

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, NOVEMBER 27, 2012
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
13 **Jeanette Pongratz-Doyle and Karen Gogo**, re City of Nanaimo Water Treatment Plant on South Forks Road.
- 3. BOARD MINUTES**
14 - 23 Minutes of the regular Board meeting held Tuesday, October 23, 2012.
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
24 - 25 **Jeanette Pongratz-Doyle**, re Final South Forks Community Letter to the City of Nanaimo.
26 - 29 **Bill Bennett, Minister of Community Sport and Cultural Development**, re RDN Delegation at 2012 UBCM Convention.
30 - 32 **Faye Smith, Mid Vancouver Island Habitat Enhancement Society**, re Groundwater Mapping and Education in the Englishman River Watershed.
33 **Donna Smith, District of Lantzville**, re Appointment of Municipal Director & Alternate Municipal Director.
34 - 38 **Correspondence – November, 2012**, re Island Corridor Foundation Request for Funding.
- 6. UNFINISHED BUSINESS**
- 7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

39 - 42 Minutes of the Electoral Area Planning Committee meeting held Tuesday, November 13, 2012 (for information) (All Directors – One Vote).

CORRESPONDENCE

Robyn and Malcolm Arnold, re Development Variance Permit Application No. PL2012-149 – Ken Tanguay – Redden Road, Electoral Area ‘E’ (All Directors – One Vote).

That the correspondence from Ms. Arnold and Mr. Arnold regarding Development Variance Permit Application No. PL2012-149 be received.

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2012-088 – Fern Road Consulting Ltd. – 783 Mariner Way, Electoral Area ‘G’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That Development Permit Application No. PL2012-088 to permit the construction of a dwelling unit and recognize an existing retaining wall and landscaping works within the subject property be approved subject to the conditions outlined in Schedules 1 to 3.

Development Permit Application No. PL2012-122 – Tomm’s Food Marketing Group, Inc. – 6990 Island Highway West, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That Development Permit No. PL2012-122 to permit the construction of an addition to a commercial building be approved subject to the conditions outlined in Schedules 1 to 3.

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2012-147 – Gray – 1815 Settler Road, Electoral Area ‘F’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2012-147

That Development Variance Permit No. PL2012-147 be approved subject to the conditions outlined in Schedule 1.

Development Variance Permit & Frontage Relaxation Application No. PL2012-126 – Avis – 2940 & 2950 Dufferin Road, Electoral Area 'E' (Electoral Area Directors, except EA 'B' – One Vote).

Delegations wishing to speak to Development Variance Permit & Frontage Application No. PL2012-126

That Development Variance Permit Application No. PL2012-126 to reduce the setback from 8.0 metres to 3.3 metres for an existing garage to a proposed panhandle lot line be approved subject to the conditions outlined in Schedule 1.

That the request to relax the minimum 10% perimeter frontage requirement for application No. PL2012-126 proposed Lot A, be approved.

Development Variance Permit Application No. PL2012-149 – Ken Tanguay – Redden Road, Electoral Area 'E' (Electoral Area Directors, except EA 'B' – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2012-149

That Development Variance Permit Application No. PL2012-149 to increase the maximum permitted dwelling unit height be approved subject to the conditions outline in Schedules 1 to 3.

Development Variance Permit and Frontage Relaxation Application No. PL 2012-146 – Shepherd – 853 Miller Road, Electoral Area 'G' (Electoral Area Directors, except EA 'B' – One Vote).

Delegations wishing to speak to Development Variance Permit and Frontage Relaxation Application No. PL2012-146

That the Board approve Development Variance Permit Application No. PL2012-146 to relax the minimum panhandle width from 6.0 metres to 4.0 metres subject to the conditions outlined in Schedule 1 and 2.

That the request to relax the minimum 10% perimeter frontage requirement for Application No. PL2012-146 proposed Lots A and B be approved.

OTHER

Relaxation of the Minimum 10% Perimeter Frontage Requirement – Ferguson – 6368 Island Highway West, Electoral Area 'H' (Electoral Area Directors, except EA 'B' – One Vote).

That the request for the minimum 10% frontage requirement for proposed Lot A, 6368 Island Highway West, be approved.

Alternative Forms of Rural Development Study (Electoral Area Directors, except EA 'B' – One Vote).

That the report titled 'Alternative Forms of Rural Development' be received.

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

43 - 52 Minutes of the Committee of the Whole meeting held Tuesday, November 13, 2012 (for information) (All Directors – One Vote).

COMMUNICATION/CORRESPONDENCE

Donna Smith, District of Lantzville, re Request to Renew Service Agreements (All Directors - One Vote).

That the correspondence from D. Smith regarding the District of Lantzville's request to renew service agreements be received.

Dr. Judith Sayers and Mary Ashley, Island Corridor Foundation, re ICF Request for Funding (All Directors - One Vote).

That the correspondence from Dr. Sayers and M. Ashley regarding Island Corridor Foundation's funding request be received.

Correspondence September – November, 2012, re ICF Request for Funding (All Directors - One Vote) (All Directors - One Vote).

That correspondence from the public regarding the Island Corridor Foundation Society's request for funding be received.

Correspondence November, 2012, re Island Corridor Foundation Request for Funding (All Directors - One Vote).

That further correspondence from the public regarding the Island Corridor Foundation Society's request for funding be received.

ADMINISTRATION

Island Corridor Foundation – Request for Funding(All Directors - Weighted Vote).

That that the Board approve funding through a Grants-in-Aid to the Island Corridor Foundation in the amount of approximately \$945K, based on \$2M to be shared amongst the Regional District of Nanaimo, Cowichan Valley Regional District, Comox Valley Regional District, and Alberni Clayoqout Regional District based on assessment. Funding is contingent on Island Corridor Foundation receiving commitment from VIA Rail that passenger service will be reinstated.

Letter of Understanding between the Gabriola Island Local Trust Committee and the Regional District of Nanaimo (All Directors - One Vote).

That the report on the Letter of Understanding between Staff of the Gabriola Island Local Trust Committee and the Regional District of Nanaimo be received for information.

FINANCIAL SERVICES

Request from the Nanaimo Community Hospice Society for Financial Support (All Directors - One Vote).

That the \$25,000 request for funding by the Nanaimo Community Hospice Society and the information provided in this report be included in the 2013 – 2017 Financial Plan discussions for consideration with other funding requests from service organizations in the Regional District of Nanaimo.

Bylaws No. 1664, 1665, 1666, 1667, 1668, 1669, 1670, and 1671 – Reserve Fund Establishment Bylaws

(All Directors except EAs 'B' and 'F' – Weighted Vote / 2/3 Weighted)

1. *That “Transit Service Reserve Fund Establishment Bylaw No. 1664, 2012” be introduced and read three times.*
2. *That “Transit Service Reserve Fund Establishment Bylaw No. 1664, 2012” be adopted.*

(Electoral Area Directors Except EA 'B' – Weighted Vote / 2/3 Weighted)

1. *That “Planning Service Reserve Fund Establishment Bylaw No. 1665, 2012” be introduced and read three times.*
2. *That “Planning Service Reserve Fund Establishment Bylaw No. 1665, 2012” be adopted.*

(EAs 'A' and 'C' Weighted Vote / 2/3 Weighted)

1. That "Cassidy-Waterloo Fire Protection Service Reserve Fund Establishment Bylaw No. 1666, 2012" be introduced and read three times.
2. That "Cassidy-Waterloo Fire Protection Service Reserve Fund Establishment Bylaw No. 1666, 2012" be adopted.

(All Directors – One Vote / 2/3)

1. That "Melrose Terrace Community Water Supply Service Reserve Fund Establishment Bylaw No. 1667, 2012" be introduced and read three times.
2. That "Melrose Terrace Community Water Supply Service Reserve Fund Establishment Bylaw No. 1667, 2012" be adopted.

(All Directors – One Vote / 2/3)

1. That "Englishman River Community Streetlighting Service Reserve Fund Establishment Bylaw No. 1668, 2012" be introduced and read three times.
2. That "Englishman River Community Streetlighting Service Reserve Fund Establishment Bylaw No. 1668, 2012" be adopted.

(All Directors – One Vote / 2/3)

1. That "Cedar Community Storm Water Management Service Reserve Fund Establishment Bylaw No. 1669, 2012" be introduced and read three times.
2. That "Cedar Community Storm Water Management Service Reserve Fund Establishment Bylaw No. 1669, 2012" be adopted.

(All Directors – Weighted Vote / 2/3 Weighted)

1. That "Regional Parks and Trails Service Reserve Fund Establishment Bylaw No. 1670, 2012" be introduced and read three times.
2. That "Regional Parks and Trails Service Reserve Fund Establishment Bylaw No. 1670, 2012" be adopted.

(All Directors – One Vote / 2/3)

1. That "Gabriola Island Recreation Service Reserve Fund Establishment Bylaw No. 1671, 2012" be introduced and read three times.
2. That "Gabriola Island Recreation Service Reserve Fund Establishment Bylaw No. 1671, 2012" be adopted.

Dashwood Firehall Redevelopment Update and Approval to Continue (All Directors – One Vote).

1. *That Johnston Davidson Architecture + Planning Inc. continue to be retained as the prime consultant for the redevelopment of the Dashwood firehall.*
2. *That staff be authorized to spend up to \$50,000 to complete the programing, schematic design and design development phases of the Dashwood Fire Service building reserve fund for the purposes of final design.*
3. *That up to \$50,000 be released from the Dashwood Fire Service building reserve fund for the purposes of final design.*

STRATEGIC AND COMMUNITY DEVELOPMENT

PLANNING

Nanaimo Airport Land Use Planning Process (All Directors – One Vote).

That the Terms of Reference for the Nanaimo Airport Land Use Process Citizens Advisory Group be referred back to staff.

Agricultural Area Plan Action Plan (All Directors – One Vote).

That the report on the proposed Agricultural Area Plan - Action Plan be received.

That staff be directed to proceed with Action 1 through 5 of the Agricultural Area Plan - Action Plan.

BUILDING, BYLAW & EMERGENCY PLANNING

District of Lantzville Service Agreements 2013/2014 (All Directors – Weighted Vote).

1. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Animal Control beginning January 1, 2013 and ending December 31, 2014, be approved.*
2. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Building Inspection beginning January 1, 2013 and ending December 31, 2014, be approved.*
3. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Bylaw Enforcement beginning January 1, 2013 and ending December 31, 2014, be approved.*

4. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Emergency Planning beginning January 1, 2013 and ending December 31, 2014, be approved.*
5. *That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for GIS and Mapping Services beginning January 1, 2013 and ending December 31, 2014, be approved.*

387 Dunsmuir Road, Electoral Area 'H' – Unsightly Premises (update) (All Directors – One Vote).

That the report on the outcome of the Unsightly Premises Board Resolution in relationship to 387 Dunsmuir Road be received.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Maintenance of Privately-Owned Onsite Wastewater Treatment Systems – Home Septic Assessment Program (All Directors – One Vote).

That the Board receive the Report on Mandatory Maintenance Program for Private Onsite Wastewater Treatment Systems for information only, and that the Board continue to support the SepticSmart Program as it is currently being operated.

Biosolids Management Program Agreement (All Directors – Weighted Vote).

That the Board terminate the existing SYLVIS Environmental Inc. service contract for the management of French Creek Pollution Control Centre biosolids, and enter into a three party Biosolids Management Program Agreement between Vancouver Island University, SYLVIS Environmental Inc. and the Regional District of Nanaimo for the management of Regional District of Nanaimo biosolids in Vancouver Island University's Forest Fertilization Program, starting on January 1, 2013 and ending on March 31, 2017.

WATER AND UTILITY

Westurne Heights Water Utility – Petition for Engineering Assessment (All Directors – One Vote).

That the Board direct staff to petition the residents of the Westurne Heights Water Utility to borrow up to \$15,000 to complete the necessary engineering analysis and related capital costs associated with improving the water system to a Regional District of Nanaimo standard.

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

Solid Waste Management Regulation Bylaw No. 1531.04 – 2013 Tipping Fees (All Directors – One Vote).

1. *That “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.04, 2012” be introduced and read three times.*
2. *That “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.04, 2012” be adopted.*

COMMISSION, ADVISORY & SELECT COMMITTEE

Grants-In-Aid Advisory Committee (All Directors – One Vote).

That the minutes of the Grants-In-Aid Advisory Committee meeting held on Monday, November 5, 2012 be received for information.

(All Directors – Weighted Vote)

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

Gabriola Arts Council	\$2000
Jonanco Hobby Workshop Association	\$270
People for a Healthy Community Gabriola Society	\$3980

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

Forward House Community Society	\$1242
North Island Wildlife Recovery Association	\$2727
Oceanside Hospice Society	\$2000
Parksville & District Association for Community Living	\$1200
Qualicum Bay Lions Club	\$5000

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

That the Minutes of the District 69 Recreation Commission meeting held on October 18, 2012 be received for information.

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

1. *That the Board approve the following District 69 Recreation Youth Grants:*

Arrowsmith Community Enhancement Society (ACES) - youth drop-in sports	\$1,351
Bard to Broadway Theatre Society - B2Glee Show Choir	\$780
Navy League of Canada - training expenses	\$1,500
The Whalers Football Support Society - storage bin	\$2,500

2. *That the Regional Board approve the following District 69 Recreation Community Grants:*

Arrowsmith Agricultural Association - Family Day event	\$374
Kidsfest – event costs	\$950
Oceanside Community Arts Council - 100th Anniversary Event Costs	\$1500
Parksville & District Association for Community Living - Community Living month celebration	\$500
Parksville Elementary School PAC – noon hour/recess sports equipment	\$1500
Ravensong Masters Swim Club - pool rental	\$500

(All Directors – One Vote)

1. *That the District 69 Recreation Commission respond to the September 28, 2012 correspondence from Ms. J. Hicks summarizing the meetings staff have held with Ms. Hicks to date, the challenges of aquatic scheduling, and a commitment to continue to look for ways to consider the needs of seniors and the broader community at the Ravensong Aquatic Centre.*
2. *That the Regional District submit an application to the Western Economic Diversification Canada Community Infrastructure Improvement Fund for 50% of the eligible costs in replacing the lighting fixtures to a higher efficiency lighting system at the Howie Meeker and Victor Kraatz Arenas at Oceanside Place.*
3. *That the Board consider in the 2013 budget process the request from the Arrowsmith Community Enhancement Society for an additional funding amount of \$9,700 for the service delivery of recreation services.*

7.3 COMMISSIONS

7.4 SCHEDULED ADVISORY AND SELECT COMMITTEES

Transit Select Committee

- 53 - 55 **Minutes of the Transit Select Committee meeting held Thursday, October 18, 2012**
(for information) (All Directors – One Vote).

