL EXPENDITURES (with Grant)</b>		<b>333,969</b>	<b>142,454</b>	<b>119,741</b>	<b>182,965</b>	<b>267,612</b>	<b>510,488</b>	<b>589,196</b>	<b>1,683,500</b>	<b>183,500</b>	<b>-1,500,000</b>	<b>100,004</b>	<b>21,441</b>	<b>35,056</b>	<b>23,571</b>	<b>3,429</b>		

TABLE 2 ARROWSMITH WATER SERVICE 2012 - 2016 FINANCIAL PLAN - BUDGET (\$)													
GL Account	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
<b>REVENUE</b>													
Parkville Requisition	76,834	91,789	76,292	110,116	145,235	299,390	349,685	123,575	160,637	125,663	127,792	129,965	132,181
RDN Requisition	26,934	31,634	26,901	39,571	69,162	123,940	141,570	38,485	51,477	39,120	39,768	40,429	41,103
Qualicum Requisition	16,473	19,022	16,547	24,782	53,215	87,158	97,941	21,441	29,387	21,787	22,141	22,501	22,869
Joint Venture Requisitions	120,241	142,455	119,741	174,469	267,612	510,488	589,196	183,500	241,500	186,570	189,701	192,895	196,153
Other Revenue		0	0	8,497		0	0						
Logging Revenue	13,978	7,500											
Grants													
Transfer From Reserves													
Reserve for Future Expenditures	199,751												
Carry-Forward Reserve	22,706												
<b>Total Other Revenue</b>	<b>236,435</b>												
<b>TOTAL REVENUE</b>	<b>356,676</b>	<b>149,955</b>	<b>119,741</b>	<b>182,966</b>	<b>267,612</b>	<b>510,488</b>	<b>589,196</b>	<b>183,500</b>	<b>241,500</b>	<b>186,570</b>	<b>189,701</b>	<b>192,895</b>	<b>196,153</b>
<b>EXPENDITURES</b>													
<b>Operating</b>													
<b>Administration</b>													
4-2-25-7010													
4-2-25-7010-300	624	437	284	433	607	1,548	1,000	1,000	1,000	1,020	1,040	1,061	1,082
Salaries and Wages													
4-2-25-7010-400	37,505	38,659	43,033	44,267	45,544	45,197	43,000	32,500	32,500	33,150	33,813	34,489	35,179
Licenses and Insurance													
4-2-25-7010-400	1,846	1,400	2,100	2,100	2,100	4,375	2,500	3,500	3,500	3,260	13,525	13,796	14,072
River Station Gauge Fee													
4-2-25-7010-332	94	369	96	147	120	190	1,000	500	500	3,570	3,641	3,714	3,789
Legal and Audit fees													
4-2-25-7010-423	135												
Meetings													
4-2-25-7010-450	2,666	44	363	340	78	107							
Parts, Materials & Supplies													
Contract													
Equip. Res. Charge Out													
<b>Total Administration</b>	<b>42,921</b>	<b>40,909</b>	<b>45,886</b>	<b>47,358</b>	<b>48,449</b>	<b>51,417</b>	<b>47,500</b>	<b>51,000</b>	<b>51,000</b>	<b>52,020</b>	<b>53,060</b>	<b>54,122</b>	<b>55,204</b>
<b>Operations</b>													
4-2-25-7011													
4-2-25-7011-300	5,281	5,807	3,968	5,381	2,070	1,396	19,000	15,000	15,000	15,300	15,606	15,918	16,236
Salaries & Wages													
4-2-25-7011-330	2,568	2,568	3,726	10,519	5,086	2,505	6,000	6,000	6,000	6,120	6,242	6,367	6,495
Contracts													
4-2-25-7011-423	2,863	386	386	386	275	386	5,500	0	0	0	0	0	0
Licenses and Insurance													
4-2-25-7011-423	386	386	386	386	386	386	386	386	386	386	386	386	386
Equipment Lease and Rental													
4-2-25-7011-450	2,170	1,537	129	4,959	7,924	49							
Meetings													
4-2-25-7011-800	887	1,116	469	792	283	123							
Gas & Oil													
Equip Res. Charge Out													
<b>Total Operations</b>	<b>14,154</b>	<b>11,413</b>	<b>8,763</b>	<b>22,038</b>	<b>16,023</b>	<b>5,449</b>	<b>24,500</b>	<b>27,000</b>	<b>27,000</b>	<b>27,540</b>	<b>28,091</b>	<b>28,653</b>	<b>29,226</b>

	2005	2006	2007	2008	2009	2010	2010	2011	2012	2013	2014	2015	2016
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget
<b>Maintenance</b>													
4-2-25-7012-300	17,751	22,227	16,315	17,966	23,893	11,538	21,000	25,000	25,000	25,500	26,010	26,530	27,061
Salaries & Wages					250								
4-2-25-7012-307		24											
Conferences / Seminars / Travel													
Contract													
4-2-25-7012-330	3,848	1,504	3,275	27,069	54,649	3,438	8,500	7,000	7,000	7,140	7,283	7,428	7,577
Consulting													
4-2-25-7012-331		1,503	2,467		7,508		3,000	10,000	68,000	10,200	10,404	10,612	10,824
Equipment Lease and Rental													
Materials and Supplies													
4-2-25-7012-450	12,196	16,848	2,782	17,956	4,363	2,426	24,000	15,000	15,000	15,300	15,606	15,918	16,236
Small Tools, Equipment & Furniture													
4-2-25-7012-451	1,940		86	37	437	107							
Courier and Delivery													
4-2-25-7012-460	689	2,780	2,242	1,190	203			3,500	3,500	3,570	3,641	3,714	3,789
Gas & Oil													
Equip Res. Charge Out	2,538	2,226	1,599	1,424	2,147	1,278							
4-2-25-7012-800	38,961	47,111	28,810	65,716	93,706	18,787	56,500	118,500	118,500	61,710	62,944	64,203	65,487
<b>Total Maintenance</b>													
<b>Road Maintenance</b>													
4-2-25-7013													
Salaries & Wages													
4-2-25-7013-300	0	25	0	0	1,131	715	25,000	15,000	15,000	15,300	15,606	15,918	16,236
Contracts													
4-2-25-7013-330	0	25	0	0	1,131	715	25,000	15,000	15,000	15,300	15,606	15,918	16,236
Equip Res. Charge Out													
<b>Total Road Maintenance</b>													
<b>Total Administration, Operations and Maintenance</b>	96,037	99,459	83,459	135,112	159,308	76,368	153,500	211,500	211,500	156,570	159,701	162,895	166,153
Transfer to Reserves	30,000	30,000	30,000	30,000	24,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
4-2-25-7014-821													
Transfer from Reserves													
4-2-25-7014-821													
<b>Total</b>	126,037	129,459	113,459	165,112	183,308	106,368	183,500	241,500	241,500	186,570	189,701	192,895	196,153
<b>Capital</b>													
Capital Planning	22,706	4,980	727	4,480	84,304	87,716	87,716						
Equipment	8,182	15,516		13,373		25,232	30,000						
Engineering, Consulting, Legal Fees													
4-6-25-9701-331													
AWS Road	199,751	0	0	0	0	0	0						
Radio Connection	0	0	5,555	0	0	0	0						
4-6-25-9704-450	0	0	0	0	0	291,172	287,980						
River Intake / Treatment Prop. Acquisition Administration													
<b>Total Capital</b>	230,639	20,496	6,282	17,853	84,304	404,120	405,696	0	0	0	0	0	0
<b>TOTAL EXPENDITURES (no Grant)</b>	356,676	149,955	119,741	182,966	267,612	510,488	589,196	183,500	241,500	186,570	189,701	192,895	196,153
Capital Planning Grant	22,706	7,500	0										
Transfer from Reserves													
<b>TOTAL EXPENDITURES (with Grant)<sup>1</sup></b>	333,970	142,455	119,741	182,966	267,612	510,488	589,196	183,500	241,500	186,570	189,701	192,895	196,153



englishman river  
WATER SERVICE

**MINUTES OF THE INAUGURAL MEETING OF THE  
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD  
HELD ON WEDNESDAY, NOVEMBER 9, AT 6:00 PM  
IN THE PARKSVILLE FORUM**

