

**REGIONAL DISTRICT OF NANAIMO**

**INAUGURAL BOARD MEETING  
TUESDAY, DECEMBER 13, 2011  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**1. CALL TO ORDER**

The Chief Administrative Officer will call the meeting to order.

Notification from the City of Nanaimo, City of Parksville, Town of Qualicum Beach and the District of Lantzville advising of their Council appointments to the Board for the year 2012.

**ELECTION OF BOARD CHAIRPERSON**

**ELECTION OF DEPUTY CHAIRPERSON**

**2. DELEGATIONS**

**3. BOARD MINUTES**

3 - 13 Minutes of the regular Board meeting held November 22, 2011.

**4. BUSINESS ARISING FROM THE MINUTES**

**5. COMMUNICATIONS/CORRESPONDENCE**

**6. UNFINISHED BUSINESS**

**BYLAWS**

**For Adoption.**

**French Creek Sewer**

**Bylaw No. 813.48** (All Directors – One Vote)

*That "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.48, 2011" be adopted.*

This bylaw extends the boundaries of the French Creek Sewer Service to include one Area 'G' property (869 Cavin Road).

**Bylaw No. 889.61** (All Directors – One Vote)

*That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.61, 2011" be adopted.*

This bylaw extends the boundaries of the French Creek Sewer Service to include one Area 'G' property (869 Cavin Road).

- 7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**
  - 7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE**
  - 7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**
  - 7.3 EXECUTIVE STANDING COMMITTEE**
  - 7.4 COMMISSIONS**
  - 7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS**
- 8. ADMINISTRATOR'S REPORTS**
  - 14 - 19 Report of Election Results – 2011 Local Government Elections. (All Directors – One Vote)
  - 20 – 21 Board and Standing Committee Meeting Schedule for 2012. (All Directors – One Vote)
  - 22 - 23 Proposed Schedule to Approve 2012 to 2016 Financial Plan. (All Directors – One Vote)
  - 24 - 34 2011 Departmental Accomplishments & Activities. (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**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, NOVEMBER 22, 2011 AT 7:06 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        |
| Director B. Holdom    | 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. 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 Alternate Director Dempsey to the meeting.

**DELEGATIONS**

**Rose Anne McQueen, re San Pareil Water System Petition.**

Ms. McQueen questioned the democratic process of the petition.

**Helmut Osenjak, re San Pareil Water System Petition.**

Mr. Osenjak raised concerns over the lack of privacy of the petition.

**Jo Dunn, SSPORA, re San Pareil Water System Petition.**

Mr. Dunn spoke in support of the San Pareil Water System Petition results.

**LATE DELEGATIONS**

MOVED Director Lefebvre, SECONDED Director Bartram, that the late delegations be permitted to address the Board.

CARRIED

**Lee Hunter, re San Pareil Water System Petition.**

Ms. Hunter raised concerns over the democratic process of the petition.

**Julie Geen, re San Pareil Water System Petition.**

Mr. Hunter read a statement prepared by Ms. Geen.

**Ron Geen, re San Pareil Water System Petition.**

Mr. Hunter read a statement prepared by Mr. Geen.

**Barney Morrow, re San Pareil Water System Petition.**

Mr. Morrow stated his reasons for not signing the petition.

**BOARD MINUTES**

MOVED Director Holdom, SECONDED Director Ruttan, that the minutes of the regular Board meeting held October 25, 2011 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**M. Jessen re 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 Holme, SECONDED Director Holdom, that the correspondence from M. Jessen be received.

CARRIED

**BYLAWS**

**For Adoption.**

**Bylaw No. 1648 – Regional Services Review – Phase III.**

MOVED Director Burnett, SECONDED Director Holdom, that “Southern Community Economic Development Service Establishing Bylaw No. 1648” be adopted.

CARRIED

**Bylaw No. 1649 – Regional Services Review – Phase III.**

MOVED Director Bartram, SECONDED Director Lefebvre, that “Northern Community Economic Development Service Establishing Bylaw No. 1649” be adopted.

CARRIED

**Bylaw No. 1556.01 – Regional Services Review – Phase III.**

MOVED Director Bartram, SECONDED Director Lefebvre, that “Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.01” be adopted.

CARRIED

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Bartram, SECONDED Director Holme, that the minutes of the Electoral Area Planning Committee meeting held November 8, 2011 be received for information.

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 Bartram, 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 Bartram, SECONDED Director Holme, that Development Permit with Variance Application No. 2010-186 to permit fill, and re-vegetation of the subject property within the 15.0 metres 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 Bartram, SECONDED Director Holme, that the requested variance to the setback from the creek from 15.0 metres to 3.0 metres, be approved.

CARRIED

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

CARRIED

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

CARRIED

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

MOVED Director Johnstone, SECONDED Director Ruttan, that the minutes of the Committee of the Whole meeting held November 8, 2011 be received for information.

CARRIED

***COMMUNICATIONS/CORRESPONDENCE***

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

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

CARRIED

***FINANCE AND INFORMATION SERVICES***

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

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

CARRIED

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

CARRIED

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

CARRIED

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

|                                    |          |
|------------------------------------|----------|
| Jonanco Hobby Workshop Association | \$ 1,300 |
|------------------------------------|----------|

CARRIED

MOVED Director Young, SECONDED Director Lefebvre, 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 |

CARRIED

MOVED Director Young, SECONDED Director Lefebvre, 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.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Regional Parks and Trails Advisory Committee.**

MOVED Director Holdom, SECONDED Director Lefebvre, 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

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

**Arrowsmith Water Service Management Board.**

MOVED Director Holme, SECONDED Director Lefebvre, that the minutes from the meeting of the Arrowsmith Water Service Management Board held October 20, 2011 be received for information.

CARRIED

MOVED Director Westbroek, SECONDED Director Lefebvre, that the Board adopt the Year 2011 Arrowsmith Water Service Final Budget as shown on Table 1, dated October 20, 2011.

CARRIED

MOVED Director Lefebvre, SECONDED Director Holme, that the Board adopt the Arrowsmith Water Service 2012 – 2016 Financial Plan as shown on Table 2, dated October 20, 2011.

CARRIED

**Englishman River Water Service Management Board.**

MOVED Director Lefebvre, SECONDED Director Holme, that the minutes from the meeting of the Englishman River Water Service Management Board held November 9, 2011 be received for information.

CARRIED

MOVED Director Lefebvre, SECONDED Director Holme, that the Board adopt the Year 2011 Englishman River Water Service Final Budget as shown on Table 1, dated November 9, 2011.

CARRIED

MOVED Director Lefebvre, SECONDED Director Holme, that the Board adopt the Englishman River Water Service Final 2012 – 2016 Financial Plan as shown on Table 2, dated November 9, 2011.