That the minutes of the Transit Select Committee meeting held Thursday, October 18, 2012 be received for information.

Correspondence from G.M. Odsen, Regional Manager, Passenger Services, Greyhound Canada Transportation ULC, re proposed change in route frequency.

That staff prepare a report on the structure of licensing for Greyhound.

- 56 - 59 **2013/2014 Proposed Transit Service Expansion – Financial Analysis.**

That the Board approve the proposed 5,000 hour Conventional transit expansion and 3,750 hour Custom transit expansion outlined in this report and direct staff to advise BC Transit accordingly.

- 60 - 61 **New Year's Day Transit Service (2013)**

That the application made by Woodgrove Centre for the Regional District of Nanaimo to provide bus service on January 1, 2013, at 50% Woodgrove Centre cost, be approved.

8. ADMINISTRATOR'S REPORTS

- 62 - 65 **Cost of Holding EAPC in Each Electoral Area Once Annually** (All Directors – One Vote).

- 66 - 69 **Expense Reimbursement for Volunteers** (All Directors – One Vote).

- 70 - 76 **Community Works Fund Agreement Amendment** (All Directors – Weighted Vote).

- 77 - 85 **Operating Results for the Period Ending June 30, 2012** (All Directors – One Vote).

- 86 - 88 **Web Streaming for Board Meetings** (All Directors – One Vote).

- 89 - 90 **Board Room Audio Visual Improvements** (All Directors – One Vote).

9. **ADDENDUM**
10. **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**
11. **NEW BUSINESS**
12. **ADJOURNMENT**
13. **IN CAMERA**

That pursuant to Sections 90(1)(a),(c),(e) and (f) of the Community Charter, the Board proceed to an In Camera meeting to consider discussions related to officer appointments, labour, land, and legal issues.

O'Halloran, Matt

Subject: Delegation Request - RDN Board Meeting Nov 27

From: O'Halloran, Matt
Sent: Monday, November 19, 2012 12:13 PM
To: 'miraclebabe97@yahoo.ca'
Subject: Delegation Request - RDN Board Meeting Nov 27

Hi Jeanette

As discussed today I have added your delegation request to the agenda for the November 27 Board meeting, 7:00PM in the RDN Board Chambers.

Just let me know if you have any further questions, or if you will require a laptop and projector for your presentation.

Thanks
Matt

Matthew O'Halloran
Legislative Coordinator
Regional District of Nanaimo
250-390-6569
www.rdn.bc.ca

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, OCTOBER 23, 2012 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Also in Attendance:

P. Thorkelsson	A/ Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
T. Osborne	Gen. Mgr., Recreation & Parks
D. Trudeau	Gen. Mgr., Transportation & Solid Waste
M. Donnelly	A/Gen. Mgr., Regional & Community Utilities
J. Hill	Mgr., Administrative Services
J. Holm	Mgr., Current Planning
T. Nohr	Recording Secretary

DELEGATIONS

Dale Littlejohn, Executive Director, Community Energy Association, re Honourable Mention – 2012 Climate & Energy Action Award.

Mr. Littlejohn presented the Board with a 2012 Climate & Energy Action Award for Honourable Mention for Corporate Operations.

BOARD MINUTES

MOVED Director Veenhof, SECONDED Director Johnstone, that the minutes of the regular Board meeting held October 2, 2012, be adopted with the following amendment: under the heading 'Web - Based Video Streaming of RDN Board Meetings' the seconder be amended to "Veenhof".

CARRIED

COMMUNICATION/CORRESPONDENCE

Dr. Paul Hasselback, Vancouver Island Health Authority, re Local Health Area Profiles.

MOVED Director Brennan, SECONDED Director Holme, that the correspondence from Dr. Hasselback regarding Local Health Area Profiles be received.

CARRIED

William Stoutenberg, re Notice of Development Variance Permit Application No. PL2012-098 – Cavin Road, Electoral Area 'G'.

MOVED Director Brennan, SECONDED Director Holme, that the correspondence from W. Stoutenberg regarding Development Variance Permit Application No. PL2012-098 be received.

CARRIED

Mike Renning, re Development Variance Permit Application No. PL2012-108 – Melvyn Scott – 1061 Troy Place, Electoral Area 'G'.

MOVED Director Brennan, SECONDED Director Holme, that the correspondence from M. Renning regarding Development Variance Permit Application No. PL2012-108 be received.

CARRIED

Melvyn Scott, re Development Variance Permit Application No. PL2012-108 – Melvyn Scott – 1061 Troy Place, Electoral Area 'G'.

MOVED Director Brennan, SECONDED Director Holme, that the correspondence from M. Scott regarding Development Variance Permit Application No. PL2012-108 be received.

CARRIED

Joyce Tinney, re Development Variance Permit Application No. PL2012-108 – Melvyn Scott – 1061 Troy Place, Electoral Area 'G'.

MOVED Director Brennan, SECONDED Director Holme, that the correspondence from J. Tinney regarding Development Variance Permit Application No. PL2012-108 be received.

CARRIED

UNFINISHED BUSINESS

Zoning Amendment Application No. PL2011-089 – Bylaw 500.375 – Robert Kitching – 3519 Halberg Road, Electoral Area 'A'.

MOVED Director McPherson, SECONDED Director Young, that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.375, 2012” be adopted.

CARRIED

Bylaw 1259.09, 2012 - A Bylaw to Amend Planning Services Fees & Charges Bylaw.

MOVED Director Brennan, SECONDED Director Johnstone, that “Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.09, 2012” be adopted.

CARRIED

Development Variance Application No. PL2012-098 – Kevin & Wendy May – Lot 1, District Lot 29, Nanoose District, Plan EPP14273 – Electoral Area 'G'.

MOVED Director Holme, SECONDED Director Young, that Development Variance Permit Application No. PL2012-098 to reduce the minimum required setback from an interior side lot line (east side) from 2.0 metres to 1.0 metres be approved subject to the conditions outlined in Schedules 1 and 2.

CARRIED

Development Variance Permit Application No. PL2012-058 — Elizabeth Mycock – 1694, 1696 and 1731 Errington Road, Area 'F'.

MOVED Director Fell, SECONDED Director McPherson, that Development Variance Permit Application No. PL2012-058 be approved subject to the conditions outlined in Schedule 1.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

Minutes of the Electoral Area Planning Committee meeting held Tuesday, October 9, 2012.

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Electoral Area Planning Committee held October 9, 2012 be received for information.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2012-100 - Kjell, Olive, David, and Penny Aalhus - 5996 Island Hwy W, Electoral Area 'H'.

MOVED Director Veenhof, SECONDED Director Holme, that Development Permit No. PL2012-100 to permit a resort vehicle park consisting of ten (10) recreational vehicle sites and improvements to two existing dwellings to create an office/washroom facility, caretaker's residence and landscaping and signage improvements be approved subject to the conditions outlined in Schedules 1 to 4.

CARRIED

Development Permit Application No. PL2012-121 - Beverly Briggs - 4803 Ocean Trail, Electoral Area 'H'.

MOVED Director Veenhof, SECONDED Director Holme, that Development Permit No. PL2012-121 to permit the construction of an addition to a single family dwelling be approved subject to the conditions outlined in Schedules 1 to 3.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2012-108 - Melvyn Scott - 1061 Troy Place, Electoral Area 'G'.

MOVED Director Holme, SECONDED Director Young, that Development Variance Permit No. PL2012-108 to reduce the minimum front line setbacks from 8.0 metres to 5.0 metres for a proposed dwelling unit, and to reduce the minimum rear lot line setback from 2.0 metres to 0.0 metres for an existing retaining wall be approved subject to the conditions outlined in Schedules 1 and 2.

CARRIED

Development Variance Permit Application No. PL2012-115 - Trevor & Bonnie Demynn - 1809 Northwest Bay Road, Electoral Area 'E'.

MOVED Director Holme, SECONDED Director Fell, that Development Variance Permit No. PL2012-115 to reduce the minimum required setback from the front lot line from 8.0 metres to 6.6 metres be approved subject to the conditions outlined in Schedules 1 and 2.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2012-083 – D & D Pacific Developments Ltd., Inc. No. BC0934466 - 3745 Melrose Road, Electoral Area 'F'.

MOVED Director Fell, SECONDED Director McPherson, that Development Permit with Variance No. PL2012-083 to permit subdivision of the subject property be approved subject to the conditions outlined in Schedules 1 and 2.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

Minutes of the Committee of the Whole meeting held Tuesday, October 9, 2012.

MOVED Director Kipp, SECONDED Director Dempsey, that the minutes of the Committee of the Whole meeting held October 9, 2012 be received for information with the following amendment: under the heading 'Minutes of the District 69 Recreation Commission meeting held Thursday, September 20, 2012' that resolution be amended to read "MOVED Director Holme, SECONDED Director Brennan".

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

ENERGY AND SUSTAINABILITY

Board Strategic Plan.

MOVED Director Brennan, SECONDED Director Johnstone, that the Board Strategic Plan be approved as presented.

A recorded vote was requested.

The motion was CARRIED with Directors Stanhope, Anderson, Bestwick, Brennan, Dempsey, Greves, Holme, Kipp, Johnstone, Lefebvre, Ruttan and Willie voting in the affirmative, and Directors Fell, Houle, McPherson, Veenhof and Young voting in the negative.

CURRENT PLANNING

Agricultural Area Plan.

MOVED Director Johnstone, SECONDED Director Holme, that the "Growing Our Future Together – Regional District of Nanaimo Agricultural Area Plan" (AAP) dated August, 2012 be adopted.

A recorded vote was requested.

The motion was CARRIED with Directors Stanhope, Anderson, Bestwick, Brennan, Dempsey, Greves, Holme, Houle, Johnstone, Kipp, Lefebvre, McPherson, Ruttan, Veenhof, Willie and Young voting in the affirmative, and Director Fell voting in the negative.

MOVED Director Young, SECONDED Director Holme, that staff be directed to develop an Agricultural Area Plan Action Plan for the Board's consideration within the 2013 budget process.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

Nash Creek Fishery Enhancement.

MOVED Director Veenhof, SECONDED Director Bestwick, that the Board direct staff to initiate joint discussions with the Department of Fisheries and Oceans, Ministry of Environment and the Nile Creek Enhancement Society (NCES) with a goal of advancing a cooperative approach to fishery enhancements on Nash Creek that would serve the interests of NCES, address the current water licensing issues and not require the RDN to establish a new service for this activity.

CARRIED

RECREATION AND PARKS

Community Parks and Trails Strategy – Northern Electoral Areas.

MOVED Director Holme, SECONDED Director Veenhof, that the Terms of Reference for the Community Parks and Trails Strategy for Electoral Areas E, F, G and H be approved.

MOVED Director Veenhof, SECONDED Director Fell, that the Board amend the motion to defer the Strategy until the Board can have fulsome discussions with the budget deliberations.

DEFEATED

The vote was taken on the main motion.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Anderson, SECONDED Director Veenhof, that the minutes of the District 69 Recreation Commission meeting held Thursday, September 20, 2012 be received for information.

CARRIED

SCHEDULED ADVISORY AND SELECT COMMITTEES

Regional Parks and Trails Select Committee.

Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, October 2, 2012.

MOVED Director Anderson, SECONDED Director Willie, that the minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, October 2, 2012 be received for information.

CARRIED

San Pareil Boardwalk.

MOVED Director Brennan, SECONDED Director Anderson, that letters be written to the Minister of Forest, Lands and Natural Resource Operations and the Minister of Environment regarding the rebuilding of the boardwalk at San Pareil that will provide more details of the proposed structure and the environmental benefits of its placement within the Englishman River estuary.

CARRIED

Morden Colliery Historic Provincial Park – Tipple Restoration.

MOVED Director Fell, SECONDED Director Ruttan, that staff meet with BC Parks to review possible partnership funding opportunities with the Province of BC for restoration of the tipple at Morden Colliery Historic Provincial Park.

CARRIED

Northern Community Economic Development Select Committee.

MOVED Director Lefebvre, SECONDED Director Willie, that the Minutes of the Northern Community Economic Development Select Committee meeting held Tuesday, October 9, 2012 be received for information.

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that funding for phase II of the Commerce Ambassador Program from the Qualicum Beach Chamber of Commerce be deferred to the Spring 2013 Select Committee NCED meeting.

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that the funding for the Marketing the Arts in Oceanside from Oceanside Community Arts Council be denied.

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that the LCBA Trade Show from the Lighthouse Country Business Association be awarded full funding in the amount of \$3,000.

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that the Lighthouse Country Village Signs for Qualicum Bay, Bowser, Deep Bay and Horne/ Spider Lakes area application from Lighthouse Country Business Association be deferred until the Oceanside Tourism Association's re-branding process currently underway is completed so as to ensure consistency between Lighthouse Country Village signage and the Oceanside re-branding.

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that the funding for the Public Picnic and Rest Area from the North Island Wildlife Recovery Association be denied.

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that the funding for Museum Analysis/Feasibility Study for Proposed Museum Expansion and Sustainability from the Qualicum Beach Historical and Museum Society be denied.

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that the Mid-Island Bluegrass Society request for funding be denied and that staff include the necessary electrical upgrade proposed for the Lion's Community Park in the Electoral Area 'H' Community Park Budget.

CARRIED

Sustainability Select Committee.

Minutes of the Sustainability Select Committee held Wednesday, October 17, 2012.

MOVED Director Brennan, SECONDED Director Ruttan, that the Minutes of the Sustainability Select Committee held Wednesday, October 17, 2012 be received for information.

CARRIED

Rainwater Harvesting Best Practices Guidebook.

MOVED Director Brennan, SECONDED Director Fell, that the Committee endorse the Regional District of Nanaimo Rainwater Harvesting Best Practices Guidebook and forward the Guidebook to the Board for adoption.

CARRIED

Partnership with British Columbia Irrigation Association.

MOVED Director Brennan, SECONDED Director Anderson, that the Board support the Certified Irrigation Technician training partnership with the Irrigation Industry Association of BC to a maximum of \$3,000.

CARRIED

ADMINISTRATOR'S REPORT

Liquor Licence Amendment Application No. PL2012-101 – 697655 B.C. Ltd. – Lot A, District Lot 39, Nanoose District, Plan VIP55692 – Rocking Horse Pub – 2038, Rocking Horse Place, Electoral Area 'E'.

MOVED Director Holme, SECONDED Director Brennan, that the Board consider any written submissions or comments from the public.