**Present:**

Director J. Stanhope, Chair	Regional District of Nanaimo
Director G. Holme	Regional District of Nanaimo
Chris Burger	City of Parksville
Councilor Marc Lefebvre	City of Parksville

**Also in Attendance:**

C. Mason	Regional District of Nanaimo
John Finnie	Regional District of Nanaimo
Fred Manson	City of Parksville
Mike Squire	City of Parksville
Bob Harary	City of Parksville
Bev Farkas	Recording Secretary

**CALL TO ORDER**

C. Mason called the meeting to order at 6:00 PM.

**ELECTION OF CHAIR**

C. Mason called for nominations for the position of Chairperson for the Englishman River Water Service Management Board.

C. Burger nominated J. Stanhope, SECONDED by G. Holme.

There being no further nominations, C. Mason declared J. Stanhope Chairperson for the year 2011.

Chairman Stanhope introduced the Englishman River Water Service Management Board.

**DELEGATIONS**

**MINUTES**

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

## REPORTS

### **2011 – 2012 Budgets and 2012 – 2016 Financial Plan**

It was noted that the Financial Plan may be revised annually and that both the Budget and the Financial Plan require ratification by the Regional District of Nanaimo Board of Directors and the City of Parksville Council.

MOVED M. LeFebvre, SECONDED G. Holme, that the Englishman River Water Service Management Board recommend the Joint Venturers adopt the Year 2011 Budget as shown on Table 1, dated November 9, 2011. CARRIED

MOVED M. LeFebvre, SECONDED G. Holme, that the Englishman River Water Service Management Board recommend the Joint Venturers adopt the 2012 – 2016 Financial Plan as shown on Table 2, dated November 9, 2011. CARRIED

MOVED M. LeFebvre, SECONDED G. Holme, that staff be directed to work with and engage Associated Engineering (BC) Ltd. to complete Phase 2 works in years 2011 and 2012 at a cost of \$560,000. CARRIED

### **ASR Field Trip Presentation (M. Squire)**

MOVED M. Lefebvre, SECONDED C. Burger, that the powerpoint presentation on the ASR Field Trip be received for information. CARRIED

### **Englishman River Program Status Update (M. Squire)**

MOVED G. Holme, SECONDED C. Burger, that the powerpoint presentation on the Englishman River Program Status Update be received for information. CARRIED

### **Arrowsmith Water Service Operations Update (M. Squire)**

MOVED M. Lefebvre, SECONDED G. Holme, that the powerpoint presentation on the Arrowsmith Water Service Operations Update be received for information. CARRIED

## ADDENDUM

### **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

#### **NEW BUSINESS**

#### **OTHER**

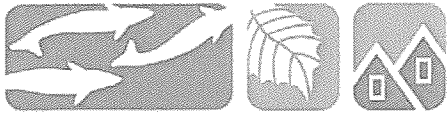
#### **ADJOURNMENT**

The meeting was adjourned at 7:35 pm.

**NEXT MEETING** To be announced.

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CHAIRPERSON



englishman river  
WATER SERVICE

**DATE:** November 9, 2011

**REPORT TO:** ENGLISHMAN RIVER WATER SERVICE  
MANAGEMENT BOARD

**FROM:** ENGLISHMAN RIVER WATER SERVICE  
MANAGEMENT COMMITTEE

**SUBJECT:** 2011 BUDGET AND 2012 – 2016 FINANCIAL PLAN

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**ISSUE:**

Englishman River Water Service (ERWS) Year 2011 Budget and 2012 – 2016 Financial Plan.

**EXECUTIVE SUMMARY:**

The ERWS joint venture between the City of Parksville and the Regional District of Nanaimo was established on July 1, 2011 and requires a formal 2011 budget to address current year operating and capital expenditures. Given the latest advancement in capital planning and the requirement for future water treatment, a Five Year 2012 – 2016 Financial Plan is also required in an effort to facilitate these expenditures.

The next stage (Phase 2) of engineering services as referenced in the adopted Implementation Plan is required to determine the feasibility of Aquifer Storage and Recovery and the most suitable type of water treatment process for the Englishman River supply. In order to determine which treatment process best manages high turbidity events caused by winter storms, the next stage of water pilot treatment needs to commence soon. Any potential delay in the capital planning process and associated engineering works will jeopardize the critical path of the Implementation Plan and the operating conditions established by the Vancouver Island Health Authority of requiring an enhanced level of water treatment process be constructed by year 2016.

**REFERENCE:**

- AWS Management Board Meeting Minutes held on June 23, 2011,
- Englishman River Water Service Agreement – July 1, 2011,
- Table 1, dated November 9, 2011 showing the recommended ERWS Year 2011 Budget,
- Table 2, dated November 9, 2011 showing the recommended ERWS 2012 – 2016 Financial Plan.
- Implementation Plan – June 2011

**BACKGROUND:**

The Englishman River Water Service Joint Venture agreement between the City of Parksville and the Regional District of Nanaimo requires that on or before December 15 of the year preceding each fiscal year of the Joint venture, the Management Committee will submit to the Management Board for its review a provisional operating, maintenance and capital expenditure budget. Since the Englishman River Water Service Joint Venture agreement was approved in July of this year, a formal annual budget is required in order to appropriately address current year operating, maintenance and capital expenditures. A Year 2011 Budget has been prepared for consideration by the ERWS Management Board. The proposed budget is shown on Table 1, attached.

With the formation of the Englishman River Water Service and further advancement of the Capital Plan, a 2012 – 2016 Financial Plan was developed in an effort to outline funding requirements for operations and capital expenditures for the next five years. A 2012 – 2016 Financial Plan has been prepared for consideration by the ERWS Management Board. The proposed budget is shown on Table 2, attached.

At the Arrowsmith Water Service Board meeting held on June 23, 2011, staff were directed to further engage and negotiate the services of Associated Engineering (BC) Ltd. for Phase 2 works. Staff has reviewed the work plan and fees with Associated Engineering (BC) Ltd. The next Phase 2 services consist of the following tasks for the 2011 & 2012 work year:

- Project Management (\$ 62,000)
- Englishman River Water Quality Monitoring (\$ 183,000)
- Water Treatment Pilot Plant Rental – Direct Contract with ERWS (\$ 90,000)
- Aquifer Storage and Recovery (ASR) Feasibility Analysis (\$210,000)
- Concept Design Update (\$ 35,000)
- Allowance for supplemental services and DFO – Fisheries Act, Hydraulic and Environmental Assessments ( \$70,000)

The outcome of this work plan will address key questions surrounding the potential use of ASR and the most suitable treatment process to implement.

These tasks are referenced in the 2011 budget and the 2012 – 2016 Financial Plan.

**OPTIONS:**

1. Accept the budget fee proposal of \$ 560,000 from Associated Engineering for 2011 and 2012 – Phase 2 work plan.
2. Direct Staff to receive additional engineering service fee proposals from other qualified engineering firms.