CARRIED

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

MOVED Director Burnett, SECONDED Director Biggemann, that the minutes from the meeting of the Electoral Area ‘F’ Parks and Open Space Advisory Committee held October 24, 2011 be received for information.

CARRIED

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

MOVED Director Bartram, SECONDED Director Holme, that the minutes from the meeting of the Electoral Area ‘G’ Parks and Open Space Advisory Committee held October 17, 2011 be received for information.

CARRIED

**Transit Select Committee.**

MOVED Director Bestwick, SECONDED Director Holdom, that the minutes from the meeting of the Transit Select Committee held November 17, 2011 be received for information.

CARRIED

MOVED Director Holdom, SECONDED Director Ruttan, that the Regional District of Nanaimo Board send a letter to Olivia Chow in support of her legislative initiative bill C-615, an Act to establish a National Public Transit Strategy.

CARRIED

MOVED Director Holdom, SECONDED Director Unger, that the application made by Woodgrove Centre for the Regional District of Nanaimo to provide bus service on January 1, 2012, at 50% Woodgrove Centre cost, be approved.

CARRIED

MOVED Director Holdom, SECONDED Director Bartram, that the proposed 5,000 hour transit service expansion to the Conventional system and the 250 hour Custom Transit expansion in Electoral Area H, with their associated costs, be approved.

CARRIED

MOVED Director Holdom, SECONDED Director Johnstone, that staff proceed to advise BC Transit that the Regional District of Nanaimo supports including the proposed changes in the 2011/2012/2013 Annual Operating Agreements.

CARRIED

MOVED Director Holdom, SECONDED Director Bartram, that staff proceed to amend the District 69 Transit establishing bylaw to add Electoral Area H as a participant.

CARRIED

MOVED Director Holdom, SECONDED Director Burnett, that the Board approve a \$0.25 fare increase to Conventional and handyDART cash fares and increase all other Conventional fare products accordingly as presented in Appendix 1 effective March 4, 2012.

CARRIED

## **ADMINISTRATOR'S REPORTS**

### **Release of Corporate Climate Action Reserve Funds for Transit Operations Infrastructure.**

MOVED Director Westbroek, SECONDED Director Lefebvre, 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.

CARRIED

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

MOVED Director Holme, SECONDED Director Johnstone, 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.

CARRIED

MOVED Director Holme, SECONDED Director Unger, that "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.03, 2011" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.03, 2011" be adopted.

CARRIED

### **Regional Growth Strategy Bylaw No. 1615, 2011 Referrals to Affected Local Governments for Acceptance.**

MOVED Director Bartram, SECONDED Director Burnett, that the responses to the request for Bylaw acceptance be received as set out in Attachment No. 1 of this report.

CARRIED

MOVED Director Bartram, SECONDED Director Holdom, that the "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011" be read a third time.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that the "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011" be adopted.

CARRIED

**San Pareil Water System Service Area (Fire Protection Improvements) Establishing Bylaw No. 1646 and Loan Authorization Bylaw No. 1647.**

MOVED Director Holme, SECONDED Director Holdom, that "San Pareil Water System (Fire Protection Improvements) Service Establishing Bylaw No. 1646, 2011" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that "San Pareil Water System (Fire Protection Improvements) Service Loan Authorization Bylaw No. 1647, 2011", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

**BOARD ADJOURNMENT**

The Chairperson congratulated the Board as well as staff for the numerous accomplishments made in the last three years.

TIME: 9:10 PM

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Burnett, that 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.

CARRIED

**RISE & REPORT**

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

**Executive Committee.**

MOVED Director Holme, SECONDED Director Holdom, that the RDN Earned Days Off Policy be approved.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 9:16 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** December 6, 2011

**FROM:** Maureen Pearse  
Senior Manager, Corporate Administration

**FILE:**

**SUBJECT: Report of Election Results – 2011 Local Government Elections**

**PURPOSE**

To present the results of the 2011 Local Government Elections Results as required under s. 148 of the *Local Government Act*.

**BACKGROUND**


A summary of the declaration of election results from the November 19, 2011 Local Government Elections has been prepared and is attached for your information. The attachments show the determination of official election results as declared by acclamation pursuant to s. 76 or as declared by voting pursuant to s. 136 of the *Local Government Act*. In the case of election by voting, the attachments also include a compilation of the information contained on the ballot accounts for each Electoral Area election. The following list indicates those persons elected or acclaimed to the positions of Electoral Area Director for the Board of the Regional District of Nanaimo for a three year term.


**Regional Director Elections:**

|                |                            |           |
|----------------|----------------------------|-----------|
| Alec McPherson | Director, Electoral Area A | Elected   |
| Howard Houle   | Director, Electoral Area B | Elected   |
| Maureen Young  | Director, Electoral Area C | Acclaimed |
| George Holme   | Director, Electoral Area E | Elected   |
| Julian Fell    | Director, Electoral Area F | Elected   |
| Joe Stanhope   | Director, Electoral Area G | Elected   |
| Bill Veenof    | Director, Electoral Area H | Acclaimed |

**RECOMMENDATION**

That the 2011 official election results be received for information.

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

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

Regional District of Nanaimo  
GENERAL LOCAL ELECTION 2011  
Official Declaration of Results

Electoral Area A  
Regional District Director

| Voting Place:   | Baltzer, Geoff | Bonkowski, Andrea | Gourlay, Laurie | McPherson, Alec | Total Ballots Cast |
|---|----------------|-------------------|-----------------|-----------------|--------------------|
| Advance Voting Opportunity - RDN Office: Nov. 9/11 & Nov. 16/11               | 3              | 5                 | 6               | 10              | 24                 |
| North Cedar Intermediate School: Nov. 19/11                                   | 53             | 86                | 171             | 215             | 525                |
| Cranberry Fire Hall: Nov. 19/11   | 10             | 61                | 58              | 32              | 161                |
| <b>Total Number of Valid Votes Cast</b>                                       | 66             | 152               | 235             | 257             | 710                |
| <b>% of Vote</b>  | 9.3%           | 21.4%             | 33.1%           | 36.2%           |                    |
| <b>Number of Rejected Ballots without objection (blank/overvoted ballots)</b> | 5              |                   |                 |                 |                    |
| <b>Number of Spoiled Ballots that were replaced</b>                           | 2              |                   |                 |                 |                    |
| <b>Total Number of Ballots Used</b>   | 717            |                   |                 |                 |                    |
| <b>Total Number on Voters List (not including Instant Registrations)</b>      | 5,354          |                   |                 |                 |                    |
| <b>Instant Registrations</b>  | 47             |                   |                 |                 |                    |
| <b>Total Number on Voters List</b>  | 5,401          |                   |                 |                 |                    |
| <b>Voter Turnout</b>  | 13.1%          |                   |                 |                 |                    |

This determination of official election results was made by the Chief Election Officer on November 23, 2011 at 4:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.