CARRIED

MOVED Director Holme, SECONDED Director Brennan, that the Board adopt the resolution attached to this report as Schedule 1.

CARRIED

Witchcraft Lake Regional Trail – City of Nanaimo Licence of Use Agreement.

MOVED Director Kipp, SECONDED Director Young, that the Licence of Use Agreement with the City of Nanaimo for the Witchcraft Lake Regional Trail be approved as attached in Appendix 1.

CARRIED

Bylaws No. 889.63 and 1021.09 – Inclusion of Lot 6, DL 22, Nanoose Land District, Plan 10012 into the Pacific Shores Sewer Service, Electoral Area ‘E’

MOVED Director Holme, SECONDED Director Young, that “Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.09, 2012” be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Young, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.63, 2012” be introduced and read three times.

CARRIED

NEW BUSINESS

MOVED Director Veenhof, SECONDED Director Brennan, that Staff prepare a report on costs associated with compensating volunteers who support the various RDN committees and commissions for their mileage and meals, and that the report be completed before the next budget discussions.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that Staff prepare a report on costs associated with holding an Electoral Area Planning Committee meeting in each rural area once annually, and that the report be completed prior to the next budget discussions.

CARRIED

BOARD INFORMATION

District of Maple Ridge letter to Denis Lebel, Minister of Transport, Infrastructure and Communities, re Target 2014: Building our Future.

MOVED Director Veenhof, SECONDED Director Young, that the RDN invite Minister Lebel to visit our region to get a sense of our infrastructure needs.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that Staff convene a seminar of Electoral Area Directors to determine their priorities for infrastructure developments, the timings of that infrastructure development, and potential Federal and Provincial funding sources.

CARRIED

MOVED Director Kipp, SECONDED Director Veenhof, that the Regional District of Nanaimo write a letter of support for the District of Maple Ridge opposition to Fisheries Bill C38.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Young, that the Board proceed to an In Camera meeting pursuant to the following Sections of the *Community Charter*:

Section 90(1)(a) to consider issues related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and

Section 90(1)(e) to consider issues related to land.

CARRIED

TIME: 8:01 PM

RISE AND REPORT

Regional Park Zoning.

MOVED Director Houle, SECONDED Director Dempsey, that Staff be directed to undertake the rezoning process for the Regional Park System to have the park properties officially designated by way of zoning as Regional Parkland.

CARRIED

Moorecroft Regional Park – RDN/ The Nature Trust of BC Mutual Lease Agreement.

MOVED Director Holme, SECONDED Director Veenhof, that the Mutual Lease Agreement between the Regional District and The Nature Trust of BC that terminates the Camp Moorecroft Regional Park Land Acquisition and Co-Owners Agreement be approved as presented in Appendix III.

CARRIED

The meeting was terminated at 8:25 PM.

CHAIRPERSON

CORPORATE OFFICER

O'Halloran, Matt

Subject: FW: Final South Forks Community Letter to City of Nanaimo
Attachments: City of Nanaimo November 20, 2012 Community Letter Fire Hydrants.doc

----- Original Message -----

From: Jeanette BoJobrown
To: jstanhope@shaw.ca
Cc: Jeanette
Sent: Wednesday, November 21, 2012 5:33 PM
Subject: Final South Forks Community Letter to City of Nanaimo

Attention: Chairperson Mr. Stanhope

Attached is a copy of the final Community Letter to the City of Nanaimo fighting for Fire Hydrants for our Community since we have now taken on the liability of their Chlorine Gas Tanks right behind our Communities homes.

I am hoping the RDN has taken a strong stand on this issue on our behalf.

We are very concerned about fighting any fires out in our area with only the Extension Fire Truck and a swimming pool which the tanker would have to do a 2 km round trip for water and the worry of the Chlorine Gas tanks being compromised.

Thank you,

Jeanette Pongratz-Doyle

November 20, 2012
Mrs. Jeanette Pongratz-Doyle
2710 South Forks Road
Nanaimo, BC V9X1H3

City of Nanaimo Legislative Services Dept.

To the Mayor and Council:

With this letter I am now speaking on behalf of a number of residences on South Forks Road regarding the impact of the Water Treatment Plant Project.

The addresses of the neighbours on South Forks Road I am speaking for are.....
2510, 2540, 2560, 2570, 2600, 2610, 2620, 2625, 2652, 2629, 2710. Three neighbours I could not get in contact with. That would be 11 out of 14 residences equaling 79% of homes directly impacted.

Last year through all Community Information and Public Hearing Meetings you met with very little opposition as there was a neighborly connection made with optimism as the South Forks Community was asking for water for our future Fire Hall and Fire Hydrants with the hopes of potable Community water, as an offering for the inconvenience created for our Community. We were told that Fire Hydrants would probably not be a problem.

The scope and amount of work to be done on the major water line for your new water treatment plant has come to light and the impact to the residences on South Forks Road with the 5m wide trench is catastrophic to say the least as it travels through each and every driveway entrance at times even with their best efforts cutting us off from our homes and from emergency services from a minimum of 24 hours to several days if a weekend is involved.

South Forks road is described in no other words than a mess, and our vehicles from our entire area will suffer without a doubt. The time involved has increased from three to five months until paving of the road is complete.

Within a couple of weeks you will be right at Mike Gogo's Christmas Tree Farm entrance which falls exactly into the busiest sale time for Christmas Trees which you are going to have a major impact on as he has provided several schools with fundraisers with his Christmas Trees. I can only wish you luck with that.

We invite you all to come out and take a look at the impact to our Community with your own eyes. This is not offered as an option. It is a must. This is the only way all of you can feel the effect you are having on our Community.

Somewhere in the last few months this Council took a vote and reneged on the Fire Hydrants for our Community. With taking on the liability of your Chlorine Gas Tanks right behind our homes we feel we have been left in a compromised position trying to fight a fire with the Extension Fire Truck and a swimming pool with a tanker for reloading, to try to snuff a fire before it gets to your Chlorine Gas tanks which if compromised is poisonous, as Coastal Fire does not fight structure fires or private property fires.

Our Community of homes is asking Council to reconsider your Decision on Fire Hydrants for South Forks Road and reverse your decision as we have the support of the RDN and Extension Fire for Fire Hydrants for the calamitous life we will endure for five months on your behalf.

Yours truly,

Jeanette Pongratz-Doyle
On behalf of my Community



RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	<input checked="" type="checkbox"/>
GMS&CD	<input checked="" type="checkbox"/>	GM T&SW	<input checked="" type="checkbox"/>
GM R&CU	<input checked="" type="checkbox"/>	DF	<input checked="" type="checkbox"/>
NOV 21 2012			
DCS	<input checked="" type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>	Info	

Ref: 151287

NOV 12 2012

Mr. Joe Stanhope, Chair
and Members of the Board
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Chair Stanhope and Board Members:

I appreciated meeting with your delegation at this year's UBCM Convention in Victoria. It was a good opportunity for me to hear matters of interest to your delegation and your community.

Thank you to your delegation for sharing your concerns about your local government's ability to meet the targeted timelines for upgrades to the Greater Nanaimo Pollution Control Centre without funding assistance. I appreciate the impact on timelines and budgets when new technical challenges related to deteriorating infrastructure are discovered. I also appreciate that communities around the province are facing pressure due to the limited availability of funding for infrastructure programs. As you are aware, there are no capital funding programs accepting applications at this time. The Province of British Columbia and the Government of Canada are currently discussing a future infrastructure funding program, and the Ministry of Community, Sport and Cultural Development (CSCD) will be in contact with UBCM and local governments should a funding opportunity arise in the future.

Your delegation also raised concerns about regional district liability with respect to the current state of existing sidewalks in the vicinity of the Fairwinds Golf Course, and proposed the solution of granting regional districts the regulatory authority for constructing and maintaining sidewalks. I appreciate that you are also interested in this power enabling your local government to construct and maintain new sidewalks in some areas that are more densely populated. CSCD staff are currently reviewing this matter in conjunction with the Ministry of Transportation and Infrastructure, and we expect the process to be concluded in the next few months. CSCD staff will be in contact with your staff once the review is complete.

.../2

Mr. Joe Stanhope, Chair
and Members of the Board
Page 2

For your information, I have enclosed a summary of investments my Ministry has made in your community since 2001. We are proud of the partnership we have with you, and the support we have been able to provide the Regional District of Nanaimo in meeting local priorities and making our communities strong, healthy and prosperous.

Thank you again for taking the time to meet with me at the Convention and for the leadership you are providing to your community.

Sincerely,

A handwritten signature in cursive script that reads "Bill Bennett". The signature is written in black ink and is positioned below the word "Sincerely,".

Bill Bennett
Minister

Enclosure

pc: Mr. Ron Cantelon, MLA
Parksville-Qualicum

NANAIMO RD

Summary of Provincial Funding Support Ministry of Community, Sport & Cultural Development 2001 – September 2012

Infrastructure Support – Building the Foundation for a Stronger Future

Year	Project	Provincial Funding
Nanaimo RD		
multiple	Various Infrastructure Studies Since 2002	274,750
2004	Sewer collection system in the Barclay Crescent area	1,164,000
2007	Regional District Category	50,000
2009	Drinking Water & Watershed Protection Monitoring Program	221,625
2009	Meadow Drive Community Park Development Project	36,991
2012	Cedar Skateboard/Bike Park	439,410
2012	Henry Morgan Community Park: Nature-based Playground, Pump Track & Sport Court (Phase 1)	85,000
2012	Meadowood Drive Community Park (Phase 1) - Playground & Sport Court	54,500
TOTAL		\$2,326,276

Regional District Grants – Support for Smaller Communities

	2004	2005	2006	2007	2008
Nanaimo RD	80,000	95,000	110,000		
Grand Total					\$285,000

Strategic Community Investment Fund*

	March 2009	September 2009	July 2010	March 2011	June 2011	March 2012	June 2012
Nanaimo RD	169,226	60,680	36,504	73,353	105,549	73,532	110,543
Total							\$629,387

* Strategic Community Investment Funds – are the combination of Small Community and Regional District Grants, as well as Traffic Fine Revenues available to applicable communities in an accelerated payment scheme

IPG – Infrastructure Planning Grant
 CBCIP – Canada/BC Infrastructure Program
 TranAP – Transitional Assistance Program
 JOP – Job Opportunities Program

T4T – Towns for Tomorrow
 LM – LocalMotion
 TAP – Tuition Assistance Program
 CRP – Community Recreation Program

Support for Resource Community Challenges – Community Development Trust Funding

	Year	Program	Provincial Funding
Nanaimo RD			
TranAP	as of June 30/10	Community Development Trust	8,103,888
TAP	as of June 30/10	Community Development Trust	1,149,525
JOP	as of June 30/10	Community Development Trust	262,386
	TOTAL		\$9,515,799

Climate Action Revenue Incentive Program – Support for Community Action on Climate Change

	Year	Program	Provincial Funding
Nanaimo RD	2009	Reimburse 100 percent of Carbon Taxes Paid	14,769
	2010		39,981
	2011		54,645
	2012		72,814
	TOTAL		\$182,209

SUMMARY OF FUNDING SUPPORT

Building Infrastructure for a Stronger Future	\$2,326,276
Regional District Grants	\$285,000
Strategic Community Investment Fund	\$629,387
Community Development Trust Funding	\$9,515,799
Support for Community Action on Climate Change	\$182,209
TOTAL	\$12,938,671

NOTE: Investments highlighted in red are made from programs previously under the responsibility of this Ministry.

- | | |
|---|------------------------------------|
| IPG – Infrastructure Planning Grant | T4T – Towns for Tomorrow |
| CBC/IP – Canada/BC Infrastructure Program | LM – LocalMotion |
| TranAP – Transitional Assistance Program | TAP – Tuition Assistance Program |
| JOP – Job Opportunities Program | CRP – Community Recreation Program |

MVIHES

MID VANCOUVER ISLAND HABITAT ENHANCEMENT SOCIETY

P.O. Box 935
Parksville,
BC

November 13, 2012

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

RDN CAOS OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMSSCD		GM T&SW	
GM R&CU	<input checked="" type="checkbox"/>	DF	
NOV 14 2012			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR		Correspondence	

Attention: Board of Directors

Re: Groundwater Mapping and Education in the Englishman River Watershed Phase 2

Dear Board Members:

The MVIHES Groundwater study Phase 1 has been hailed as a “pioneering” step in the understanding of our aquifers in the province of BC. Positive response to and interest in Dr. Wendling’s Youtube presentations of the project has come from all over BC as well as from other parts of Canada and from international sources. Community involvement was central to the success of the project.

A technical report on this project, *Groundwater and Surface Water Interaction in the Englishman River Watershed*, prepared by Dr. Wendling, is available for viewing (along with the Youtube videos) on the MVIHES website www.mvihes.bc.ca.

The RDN has supported Phase 1 through provision of data loggers and the results of Phase 1 have been integrated into the RDN Water Budget Project.

As we are about embark on Phase 2 we would like to invite the Regional District of Nanaimo to join with us in qualifying and quantifying the role played by bedrock in the groundwater dynamic in the Englishman River (ER) Watershed. Groundwater flowing through bedrock discharges to:

- overburden aquifers, including the aquifers used by the City of Parksville well fields;
- the Englishman River, which is used as a source of potable water (existing infiltration gallery and proposed new intake); and
- surface water features (tributaries of the ER, wetlands).

It is therefore very important to understand the pathways where groundwater flows through bedrock. We need to know if there are major fractures where the flow is concentrated or if we are dealing with a more diffuse system with bedrock water discharging through thousands of small fractures and weathered bedrock, or both. We also need to know how bedrock is providing water in specific areas of interest :

- the well fields
- near the existing gallery
- near the proposed intake
- along the ER and its tributaries
- near wetlands

What is the quantity of water being provided by the bedrock aquifers? When is this happening? Are there significant seasonal fluctuations (e.g. following snow melt) or are we dealing with a supply that is relatively constant throughout the year and provides a good “water supply buffer”? Have we less water flowing through the bedrock when the demand is the highest (summer)?

The proposed work will address one of the key questions raised by the RDN Water Budget Project (WBP); the conceptual model recently built by the RDN WBP is showing that the higher elevation land (approximately 2/3 of the watersheds) is an important recharge zone for all watersheds and there, groundwater flow takes place in bedrock.

In addition to being partly funded by the BC Real Estate Foundation, MVIHES will likely receive funds from the City of Parksville, and both the Mountain Equipment Coop Foundation and BC Gaming (for which applications have been submitted).