**ANALYSIS:**

1. The ERWS Management Board could accept the engineering budget fee proposal received from Associated Engineering (BC) Ltd. and direct Staff to engage their services. This would potentially save costs on engineering fees and allow completion of a high priority infrastructure upgrade project at the earliest possible date.



2. The ERWS Management Board could reject the engineering fee proposal from Associated Engineering (BC) Ltd. This would further delay the project and potentially result in higher engineering fees.

**FINANCIAL:**

Cost sharing for the Englishman River Water Service budget is established based on ownership (i.e. Parksville 74 % and RDN 26 %) as referenced in Schedule “C” of the Englishman River Water Service Joint Venture, dated July 1, 2011. Sufficient funds are available in the 2011 and 2012 budget to cover all required operations, capital and Phase 2 engineering services.

The 2011 budget and 2012 - 2016 Financial Plan sets out the financial requirements needed for the ERWS staff to carry out necessary projects for the remainder of the fiscal year. Without this plan the capital projects and other major maintenance would be delayed or halted due to insufficient funds.

**RECOMMENDATION:**

THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt the Year 2011 Budget as shown on Table 1, dated November 9, 2011,

AND THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt the 2012 – 2016 Financial Plan as shown on Table 2, dated November 9, 2011.

AND FURTHER THAT staff be directed to work with and engage Associated Engineering (BC) Ltd. to complete Phase 2 works in years 2011 and 2012 at a cost of \$ 560,000.

**TABLE 1  
ENGLISHMAN RIVER WATER SERVICE  
YEAR 2011 BUDGET (\$)**

	Old GL Account		New GL Account		2011 Budget	2011 Revised	Variance	E.R. Joint Venture		Comments
								Parksville 74.0%	RDN 26.0%	
<b>REVENUE</b>										
Parksville Requisition		1,242,460			1,242,460	1,242,460	0	1,242,460	436,540	
RDN Requisition		436,540			436,540	436,540	0			
<b>TOTAL REVENUE</b>		<b>1,679,000</b>			<b>1,679,000</b>	<b>1,679,000</b>	<b>0</b>	<b>1,242,460</b>	<b>436,540</b>	
<b>EXPENDITURES</b>										
<b>Administration (Operating)</b>										
Training /Conferences / Seminars / Travel	7-2-28-7310-307	5,000			5,000	5,000	0	3,700	1,300	
Licences and Insurance	7-2-28-7310-400	5,000			5,000	5,000	0	3,700	1,300	
Audit and Legal	7-2-28-7310-332	2,500			2,500	2,500	0	1,850	650	
Meeting Costs	7-2-28-7310-423	1,000			1,000	1,000	0	740	260	
Small Tools, Equipment & Furniture	7-2-28-7310-450	1,000			1,000	1,000	0	740	260	
		14,500			14,500	14,500	0	10,730	3,770	
<b>Total Administration (Operating)</b>		<b>14,500</b>			<b>14,500</b>	<b>14,500</b>	<b>0</b>	<b>10,730</b>	<b>3,770</b>	Transferred from unallocated property acquisition funds
<b>Capital</b>										
Administration (capital)	7-2-28-7310	75,000			75,000	75,000	0	55,500	19,500	Transferred from unallocated property acquisition funds
Phase 2 Engineering Services	7-6-28-9751	330,000			320,000	320,000	-10,000	236,800	83,200	Transfer from Reserves (balance of \$ 119,249 + \$ 60 K in 2010 & 2011) = total of \$ 179,000 + \$ 147,500 from unallocated property acquisition less admin.
River Intake / Treatment Prop. Acquisition	7-6-28-9750	1,250,000			1,250,000	1,250,000	0	925,000	325,000	Property Acquisition for Intake and Treatment including legal, appraisal, environmental consulting etc.
WTP Property - Site Improvements	7-6-28-9752	9,500			19,500	19,500	10,000	14,430	5,070	Gates to site, broom removal, signage and ditchwork (funds from unallocated Property Acquisition)
<b>TOTAL EXPENDITURES (no Grant)</b>		<b>1,679,000</b>			<b>1,679,000</b>	<b>1,679,000</b>	<b>0</b>	<b>1,242,460</b>	<b>436,540</b>	
Capital Planning Grant										
Transfer from reserves										
<b>TOTAL EXPENDITURES (with Grant)</b>		<b>1,679,000</b>			<b>1,679,000</b>	<b>1,679,000</b>	<b>0</b>	<b>1,242,460</b>	<b>436,540</b>	

**TABLE 2  
ENGLISHMAN RIVER WATER SERVICE  
2012 - 2016 FINANCIAL PLAN - BUDGET (\$)**

	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
<b>REVENUE</b>						
Joint Venture Requisitions						
Parkville Requisition	1,242,460	1,288,185	1,808,979	1,953,154	11,157,191	11,507,171
RDN Requisition	436,540	452,605	635,587	686,243	3,920,094	4,043,060
<b>Total Joint Venture Requisitions</b>	<b>1,679,000</b>	<b>1,740,790</b>	<b>2,444,566</b>	<b>2,639,397</b>	<b>15,077,285</b>	<b>15,550,231</b>
<b>Other Revenue</b>						
Grants	0	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>1,679,000</b>	<b>1,740,790</b>	<b>2,444,566</b>	<b>2,639,397</b>	<b>15,077,285</b>	<b>15,550,231</b>
<b>EXPENDITURES</b>						
Operating						
<b>Administration (Operating)</b>						
Training /Conferences / Seminars / Travel	5,000	5,100	5,202	5,306	5,412	5,520
Licences and Insurance	5,000	5,100	5,202	5,306	5,412	5,520
Audit and Legal	2,500	2,550	2,601	2,653	2,705	2,760
Meeting Costs	1,000	1,020	1,040	1,061	1,082	1,104
Small Tools, Equipment & Furniture	1,000	1,020	1,040	1,061	1,082	1,104
<b>Total Administration (Operating)</b>	<b>14,500</b>	<b>14,790</b>	<b>15,086</b>	<b>15,388</b>	<b>15,695</b>	<b>16,009</b>
<b>Total Operating</b>	<b>14,500</b>	<b>14,790</b>	<b>15,086</b>	<b>15,388</b>	<b>15,695</b>	<b>16,009</b>

<b>Capital</b>						
Administration	75,000	124,000	126,480	129,010	131,590	134,222
Property Acquisition	1,250,000					
WTP Property Site Improvements (entrance / access)	19,500					
<b>Phase 2</b>						
Project Management	20,000	42,000		320,000		
Water Quality and Treatment Testing	130,000	40,000				
ASR Preliminary Geophysics and Test Well Siting Work	90,000	120,000				
Pilot Plant Rental and Associated Costs	80,000	10,000				
Supplemental Services / Hydraulic & Environmental Assessments		70,000				
Concept Design Update		40,000				