Chief Election Officer

Regional District of Nanaimo  
GENERAL LOCAL ELECTION 2011  
Official Declaration of Results

Electoral Area B  
Regional District Director

| Voting Place:  | Alexander, Jordy | Houle, Howard | Moeller, Eric | Total Ballots Cast |
|--|------------------|---------------|---------------|--------------------|
| Advance Voting Opportunity - Gabriola School Library: Nov. 9/11        | 80               | 125           | 18            | 223                |
| Advance Voting Opportunity - RDN Office: Nov. 9/11 & Nov. 16/11        | 6                | 4             | 0             | 10                 |
| Gabriola Elementary School: November 19/11                             | 487              | 652           | 140           | 1279               |
| <b>Total Number of Valid Votes Cast</b>                                | 573              | 781           | 158           | 1512               |
| <b>% of Vote</b>   | 37.9%            | 51.7%         | 10.4%         |                    |
| Number of Rejected Ballots without objection (blank/overvoted ballots) | 61               |               |               |                    |
| Number of Spoiled Ballots that were replaced                           | 13               |               |               |                    |
| Total Number of Ballots Used   | 1586             |               |               |                    |
| Total Number on Voters List (not including Instant Registrations)      | 3,366            |               |               |                    |
| Instant Registrations  | 146              |               |               |                    |
| Total Number on Voters List  | 3,512            |               |               |                    |
| Voter Turnout  | 43.1%            |               |               |                    |

This determination of official election results was made by the Chief Election Officer on November 23, 2011 at 4:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.

*M. Moore*

Chief Election Officer



Regional District of Nanaimo  
**GENERAL LOCAL ELECTION 2011**  
 Official Declaration of Results

**Electoral Area E**

**Regional District Director**

| Voting Place:   | Dawson, Ken | Holme, George | Rogers, Bob | Total Ballots Cast |
|---|-------------|---------------|-------------|--------------------|
| Advance Voting Opportunity - RDN Office: Nov. 9/11 & Nov. 16/11               | 0           | 9             | 9           | 18                 |
| Advance Voting Opportunity - Oceanside Place: Nov 9/11 & Nov 16/11            | 0           | 17            | 23          | 40                 |
| Advance Voting Opportunity - QB Civic Centre - November 9/11                  | 0           | 0             | 0           | 0                  |
| Nanoose Place: November 19/11   | 20          | 529           | 477         | 1026               |
| <b>Total Number of Valid Votes Cast</b>                                       | 20          | 555           | 509         | 1084               |
| <b>% of Vote</b>  | 1.8%        | 51.2%         | 47.0%       |                    |
| <b>Number of Rejected Ballots without objection (blank/overvoted ballots)</b> | 5           |               |             |                    |
| <b>Number of Spoiled Ballots that were replaced</b>                           | 5           |               |             |                    |
| <b>Total Number of Ballots Used</b>   | 1094        |               |             |                    |
| <b>Total Number on Voters List (not including Instant Registrations)</b>      | 4,853       |               |             |                    |
| <b>Instant Registrations</b>  | 52          |               |             |                    |
| <b>Total Number on Voters List</b>  | 4,905       |               |             |                    |
| <b>Voter Turnout</b>  | 22.1%       |               |             |                    |

This determination of official election results was made by the Chief Election Officer on November 23, 2011 at 4:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.

*M. Plummer*

**Chief Election Officer**

Regional District of Nanaimo  
GENERAL LOCAL ELECTION 2011  
Official Declaration of Results

Electoral Area F  
Regional District Director

| Voting Place:   | de Candole,<br>Richard | Donald, Skye | Fell, Julian | Salter, Leanne | Total Ballots<br>Cast |
|---|------------------------|--------------|--------------|----------------|-----------------------|
| Advance Voting Opportunity - RDN Office: Nov. 9/11 & Nov. 16/11               | 0                      | 0            | 0            | 0              | 0                     |
| Advance Voting Opportunity - Oceanside Place: Nov. 9/11 & Nov. 16/11          | 23                     | 14           | 14           | 15             | 66                    |
| Advance Voting Opportunity - QB Civic Centre: Nov 9/11                        | 12                     | 7            | 13           | 3              | 35                    |
| Bradley Centre: November 19/11  | 254                    | 86           | 327          | 292            | 959                   |
| <b>Total Number of Valid Votes Cast</b>                                       | 289                    | 107          | 354          | 310            | 1060                  |
| <b>% of Vote</b>  | 27.3%                  | 10.1%        | 33.4%        | 29.2%          |                       |
| <b>Number of Rejected Ballots without objection (blank/overvoted ballots)</b> | 4                      |              |              |                |                       |
| <b>Number of Spoiled Ballots that were replaced</b>                           | 3                      |              |              |                |                       |
| <b>Total Number of Ballots Used</b>   | 1067                   |              |              |                |                       |
| <b>Total Number on Voters List (not including Instant Registrations)</b>      | 5,105                  |              |              |                |                       |
| <b>Instant Registrations</b>  | 68                     |              |              |                |                       |
| <b>Total Number on Voters List</b>  | 5,173                  |              |              |                |                       |
| <b>Voter Turnout</b>  | 20.5%                  |              |              |                |                       |

This determination of official election results was made by the Chief Election Officer on November 23, 2011 at 4:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.

*M. P. [Signature]*

Chief Election Officer

Regional District of Nanaimo  
GENERAL LOCAL ELECTION 2011  
Official Declaration of Results

Electoral Area G  
Regional District Director

| Voting Place:   | Pope, Lance | Round, Duane | Stanhope, Joe | Total Ballots Cast |
|---|-------------|--------------|---------------|--------------------|
| Advance Voting Opportunity - RDN Office: Nov. 9/11 & Nov. 16/11               | 3           | 2            | 0             | 5                  |
| Advance Voting Opportunity - Oceanside Place: Nov. 9/11 & Nov. 16/11          | 23          | 30           | 65            | 118                |
| Advance Voting Opportunity - QB Civic Centre: Nov. 9/11                       | 11          | 6            | 9             | 26                 |
| St Columba Presbyterian Church: November 19/11                                | 229         | 216          | 516           | 961                |
| <b>Total Number of Valid Votes Cast</b>                                       | 266         | 254          | 590           | 1110               |
| <b>% of Vote</b>  | 27.7%       | 26.4%        | 61.4%         |                    |
| <b>Number of Rejected Ballots without objection (blank/overvoted ballots)</b> | 14          |              |               |                    |
| <b>Number of Spoiled Ballots that were replaced</b>                           | 4           |              |               |                    |
| <b>Total Number of Ballots Used</b>   | 1128        |              |               |                    |
| <b>Total Number on Voters List (not including Instant Registrations)</b>      | 5,993       |              |               |                    |
| <b>Instant Registrations</b>  | 56          |              |               |                    |
| <b>Total Number on Voters List</b>  | 6,049       |              |               |                    |
| <b>Voter Turnout</b>  | 18.4%       |              |               |                    |

This determination of official election results was made by the Chief Election Officer on November 23, 2011 at 4:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.