We are proposing through Phase 2 to answer these questions by completing the following tasks:

- 1: Identifying existing residential wells completed in the bedrock.
 - Estimated cost: \$ 3,000
- 2: Involving the community in providing wells to be monitored
 - Estimated cost: \$ 3,000
- 3: Deploying a network of data loggers to collect piezometric data
 - Estimated cost: \$ 10,000
- 4: Completing pumping tests in selected wells
 - Estimated cost: \$ 50,000

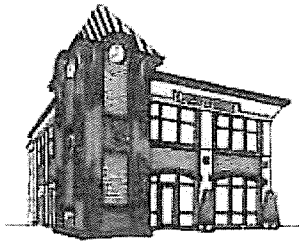
- 5: Drafting a conceptual model describing groundwater flow in the bedrock and identifying confirmatory data to be collected
 - Estimated cost: \$ 10,000
- 6: Implementing plan to collect required data
 - Estimated cost: \$ 50,000
- 7: Finalizing conceptual model
 - Estimated cost: \$ 20,000
- 8: Qualifying and quantifying the groundwater regime in bedrock aquifers
 - Estimated cost: \$ 20,000

This work is expected to span over three to four years and will be a collaborative effort, both for labor and funding. MVIHES would be very appreciative of RDN' financial support in this work.

Sincerely,

Original signed by

Faye Smith, Project Coordinator
MVIHES
250 752 9297



District of Lantzville

Incorporated June 2003

November 20, 2012

Via email: jhill@rdn.bc.ca

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

Attention: Jacquie Hill, Manager, Administrative Services

Dear Ms. Hill

Re: Appointment of Municipal Director & Alternate Municipal Director

Please be advised that Council, at its Regular Meeting held Monday, November 19, 2012, appointed Councillor Brian Dempsey as Municipal Director and Mayor Jack de Jong as Alternate Municipal Director to the Regional District of Nanaimo Board for the 2013 term.

We trust this is the information you require.

Yours truly

Donna Smith
Deputy Director of Corporate Administration
District of Lantzville

File: 0470-20-RDN

G: Corr/11/rdn.hill.boardappointments.13

C: T. Graff, Chief Administrative Officer

O'Halloran, Matt

Subject: FW: Supporting E & N

From: Esther Reed [<mailto:estherreed@shaw.ca>]
Sent: Wednesday, November 14, 2012 11:11 AM
To: Nohr, Tamie
Cc: islandrail@shaw.ca
Subject: Supporting E & N

Dear Sirs, Madames:

We live in Nanoose Bay and we are in favour of using our tax dollars to support the \$3.2 million funding request by the Island Corridor Foundation.

There have been many times when we would like to visit Victoria for a day or two, but do not want to drive. The bus is okay, but there is nothing more comfortable or enjoyable than the train.

Not only will it help residents, but is also a great tourist attraction. We use to have several guests that would do the island circle: Vancouver to Victoria to Nanaimo (via E & N) to Vancouver.

I hope that everyone will do their part to ensure that the E & N Rail is able to get up and running again.

Regards,

Esther & Barry Reed

O'Halloran, Matt

Subject: FW: rail subsidy

----- Original Message -----

From: Dan and Ann
To: jstanhope@shaw.ca
Cc: diane.brennan@nanaimo.ca ; alecmcperson2011@gmail.com ; maureen_young@shaw.ca ; gholme@shaw.ca ; fjfell_at_rdn@gmail.com ; bill.veenhof@shaw.ca ; janetmarc@shaw.ca ; dwillie@qualicumbeach.com ; bdempsey@telus.net ; john.ruttan@nanaimo.ca ; bill.bestwick@nanaimo.ca ; diana.johnstone@nanaimo.ca ; jim.kipp@nanaimo.ca ; george.anderson@nanaimo.ca ; ted.greves@nanaimo.ca ; scott.fraser.mla@leg.bc.ca ; ron.cantelon.mla@leg.bc.ca ; nanaimo@jameslunneymc.ca ; mayor@qualicumbeach.com ; chrisburger@parkville.ca ; editor@pqbnews.com
Sent: Tuesday, November 20, 2012 1:14 PM
Subject: rail subsidy

Dear Sir

I am a resident of Qualicum Beach and would like to inform you of my opposition to any form of subsidy for the Island railway. This rail service has proven in the past that it is not viable and therefore should not be given any more tax payers dollars. If you are so adamant in spending tax dollars for the sake of spending you should concentrate on helping keep the cost of the BC ferries in line which is a service needed by the vast majority of the Vancouver Island residents. I hope that you think long and hard about this before you cast your vote on this matter.

Regards

Dan Sullivan

LIVING FOREST

Oceanside Campground & R.V. Park
6 Maki Road, Nanaimo, B.C. V9R 6N7
(250) 755-1755 • www.livingforest.com



Nov 13, 2012

Dear sirs:

As a citizen and business owner who pays a significant amount of property tax, I urge all board members to support the E and N Railway. If the line is not repaired, it will likely be permanently lost. This railway has seen very little traffic for decades which has led some people to believe this will always be the case. I disagree. Rail is by far the most fuel efficient way of moving people and goods on land. It is also by far the most efficient way to move large numbers of passengers quickly and on a minimum amount of land. I think it is likely that over the next 50 years the price of oil will keep rising and the population of the East Coast of Vancouver Island will also go up. Demand for commuter traffic into Victoria as well as tourists is bound to rise. Add to that an ageing population less inclined to drive, and rail becomes more and more attractive. I measured a section of ties and multiplied by the number slated for replacement, and it looks to me like about a third of ties on the entire line will be renewed. All of this plus upgrading the bridges for less than the cost of one interchange on the Pat Bay Highway seems like good value for money to me. While rail was the transport of the past, it is very likely also the transport of the future.

Very truly yours,

A handwritten signature in black ink, appearing to read "DLittlejohn".

David Littlejohn

O'Halloran, Matt

Subject: FW: Proposed Railway Funding

----- Original Message -----

From: "Tom Whitfield" <homes@tomwhitfield.ca>

To: <jstanhope@shaw.ca>

Sent: Tuesday, November 20, 2012 2:07 PM

Subject: Proposed Railway Funding

Hi Joe,

We've met a few times, but you likely will not remember me. I am a Realtor with RE\MAX First Realty in Parksville. I have lived in the area for 17 years. Previously was a Forester for 30 years and worked for M&B, Weyerhaeuser and First Nations locally. I am President of the Brown Property Preservation Society here in Qualicum Beach and am a Heritage Forest Commissioner for the Town of Qualicum Beach.

Pumping our tax dollars into a futile attempt to prop up this aging railway line on Vancouver Island is poor use of public funds. As a young man, I did track Maintenance for the CPR in Canmore Alta and road the rails between Banff and the Morley Flats past Exshaw towards Calgary. There is a lot required in maintaining tracks to a level safe enough for either freight or passenger service.

The island rail line would be best left to go. It will never be viable financially again. Rail was a good idea in 1889 when Lord Dunsmuir allocated lands, timber and coal to the E&N in order settle and develop Vancouver Island.

The track will eventually become a walking, hiking, biking trail between Courtenay and Victoria. Imagine a maximum 2% grade all that way. What a tourist draw that will become. The financial boost will be welcome in our tourist-based economy. Imagine the bed & breakfast establishments along the line with international tourists making this trail part of their vacationing in the area.

This will no doubt happen, like the Kettle Valley in the Okanagan and the Galloping Goose in Victoria. Both are a resounding success. I thought that when the old wooden trestles burnt in the forest fires that the Kettle Valley trestles would not have the funding to be rebuilt. But as that trail is so popular, they have been rebuilt.

Our local politicians will someday come to the realization that the E&N line is worth more to active tourism than it is to hauling a bit of freight requiring enormous subsidies. Passenger service will never come back due to a proven lack of ridership and very poor condition of the line. Passenger service is never going to be sustainable on the E&N. There isn't even a

place to drop off anymore in Victoria.

It is sometimes easier to keep things the way they were, or try to, rather than make necessary changes for a sustainable future.

I like you and you do good work for our region. Please do the right thing and not support using more public funds in these tough economic times to prop up this antiquated rail line. The future Vancouver Island Walkway\Trail will do much more for the region in future, than a rail line requiring massive public funding, in perpetuity.

Thank you,
Tom Whitfield
RE\MAX First Realty
Parksville, BC
250-951-4882

Sent from my iPad=

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 13, 2012 AT 6:30 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director G. Holme	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H
Director J. Stanhope	Electoral Area G

Regrets:

Director H. Houle	Electoral Area B
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Also in Attendance:

P. Thorkelsson	A/ Chief Administrative Officer
J. Harrison	Director of Corporate Services
T. Osborne	Gen. Mgr., Recreation & Parks
P. Tompson	Mgr., Long Range Planning
J. Holm	Mgr., Current Planning
J. Hill	Mgr., Administrative Services
T. Nohr	Recording Secretary

DELEGATIONS

Ken Tanguay, re Development Variance Permit Application No. PL2012-149 – Ken Tanguay – Redden Road, Electoral Area 'E'.

Mr. Tanguay gave a verbal presentation regarding his Development Variance Permit Application PL2012-149.

ELECTORAL AREA PLANNING COMMITTEE MINUTES

MOVED Director Stanhope, SECONDED Director McPherson, that the minutes of the Electoral Area Planning Committee meeting held October 9, 2012, be adopted.

CARRIED

CORRESPONDENCE

Robyn and Malcolm Arnold, re Development Variance Permit Application No. PL2012-149 – Ken Tanguay – Redden Road, Electoral Area ‘E’.

MOVED Director Stanhope, SECONDED Director Fell, that the correspondence from Ms. Arnold and Mr. Arnold regarding Development Variance Permit Application No. PL2012-149 be received.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2012-088 – Fern Road Consulting Ltd. – 783 Mariner Way, Electoral Area ‘G’.

MOVED Director Stanhope, SECONDED Director Young, that Development Permit Application No. PL2012-088 to permit the construction of a dwelling unit and recognize an existing retaining wall and landscaping works within the subject property be approved subject to the conditions outlined in Schedules 1 to 3.

CARRIED

Development Permit Application No. PL2012-122 – Tomm’s Food Marketing Group, Inc. – 6990 Island Highway West, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director McPherson, that Development Permit No. PL2012-122 to permit the construction of an addition to a commercial building be approved subject to the conditions outlined in Schedules 1 to 3.

CARRIED

Development Permit Application No. PL2012-143 – Guy Robertson – 902 Barclay Crescent South, Electoral Area ‘G’.

Withdrawn by applicant.

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2012-147 – Gray – 1815 Settler Road, Electoral Area ‘F’.

MOVED Director Fell, SECONDED Director McPherson, that Development Variance Permit No. PL2012-147 be approved subject to the conditions outlined in Schedule 1.

CARRIED

Development Variance Permit & Frontage Relaxation Application No. PL2012-126 – Avis – 2940 & 2950 Dufferin Road, Electoral Area 'E'.

MOVED Director Stanhope, SECONDED Director Veenhof, that Development Variance Permit Application No. PL2012-126 to reduce the setback from 8.0 metres to 3.3 metres for an existing garage to a proposed panhandle lot line be approved subject to the conditions outlined in Schedule 1.

CARRIED

MOVED Director Stanhope, SECONDED Director Veenhof, that the request to relax the minimum 10% perimeter frontage requirement for application No. PL2012-126 proposed Lot A, be approved.

CARRIED

Development Variance Permit Application No. PL2012-149 – Ken Tanguay – Redden Road, Electoral Area 'E'.

MOVED Director Stanhope, SECONDED Director Young, that Development Variance Permit Application No. PL2012-149 to increase the maximum permitted dwelling unit height be approved subject to the conditions outline in Schedules 1 to 3.

CARRIED

Development Variance Permit and Frontage Relaxation Application No. PL2012-146 – Shepherd – 853 Miller Road, Electoral Area 'G'.

MOVED Director Stanhope, SECONDED Director Fell, that the Board approve Development Variance Permit Application No. PL2012-146 to relax the minimum panhandle width from 6.0 metres to 4.0 metres subject to the conditions outlined in Schedule 1 and 2.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that the request to relax the minimum 10% perimeter frontage requirement for Application No. PL2012-146 proposed Lots A and B be approved.

CARRIED

OTHER

Relaxation of the Minimum 10% Perimeter Frontage Requirement – Ferguson – 6368 Island Highway West, Electoral Area 'H'.

MOVED Director Veenhof, SECONDED Director Stanhope, that the request for the minimum 10% frontage requirement for proposed Lot A, 6368 Island Highway West, be approved.

CARRIED

Alternative Forms of Rural Development Study.

MOVED Director Fell, SECONDED Director McPherson, that the report titled 'Alternative Forms of Rural Development' be received.

CARRIED

ADJOURNMENT

The Meeting was called adjourned at 6:50 PM.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE MEETING OF THE WHOLE
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 13, 2012 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Alternate	
Director S. Cuthbertson	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director H. Houle	Electoral Area B
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Also in Attendance:

P. Thorkelsson	A/ Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
T. Osborne	Gen. Mgr., Recreation & Parks
D. Trudeau	Gen. Mgr., Transportation & Solid Waste
S. Depol	A/ Gen. Mgr. Regional & Community Utilities
J. Hill	Mgr., Administrative Services
T. Nohr	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Cuthbertson.

PRESENTATION

Jasper Lament, The Nature Trust of British Columbia, re Fundraising for Moorecroft Regional Park.

Mr. Lament presented the Board with a cheque for \$116,300, the proceeds from Nature Trust of British Columbia's fundraising efforts for Moorecroft Regional Park.

DELEGATIONS

Lynn Wood, Oceanside Hospice Society, re Hospice Society Grant Applications.

MOVED Director Willie, SECONDED Director Veenhof, that the Regional District of Nanaimo support Oceanside Hospice as a regional service provider.

CARRIED

LATE DELEGATIONS

MOVED Director Anderson, SECONDED Director Willie, that late delegations A. Sullivan, P. Makow, J. Bergot and M. Hooper be permitted to address the Board.

CARRIED

Andre Sullivan, Nanaimo Economic Development Corporation, re Island Corridor Foundation Request for Funding.

Mr. Sullivan spoke in support of the Island Corridor Foundation's request for funding.

Phil Makow, re Island Corridor Foundation Request for Funding.

Mr. Makow spoke in opposition to the Island Corridor Foundation's request for funding.

Jim Bergot, re Island Corridor Foundation Request for Funding.

Mr. Bergot spoke in opposition to the Island Corridor Foundation's request for funding.

Mike Hooper, CAO of Nanaimo Airport, re Nanaimo Airport Land Use Planning Process.

Mr. Hooper provided a verbal presentation regarding the Nanaimo Airport Land Use Planning Process.