	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
<b>Phase 3</b>						
ASR Test Well Drilling		90,000	100,000			
ASR - Pump Tests		30,000	300,000			
ASR - Soil & Water Lab Analysis		15,000				
ASR - Well Construction (300mm well)		90,000				
ASR - Well Pump Testing		30,000				
ASR - Temp. Water Connection		50,000	123,000			
ASR - Backflush & Discharge Basin Construction		40,000				
ASR - Monitoring Well Loggers		5,000				
ASR - Surveying		30,000				
ASR - Well Cycle Testing		50,000				
ASR - Well Equipment Piping		30,000	20,000			
ASR - Well Head Power		40,000	40,000			
ASR - Field Supervision Drilling and Testing		40,000	20,000			
ASR - Project Management - Engineering / Hydrogeology		60,000	40,000			
ASR - Aquifer Computer Modeling		30,000	30,000			
ASR - Contingency for Deep Well Test		50,000	50,000			
WTP & Intake - Preliminary Engineering Design		600,000	900,000			
Permitting and Licensing			30,000			
Value Engineering			50,000			
<b>Phase 4</b>						
Intake Environmental Mitigation				50,000		
Final Engineering Design				1,500,000		
Value Engineering				50,000		
ASR - Property Acquisition			100,000	400,000		
ASR - Property Easements / SRWs				100,000		
Contract Preparation / Specifications				50,000		
<b>Phase 5</b>						
Tendering				25,000		
<b>Phase 6</b>						
Contract Award					30,000	
Construction Management & Inspections Services					1,000,000	1,000,000
Intake - Construction of Civil Works					900,000	
Intake - Power Supply					240,000	
Intake - High Lift Pump Station					100,000	
Raw Water Transmission Main					360,000	
ASR - Connection to Supply Main					400,000	400,000
Water Treatment Plant Construction					7,400,000	9,000,000
ASR Well Development					2,500,000	2,500,000
Distribution Main Upgrades - Construction					2,000,000	2,500,000
<b>Phase 7</b>						
ASR - Commissioning						
WTP & Intake - Commissioning						
<b>Total Capital</b>	<b>1,664,500</b>	<b>1,726,000</b>	<b>2,429,480</b>	<b>2,624,010</b>	<b>15,061,590</b>	<b>15,534,222</b>
<b>TOTAL EXPENDITURES</b>	<b>1,679,000</b>	<b>1,740,790</b>	<b>2,444,566</b>	<b>2,639,397</b>	<b>15,077,285</b>	<b>15,550,231</b>

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
MONDAY, OCTOBER 24, 2011, 7:00PM  
AT ERRINGTON WAR MEMORIAL HALL**

**Attendance:** Reg Nosworthy, Chair  
Lou Biggemann, Director, RDN Board  
Kebble Scheaff  
Alfred Jablonski  
Barbara Smith

**Staff:** Elaine McCulloch, Parks Planner

**Regrets:** Lila Perkins  
Linda Tchorz

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**CALL TO ORDER**

Chair Nosworthy called the meeting to order at 7:05pm.

**MINUTES**

MOVED A. Jablonski, SECONDED K. Scheaff, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held June 27, 2011, be approved.

CARRIED

The Committee requested the meeting minutes be forwarded to each Committee member as soon as they are finalized.

**COMMUNICATIONS/CORRESPONDENCE**

MOVED B. Smith, SECONDED K. Scheaff, that the following Correspondence be received:

- W. Marshall, RDN, to Ministry of Natural Resource Operations, Re: Application for Tenure over Crown Land – Malcolm Community Park.
- W. Worland, Arrowsmith Agricultural Association, Re: Facility Upgrade Funding Request.

CARRIED

**REPORTS**

**Monthly Update of Community Parks and Regional Parks and Trails Projects**

Ms. McCulloch briefly reviewed the Community Parks and Regional Parks and Trails projects for May through to September. She noted a permit for the septic field has been granted by the Health Authority and a washroom facility will be constructed at the Errington Farmer's Market Community Park.

Ms. McCulloch reviewed the challenges with regard to the Malcolm Community Park trail access. She stated the unofficial trail begins at the Whiskey Creek Store parking lot then proceeds up an embankment, across private property, connecting with the official trail which is located within the undeveloped portion of Redman Road. Following direction from the Committee, staff looked into the possibility of making the Whiskey Creek Store the official trail head and found that the unofficial trail route, as it currently exists, will not be suitable as an official trail due to the private land owner not willing to entertain a Trail Statutory RoW. She advised further investigation into alternate routing will be investigated. She also noted the backup trailhead location is situated at the end of the developed portion of Redman Road.

The Committee agreed that the Whiskey Creek Store parking lot is the preferred access point for the Park and requested Ms. McCulloch explore the alternate access points and report back at the next meeting.

### **Arrowsmith Community Trails (ACT) Project Number One – Kopernick/Fairdowne**

Ms. McCulloch reported that the Kopernick/Fairdowne trail and one-third of the trail down to Middlegate has been graded and graveled. She noted the Ministry of Transportation and Infrastructure road contractor, EMCON, donated two days of their time and two loads of gravel crush, along with five no post barriers. Staff reported every effort is being made to complete the Middlegate trail by the end of 2011.

At the suggestion of Mr. Nosworthy, Ms. Smith volunteered to organize a work party through the Parks and Trails Coordinator, Joan Michel, to tackle the many roots along the portion of the trail which is not graveled.

### **Draft Planning Process Outline – Little Qualicum River Regional Park and Meadowood Community Park**

Mr. Jablonski reported on the October 22, 2011, Corcan/Meadowood Residents Association AGM and Public Hearing. He requested information on the process necessary to move ahead with the approval and development of Meadowood Way Community Park.

Ms. McCulloch presented a project flow chart outlining the phases necessary for the project, pointing out the final presentation should take place by November 2012. She noted an advisory committee of eight would be required for the project. The committee membership would include one Corcan/Meadowood Resident's Association member, two Parks and Open Space Advisory Committee members and five other community interests.

Both Mr. Jablonski and Mr. Nosworthy expressed their concern at the length of the proposed time line, however, Ms. McCulloch noted that the proposed process is the standard. She also pointed out that this is one of several projects in the 2012 work plan across the regional District, and staff do not want to elevate expectations unrealistically.

### **Electoral Area 'F' – Draft Five Year Project Plan**

Ms. McCulloch presented the Electoral Area 'F' Draft Five Year Project Plan 2012 – 2016 for the Committee's review and input. She pointed out since the draft plan filed in June 2011, the URA

Trail Development Project #1 budget was increased from \$1,500 to \$2,200 and the Malcolm property budget decreased from \$5,000 to \$2,000.

Ms. McCulloch advised monies not expended would be carried over to 2012 uses.

The Committee discussed which trail routes should be tackled in 2012, Carrothers or Ruffles/Price/Palmer, deciding to expend money on surveying the Carrothers route, with any excess dollars not spent of the allotted \$10,000, to be applied to the completion of the Kopernick/Fairdowne trail.

MOVED R. Nosworthy, SECONDED A. Jablonski, that the Five-Year Project Plan 2012-2016 dated October 2011, be approved with the following amendment, the words Ruffles/Price/Palmer be struck from the URA Trail Development Project #2 to be replaced with the word Carrothers.

CARRIED

MOVED K. Scheaff, SECONDED A. Jablonski, that the Reports be received.

CARRIED

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

Mr. Nosworthy reviewed the Arrowsmith Agricultural Association Community Safety Grant-In-Aid application. He questioned why the request had been forwarded to the Committee rather than being covered from the Reserve Fund.

Ms. McCulloch stated that as it was a capital expense to provide improvements to a building owned and operated by a community organization, it had been referred to the Parks and Open Space Advisory Committee for approval; she noted a similar application had been approved by Committee in the past for the Arrowsmith Agricultural Association.

MOVED A. Jablonski, SECONDED K. Scheaff, that the Arrowsmith Agricultural Association Community Safety Grant-In-Aid request in the amount of \$1,415 be denied.

CARRIED

Ms. Smith abstained from the vote.

MOVED R. Nosworthy, SECONDED L. Biggemann, that Regional District staff provide an explanation to the Electoral Area 'F' Parks and Open Space Advisory Committee as to why a community building capital expenses are funded from the Electoral Area 'F' Community Park Budget.