*M. Lane*

Chief Election Officer



|                                 |                           |
|---------------------------------|---------------------------|
| RDN REPORT                      |                           |
| CAO APPROVAL <i>(Signature)</i> |                           |
| EAP                             |                           |
| COW                             |                           |
| DEC - 5 2011                    |                           |
| RHD                             |                           |
| BOARD                           | ✓ (inaugural - Dec 13/11) |

**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** December 6, 2011

**FROM:** Maureen Pearse  
Senior Manager, Corporate Administration

**FILE:**

**SUBJECT:** Board and Standing Committee Meeting Schedule for 2012

**PURPOSE**

To advise Board members on the meeting schedule for 2012.

**BACKGROUND**

Pursuant to Section 7 of Board Procedure Bylaw No. 1512, except for the December meeting, regular meetings of the Board are held on the fourth Tuesday of each month at 7:00 pm. Electoral Area Planning (EAPC) and Committee of the Whole (COW) meetings are held on the second Tuesday of each month at 6:30 and 7:00 pm.

Consistent with Board Policy, there is no August EAPC or COW meetings and business normally dealt at these meetings is accommodated at the next Board meeting. The list of meeting dates is provided to the Board for information.

**ALTERNATIVES**

1. That the 2012 meeting schedule be received for information.
2. That the Board provide alternate direction.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**CONCLUSIONS**

A list of regular meeting dates for the Board and Standing Committees has been prepared for information.

**RECOMMENDATION**

That the 2012 meeting schedule be received for information.

*(Signature)*  
\_\_\_\_\_  
Report Writer

*(Signature)*  
\_\_\_\_\_  
C.A.O. Concurrence

## REGIONAL DISTRICT OF NANAIMO

### Board & Committee Meeting Dates – 2012

Electoral Area Planning Committee (EAP) - 6:30 pm, 2<sup>nd</sup> Tuesday of the month.

Committee of the Whole (COW) – 7:00 pm, 2<sup>nd</sup> Tuesday of the month.

Board Meeting – 7:00 pm, 4<sup>th</sup> Tuesday of the month.

|              |                             |
|--------------|-----------------------------|
| January 10   | EAP/Committee of the Whole  |
| January 24   | Board Meeting               |
| January 31   | Ideas & Updates (Tentative) |
| February 14  | EAP/Committee of the Whole  |
| February 28  | Board Meeting               |
| March 13     | EAP/Committee of the Whole  |
| March 27     | Board Meeting               |
| April 10     | EAP/Committee of the Whole  |
| April 24     | Board Meeting               |
| May 8        | EAP/Committee of the Whole  |
| May 22       | Board Meeting               |
| May 29       | Ideas & Updates (Tentative) |
| June 12      | EAP/Committee of the Whole  |
| June 26      | Board Meeting               |
| July 10      | EAP/Committee of the Whole  |
| July 24      | Board Meeting               |
| July 31      | Ideas & Updates (Tentative) |
| August 28    | Board Meeting               |
| September 11 | EAP/Committee of the Whole  |
| October 2    | Board Meeting               |
| October 9    | EAP/Committee of the Whole  |
| October 23   | Board Meeting               |
| October 30   | Ideas & Updates (Tentative) |
| November 13  | EAP/Committee of the Whole  |
| November 27  | Board Meeting               |
| December 11  | Board Meeting               |

### 2012 Conferences:

AVICC Conference - April 13 - 15 (Ucluelet)

FCM Conference – June 1 - 4 (Saskatoon)

UBCM Conference – September 24 - 28 (Victoria)



|                                 |  |
|---------------------------------|--|
| RDN REPORT                      |  |
| CAO APPROVAL <i>(Signature)</i> |  |
| EAP                             |  |
| COW                             |  |
| DEC - 5 2011                    |  |
| RHD                             |  |
| BOARD                           |  |

# MEMORANDUM

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** November 26, 2011

**FROM:** Nancy Avery  
General Manager, Finance & Information Services

**File:**

**SUBJECT: Proposed Schedule to Approve 2012 to 2016 Financial Plan**

### PURPOSE:

To identify meeting and publication dates related to the review and approval of the 2012 to 2016 financial plan.

### BACKGROUND:

Local governments are required to publicize and provide opportunities for members of the public to provide input and to comment on the financial plan. This report is intended to identify for the Board, public and staff the times and places at which the 2012 to 2016 financial plan will be reviewed and approved by the Regional Board.

The Regional District undertakes its financial plan review in two stages. The first year of the new financial plan is introduced and examined separately from the rest of the five year plan. The first year of the plan contains the most precise spending estimates. The 2012 budget to be presented in January includes an estimate of year end results. During the months of January and February the year end accounting is completed and budgets are then updated to reflect more precise year end results.

The second stage of the review occurs during February and March. A final financial plan bylaw must be adopted on or before March 31<sup>st</sup> each year. The meeting schedule for 2012 would result in the financial plan being adopted on or before March 27<sup>th</sup>, 2012.

Meetings at which budget documents are being reviewed are advertised separately to advise the public of this particular topic. An opportunity is provided at each of the budget related meetings to permit members of the public to offer their comments. Budget documents are posted to the Regional District website for public access after they have been introduced to the Board. Additionally, a special budget edition of the Regional Perspectives newsletter is published in late February and distributed to all households in the Regional District.

To meet the requirements for the review and adoption of the 2012 to 2016 financial plan, the following schedule is proposed:

- |                           |  |
|---------------------------|--|
| January 10, 2012          | Committee of the Whole - 2012 Budget                 |
| January 17, 2012          | Special Committee of the Whole – 2012 Budget         |
| February 14, 2012         | Committee of the Whole – 2012 to 2016 Financial Plan |
| Week of February 21, 2012 | Release of budget edition of Regional Perspectives   |
| March 14, 2012            | Introduce bylaw to adopt 2011 to 2015 financial plan |
| March 27, 2012            | Adopt financial plan bylaw                           |

**ALTERNATIVES:**

1. Approve the proposed schedule of meetings to review and approve the 2012 to 2016 financial plan.
2. Provide other directions regarding the process to review and approve the 2012 to 2016 financial plan.

**FINANCIAL IMPLICATIONS:**

Costs for advertising meetings and printing and distributing the budget edition of the Regional Perspectives will be approximately \$10,000. This amount is included in the annual budget.


**SUMMARY/CONCLUSIONS:**

Local governments are required to establish a process for the review and approval of the five year financial plan, including opportunities for public comment. Commencing with the Board meeting on January 17, 2012, staff will publish budget documents on the Regional District website, will arrange the publication of the budget edition of the Regional Perspectives in mid-February, and will ensure that all meetings are advertised to provide members of the public an opportunity to attend the meetings to provide comments and input.