COMMITTEE OF THE WHOLE MINUTES

MOVED Director Holme, SECONDED Director Anderson, that the minutes of the Committee of the Whole meeting held October 9, 2012, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Donna Smith, District of Lantzville, re Request to Renew Service Agreements.

MOVED Director Lefebvre, SECONDED Director Brennan, that the correspondence from D. Smith regarding the District of Lantzville's request to renew service agreements be received.

CARRIED

Dr. Judith Sayers and Mary Ashley, Island Corridor Foundation, re ICF Request for Funding.

MOVED Director Lefebvre, SECONDED Director Brennan, that the correspondence from Dr. Sayers and M. Ashley regarding Island Corridor Foundation's funding request be received.

CARRIED

Correspondence September – November, 2012, re Island Corridor Foundation Request for Funding.

MOVED Director Lefebvre, SECONDED Director Brennan, that correspondence from the public regarding the Island Corridor Foundation Society's request for funding be received.

CARRIED

Correspondence November, 2012, re Island Corridor Foundation Request for Funding.

MOVED Director Lefebvre, SECONDED Director Brennan, that further correspondence from the public regarding the Island Corridor Foundation Society's request for funding be received.

CARRIED

ADMINISTRATION

Island Corridor Foundation – Request for Funding.

MOVED Director Brennan, SECONDED Director Greves, that the Board approve funding through a Grants-in-Aid to the Island Corridor Foundation in the amount of approximately \$945K, based on \$2M to be shared amongst the Regional District of Nanaimo, Cowichan Valley Regional District, Comox Valley Regional District, and Alberni Clayoquot Regional District based on assessment.

MOVED Director McPherson, SECONDED Director Anderson, that the Board amend the main motion by adding the words "funding is contingent on Island Corridor Foundation receiving commitment from VIA Rail that passenger service will be reinstated".

CARRIED

The vote was taken on the amended motion with the final wording being as follows:

That that the Board approve funding through a Grants-in-Aid to the Island Corridor Foundation in the amount of approximately \$945K, based on \$2M to be shared amongst the Regional District of Nanaimo, Cowichan Valley Regional District, Comox Valley Regional District, and Alberni Clayoqout Regional District based on assessment. Funding is contingent on Island Corridor Foundation receiving commitment from VIA Rail that passenger service will be reinstated.

CARRIED

Letter of Understanding between the Gabriola Island Local Trust Committee and the Regional District of Nanaimo.

MOVED Director Cuthbertson, SECONDED Director Kipp, that the report on the Letter of Understanding between Staff of the Gabriola Island Local Trust Committee and the Regional District of Nanaimo be received for information.

CARRIED

FINANCIAL SERVICES

Request from the Nanaimo Community Hospice Society for Financial Support.

MOVED Director Johnstone, SECONDED Director Bestwick, that the \$25,000 request for funding by the Nanaimo Community Hospice Society and the information provided in this report be included in the 2013 – 2017 Financial Plan discussions for consideration with other funding requests from service organizations in the Regional District of Nanaimo.

CARRIED

Bylaws No. 1664, 1665, 1666, 1667, 1668, 1669, 1670, and 1671 – Reserve Fund Establishment Bylaws.

MOVED Director Willie, SECONDED Director Brennan, that “Transit Service Reserve Fund Establishment Bylaw No. 1664, 2012” be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that “Transit Service Reserve Fund Establishment Bylaw No. 1664, 2012” be adopted.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that “Planning Service Reserve Fund Establishment Bylaw No. 1665, 2012” be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that “Planning Service Reserve Fund Establishment Bylaw No. 1665, 2012” be adopted.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Cassidy-Waterloo Fire Protection Service Reserve Fund Establishment Bylaw No. 1666, 2012" be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Cassidy-Waterloo Fire Protection Service Reserve Fund Establishment Bylaw No. 1666, 2012" be adopted.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Melrose Terrace Community Water Supply Service Reserve Fund Establishment Bylaw No. 1667, 2012" be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Melrose Terrace Community Water Supply Service Reserve Fund Establishment Bylaw No. 1667, 2012" be adopted.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Englishman River Community Streetlighting Service Reserve Fund Establishment Bylaw No. 1668, 2012" be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Englishman River Community Streetlighting Service Reserve Fund Establishment Bylaw No. 1668, 2012" be adopted.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Cedar Community Storm Water Management Service Reserve Fund Establishment Bylaw No. 1669, 2012" be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Cedar Community Storm Water Management Service Reserve Fund Establishment Bylaw No. 1669, 2012" be adopted.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Regional Parks and Trails Service Reserve Fund Establishment Bylaw No. 1670, 2012" be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Regional Parks and Trails Service Reserve Fund Establishment Bylaw No. 1670, 2012" be adopted.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Gabriola Island Recreation Service Reserve Fund Establishment Bylaw No. 1671, 2012" be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Gabriola Island Recreation Service Reserve Fund Establishment Bylaw No. 1671, 2012" be adopted.

CARRIED

Dashwood Firehall Redevelopment Update and Approval to Continue.

MOVED Director Veenhof, SECONDED Director Willie, that Johnston Davidson Architecture + Planning Inc. continue to be retained as the prime consultant for the redevelopment of the Dashwood firehall.

CARRIED

MOVED Director Veenhof, SECONDED Director Willie, that staff be authorized to spend up to \$50,000 to complete the programing, schematic design and design development phases of the Dashwood Fire Service building reserve fund for the purposes of final design.

CARRIED

MOVED Director Veenhof, SECONDED Director Willie, that up to \$50,000 be released from the Dashwood Fire Service building reserve fund for the purposes of final design.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Nanaimo Airport Land Use Planning Process.

MOVED Director Ruttan, SECONDED Director Johnstone, that the Terms of Reference for the Nanaimo Airport Land Use Process Citizens Advisory Group be referred back to staff.

CARRIED

CURRENT PLANNING

Agricultural Area Plan Action Plan.

MOVED Director Johnstone, SECONDED Director Holme, that the report on the proposed Agricultural Area Plan - Action Plan be received.

CARRIED

MOVED Director Johnstone, SECONDED Director Holme, that staff be directed to proceed with Action 1 through 5 of the Agricultural Area Plan - Action Plan.

CARRIED

BUILDING, BYLAW & EMERGENCY PLANNING

District of Lantzville Service Agreements 2013/2014.

MOVED Director Dempsey, SECONDED Director Holme, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Animal Control beginning January 1, 2013 and ending December 31, 2014, be approved.

CARRIED

MOVED Director Dempsey, SECONDED Director Holme, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Building Inspection beginning January 1, 2013 and ending December 31, 2014, be approved.

CARRIED

MOVED Director Dempsey, SECONDED Director Holme, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Bylaw Enforcement beginning January 1, 2013 and ending December 31, 2014, be approved.

CARRIED

MOVED Director Dempsey, SECONDED Director Holme, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Emergency Planning beginning January 1, 2013 and ending December 31, 2014, be approved.

CARRIED

MOVED Director Dempsey, SECONDED Director Holme, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for GIS and Mapping Services beginning January 1, 2013 and ending December 31, 2014, be approved.

CARRIED

387 Dunsmuir Road, Electoral Area 'H' – Unsightly Premises (update).

MOVED Director Veenhof, SECONDED Director Lefebvre, that the report on the outcome of the Unsightly Premises Board Resolution in relationship to 387 Dunsmuir Road be received.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Maintenance of Privately-Owned Onsite Wastewater Treatment Systems – Home Septic Assessment Program.

MOVED Director Young, SECONDED Director Fell, that the Board receive the Report on Mandatory Maintenance Program for Private Onsite Wastewater Treatment Systems for information only, and that the Board continue to support the SepticSmart Program as it is currently being operated.

CARRIED

Biosolids Management Program Agreement.

MOVED Director Ruttan, SECONDED Director Willie, that the Board terminate the existing SYLVIS Environmental Inc. service contract for the management of French Creek Pollution Control Centre biosolids, and enter into a three party Biosolids Management Program Agreement between Vancouver Island University, SYLVIS Environmental Inc. and the Regional District of Nanaimo for the management of Regional District of Nanaimo biosolids in Vancouver Island University's Forest Fertilization Program, starting on January 1, 2013 and ending on March 31, 2017.

CARRIED

WATER AND UTILITY

Westurne Heights Water Utility – Petition for Engineering Assessment.

MOVED Director Fell, SECONDED Director Young, that the Board direct staff to petition the residents of the Westurne Heights Water Utility to borrow up to \$15,000 to complete the necessary engineering analysis and related capital costs associated with improving the water system to a Regional District of Nanaimo standard.

CARRIED

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

Solid Waste Management Regulation Bylaw No. 1531.04 – 2013 Tipping Fees.

MOVED Director Willie, SECONDED Director Brennan, that “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.04, 2012” be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.04, 2012” be adopted.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Grants-In-Aid Advisory Committee

Minutes of the Grants-In-Aid Advisory Committee meeting held on Monday, November 5, 2012.

MOVED Director Young, SECONDED Director Johnstone, that the minutes of the Grants-In-Aid Advisory Committee meeting held on Monday, November 5, 2012 be received for information.

CARRIED

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

Gabriola Arts Council	\$2,000
Jonanco Hobby Workshop Association	270
People for a Healthy Community Gabriola Society	3,980

CARRIED

MOVED Director Young, SECONDED Director Johnstone, that Grant-in-Aid funds for District 69 be awarded to the following applicants:

Forward House Community Society	\$1,242
North Island Wildlife Recovery Association	2,727
Oceanside Hospice Society	2,000
Parksville & District Association for Community Living	1,200
Qualicum Bay Lions Club	5,000

CARRIED

Minutes of the District 69 Recreation Commission meeting held on Thursday, October 18, 2012.

MOVED Director Veenhof, SECONDED Director Holme, that the Minutes of the District 69 Recreation Commission meeting held on October 18, 2012 be received for information.

CARRIED

MOVED Director Veenhof, SECONDED Director Holme, that the Board approve the following District 69 Recreation Youth Grants:

Arrowsmith Community Enhancement Society (ACES) – youth drop-in sports	\$1,351
Bard to Broadway Theatre Society – B2Glee Show Choir	780
Navy League of Canada – training expenses	1,500
The Whalers Football Support Society – storage bin	2,500

CARRIED

MOVED Director Veenhof, SECONDED Director Holme, that the Regional Board approve the following District 69 Recreation Community Grants:

Arrowsmith Agricultural Association – Family Day event	\$374
Kidfest – event	950
Oceanside Community Arts Council – 100 th Anniversary Event costs	1,500
Parksville & District Association for Community Living – Community Living month celebration	500
Parksville Elementary School PAC – noon hour/recess sports equipment	1,500
Ravensong Master Swim Club – pool rental	500

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the District 69 Recreation Commission respond to the September 28, 2012 correspondence from Ms. J. Hicks summarizing the meetings staff have held with Ms. Hicks to date, the challenges of aquatic scheduling, and a commitment to continue to look for ways to consider the needs of seniors and the broader community at the Ravensong Aquatic Centre.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the Regional District submit an application to the Western Economic Diversification Canada Community Infrastructure Improvement Fund for 50% of the

eligible costs in replacing the lighting fixtures to a higher efficiency lighting system at the Howie Meeker and Victor Kraatz Arenas at Oceanside Place.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the Board consider in the 2013 budget process the request from the Arrowsmith Community Enhancement Society for an additional funding amount of \$9,700 for the service delivery of recreation services.

CARRIED

ADJOURNMENT

MOVED Director Anderson, SECONDED Director Holme, that pursuant to Section 90(1)(f),(i) and (j) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to law enforcement, legal advice, and third-party business interests.

CARRIED

TIME: 9:43 PM

The meeting was called adjourned at 10:02 PM.

CHAIRPERSON

CORPORATE OFFICER

DISTRICT OF NANAIMO

**MINUTES OF THE TRANSIT SELECT COMMITTEE
MEETING HELD ON THURSDAY, OCTOBER 18, 2012 AT 12:00 NOON
IN THE COMMITTEE ROOM**

Present:

Director D. Brennan	Chairperson
Director A. McPherson	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director J. Stanhope	Electoral Area 'G'
Director B. Veenhof	Electoral Area 'H'
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach
Director B. Dempsey	District of Lantzville
Director T. Greves	City of Nanaimo
Director G. Anderson	City of Nanaimo

Also in Attendance:

P. Thorkelsson	Acting CAO, RDN
D. Trudeau	Gen. Mgr, Transportation & Solid Waste Services, RDN
D. Pearce	Manager, Transit Operations, RDN
D. Holmes	City of Nanaimo
M. Moore	BC Transit
F. McFarlane	Recording Secretary, RDN

CALL TO ORDER

The meeting was called to order at 12:00 pm by the Chair.

The Chair welcomed Rachelle Stein-Wotten, of *The Gabriola Sounder*, to the meeting.

MINUTES

MOVED Director Anderson, SECONDED Director Veenhof that the minutes of the regular Transit Select Committee meeting held July 19, 2012 be adopted. CARRIED

CORRESPONDENCE

Correspondence to Chris Bergen, Chairperson, Vancouver Island University Students' Union, re the RDN transit system and how it services VIU.

Director Brennan noted that she has received an email from Chris Bergen confirming his interest in further discussions regarding bus service to VIU. He will contact D. Trudeau, General Manager, Transportation & Solid Waste Services, to arrange a mutually convenient date and time to meet.

Correspondence from G.M. Odsen, Regional Manager, Passenger Services, Greyhound Canada Transportation ULC, re proposed change in route frequency.

D. Trudeau advised he had contacted Greyhound Canada regarding working with the RDN toward a joint opportunity for a downtown exchange. Staff are continuing to look at opportunities that would benefit both.

MOVED Director Young, SECONDED Director Anderson that staff prepare a report on the structure of licensing for Greyhound. CARRIED

REPORTS

BC Transit Updates.

Myrna Moore, Senior Regional Transit Manager, BC Transit, spoke about regional connections. Director Veenhof asked if connections between EA H and the CVRD would be looked into. M. Moore noted that BC Transit has also received requests from the Town of Ladysmith to have service established between Ladysmith and Nanaimo. She advised that regional connections would be included in the RDN Transit Future Plan.

[12:07pm D. Holmes joined the meeting.]

M. Moore noted that regional connections should involve BC Transit, the Ministry of Transportation and Infrastructure and the representatives from relevant jurisdictions.

2013/2014 Transit Service Expansion – Financial Analysis.