CARRIED

## **NEW BUSINESS**

Mr. Jablonski provided information regarding the 2011 Provincial Small Community Recreation Program Grant. The application deadline is December 28, 2011, for the \$30 million available for regional district project funding.

Ms. McCulloch noted the Regional District would only be permitted three applications for all of the proposed projects in its rural electoral areas.

MOVED A. Jablonski, SECONDED K. Scheaff, that the Regional District Board give high priority for consideration of the Meadowood Way Park project under the 2011 Provincial Small Community Recreation Program Grant program.

CARRIED

Ms. McCulloch suggested Mr. Nosworthy follow-up with an email regarding the same to Mr. Osborne, General Manager of Parks and Recreation Services.

**ADJOURNMENT**

MOVED K. Scheaff, SECONDED B. Smith, that the meeting be adjourned at 9:15pm.

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Chair



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING  
THURSDAY, OCTOBER 17, 2011, 7:00PM  
AT OCEANSIDE PLACE**

**Attendance:** Brian Coath, Chairperson  
Joe Stanhope, Director, RDN  
Minnie Corbett  
Jacqueline Thomson

**Staff:** Elaine McCulloch, Parks Planner

**Regrets:** Sarah Quinn

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**CALL TO ORDER**

Chair Coath called the meeting to order at 7:08pm.

**MINUTES**

MOVED J. Stanhope, SECONDED M. Corbett, that the Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held June 20, 2011, be approved.

CARRIED

MOVED J. Stanhope, SECONDED M. Corbett, that the Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held September 7, 2011, be approved.

CARRIED

**REPORTS**

**Monthly Update of Community Parks and Regional Parks and Trails Projects**

Ms. McCulloch provided a brief summary of the Community Parks and Regional Parks and Trails projects for May through to September, highlighting the following items:

- The potholes on Admiral Tyron Boulevard have been filled.
- The Lee Road Community Park BMX structures have been removed.
- A meeting was held with Rivers Edge residents to review potential playground sites.

**Electoral Area 'G' Five Year Project Plan**

Ms. McCulloch presented the Electoral Area 'G' Five Year Project Plan for 2012 through to 2016 for review and Committee feedback.

MOVED J. Thompson, SECONDED M. Corbett, that the Reports be received.

CARRIED

**COMMITTEE ROUND TABLE**

Mr. Stanhope reminded Committee members of the *Great Shakeout* to be held October 20, at 10:20am and encouraged participation in the “drop, cover and hold for 60 seconds” earthquake drill.

Ms. McCulloch announced the Moorecroft Regional Park Draft Management Plan will be presented for public review and input on Saturday, October 22, at the park.

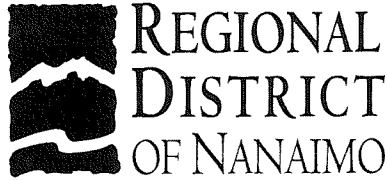
**ADJOURNMENT**

MOVED M. Corbett, SECONDED J. Stanhope, that the meeting be adjourned at 8:05pm.

CARRIED

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Chair



RDN REPORT	
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NOV 14 2011	
RHD	
BOARD	✓ Nov. 22/11

**MEMORANDUM**

**TO:** Paul Thorkelsson  
General Manager, Development Services

**DATE:** November 14, 2011

**FROM:** Chris Midgley  
Manager, Energy and Sustainability

**FILE:** 6780-50

**SUBJECT:** Release of Corporate Climate Action Reserve Funds  
for Transit Operations Infrastructure

**PURPOSE**

To request that funds amounting to \$20,000.00 be released from the Corporate Climate Action Reserve Fund for investment in compressed natural gas vehicle fuelling and electric vehicle charging infrastructure at the expanded Transit Operations building, and for upgraded charging sites in the vehicle pool parking area.

**BACKGROUND**

The initial motion to create a Corporate Climate Action Reserve Fund was carried at the Sustainability Select Committee meeting held September 21, 2011, and supported at the Regular Board Meeting held October 4, 2011. A subsequent report introducing “Corporate Climate Action Reserve Fund Establishment Bylaw No. 1650, 2011” for three readings and adoption was presented to the Committee of the Whole on November 8, 2011” for final consideration at the Regular Board Meeting to be held November 22, 2011. The request to release funds outlined in this report depends on Board adoption of “Corporate Climate Action Reserve Fund Establishment Bylaw No. 1650, 2011”.

The Corporate Climate Action Reserve Fund is intended to provide financial support for capital investment in vehicles, equipment and infrastructure that will result in direct emissions reductions. The amount currently in reserve in the Corporate Climate Action Reserve Fund is \$116,305.22, with interest accumulating at a rate of over \$200.00 per month.

There are two current projects with emission reduction potential sufficient to merit investment from the Corporate Climate Action Fund: the construction of a gas line for Compressed Natural Gas Vehicle (CNG) Fuelling, and the installation of electric vehicle charging infrastructure to support recent procurement of an all-electric Nissan Leaf as a transit crew vehicle.

The expanded Transit Operations building currently under construction is a \$1.4 million dollar capital project jointly financed by the Regional District of Nanaimo and BC Transit. Included in the concept, but not in the original tender is fuelling infrastructure for CNG buses. Appendix 1 shows proposed CNG vehicle fuelling infrastructure, with the subsurface gas line highlighted. Construction cost for the gas line is \$61,780.99

While no formal commitment to bring CNG buses into the RDN Transit fleet has been made, the RDN has been in ongoing discussions with BC Transit, FortisBC and the Ministry of Energy and Mines about a potential CNG vehicle pilot project involving the RDN transit fleet. Construction of the gas line now demonstrates a strong commitment as a project partner on the RDN's part. It also makes very good sense to build the line now, while construction is underway and the asphalt removed rather than disrupting service with additional road works and incurring associated construction costs if a CNG pilot is approved at a later date. It is proposed that \$15,000.00 of the total amount requested be allocated toward the compressed natural gas line.

Also related to the Transit Operations building construction is the installation of electric vehicle charging infrastructure. Transit Services has purchased an all-electric Nissan Leaf to serve as a transit crew vehicle. This vehicle will require one charging station adjacent to the new facility. However, the new Leaf is expected to come into service before completion of construction, therefore an alternative charging site is necessary. It is proposed that the Leaf use the vehicle pool parking area as an interim measure until construction is complete, and that the receptacles found there be upgraded to accommodate quicker charging. This amounts to four charging stations, plus installation and wiring. Based on similar experience at the City of Nanaimo, charging stations are expected to cost \$900.00 each, plus additional costs for wiring and installation. It is proposed that \$5,000.00 of the total amount requested be allocated toward new charging infrastructure adjacent to the Transit Operations building currently under construction, and upgraded, quicker charging stations in the vehicle pool parking area.

## **ALTERNATIVES**

1. Approve the release of \$20,000.00 from the Corporate Climate Action reserve fund for the construction of a sub-surface gas line for Compressed Natural Gas vehicle fuelling infrastructure, and for the installation of four electric vehicle charging stations.
2. Do not approve the release of funds.

## **FINANCIAL IMPLICATIONS**

The source of revenue for the Corporate Climate Action Reserve Fund is the Provincial Climate Action Revenue Incentive Program (CARIP). Through the program, revenues are provided to the RDN by the Province for signing the Climate Action Charter. The amount provided equals the amount paid in carbon taxes by the RDN. In 2010, this rebate equalled \$54,645, and in sum a total of \$116,500 currently sits in the Fund.