**RECOMMENDATION:**

That the following schedule for the review and adoption of the 2012 to 2016 financial plan be approved:

|                           |  |
|---------------------------|--|
| January 10, 2012          | Committee of the Whole - 2012 Budget                 |
| January 17, 2012          | Special Committee of the Whole – 2012 Budget         |
| February 14, 2012         | Committee of the Whole – 2012 to 2016 Financial Plan |
| Week of February 21, 2012 | Release of budget edition of Regional Perspectives   |
| March 14, 2012            | Introduce bylaw to adopt 2011 to 2015 financial plan |
| March 27, 2012            | Adopt financial plan bylaw                           |

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

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



|                                 |   |            |
|---------------------------------|---|------------|
| RDN REPORT                      |   |            |
| CAO APPROVAL <i>(Signature)</i> |   |            |
| EAP                             |   |            |
| COW                             |   |            |
| DEC - 7 2011                    |   |            |
| RHD                             |   |            |
| BOARD                           | ✓ | Dec. 13/11 |

**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** December 5, 2011

**FROM:** Linda Burgoyne  
Administrative Coordinator

**SUBJECT:** 2010 Departmental Activities and Accomplishments

**PURPOSE:**

To provide the Board with an annual summary of departmental activities and accomplishments for 2011.

**BACKGROUND:**

The departments within the service areas continued to have a very busy and productive year. Activities included the continuation and implementation of the strategic priorities and action areas of the Board's Strategic Plan.

The following is a summary of departmental activities and accomplishments, including works in progress, for 2011.

**CORPORATE ADMINISTRATION**

***CORPORATE ADMINISTRATION***

- Coordinated Electoral Area Director and Board Seminars, as well as the regular Board and Committee meetings
- Completed the Nanoose Bay Firehall Referendum in March
- Completed the Local Government Elections in November 2011
- Established new services for Southern and Northern Community Economic Development
- Grants-in-Aid funding was distributed to 19 organizations for social programs and services

***HUMAN RESOURCES***

- Completed 39 recruitment and selection panels. Posted for 78 positions and interviewed 160 people
- Implemented general health and safety inspections of every worksite monthly through Health and Safety representatives
- Coordinated monthly Joint Health and Safety Committee meetings and follow-up on WorkSafe BC claims and employee health and safety concerns
- Coordinated six training sessions in which 90 employees participated
- Provided assistance to Recreation and Parks on personnel management during the RAC shutdown period for annual upgrades
- Created and coordinated implementation of the confined space rescue agreement between the RDN and the Nanaimo Fire Rescue



- As of December 2, 2011, worked with the Union to resolve approximately 10 grievances
- Prepared the Employee Days Off Policy that was approved by the Board

### **COMMUNICATIONS**

- Completed the launch of the RDN website which included a number of website enhancements
- Coordinated the production of the Nanoose Bay Fire Hall Referendum newsletter (February 2011 distribution)
- Produced an *Electoral Area Update* newsletter for each of the seven Electoral Areas (May 2011 distribution)
- Coordinated three *Regional Perspectives* publications—Budget 2011 (March distribution) Summer 2011 (June distribution) and Notice of Election 2011 (October distribution)
- Assisted with production and distribution for the *Green Building in the RDN Special Edition* Newsletter (May 2011 distribution), and the July 2011 edition of *WaterNews*.
- Provided ongoing support to departments for communications initiatives
- Produced 36 media releases (to date) for RDN departments and liaised with media as needed
- Continued to maintain and build media relations with reporters and management at all local media outlets
- Assisted with publicity and communications planning for all major RDN projects and announcements including the Moorecroft Regional Park acquisition announcement and opening ceremonies, the official film shoot for the RDN's FCM Sustainable Community Award for the Zero Waste Program, January and October 2011 ShakeOut BC participation, electoral area and regional planning initiatives, and the upcoming March 2012 Regional District of Nanaimo Transit System Expansion
- Worked with the City of Parksville communications department to develop the Arrowsmith Water Service Communications Strategy (April, 2011) and to develop updated content for the new Arrowsmith and Englishman River Water Services website (Summer 2011 and ongoing)

### **FINANCE AND INFORMATION SERVICES**

#### **FINANCIAL REPORTING**

- Completed tender for audit services for Regional District and Regional Hospital District auditors
- Met all statutory financial reporting deadlines with a clean audit opinion
- Request for Proposal with respect to asset management software strategy
- Commenced review of alternative commercially available financial reporting tools to replace current in-house developed tools for monthly and year end reports
- Provided financial analysis support to Regional & Community Utilities during petition process for San Pareil infrastructure (fire flow improvements) initiative
- Provided support to Regional Parks during finalization of Development Cost Charges bylaw
- Continue to provide project accounting , reporting and eligibility advice for grant funded projects for all departments (Community Works, other Gas Tax funded projects, Strategic Investment Grant agreement, Emergency Planning projects)
- Continue to provide special reports to assist Energy & Sustainability regarding Carbon Action Revenue Incentive Program and Climate Action Charter
- Held two meetings of newly established Electoral Area Fire Services Advisory Committee
- Oversaw referendum communication program, tendered and commenced construction of Nanoose Bay Firehall

#### **ACCOUNTING SERVICES**

- Completed Board remuneration review to establish remuneration rates for next three year period
- Oversaw inclusion of 128 new utility customers from the Whiskey Creek Water Service

- Implemented web based payroll entry for the Finance Department
- Implemented an electronic upload of recreation customer transactions from third party software (Class)
- Issued tender call for property appraisal services (tenders under review)
- Worked with Transit and Information Services to review in house transit payroll database for continued supportability pending replacement
- Invited to present Regional District experience with Vadim (financial software provider) electronic banking and web based customer service products to annual user conference

### ***INFORMATION SERVICES***

- E-mail and fire wall security systems upgrades
- Windows 7 and Office 2010 deployments to most employee workstations
- Voice Over Internet Protocol (V.O.I.P.) telephone equipment purchased and standardized at all facilities
- Began deploying SharePoint document management software into the organization completing the following:
  - Information Systems Department file storage / retrieval system
  - Bylaw Enforcement document records database retrieval system
  - Liquid Waste Treatment Plant Material Data Safety sheets system
  - Transit complaint tracking system
  - Intranet Document Search and Home Page
  - Calendar bookings for RDN Head Office (Board Calendar, Meeting Rooms, Vehicles and I/T equipment)