D. Pearce reviewed the proposed expansions/new route for the Committee. Director Lefebvre asked about bus service to the new Oceanside Health Centre that is expected to open shortly. D. Pearce advised that, although the buses will not go into the parking lot, bus stops will be made as convenient as possible. Director Young stated the importance of advertising when the expansion becomes effective for the #15 VIU route since many university students will be affected by this change.

[12:20pm Director Stanhope joined the meeting.]

Discussion ensued on the increased demand for Custom transit and D. Trudeau spoke to the financial implications. Meetings were held with officials from the City of Nanaimo, Lantzville, Parksville and Qualicum Beach as well as Electoral Area directors to ensure there was sufficient time to review the proposals.

Director Anderson asked what type of buses will be provided, i.e., Nova, conventional or double decker. D. Trudeau noted that at this time they would be the regular standard buses although the RDN will be approaching BC Transit as to the appropriate time to bring in double deckers. In response to Director Young's query, D. Trudeau noted that bus stops along Jingle Pot Road will be positioned according to transit bus stop policy, i.e., every 400 metres. Director McPherson asked if any statistics on pick-ups/drop-offs in the Cinnabar/Cedar area are available. D. Trudeau noted there are none at the present time but these figures could be obtained to determine where runs are generated. Director Lefebvre asked whether consideration has been given to buying smaller buses and D. Trudeau noted that a

motion from this Committee regarding different sizes of buses went forward to BC Transit. Also, RDN staff has made application for ARBOC buses. P. Thorkelsson noted that 2014 figures are estimates only and are provided to give you a general idea of projected costs.

MOVED Director Stanhope, SECONDED Director Lefebvre that the Board approve the proposed 5,000 Conventional transit expansion and 3,750 hour Custom transit expansion outlined in this report and direct staff to advise BC Transit accordingly. CARRIED

New Year's Day Transit Service (2013).

D. Trudeau advised this is an opportunity upon which staff followed up. Woodgrove Centre is willing to pay 50% of the cost to provide Sunday level of service on New Year's Day. This service was first initiated in 2011 at the request of Woodgrove Centre.

MOVED Director Stanhope, SECONDED Director Willie, that the application made by Woodgrove Centre for the Regional District of Nanaimo to provide bus service on January 1, 2013, at 50% Woodgrove Centre cost, be approved. CARRIED

ADJOURNMENT

MOVED Director Lefebvre, SECONDED Director Stanhope, that the meeting be adjourned. CARRIED

TIME: 1:00 PM

NEXT MEETING

The next meeting of the Transit Select Committee is set tentatively for Thursday, January 17, 2013, in the RDN Committee Room.

CHAIRPERSON

TO: Dennis Trudeau
General Manager, Transportation & Solid Waste Services

DATE: October 10, 2012

FROM: Daniel Pearce
Manager, Transit Operations

FILE: 8500-01

SUBJECT: 2013/2014 Proposed Transit Service Expansion - Financial Analysis

PURPOSE

To discuss the financial implications of proposed service expansions for the Conventional and Custom transit systems for 2013/2014.

BACKGROUND

Two transit service expansions are proposed for March 2013. For the Conventional transit system approximately 5,000 hours annualized over 2013/2014 are proposed. For the Custom transit system an additional 3,750 hours annualized over 2013/2014 are proposed.

Conventional Transit

The proposed new hours would result in improved service in District 68 and District 69. Service changes are based on the 2008 Transit Business Plan and would include:

- New route - #25 BC Ferries - This route will service downtown (Prideaux transit exchange, Departure Bay ferry terminal and Country Club Centre (transit exchange) Monday to Friday:
 - #25 BC Ferries- direct service from the Country Club transit exchange and Prideaux transit exchange to the Departure Bay ferry terminal;
 - modeled after the 2008 Transit Business Plan Proposal M4: New Downtown-Departure Bay-Country Club shuttle; and,
 - ability for a bus to wait for late ferries.
- Increased service on #90 Intercity Connector and #88 Parksville, resulting in hourly service between Nanaimo and Parksville and one to two hour service between Parksville and Qualicum Beach:
 - #88 Parksville- 6 additional trips each day, Monday to Saturday;
 - #89 Qualicum Beach and #90 Intercity amalgamation to increase connection and travel convenience; and,
 - #90 Intercity - 15 additional weekday trips.
- Increased frequency on the #15 VIU Connector:
 - 6 additional weekday trips; and,
 - 10 trips operating on the entire length of Jinglepot Road.

- Increased frequency on the #4 VI University:
 - 3 additional weekday trips.

- One additional trip on the #7 Cinnabar/Cedar.

Custom Transit

The proposed new hours would result in improved service in District 68 and District 69. These 3,750 hours would be used partially to provide one additional vehicle for Parksville and Qualicum Beach three (3) days a week while the remaining hours would be used to eliminate the handyDART subscription wait list in Nanaimo and provide more hours for general service.

ALTERNATIVES

1. That the Board approve the proposed 5,000 hour Conventional transit expansion and 3,750 hour Custom transit expansion outlined in this report and direct staff to advise BC Transit accordingly.

2. That the Board not approve the proposed 5,000 hour Conventional transit expansion and 3,750 hour Custom transit expansion outlined in this report and provide direction to staff.

FINANCIAL IMPLICATIONS

Alternative 1

Under this alternative both service expansions would be approved.

Conventional Service Financial Implications

When incorporated with the annualized impact of the 2012 increases in service, it is estimated that the 5,000 hour Conventional service expansion will increase operating costs by approximately \$806,400. The major cost changes include two additional buses, driver and servicing wages, fuel, vehicle repairs and maintenance. Under the cost sharing formula for Conventional transit, BC Transit will contribute approximately \$291,000 with the remaining amount funded through property taxes (\$415,400) and additional fares (\$100,000).

Custom Service Financial Implications

It is estimated that the 3,750 hour handyDART expansion will increase operating costs by approximately \$308,000. Under the cost sharing formula for Custom transit, BC Transit will contribute approximately \$148,000 with the remaining amount funded through property taxes (\$131,000) and additional fares (\$29,000).

The financial plan for 2013 originally forecasted tax requisitions of \$6,998,610 for District 68 (5% increase over 2012) and \$838,840 for District 69 (6% increase over 2012) including a conventional service increase only at that time. With the inclusion of a custom service increase as well, the current forecasts for 2013 tax requisitions are \$7,112,492 for District 68 (6.7%) and \$896,348 for District 69 (13.3%). Overall the forecast results in an estimated increase to the tax requisition of \$542,000 for transit services. The preliminary 2013 budget for transit services includes the two potential expansions.

Tables 1 and 2 below summarize the change in requisitions from 2012 based on the expansions being included in the preliminary 2013 budgets.

Table 1 – Southern Community Transit

	2012 Requisition	2013 Estimated Requisition	Change	% Change
Nanaimo	\$ 6,437,132	\$ 6,843,934	\$ 406,802	6.3%
Lantzville	\$ 107,232	\$ 111,567	\$ 4,335	4.0%
Electoral Area A	\$ 83,420	\$ 110,856	\$ 27,436	32.9%
Electoral Area C	\$ 37,561	\$ 39,794	\$ 2,233	5.9%
Total	\$ 6,665,345	\$ 7,106,151	\$ 440,806	6.6%

Table 2 – District 69 Transit

	2012 Requisition	2013 Estimated Requisition	Change	% Change
Parksville	\$ 320,887	\$ 369,092	\$ 48,205	15.0%
Qualicum Beach	\$ 176,730	\$ 201,012	\$ 24,282	13.7%
Electoral Area E	\$ 112,597	\$ 130,732	\$ 18,135	16.1%
Electoral Area G	\$ 132,017	\$ 144,059	\$ 12,042	9.1%
Electoral Area H	\$ 49,128	\$ 47,765	-\$ 1,363	-2.8%
Total	\$ 791,359	\$ 892,660	\$ 101,301	12.8%

Tax requisitions are based on the previous year's actual service hours, resulting in the 2013 transit expansion not being reflected in the tax requisition apportionment until 2014. Tables 3 and 4 below summarize the change in requisitions from 2013 to 2014. Please note that the 2014 requisition was kept the same to show the true effect of the expansion only; however, in reality, there will be at least an inflation adjustment for 2014.

2014 Estimates**Table 3 – Southern Community Transit**

	2013 Estimated Requisition	2014 Estimated Requisition	Change	% Change
Nanaimo	\$ 6,843,934	\$ 6,831,854	-\$ 12,080	-0.2%
Electoral Area A	\$ 110,856	\$ 110,856	0	0.00%
Electoral Area C	\$ 39,794	\$ 55,428	\$ 15,634	39.3%
Lantzville	\$ 111,567	\$ 108,013	-\$ 3,554	-3.2%
Total	\$ 7,106,151	\$ 7,106,151	0	0.00%

Table 2 – District 69 Transit

	2013 Estimated Requisition	2014 Estimated Requisition	Change	% Change
Parksville	\$ 369,092	\$ 392,658	\$ 23,566	6.4%
Qualicum Beach	\$ 201,012	\$ 191,907	-\$ 9,105	-4.5%
Electoral Area E	\$ 130,732	\$ 132,339	\$ 1,607	1.2%
Electoral Area G	\$ 144,059	\$ 130,669	-\$ 13,390	-9.3%
Electoral Area H	\$ 47,765	\$ 45,087	-\$ 2,678	-5.6%
Total	\$ 892,660	\$ 892,660	0	0.00%

SUSTAINABILITY IMPLICATIONS

The Board's Strategic Plan encourages improved public transit both to reduce the impact of traffic congestion in the long term as well as to support development, which clusters residences and businesses within serviceable centers. A common complaint from existing transit users and potential new users is, if they give up their car to use public transit, they give up travel convenience and flexibility. The proposed 2013 service expansions would build on the 2012 service expansion and improve the frequency of service on major routes in both District 68 and District 69, helping to increase travel convenience on transit. In addition, the creation of a new route servicing BC Ferries at Departure Bay will encourage more people to choose transit as their travel choice.

CONCLUSIONS


Staff have developed schedules and budget estimates related to two proposed 2013 service expansions. 5,000 additional hours will be added to the transit system with approximately 3,000 hours on routes in District 68 and 2,000 hours on routes in District 69. A further 3,750 hours is proposed for the handyDART system.

Incorporating both of these service expansions will result in a current forecast increase of \$542,000 to the overall transit service tax requisition.


The Nanaimo Regional Transit System has been significantly improved over the last three years and, if these expansions are approved, will have grown by more than 15,000 hours - about 15% since 2009/2010. Staff consider the schedule changes resulting from this expansion to be critical to attracting new riders and consequently recommend that the expansions be approved as presented.

RECOMMENDATION

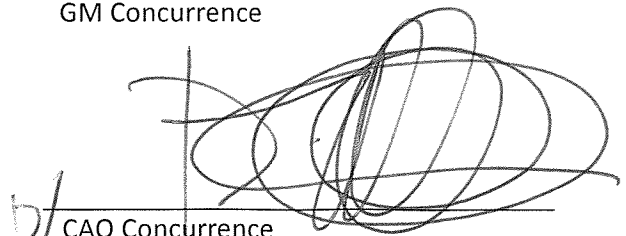
That the Board approve the proposed 5,000 hour Conventional transit expansion and 3,750 hour Custom transit expansion outlined in this report and direct staff to advise BC Transit accordingly.



Report Writer



GM Concurrence



CAO Concurrence

TO: Dennis Trudeau
General Manager, Transportation & Solid Waste Services

DATE: October 11, 2012

FROM: Daniel Pearce
Manager, Transit Operations

FILE: 1470-20-NYEA

SUBJECT: New Year's Day Transit Service (2013)

PURPOSE

To consider the Special Event busing request submitted by Woodgrove Centre to provide statutory holiday transit service on January 1, 2013.

BACKGROUND

Regional District of Nanaimo (RDN) staff met with Woodgrove Centre staff in early October to discuss a proposal by Woodgrove Centre to provide transit service on January 1, 2013.

The RDN and Woodgrove Centre would potentially partner to provide regular statutory holiday service on January 1, 2013. All costs associated with the service would be split 50/50 by the RDN and Woodgrove Centre. By providing regular statutory holiday service, riders will already be familiar with schedule and routes.

On New Year's Day 2012, the RDN and Woodgrove Centre provided statutory holiday service under the same cost sharing agreement. 1500 passengers took advantage of the service and RDN transit staff expect more passengers on New Year's Day 2013 due to the repeat service being offered.

Woodgrove Centre has requested that they be the sole partner in providing the service as they are the only major mall open on New Year's Day. Providing transit service on New Year's Day will help RDN staff determine if there is enough demand to warrant having New Year's Day service included in upcoming Annual Operating Agreements. The service will be regular Sunday service, which will operate throughout the RDN service area.

The request meets the RDN policy on the use of buses for Special Events in that the service is within the transit service area and the event is community oriented.

BC Transit has been advised of the New Year's Day service but will not be contributing to the expanded service.

ALTERNATIVES

1. Approve the application from Woodgrove Centre to provide regular statutory holiday transit service on January 1, 2013.

2. Do not approve the application from Woodgrove Centre to provide regular statutory holiday transit service on January 1, 2013.

FINANCIAL IMPLICATIONS

Staff have confirmed that Woodgrove Centre will pay 50% of costs associated with providing statutory transit service on January 1, 2013. The estimated cost for this service is \$18,000, not including any cash fares. The total cost to the RDN will be approximately \$9,000 minus any cash fares. The proposed New Year's Day service was not included in the 2012 budget; however, transit revenues for 2012 have performed well and staff expect that the surplus will be adequate to cover this additional expense.

Staff estimate \$2,000 in revenue from cash fares.

SUSTAINABILITY

Given the essential role of public transit in a sustainable region, all efforts of the Transportation Services Department are founded on generating positive implications for the sustainability of the region. In particular, providing residents a meaningful alternative to the private automobile, which in turn reduces greenhouse gas emissions and mitigates the effects of climate change, is one of the primary goals of the Transit Department. Providing transit service on New Year's Day will help mitigate the number of vehicles on the roadway and, in part, help increase transit awareness and lower greenhouse gas emissions.

CONCLUSIONS

Woodgrove Centre would like to partner with the Regional District of Nanaimo to provide statutory holiday transit service on January 1, 2013.

All costs would be split 50/50 between the RDN and Woodgrove Centre in providing this service.

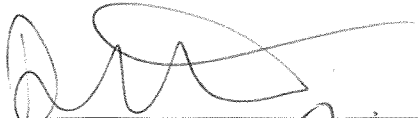
Staff recommend the request since supporting it is a good opportunity to raise Transit's profile, as well as to determine if there is enough demand to warrant having New Year's Day included in upcoming Annual Operating Agreements.