The purpose of the Fund is to invest in infrastructure that results in corporate emission reductions while minimizing the impact of that investment on the taxpayer. The construction of the natural gas line shown in Appendix 1 will cost \$61,780.99, shared 52% - 48% between the RDN and BC Transit. This comes to a total cost to the RDN of \$32,126.12, to be raised through revenues from fares and requisition. The allocation of \$15,000.00 toward the construction of a gas line from the Corporate Climate Action Fund reduces the cost to RDN taxpayers and transit users to \$17,126.12.

Similarly, the cost to install charging infrastructure for electric vehicles would ordinarily be raised through a combination of fees and taxes for the various services that pay into the vehicle pool. The \$5,000.00 proposed here will shift the total estimated cost for this work away from the tax- or fee-payer, covering the total cost of the charging stations themselves, as well as an estimated cost of additional wiring and installation labour. Residual costs for the charging infrastructure beyond \$5,000.00 will be covered by Transit Services.

## SUSTAINABILITY IMPLICATIONS

Introducing Compressed Natural Gas Vehicles into the RDN transit fleet presents a significant emission reduction opportunity for the RDN. If half the existing bus fleet was converted to CNG, an estimated 600 tonnes of community-wide<sup>1</sup> CO<sub>2</sub>e emissions would be eliminated. Undertaking the construction of a gas line now, while the site is already disturbed maintains the flexibility to adapt to changes in future fuel sources, protects the new road surfacing from premature removal if CNG vehicles come into the fleet in the near future, and demonstrates a strong commitment to partnership with BC Transit on potential pilot projects involving compressed natural gas vehicles.

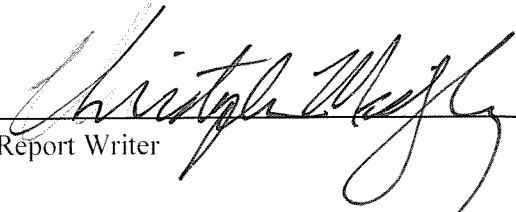
As with the proposed gas line, installing appropriate electric vehicle charging infrastructure positions the RDN well to capitalize on the emerging electric vehicle market, supports manager level decisions regarding low-emission vehicle procurement, and provides support to member municipal partners who have already invested in electric vehicles with access to charging stations on the occasions that they come to the RDN Administration Offices. While the emission reduction potential is less than the conversion of the bus fleet, every 10,000 km travelled in an electric vehicle results in about 2 tonnes of CO<sub>2</sub>e in avoided emissions.

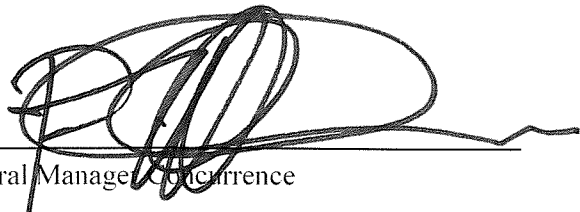
## SUMMARY/ CONCLUSION

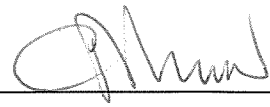
The Corporate Climate Action Reserve Fund is intended to provide financial support for projects that show demonstrable results in emission reductions. Currently, projects underway that are appropriate recipients of Corporate Climate Action Funds include the construction of a gas line to support the future use of CNG vehicles in the RDN Transit Fleet, and the purchase and installation of four electric vehicle charging stations – one new station adjacent to the expanded Transit Operations building, and three upgraded stations in the vehicle pool parking area. Both projects involve emission reductions, and the use of Corporate Climate Action Funds for these projects shifts the costs away from fees, taxes and other conventional revenue sources.

## RECOMMENDATION

That the Board approve the release of \$20,000.00 from the Corporate Climate Action reserve fund for the construction of a sub-surface gas line for Compressed Natural Gas vehicle fuelling infrastructure, and for the installation of four electric vehicle charging stations.

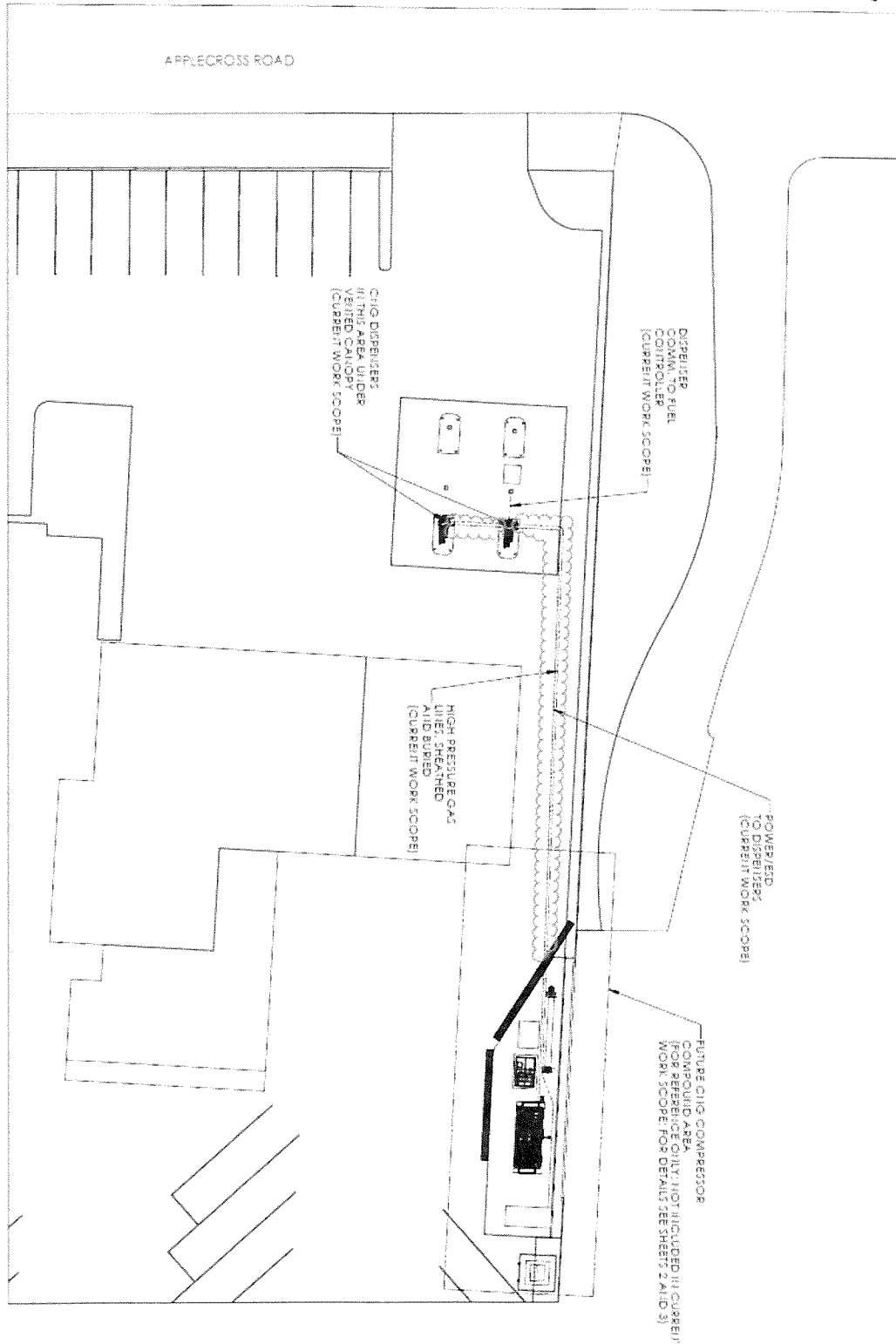
  
Report Writer

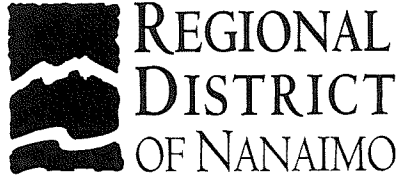
  
General Manager Concurrence

  
CAO Concurrence

<sup>1</sup> Transit related emissions are included in community rather than corporate emission inventories to ensure that local governments are not responsible for offsetting high emissions associated with operating a transit fleet. Therefore converting RDN Transit buses to natural gas offers little advantage in pursuing carbon neutral operations, but is a significant benefit with respect to community emission reductions.