### ***GEOGRAPHIC INFORMATION SERVICES***

- Geo-database schema review – reviewed structure of database for mapping software to ensure it continues to suited for future product development
- RGS revisions, amendments, map production – an ongoing edit process driven by requests from local governments
- Ortho photo program – a 30 cm resolution ortho photo produced upon expansion of Building Inspection service area in April 2011. Photos also available on public web map
- Election 2011 – compiled electoral area voter’s list from the provincial voter’s list replacing a previous manual process
- Electoral Area ‘A’ OCP – worked extensively with Long Range Planning to provide analysis and map production for the OCP process
- GPS coordinate point production - continue to add to and maintain coordinate based information including - manholes (sewer), water meters, park trails and features, bus stops, hydrants, sewer and water surface features
- Green bin routes and addressing (municipal) – Worked with Solid Waste department and contractor to design a distribution map for green bin deliveries and 2012 schedule deliveries
- Mobile Home map layer – undertook to attach mobile home folios to the properties on which they are located. The Regional District of Nanaimo is the only local government we are aware of which has this information available through a mapping interface
- Village Centre Maps – provided for Long Range Planning and the Regional Growth Strategy
- Lot and Line layer error correction – continuous editing and correction which provides better and more accurate site information arising from subdivisions
- CommunityViz – staff trained to use a new analysis tool which supports the production of scenario modeling for alternative development scenarios

## **DEVELOPMENT SERVICES**

### ***BUILDING INSPECTION***

- Final phase of expanded service completed in April
- Approximately 730 building permits issued with estimated construction value of \$80 million.
- Field Inspectors conducted approximately 3,000 inspections on new construction overall. Approximately 400 of these inspections were completed in the expanded Areas 'F' and 'H'
- Permit turn-around time reduced to an average of 3 weeks on major projects and 2 weeks or less on smaller projects
- Approximately 96% of identified building bylaw infractions resolved prior to legal action being required

### ***BYLAW ENFORCEMENT***

- The number of files handled by the two BEOs continued to increase with approximately 435 files of varying complexities as well as over 1600 public and agency inquiries
- Legal action on several enforcement files continued in 2011. The Area 'F' vicious dog matter was resolved by way of court ordered destruction. This is considered to be a "landmark" decision for local government in this Province
- Sixteen (16) staff reports to the Board on various issues
- Six (6) staff reports to the District of Lantzville. Considerable staff time expended on contentious issues with respect to urban agriculture and illegal suites
- Remediation of contaminated buildings (grow-ops and drug labs) policy approved by the Board and protocols established with RCMP detachments

### ***EMERGENCY PLANNING***

- Three (3) Emergency Management Select Committee meetings held with 13 staff reports presented
- Carcass disposal table top exercise held February
- EOC training held in November
- Emergency Preparedness Week events around the region, including a Rapid Damage Assessment course and Bowser Legion Community Resilience Open House
- Establishment of a new Reception Center in Area 'F'
- Grant funds approved and operational supplies purchased for the Bowser Legion and Rollo RC
- Generator installed at Bowser Legion RC
- Emergency Communications equipment purchased using partial JEPP grant funds for Rollo RC
- Participation in the United Nations Disaster reduction 'Making Cities Resilient' campaign
- Community Wildfire Protection Plan for Coombs completed
- RDN wide participation in 2 BC Shake Out earthquake drills (January and October)
- Public consultation phase of the Hazard Vulnerability Risk Analysis, Electoral Area 'A' underway
- Minor landslide in Area 'H', Shoreline Drive area. Declaration of State of Local Emergency and Evacuation Order issued for 3 homes
- Participation in the development of the draft 'Land Use Guide: Reducing Risk from Hazards', intended as a best practices guide for BC and eventually, across Canada
- Focus on building rural resiliency with NEP
- RDN, Parksville and Qualicum Beach jointly purchased an emergency communications trailer for use in the D69 area

### ***ENERGY AND SUSTAINABILITY***

- Pilot Green Building Incentive Program - \$30,000 program to assist residents take specific actions to make homes more energy efficient, produce fewer emissions, incorporate local, renewable materials in construction and use the RDN Sustainable Development Checklist
- Adoption of a new voluntary Sustainability Development Checklist connected to Green Building Incentives
- Free 1-hour consultation with residents interested in completing the checklist.
- Presentations in Electoral Area H, Qualicum Beach and Electoral Area A featuring local green building and design practitioners, reaching 120-150 participants
- Engaged consultants to develop an IDP Guide for RDN Managers for effective implementation of the Green Building Policy for RDN Facilities
- Adopted a Wood First Policy for the RDN to support and encourage the use of wood in construction as a renewable, green building material
- Development of a best practices guide for harvesting rainwater for indoor uses. This manual will provide an overview of the necessary components of a proper functioning rainwater harvesting system, and the professionals needed to install a system correctly
- RDN hosted workshop that brought together Building Officials, Developers, and Solar Hot Water System professionals from across Vancouver Island to discuss issues and opportunities relating to domestic solar hot water systems
- Financial tools for Carbon Neutral Operations budgeting developed for implementation in 2012
- Completed a research project examining the potential to sequester carbon in regional parks and conservation areas
- Developed community energy and emissions inventories for 2007 and forecasts to 2036 for each RDN Electoral Area
- Developed a suite of reduction measures to achieve an 80% reduction by 2050. Measures to be presented to the public in Spring 2012
- Currently developing an Emissions Modelling Tool in partnership with private sector and Sunshine Coast Regional District to forecast emissions associated with alternate development scenarios. Intended to become a tool for province-wide use
- Adoption of an Electricity Conservation Policy that targets a 10% reduction in corporate electricity consumption by 2015
- Development of RDN Strategic Energy Management Plan
- Reached 100% of staff with outreach and communications material about policy and conservation target
- Established a Reserve Fund to Finance Emission Reductions and Energy Efficiency through the use of provincial Climate Action Revenue Incentive Program rebates

### ***CURRENT PLANNING***

- Reviewed and processed over 100 new applications
- Review included 8 new rezoning files 45 new development permits, and 32 new subdivisions
- Adoption of two new Fairwinds neighbourhood plans within EA 'E'
- New Procedure and Notification Bylaw adopted Spring 2011 – expanding signage requirements for rezoning applications
- New Board of Variance Bylaw adopted Spring 2011
- Initiated Area Agriculture Plan
- Consultant selected Spring 2011, Land Use Inventory completed Summer 2011 and Public Consultation process currently underway
- New Board policy establishes requirements and process for proving of adequate groundwater in conjunction with a rezoning application
- New standard forms established with updated information and ability to be online fillable