RECOMMENDATION

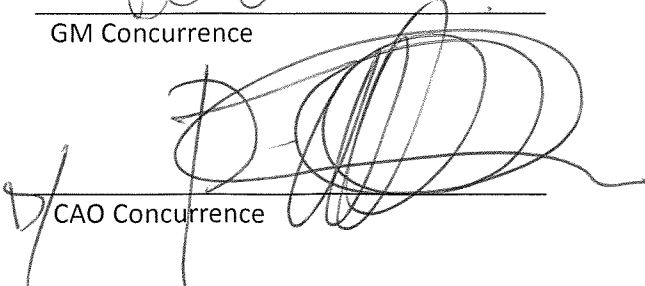
That the application made by Woodgrove Centre for the Regional District of Nanaimo to provide bus service on January 1, 2013, at 50% Woodgrove Centre cost, be approved.



Report Writer



GM Concurrence



CAO Concurrence



RDN REPORT		
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BOARD	✓	

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Strategic & Community Development

DATE: November 19, 2012

FROM: Jeremy Holm
Manager of Current Planning

FILE: 0360-20-EAPC

SUBJECT: Costs of Holding EAPC in Each Electoral Area Once Annually

PURPOSE

To provide an estimated cost associated with holding an Electoral Area Planning Committee (EAPC) meeting in each Electoral Area once annually for consideration in the 2013 budget.

BACKGROUND

At its meeting of October 23, 2012 the Regional District of Nanaimo (RDN) Board approved the following motion:

That Staff prepare a report on costs associated with holding an Electoral Area Planning Committee meeting in each rural area once annually, and that the report be completed before the next budget discussions.

Electoral Area Planning Committee meetings are currently held on the second Tuesday of the month commencing at 6:30 p.m. in the RDN Board Chambers immediately preceding the Committee of the Whole meeting. EAPC currently meets ten times annually with no scheduled meeting in August or December.

EAPC is comprised of Electoral Area Directors (except Electoral Area 'B') and, through its Terms of Reference as established by "Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006", considers matters pertaining to Electoral Area Planning under Part 26 of the *Local Government Act*, other than Official Community Plans or as otherwise determined by Board resolution.

For the purpose of this report 'rural areas' include all Electoral Areas (EA) other than EA 'B'. As such, the estimated costs provided in this report are those associated with holding EAPC six times annually in 'rural areas' (once annually in each of EA 'A', 'C', 'E', 'F', 'G' and 'H').

DISCUSSION

In accordance with its Terms of Reference, EAPC generally provides recommendations to the RDN Board on Development Applications and Community Planning projects that are specific to Electoral Areas, except for EA 'B', in which case Islands Trust provides the Planning service. The costs associated with holding an EAPC meeting in each 'rural area' once annually will be addressed in the Financial Implications section of this report, however, it is important that the Board is aware of the function of the EAPC and some potential impacts on development application processing should the Board choose to hold EAPC in each 'rural area' once annually.

EAPC offers an opportunity for development applicants, agents and interested residents to address the Committee as delegates, which affords the EA Directors an opportunity to gain a more thorough understanding of potential issues associated with a proposed development prior to the RDN Board's consideration. Furthermore, when a development application requires legislated notification, EAPC also functions to familiarize EA Directors with the application prior to notification.

Along with the financial implications of moving EAPC to each 'rural area' once annually the Board should be aware that rescheduling and relocating EAPC could have an impact on the timely and efficient processing of development applications. The current scheduling of EAPC two weeks in advance of the RDN Board meeting allows efficient processing of development applications, particularly when notification is required. The current EAPC and RDN Board schedule allows Staff to provide notification within the statutory notification timeline in order that the RDN Board may consider the application at its next scheduled meeting which occurs two weeks following the EAPC meeting.

Development applications are brought forward to EAPC in as timely a manner as possible and typically, any given EAPC agenda will contain applications from a number of Electoral Areas. As such the predictable and more-or-less regionally central location of the EAPC meeting provides a level of fairness and consistency regardless of which Electoral Area a development application originates in. If the Board should choose to hold EAPC in each 'rural area' once annually, the Board should be aware that there is no certainty that any applications from the host Electoral Area would be on the EAPC agenda and, in fact, applications on the agenda could be from an Electoral Area at the opposite end of the RDN.

Depending on the Board's intention with regard to the direction provided to Staff and, in consideration of the above noted potential impacts on the business function of EAPC, it may be preferable to consider an alternative approach to meeting in 'rural areas' once annually, or more frequently if desired. There are a number of approaches to 'rural area' meetings that could be considered. These approaches range from simple and inexpensive to more involved and costly and among other possibilities could include:

- *Dialogue with a Director* – an informal advertised coffee-shop discussion with community members. This would be essentially an unstructured one-on-one with the EA Director.
- *EA Director's Open House* – somewhat more structured than the Dialogue with a Director, but would not include a formal agenda and would likely not include Staff.

- *Town Hall Meeting* – more structured than the EA Director’s Open House and would include an agenda, possibly Staff presentations on agenda topics when appropriate and opportunity for discussion on agenda topics.
- *RDN Service Area Discussion* – a structured meeting specific to an existing or proposed RDN service area (or areas) and could be similar to public information meetings the RDN already holds in relation to specific services.
- *Rural Area Board, or Committee of the Whole Meetings* – where a Regional District covers a very large territory and has a widely dispersed population, it is not uncommon to have the Board, or Committee of the Whole meeting in different parts of the Regional District on an infrequent but regular basis. The location for such meetings sometimes coincides with a major project in the host Electoral Area. This approach could be quite involved and expensive to administer and may not be best suited to the RDN given its relatively compact nature.

The above ‘rural area’ meeting approaches are presented for reference and represent a very brief exploration of options, but have not been considered in any detail within the limited scope of this report.

ALTERNATIVES

1. To receive this report for information.
2. To receive this report for information and direct Staff to include costs associated with holding EAPC once annually in each rural area in the draft 2013 budget for the Board’s consideration.
3. To receive this report for information and provide additional direction to Staff.

FINANCIAL IMPLICATIONS

As an EAPC meeting is generally limited to a half hour in duration and immediately precedes the Committee of the Whole meeting, the costs associated with holding EAPC are currently negligible. EAPC members are entitled to compensation for travel expenses while engaged in Regional District business, however, given that the EAPC meeting currently precedes Committee of the Whole, travel costs are not attributed to EAPC. Directors are remunerated for up to four regularly scheduled monthly Board or Committee meetings under “Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Amendment Bylaw No. 1078.07, 2011”. Given the current adjacency of EAPC and Committee of the Whole meetings, both meetings are covered as one within the base remuneration and, as such, there is no additional expense associated with Director remuneration for EAPC. Should the Board choose to maintain the status quo, with regard to EAPC meetings and to also not consider an alternative approach to ‘rural area’ meetings, there would be no financial implications.

Should the Board choose to hold EAPC in each ‘rural area’ once annually, both travel expenses and Director remuneration would apply. Additional costs would include: facility rental, advertising and staff wages and mileage. The cost of each meeting would vary depending on travel distances and facility rental costs. The estimated average cost would be \$1,460 per meeting for a total estimate of \$8,760 for six meetings (one in each ‘rural area’). This would have a service area impact of \$0.10 per \$100,000 of assessed value.

STRATEGIC PLAN IMPLICATIONS

In the 2013-2015 Strategic Plan, one of the action areas identified by the Board is to enhance the reputation of the RDN as a valuable and effective level of government for delivering services, exploring regional issues, and creating opportunities for dialogue with residents. Related to this action area, the Board has prioritized reinforcing recognition of the RDN in communications to increase RDN presence in Municipalities and Electoral Areas and engaging residents and other stakeholders about RDN decision-making and progressing toward regional goals and objectives. Regardless of the approach to 'rural area' meetings taken by the Board, these action areas of the 2013-2015 Strategic Plan would support 'rural area' meetings in addition to the public information meetings that presently occur in rural areas.

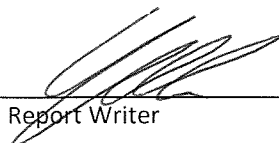
SUMMARY/CONCLUSIONS

At the Regional District of Nanaimo Board meeting held October 23, 2012, the Board provided direction for Staff to prepare a report on costs associated with holding an EAPC meeting in each rural area once annually, and that the report be completed before the next budget discussions. Along with the financial implications of moving EAPC to each 'rural area', the Board should be aware that rescheduling and relocating EAPC could have an impact on the timely and efficient processing of development applications. Should the Board choose to hold an EAPC meeting in each 'rural area' once annually, the estimated average cost would be \$1,460 per meeting for a total estimate of \$8,760 for six meetings (one in each 'rural area'). This would have a service area impact of \$0.10 per \$100,000 of assessed value.

Depending on the Board's intention with regard to the direction provided to Staff and, in consideration of the potential impacts on the business function of EAPC, it may be preferable to consider an alternative approach to meeting in 'rural areas' once annually. If this is the direction the Board chooses, in Staff's view a preferred option for the Board to consider is to include a \$10,000 budget allowance for 'rural area' meetings in the 2013 budget. Staff can then work with the EA Directors on the specific timing, content and intent of those meetings as part of the 2013 work plan.

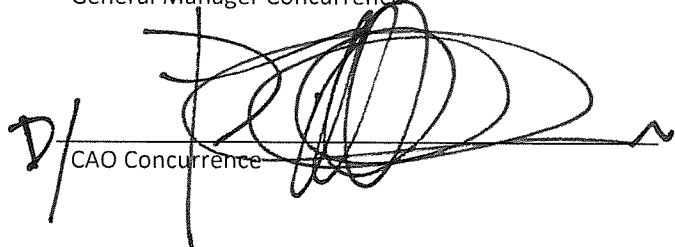
RECOMMENDATIONS

That this report be received for information and that the Board not include costs associated with holding an EAPC meeting in each 'rural area' once annually for consideration within the draft 2013 Budget.

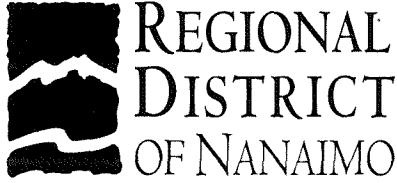


Report Writer

General Manager Concurrence



D/
CAO Concurrence



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MEMORANDUM

TO: W. Idema
Director of Finance

DATE: November 14, 2012

FROM: T. Moore
Manager, Accounting Services

FILE:

SUBJECT: Expense Reimbursement for Volunteers

PURPOSE:

To provide an estimate of costs associated with reimbursing expenses to Volunteers who support the various Regional District of Nanaimo committees and commissions.

BACKGROUND:

At the Regional District of Nanaimo Board meeting held October 23, 2012, the following motion was passed:

MOVED Director Veenhof, SECONDED Director Brennan, that Staff prepare a report on costs associated with compensating volunteers who support the various RDN committees and commissions for their mileage and meals, and that the report be completed before the next budget discussions.

CARRIED

The Regional District of Nanaimo currently has 80 volunteer positions (12 on Commissions and 68 on Advisory committees). This report estimates costs associated with mileage only, as meals are currently provided at meetings that occur during meal hours; therefore, there would be no additional costs associated with meals.

Bylaw No. 1078 a Bylaw to authorize the payment of Remuneration and Expenses to Directors, Alternative Directors and Committee Members Section 8 allows for payment of mileage as follows:

Mileage or travel expenses including ferry expenses, incurred by a Committee member or Alternate Committee member while engaged in Regional District business related to the attendance at an Advisory Committee, Commission or Board of Variance meetings will be paid by the Regional District at cost, including applicable taxes, as provided for in Schedule 'B'.

ALTERNATIVES:

1. Begin Reimbursing Volunteers for Mileage Expenses:

- Under this alternative, RDN would begin reimbursing mileage to 80 volunteers who serve on 11 advisory committees and 2 commissions
- The Regional District of Nanaimo’s current mileage rate is \$0.53 per kilometer. In the cost analysis, we have assumed an average 100km return trip from the volunteer’s home to the meeting place for meetings that will occur outside of an Electoral Area and 50km return trip from the volunteer’s home to the meeting place for meetings that will occur within an Electoral Area. This assumption is considered reasonable compared to average mileage for our board members and for one of the advisory committees for which we were able to determine actual average mileage for the committee members.

2. Status Quo:

- Under this alternative, the RDN would continue status quo and would not offer to reimburse volunteers for their mileage.

FINANCIAL IMPLICATIONS:

1. Begin Reimbursing Volunteers for Mileage Expenses:

- The estimated incremental cost to the Regional District of Nanaimo is \$11,670.
- The table below shows the 17 departmental areas that would have budget and tax requisition implications:

Administration	\$425
Current Planning	2,225
Transit	1,485
Community Parks – Area A	635
Community Parks – Area B	475
Community Parks – Area C (Extension)	240
Community Parks – Area C (E Wellington)	240
Community Parks – Area E	480
Community Parks – Area F	480
Community Parks – Area G	480
Community Parks – Area H	480
Liquid Waste Management Plan	850
D69 Recreation	635
Oceanside Place	635
Recreation & Culture – Area A	635
Ravensong	635
Drinking Water Protection	635
Total	\$11,670

- The maximum impact on a service area's tax requisition would be \$0.10 per \$100,000 of assessed value. However, there are areas that support more than one function noted above and they may be impacted more than once.
2. Status quo
- There would be no financial implications associated with this alternative.

STRATEGIC PLAN IMPLICATIONS:

Providing a reimbursement for travel expense to committee volunteers is supported in the Action Areas of the 2013-2015 Strategic Plan as follows:

- Enhance the reputation of the RDN as a valuable and effective level of government for delivering services, exploring regional issues, and creating opportunities for dialogue with residents by:
 - Supporting volunteer opportunities for residents, and
 - Engaging residents and other stakeholders about RDN decision-making and progressing toward regional goals and objectives.
- Enhance the Board's ability to have open, balanced and informed discussion on issues prior to making decisions by:
 - Using committees to help understand and resolve contentious issues, and
 - Providing opportunities to discuss complex issues and explore the full range of opportunities for solutions that may exist.

SUMMARY/CONCLUSIONS:

At the Regional District of Nanaimo Board meeting held October 23, 2012, the following motion was passed:

MOVED Director Veenhof, SECONDED Director Brennan, that Staff prepare a report on costs associated with compensating volunteers who support the various RDN committees and commissions for their mileage and meals, and that the report be completed before the next budget discussions.