Appendix 1: Location of Sub-Surface Gas Line





RDN REPORT		#
CAO APPROVAL		#
EAP		
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RHD		
BOARD		

# MEMORANDUM

**TO:** Carey McIver  
Manager of Solid Waste

**DATE:** October 25, 2011

**FROM:** Maggie Warren  
Superintendent Scale and Transfer Services

**FILE:** 5360-00

**SUBJECT:** Solid Waste Management Regulation Bylaw No. 1531.03 – 2012 Tipping Fees

## PURPOSE

To introduce a bylaw to amend “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.02, 2010” to reflect the tipping fees included in the 2011 to 2015 financial plan as well as consider an amendment to the out-of-district disposal agreement with the Cowichan Valley Regional District (CVRD) to permit the disposal of waste asbestos products.

## BACKGROUND

The RDN provides sustainable solid waste management services to residents and businesses region-wide. The Regional Landfill on Cedar Road in south Nanaimo and the Church Road Transfer Station near Parksville will process over 57,000 tonnes of municipal solid waste and 12,000 tonnes of recyclable material in 2011. These two facilities are financed almost entirely through user fees that will generate roughly \$7.5 million in revenue this year.

The 2011 to 2015 financial plan for the Regional District’s solid waste management facilities includes a tipping fee increase from \$110 to \$115 per tonne effective January 1, 2012. The fee changes are required to adequately fund operating requirements and the long-term capital plan. The Solid Waste Management Regulation Bylaw 1531.03 attached to the report reflects these changes.

### *2012 Rate Changes*

Under the proposed fee schedule effective January 1, 2012, the first 0-50 kg of solid waste will still be charged at a flat rate of \$5 but every kilogram over 50 kg will be charged at \$115 per tonne. Based on a tipping fee of \$115 per tonne for solid waste, all other commodity tonne rates will be adjusted. Staff has also addressed an inconsistency in the application of the minimum charge of \$5, which is proposed to be applied across all categories of waste disposal.

It has come to staff’s attention that several regular self-haul customers have repeatedly disregarded the ban on recyclables and stewardship materials from disposal at RDN solid waste facilities. The current bylaw does not clearly apply charges to self-haul customers for banned materials as well as any costs associated with special handling or removal of these prohibited wastes. Bylaw 1531.03 will extend these provisions to all customers of the solid waste facilities.

### *Out of District Waste Fees*

The attached letter from the CVRD (Appendix A) requests that the RDN consider accepting waste asbestos from the north end of the CVRD for disposal at the Regional Landfill. The CVRD is not currently able to dispose of waste asbestos since it is a restricted material in their waste export agreement and all asbestos waste is referred to the Capital Regional District’s Hartland Landfill.

The RDN currently accepts asbestos waste at the Regional Landfill with the tonnage processed in 2010 representing less than half a percent of all waste accepted. If CVRD asbestos matched the current RDN volume, the amount of asbestos waste processed annually would be less than one percent of all waste. In staff's opinion acceptance of this additional out-of-district waste will not have a significant impact on landfill life expectancy.

Staff recommends that the request from the CVRD be approved and that the fees be set at \$300 per tonne with a minimum charge of \$20 for 0-50 kg. These rates would also apply to large dead animal carcasses from the CVRD which the Board approved for disposal in 1999.

**ALTERNATIVES**

1. Adopt Solid Waste Management Regulation Rates Amendment Bylaw No. 1531.03 as presented.
2. Do not amend the bylaw and amend the 2011 to 2015 financial plan accordingly.

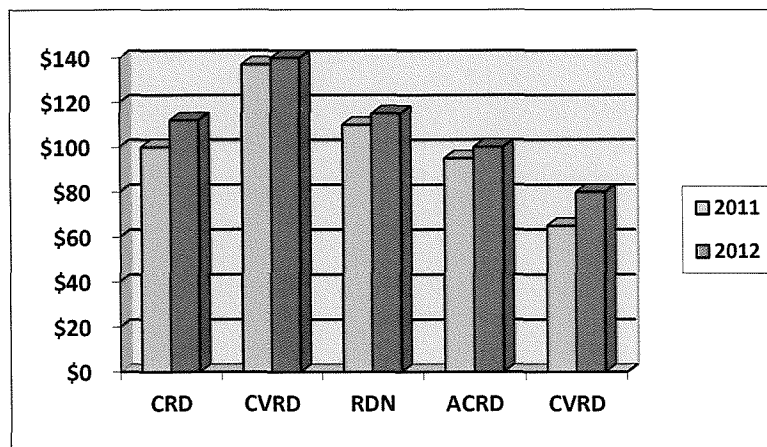
**FINANCIAL IMPLICATIONS**

Alternative 1

Under this alternative, fees will increase in accordance with the financial plan. The additional \$5 per tonne will generate an estimated \$373,000 in operating revenues. Based on preliminary 2012 budgeting the increased revenues will continue supporting both operations and the long term capital plan.

The new fee structure is comparable with regional districts on Vancouver Island with the exception of the Cowichan Valley Regional District. The CVRD does not have any in-region disposal capacity and must export their waste off-island resulting in a significant tax requisition as well as a tipping fee of \$137 per tonne. This higher tipping fee promotes "leakage" of waste from the CVRD to the RDN which reduces RDN disposal capacity. The proposed increase to RDN fees should help to minimize any significant waste leakage from the CVRD.

Chart 1: Vancouver Island Tipping Fees



Alternative 2

Under Alternative 2, without the additional revenues (\$373,000) noted above it will be necessary to borrow more than currently projected to finance the long term development of both sites. Also increasing fees in an orderly manner permits adequate time to distribute notices to haulers and our municipal members for their budgeting purposes. The increased fees also maintain a user pay cost recovery for operating the Regional Landfill and the Church Road Transfer Station.



**CITIZENS/PUBLIC RELATIONS IMPLICATIONS**

Once approved, communications will be prepared to advise all customers of the fee increase, including letters to account holders, signage at both facilities, flyers, advertisements and information on the RDN web page.

**SUMMARY/CONCLUSIONS**


The 2011 to 2015 financial plan for the Regional District’s solid waste management facilities includes a tipping fee increase from \$110 to \$115 per tonne effective January 1, 2012. This increase is required to maintain a user pay recovery of operating costs and to help cover long term capital improvement plans.

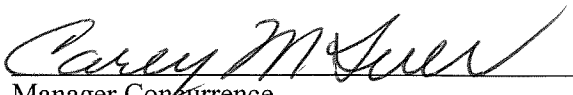
The proposed amendments to Bylaw No. 1531 will increase the tipping fee from \$110 to \$115 per tonne, apply a minimum fee of \$5 to all commodities and address a housekeeping item to permit self-haul customers to be charged for banned materials (recyclables and stewardship materials) as well as any costs associated with special handling or removal of these prohibited wastes.