### ***LONG RANGE PLANNING***

- The review of the EA 'A' Official Community Plan was completed in 2011 with the adoption of a new OCP. Some highlights of the new OCP are:
  - Increased protection for aquifers through the use of Development Permit Areas and new requirements for groundwater protection in support of rezoning
  - Increased protection for sensitive shoreline habitats
  - Designation of a new green neighbourhood within the Cedar Village Centre
  - Realignment of the Growth Containment Boundary for Cedar to include all land with residential zoning
- Initiation of the Cedar Main Street Village Plan Process. Activities in 2011 included two public workshops to determine community concerns and issues and presentation of initial design concepts
- Implementation of the Electoral Area 'G' OCP was reinitiated and four new bylaws were adopted to amend Bylaw 500. The bylaws provide for increased number of uses to support agriculture, restrictions on the number of dwellings on newly created lots in rural areas
- Initiation of a planning process on future land use and environmental protection at the Nanaimo Airport
- The review of the Regional Growth Strategy was completed in 2011 and a new RGS was adopted in November. Activities in 2011 included:
  - Extensive public consultation in Phase Three of community engagement resulted in the highest level of input yet
  - Long Range Planning staff made presentations and/or provided information at 43 different events throughout the region
  - Held two public hearings
  - Worked with First Nations, federal and provincial agencies, and municipalities as part of the RGS consultation process
  - Inventory of the existing village centres was initiated in anticipation of a village centre study to begin in 2012
  - Preparation for development of targets and a monitoring and reporting system
- Two applications to amend the Regional Growth Strategy and relevant OCPs were processed
- Introduction of a new fee for OCP amendments that also require an RGS amendment
- An Affordable Housing Action Plan was approved that identified actions for the RDN and its partners to undertake over the next few years. For 2011 the following projects were initiated:
  - An assessment of where secondary suites should be supported in the RDN's electoral areas
  - Initiated development of a list of organizations and resources that provide support for affordable housing
  - Initiated the collection and production of information on affordable housing resources for distribution to the public
  - Took part in homelessness initiatives organized by member municipalities

### **RECREATION AND PARKS SERVICES**

#### ***COMMUNITY PARKS***

- Pebble Beach Access improvements - EA 'A'
- Concept design for Tipple feature at Morden Colliery Community Park completed – EA 'A'
- Huxley Park tenure secured – EA 'B'
- 707 Community Park Signage Program implemented – EA 'B'
- Expanded and improved parking area at Creekside Community Park – EA 'C'
- Completion of playground at Meadow Drive Community Park – EA 'C'

- Memorial beach installation and trails improvements at Brickyard Community Park – EA ‘E’
- Trail improvements and signage at Stone Lake Community Park – EA ‘E’
- Trail development at Prawn Road Community Park – EA ‘E’
- Completion of Kopernick and Fairedown Trail Development – EA ‘F’
- Initiation of the Meadowood Way Community Park Plan – EA ‘F’
- Community Park sites secured through subdivision approval process - EA ‘G’
- Safety upgrades and community information board installation at the Women’s Institute Hall at Dashwood Community Park – EA ‘G’
- Completion of the Henry Morgan Park Public Consultation and Concept Plan – EA ‘H’
- Multiple subdivision parkland dedication assessments carried out - all Electoral Areas

### ***REGIONAL PARKS AND TRAILS***

- Mount Arrowsmith Massif Regional Park Management Plan completed
- Coats Marsh Regional Park Management Plan and Horne Lake Long Term Concept Plan completed
- Substantially completed the 2.5 km accessible piece of the Lighthouse Country Trail.
- Acquisition of Moorecroft Regional Park
- Official Opening of Moorecroft Regional Park and initiation of Moorecroft Regional Park Management Plan
- Environmental Assessment study conducted in preparation of initiation of the of Little Qualicum River Regional Park Management Plan
- Completion of Island Corridor Foundation Rail Trail Agreement
- Concluded Wildfire Risk Assessment for the 12 Parks and Trails per RDN-MoFR Fire Control Cost Sharing Agreement
- Installation of bicycle friendly bollards at Barclay Crescent Bridge
- Removal of derelict house and vista improvement at Descanso Bay Regional Park
- Improved parking at the Witchcraft Lake staging area for Mount Benson Regional Park
- Successful discussions with Island Timberlands to maintain the integrity of the historic CPR trail that is situated the forest company’s active harvesting area
- Assessments for parkland acquisitions carried out

### ***RECREATION PROGRAMS AND FACILITIES***

- Co-ordinated 3,000 field bookings in District 69
- Reviewed/updated field booking and agency agreements with City of Parksville, Town of Qualicum Beach and School District 69
- Served 2,112 preschool, children and youth participants through high quality summer camps, led by a dynamic summer staff team
- A two year ‘Rec in Parks’ Plan was created to assist with the design of programming in the RDN parks, our outdoor facilities
- 40 community projects and initiatives supported by District 69 Recreation Community and Youth Grants
- Second year of RDN Performance Recognition Awards with 31 athletes recognized for their gold medal performances in 2011
- Leaders In Training: 17 young people participated in 230 hours of training, and over 1,100 hours of volunteering in RDN summer programs
- First year implementation of the District 69 Youth Recreation Strategic Plan including:
  - Support expansion of youth services focus to include arts, culture, sports, social, life skills, outdoor activities within a recreation context

- Contract 6 Youth Recreation Advisors and 1 Youth Rec Tech to assist with promotions to youth and implementation of YRSP and supporting the new Youth Recreation Network initiatives
- As per direction from the Youth Strategic Plan, focus of primary delivery of youth services based on a community development model
- Increased need and support for children with disabilities needing Inclusion support in summer camps, with 25 children supported. An additional 13 children went through our Anaphylaxis procedure for children with severe or life-threatening allergies
- The Financial Assistance Program experienced high demand in 2011, with 169 households assisted with financial support.
- Active involvement in community events (QB Family Day, Hi Neighbour Day, Kite Festival, Kidfest, Terry Fox Run, Ocean Mile Swim, Polar Bear Swim, Winter Wonderland and Youth Week)
- Created and implemented lease for Cedar Heritage Centre with Cedar School and Community Enhancement Society (CSCES)
- Completion and funding approval for Cedar Heritage Centre energy assessment and building improvements
- Partnership with Cedar Community Association for \$48,000 floor replacement of Cedar Community Hall
- Continued operation of regional aquatic complex (Ravensong Aquatic Centre) providing over 3,800 hours of use and 85,000 attendance for public sessions. The first year of operation, since re-opening after 6 month upgrades project, has seen a 6.6% increase in public admissions.
- Completion of Pool Safety Plan for Ravensong Aquatic Centre in response to changes in provincial legislation
- New aquatic programs developed in 2011 include: Seniors First Aid course, Seniors Swimming Lessons, Teen Dive-in Movie Theatre, and two summer camps (Aqua Smorg, Junior Lifeguard)
- Continued operation of regional arena complex (Oceanside Place) providing over 9,800 hours of use and over 23,000 attendance for public sessions
- Hosted numerous local, regional and provincial level tournaments and skating events

## **REGIONAL AND COMMUNITY UTILITIES**

### ***WASTEWATER SERVICES***

- Initiated a Wastewater Infrastructure Preventative Maintenance Plan – ISO 14001
- Completed the Harmac Facility co-treatment options review
- Commenced design of the GNPCC Sedimentation Tank Expansion and initiated review of the GNPCC Odour Strategy
- Implemented a new lab data management system
- Completed the Hall Road Pump Station Upgrade detailed design, the GNPCC outfall replacement assessment, and the Wally Creek relocation alignment assessment at the GNPCC
- Completed a condition assessment of the FCPCCC outfall
- Beneficially reused 100% of biosolids from the RDN treatment facilities and FCPCCC effluent at the Morningstar Golf Course
- Held public open houses at the GNPCC & FCPCCC
- Completed manhole repairs on the Departure Bay and Qualicum Beach Interceptor lines
- Commenced the GNPCC Digester #3 upgrade construction project and awarded the FCPCCC Seacrest Place forcemain replacement construction contract
- Completed the Bay Avenue Odour Control Project
- Developed/implemented the BC Ferries Pump Ashore program at Duke Point and Departure Bay
- Completed a draft of the Liquid Waste Management Plan for public consultation

- Completed the 2011 SepticSmart program and a Biosolids Management Plan

### ***WATER SERVICES***

- Established the Whiskey Creek Water Service Area Rates & Regulations Bylaws and commenced operation of new water system
- Negotiated a Statutory Right of Way Agreement with Island Timberlands for three NBPWSA system wells
- Completed the San Pareil Fire Protection Service Area Establishing and Borrowing Bylaws process
- Amalgamated for consistency all RDN Water Service Area Rates & Regulation Bylaws
- Completed the Drinking Water & Watershed Protection Snapshot report public consultation process
- Established the Yellow Point/Gabriola Island rainwater harvesting incentive program
- Developed, in partnership with the province, the Streamlined Water Use Reporting Tool (SWURT) for the Regional District and established a surface water monitoring program in partnership with the province and local stream-keeper groups
- Initiated the private well monitoring program and the Rural Water Quality Stewardship program pilot
- Completed the South Wellington/Cassidy Water Quality Survey
- Completed Phase 1 of the Groundwater Observation Well program
- Established a web-based Water Map centralized information system
- Expanded Drinking Water & Watershed Protection service to include the municipalities of Parksville, Qualicum Beach and Nanaimo

### ***ENGINEERING SERVICES***

- Engineering oversight and input on the Nanoose Firehall and the NBPWSA Treatment Plant projects
- Completed a technical review process for acquisition of the Whiskey Creek water system
- Completed the process for transfer of Cedar Estates sanitary sewer and stormwater systems to the Regional District
- Issued Design Stage Approvals for new subdivisions in French Creek
- Provided ongoing engineering advice to and liaison with other RDN departments and the development community

### **TRANSPORTATION & SOLID WASTE SERVICES**

#### ***TRANSPORTATION SERVICES***

- Implemented a 'Z-card' bike/transit route map in conjunction with the City of Nanaimo
  - Installed new shelters in Electoral Areas - 1 in Cedar; 2 in Nanoose; 2 in French Creek
- Provided a 100% accessible fleet
- Began construction for the fuel island, bus wash, high bay and body bay
- Mini Bus stop prototype developed and installed
- Implemented a bus stop realignment program in the City of Nanaimo
- Provided service to passengers on cruise ships through a partnership with the Downtown Nanaimo Partnership group
- Installed posters with QR codes, allowing anyone with a smartphone to instantly get the transit schedule
- Purchased first transit electric crew vehicle and installed two new electric vehicle charging stations
- Designed and prepared infrastructure for compressed natural gas buses



### ***ZERO WASTE PROGRAM***

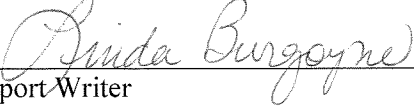
- Processed two new Waste Stream Management Licenses for privately operated recycling facilities, eight more in process (10 currently licensed)
- Compiled recycling data from licensed facilities to establish a 2010 region-wide diversion rate for commercial, industrial, institutional and residential waste generators of 65% with a disposal rate of 410 kg per capita per year. (One of the lowest in Canada)
- Prepared two region-wide Zero Waste newsletters in support of the Green Bin Program and the Multi-Family Recycling Program and Extended Producer Responsibility (EPR)
- Issued 25 material disposal ban violation notices including follow-up action with the hauler and/or generator
- Investigated 108 illegal dumping (ID) complaints with 40 tonnes of waste cleaned up by RDN contractors:
  - 25 files resulted in names being located and individuals directed to clean up or warned about their actions
  - 17 additional ID signs were erected in historical ID areas as well as problematic RDN park sites
  - GPS mapping of all signed locations ongoing
  - Supported 'Great Canadian Shoreline Clean-up' with approval of 3 disposal waivers
  - Supported other group clean-up initiatives with 10 disposal waivers
  - 'Hikers & Bikers' clean-up efforts and signage initiative
- Produced and distributed two Curbside Collection Program newsletters and one seasonal tips fact sheet
- Presented a review of the new Curbside Collection Program to local government and industry peers at the annual Recycling Council of BC conference
- Published an article outlining the progression of the RDN's residential waste management system in BioCycle Magazine, one of North America's leading composting industry publications
- Hosted display booths at twelve community events over the course of the summer. Locations included local farmers' markets, concerts, fairs and family festivals
- Assisted the City of Nanaimo in completing the implementation of launching the food waste collection program to the remaining 17,500 homes not covered in the 2010 launch
- Updated contract requirements and set in place a workable response solution to service disruptions caused by adverse weather


### ***SOLID WASTE FACILITIES***

- Reviewed and amended RDN Solid Waste Management Regulation Bylaw 1531 to increase tipping fees, apply a \$5 minimum to all commodities and address housekeeping issues
- Completed the closure of the Cell One Stage One Fill Area as part of the remediation of Cell One and development of the Cell One Nature Park at the Regional Landfill
- Installed 20,000 m<sup>2</sup> of geo-membrane interim cover system on Cell Two to reduce leachate generation and enhance landfill gas collection efficiency
- Installed an additional 6 vertical dual landfill gas/leachate extraction wells, 2 horizontal gas collection drains and 2 additional landfill gas manifold stations including condensate knockouts and lateral piping to improve the efficiency of the landfill gas collection system
- Installed 2 additional leachate pumps and compressor station for leachate extraction through dual extraction wells to improve leachate collection efficiency
- Completed the concept design for the Cell One Nature Park Phase 1
- Obtained Board approval to support Vancouver as the venue for the October 2012 Global Methane Initiative (GMI) Partnership Expo as well as expressing interest in being a site visit host and willingness to participate in the local organizing committee

**RECOMMENDATION:**

That the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2011.

  
Report Writer

  
CAO Concurrence