Additionally from the northern portions of the Cowichan Valley Regional District (CVRD), including the Town of Ladysmith, the CVRD has requested permission to dispose of asbestos waste in addition to animal carcasses, which are currently accepted. Acceptance of CVRD asbestos waste will not have a significant impact on landfill life expectancy and staff recommends approving this request.

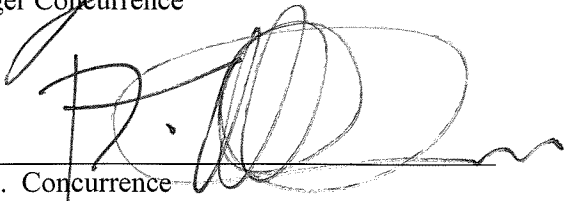
**RECOMMENDATIONS**

1. That “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.03, 2011” be introduced and read three times.
2. That “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.03, 2011” be adopted.
3. That the request from the Cowichan Valley Regional District to dispose of asbestos waste generated in the northern portions of their regional district be approved at the rates outlined on Schedule D to Bylaw No. 1531.03.

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

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

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

  
\_\_\_\_\_  
A C.A.O. Concurrence

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1531.03**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
SOLID WASTE MANAGEMENT REGULATION BYLAW 1531**

WHEREAS the “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2010” provides for the regulation of Solid Waste Management Facilities within the Regional District of Nanaimo;

AND WHEREAS the Board wishes to amend fees and charges established by Bylaw No. 1531;

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

1. “Regional District of Nanaimo Solid Waste Management Regulatory Bylaw No. 1531, 2010” is amended as follows:
  - 1.1 Schedule ‘A’ of Bylaw No. 1531 is hereby repealed and replaced with Schedule ‘A’ attached to this bylaw.
  - 1.2 Schedule ‘D’ of Bylaw No. 1531 is hereby repealed and replaced with Schedule ‘D’ attached to this bylaw.
2. This bylaw may be cited as “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.03, 2011.”

Introduced and read three times this 22nd day of November, 2011.

Adopted this 22nd day of November, 2011.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Sr. Mgr., Corporate Administration

### Schedule 'A'

Charges and Procedures for use of Solid Waste Management Facilities effective January 1, 2012:

<b>1</b>	<b>Solid Waste, excluding Controlled Waste</b>	<b>Flat rate</b>	<b>51 kg or greater</b>
a.	Municipal solid waste, construction/demolition waste, roofing waste (asphalt/tar/gravel) or medical facility waste	\$5.00/0-50 kg	\$115.00/tonne
b.	Municipal solid waste (containing recyclables) with offence	\$5.00/0-50 kg	\$230.00/tonne
c.	Construction/demolition waste (containing recyclables) with offence	\$5.00/0-50 kg	\$340.00/tonne
d.	Municipal solid waste, District 69 compactor bins delivered to the Regional Landfill	\$5.00/0-50 kg	\$105.00/tonne
e.	Weighing Service	\$20.00 flat rate	
f.	Surcharge for improperly covered or secured loads	\$20.00 flat rate	

<b>2</b>	<b>Recyclables</b>	<b>Flat rate</b>	<b>51 kg or greater</b>
a.	Organic waste	\$5.00/0-50 kg	\$100.00/tonne
b.	Organic waste (containing mixed solid waste or recyclables) with offence	\$5.00/0-50kg	\$200.00/tonne
c.	Garden Waste	\$5.00/0-100 kg	\$55.00/tonne
d.	Wood waste including wood roofing	\$5.00/0-50 kg	\$230.00/tonne
e.	Gypsum (Church Road Transfer Station only)	\$5.00/0-50 kg	\$230.00/tonne
f.	Metal recycling, metal appliances with ODS (ozone depleting substance)	\$5.00/0-500 kg	\$55.00/tonne
g.	Corrugated cardboard	\$5.00/0-50kg	\$55.00/tonne
h.	Miscellaneous recyclables including: non-deposit glass, paper, household plastics, metal food and beverage containers, vehicle batteries and oil filters	\$5.00 flat rate	

<b>3</b>	<b>Controlled Waste</b>	<b>Flat rate</b>	<b>51 kg or greater</b>
a.	Contaminated soil, grit and screenings and bio-solids	\$5.00/0-50 kg	\$115.00/tonne
b.	Controlled waste (misc), large dead animals and asbestos waste	\$5.00/0-50kg	\$230.00/tonne
c.	Food processing waste and treatment works pumping		\$230.00/tonne
d.	Steel cable		\$500.00/tonne

4. Any load containing Prohibited Waste will be charged all costs associated with any special handling or removal of the Prohibited Waste in addition to the volume rates above.
5. Where the charge is based on weight, it shall be based on the difference in weight between loaded weight and the empty weight of the vehicle.
6. In the event that the scales provided are not operational, weight shall be estimated by the Scale Clerk employed by the Regional District of Nanaimo.
7. All charges payable under this bylaw shall be paid prior to leaving the site.

Schedule 'D' to accompany "Regional District of Nanaimo  
Solid Waste Management Regulation Bylaw No. 1531.03,  
2011"

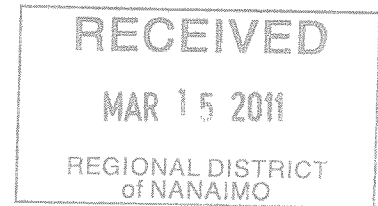
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Chairperson

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Sr. Mgr., Corporate Administration

### **Schedule 'D'**

The charges for disposing of Controlled Waste, which originates from the Cowichan Valley Regional District, at the Regional Landfill effective January 1, 2012, are:

<b>1</b>	<b>Controlled waste (originating CVRD)</b>	<b>Flat rate</b>	<b>51 kg or greater</b>
a.	Waste asbestos	\$20.00/0-50 kg	\$300.00/tonne
b.	Large dead animals	\$20.00/0-50 kg	\$300.00/tonne



March 10, 2011

File No. 5360-01-RDN

Carey McIver, M.A. Environment & Management  
 Manager, Solid Waste  
 Regional District of Nanaimo  
 6300 Hammond Bay Road  
 NANAIMO BC V9T 6N2

Dear Ms. McIver:

**RE: CVRD Request for Authorized Access  
 to RDN Cedar Road Landfill for Waste Asbestos Disposal**

It has been brought to the attention of the Cowichan Valley Regional District (CVRD) that a need exists for convenient disposal of waste asbestos products in the North end of our region. In fact the Town of Ladysmith Public Works Department periodically has small pick-up loads of asbestos piping requiring proper disposal, and contacted us as to a possible arrangement with the Regional District of Nanaimo (RDN) that would allow authorized access to the Cedar Road Landfill.

As this is a material restricted by our waste export agreement, the CVRD is not in a position to accept this material and refers most inquiries to the Capital Regional District's Hartland Landfill, with which we have an arrangement for authorized access. Unfortunately, this option is not practical for those public or private generators in the North end of the district, and instead of risking potential improper disposal, we hereby request your assistance in arranging for authorized access to the RDN Cedar Road Landfill for waste asbestos products from our region.

Should such an arrangement be permitted, the CVRD will endeavor to ensure all customers referred to the Cedar Road facility identify that they are from out-of-region for tracking purposes.

We appreciate your consideration of this request. If you have any questions regarding this matter, please do not hesitate to contact me directly.

Sincerely,

Bob McDonald  
 Manager, Recycling & Waste Management  
 Engineering & Environmental Services  
 BMcD:ll

pc: Brian Dennison, P. Eng., General Manager, Engineering & Environmental Services  
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