CARRIED

Bylaw No. 1078 a Bylaw to authorize the payment of Remuneration and Expenses to Directors, Alternative Directors and Committee Members Section 8 allows for payment of mileage as follows:

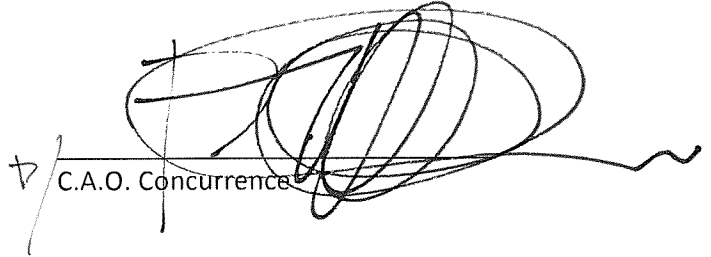
Mileage or travel expenses including ferry expenses, incurred by a Committee member or Alternate Committee member while engaged in Regional District business related to the attendance at an Advisory Committee, Commission or Board of Variance meeting will be paid by the Regional District at cost, including applicable taxes, as provided for in Schedule 'B'.

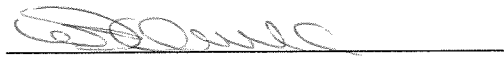
The estimated incremental cost to the Regional District of Nanaimo is \$11,670. These costs would have impact on 17 different departments within the RDN as noted above. The most this would cost for any single service is \$0.10 per \$100,000 of assessed value.

RECOMMENDATIONS:

That the Mileage Reimbursement for Volunteers and the information provided in this report be included in the 2013-2017 Financial Plan discussions for consideration with other funding requirements of the Regional District of Nanaimo.


Report Writer


C.A.O. Concurrence


Director Concurrence



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RHD		
BOARD	✓	

MEMORANDUM

TO: W. Idema
Director of Finance

DATE: November 14, 2012

FROM: T. Moore
Manager, Accounting Services

FILE:

SUBJECT: Community Works Fund Agreement Amendment

PURPOSE:

To authorize the Chair and Corporate Officer to execute the Community Works Fund (CWF) Agreement Amendment.

BACKGROUND:

On December 14, 2005, the Regional District of Nanaimo (RDN) executed the CWF Agreement with the Union of British Columbia Municipalities (UBCM). The funding arrangements are that the UBCM manages the distribution of the gas tax revenues transferred to British Columbia and reports to the Federal Government on the use of the funds.

By executing the CWF Agreement, the RDN made the following commitments:

- i) expend the funds on the eligible costs of eligible projects as defined in the agreement
- ii) maintain appropriate administrative and accounting records
- iii) adhere to the communications protocols with respect to identifying the source of funding for eligible projects
- iv) report to UBCM annually on the receipt and use of the funds and the outcomes achieved

On October 31, 2012, the RDN received a CWF Agreement Amendment (see Attachment 1). The amendment allows the RDN to add other eligible recipients such as not-for-profit organizations and improvement districts to our agreement and covers the following items:

<p><i>Section 1.3 Definition of Environmentally Sustainable Municipal Infrastructure (ESMI) Projects.</i></p>	<p><i>The definition is updated to allow tangible capital assets in BC primarily for public use or benefit to be owned by an <u>Eligible Recipient</u>, - this has been changed from the requirement that tangible capital assets be owned by the Local Government.</i></p>
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<p><i>Section 3.1 Commitments of the Local Government has been expanded to require an agreement be made between the RDN and any Eligible Recipient of the CWF funding.</i></p>	<p><i>If an Eligible Project results in a tangible capital asset that is owned, in whole or in part, by an Eligible Recipient that is not a local government, then the Local Government ‘must ensure through an agreement with the owner of that asset that the Local Government is able to fulfill its commitments under this CWF Agreement in relation to the Eligible Project.’</i></p>
<p><i>Section 3.2 has been expanded to allow another local government if that local government is the Eligible Recipient to fulfill the detailed reporting requirements for the Eligible Project instead of the Local Government.</i></p>	<p><i>The two areas that the Eligible Recipient may report on are:</i></p> <ol style="list-style-type: none"> <i>1. Information on expected outcomes of the investment in accordance with the outcome indicators established by the Partnership Committee and provided in writing to the Local Government by the UBCM, and</i> <i>2. A declaration from the Chief Financial Officer that to the best of knowledge all funds paid under this CWF Agreement have been expended for Eligible Costs of Eligible Projects and that each Eligible Project funded will result in net incremental spending on infrastructure.</i>
<p><i>Section 3.2 has also been expanded to require the Local Government to identify any Eligible Projects where the detailed reporting will be fulfilled by another local government.</i></p>	
<p><i>Section 4 of Schedule C is expanded to identify who would repay funds if the minimum ten (10) years infrastructure ownership is not met.</i></p>	<ul style="list-style-type: none"> <i>• If the Eligible Recipient is another local government, the Eligible Recipient must repay any amounts required to be repaid to UBCM.</i> <i>• If the Eligible Recipient is not a local government, the Local Government must repay any amounts required to be repaid to the UBCM.</i>

ALTERNATIVES:

1. Authorize the execution of the CWF Agreement Amendment
 - Under this alternative, RDN would be able to enter into agreements with other eligible recipients for eligible projects.

2. Status quo

- Under this alternative, RDN would not authorize the execution of the CWF Agreement Amendment.
- The existing CWF Agreement would continue unaltered.

FINANCIAL IMPLICATIONS:

1. Authorize the execution of the CWF Agreement Amendment

- CWF currently contributes \$1,038,525 to the RDN annually. These funds are allocated to Electoral Areas on the basis of population. This amendment would make these funds eligible for distribution to other eligible recipients as well.
- There are potential financial implications to the RDN if an eligible recipient is not a local government and they do not retain title to, and ownership of, the infrastructure resulting from the Eligible Project for at least ten (10) years after Project completion.
- The potential financial implications can be mitigated by including the requirement to retain title to and ownership of the infrastructure in the agreement with any Eligible Recipient or to ensure the asset reverts back to the ownership by the RDN should the eligible recipient be unable to fulfill their obligations.

2. Status quo

- There would be no financial implications associated with this alternative.

STRATEGIC PLAN IMPLICATIONS:

Amending the CWF Agreement to include not-for-profit associations and improvement districts as eligible funding recipients is consistent with the Board Strategic Plan, and specifically with the priorities to strengthen Regional Collaboration and Economic Viability. In particular, providing revenues through the CWF to organizations that undertake activities consistent with the RDN mission, such as emergency services or water provision, enables a varied approach to service delivery that reflects the diverse needs of the unique communities across the region. At the same time, this approach will ensure continued delivery of high quality services in the region in a cost effective manner that minimizes increases to fees and charges for residents.

SUMMARY/CONCLUSIONS:

On December 14, 2005, the Regional District of Nanaimo (RDN) executed the CWF Agreement with the Union of British Columbia Municipalities (UBCM). The funding arrangements are that the UBCM manages the distribution of the gas tax revenues transferred to British Columbia and reports to the Federal Government on the use of the funds.

By executing the CWF Agreement, the RDN made the following commitments:

- i) expend the funds on the eligible costs of eligible projects as defined in the agreement

- ii) maintain appropriate administrative and accounting records
- iii) adhere to the communications protocols with respect to identifying the source of funding for eligible projects
- iv) report to UBCM annually on the receipt and use of the funds and the outcomes achieved

On October 31, 2012, the RDN received a CWF Agreement Amendment (see Attachment 1). The amendment allows the RDN to add other eligible recipients such as not-for-profit organizations and improvement districts to our agreement.


CWF funds \$1,038,525 to the RDN annually. These funds are allocated to Electoral Areas on the basis of population. Now, these funds are eligible to be distributed to other eligible recipients as well.

There are potential financial implications to the RDN if an eligible recipient is not a local government and they do not retain title to, and ownership of, the infrastructure resulting from the Eligible Project for at least ten (10) years after Project completion.

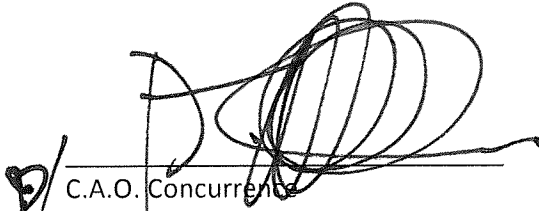
The potential financial implications can be mitigated by including the requirement to retain title to and ownership of the infrastructure in the agreement with any Eligible Recipient or to ensure the asset reverts back to the ownership by the RDN should the eligible recipient be unable to fulfill their obligations.

RECOMMENDATIONS:


That the Chairperson and Corporate Officer be authorized to execute the Community Works Fund Agreement Amendment as shown in Attachment 1 to expand the definition of eligible recipients.



Report Writer



C.A.O. Concurrance



Director Concurrence

Gas Tax/Public Transit Management Services

...delivering the federal gas tax and public transit agreement funding in British Columbia

October 31, 2012

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Administration provided
By UBCM

Funding provided by:
Government of Canada

Canada

In partnership with:
The Province of BC



Gas Tax/Public Transit
Management Services
Secretariat

Local Government House
525 Government St
Victoria BC V8V 0A8

Phone: 250.356.5134
Fax: 250.356.5119

Website:

www.ubcm.ca
under
Funding Programs/
Gas Tax Funds

Federal Gas Tax and Public
Transit Agreements

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

Dear Ms. Mason:

RE: COMMUNITY WORKS FUND AGREEMENT AMENDMENT

Enclosed are two copies of the Community Works Fund Agreement Amendment between the Regional District of Nanaimo and the UBCM.

Please sign both copies, without dating, and return them to the address indicated below.

Union of British Columbia Municipalities
Local Government House
525 Government Street
Victoria, BC V8V 0A8

Please also include two certified copies of the Board resolution approving this amendment.

Once your documents have been reviewed, one fully executed copy of the Amendment will be returned to you for your records.

Please note that it will be necessary to enter into an agreement with the owner of the asset that will bind them to some of the obligations that the Regional District of Nanaimo now has under the agreement. An example would be around the needs for reporting; it would be necessary for the owner to maintain records, provide access to auditors, spend funding on eligible costs of eligible projects and report on the outcomes achieved in order that the Regional District of Nanaimo can complete reporting as is required under the Community Works Fund Agreement.

I can be reached by telephone at 250-356-0893 or via email at bfelker@ubcm.ca, if you require any further information.

Sincerely,

Brant Felker
Gas Tax Policy & Program Manager

Enclosure (2)

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	<input checked="" type="checkbox"/>
NOV - 1 2012			
DCS		BOARD	
CHAIR			

**CANADA – BRITISH COLUMBIA – UNION OF BRITISH COLUMBIA MUNICIPALITIES
AGREEMENT ON THE
TRANSFER OF FEDERAL GAS TAX REVENUES
COMMUNITY WORKS FUND AGREEMENT AMENDMENT
(CWF Agreement Amendment Agreement)**

This CWF Agreement Amendment Agreement is made as of _____, 2012,

BETWEEN: REGIONAL DISTRICT OF NANAIMO (the Local Government)

AND: UNION OF BRITISH COLUMBIA MUNICIPALITIES as established under the *Union of British Columbia Municipalities Act* SBC 2006, c.18, as represented by the President. (UBCM)

The Community Works Fund Agreement made between the Local Government and the UBCM executed by the UBCM on December 12, 2005,, is hereby amended as follows:

1. In section 1.3 (Definitions), the definition of Environmentally Sustainable Municipal Infrastructure (ESMI) Projects, is struck out and the following definition is substituted:
“**Environmentally Sustainable Municipal Infrastructure (ESMI) Projects**” means projects that result in tangible capital assets in British Columbia primarily for public use or benefit and owned by an Eligible Recipient, within the meaning of that term in the Agreement, that:
 - (i) improve the quality of the environment and contribute to reduced greenhouse gas emissions, clean water, or clean air; and
 - (ii) fall within the category of projects described in Schedule A hereto.
2. The following paragraph is added to section 3.1:
 - v) if an Eligible Project results in a tangible capital asset that is owned, in whole or in part, by an Eligible Recipient that is not a local government, then the Local Government must ensure through an agreement with the owner of that asset that the Local Government is able to fulfill its commitments under this CWF Agreement in relation to the Eligible Project.
3. The following paragraphs are added to section 3.2:
 - vii) if an Eligible Project results in a tangible capital asset that is owned, in whole or in part, by another local government, then the requirements under paragraph iv) and v) may be fulfilled by another local government owner instead of the Local Government.
 - viii) if vii) applies, the Local Government’s report must identify the Eligible Project, indicate the amount of CWF Agreement Funding spent by the Local Government on the project and identify the local government that will fulfill the detailed reporting requirements for the Eligible Project.

4. The following paragraph is added at the end of Section 4 of Schedule C:

If an Eligible Project results in a tangible capital asset that is owned by an Eligible Recipient, as that term is defined in the Agreement, that is not the Local Government, then the ownership requirement set out above applies to the Eligible Recipient that is the owner of the asset and not the Local Government, except that if the Eligible Recipient disposes of the asset and that disposal requires a repayment, then the following repayment provisions apply:

- (a) if the Eligible Recipient is another local government, the Eligible Recipient must repay the required amount to the UBCM;
- (b) if the Eligible Recipient is not a local government, then the Local Government must repay the required amount to the UBCM.

5. This CWF Agreement Amendment Agreement must be executed first by the Local Government and the term of the CWF Agreement Amendment Agreement commences on the date of the subsequent execution of it by the UBCM. This CWF Agreement Amendment Agreement shall expire on March 31, 2015.

SIGNATURES

This CWF Agreement Amendment Agreement has been executed on behalf of the Recipient and the Union of British Columbia Municipalities by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

REGIONAL DISTRICT OF NANAIMO

UNION OF BC MUNICIPALITIES

Chair

UBCM Corporate Officer

Corporate Officer

General Manager, Victoria Operations



REGIONAL DISTRICT OF NANAIMO	
CAO APPROVAL	
EAP	
COW	
NOV 19 2012	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
Interim Chief Administrative Officer

DATE: November 16, 2012

FROM: Wendy Idema
Director of Finance

FILE:

SUBJECT: Operating Results for the Period Ending September 30, 2012

PURPOSE:

To present a summary of the operating results for the period ending September 30, 2012.

BACKGROUND:

The Regional Board reviews quarterly financial progress statements in order to identify both positive and negative budget trends as they occur. This report provides information on the operating results for the period January 1st to September 30th, 2012.

The year-to-date statements are prepared primarily on a cash paid/received or invoiced basis. Exceptions are property taxes and debt payments, which are recorded or accrued at 1/12 of the annual amount each month and the prior year surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 75% versus budget. Where significant variances have been observed, staff have provided comments in the individual sections below.

Attached as appendices to this report are the following:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department

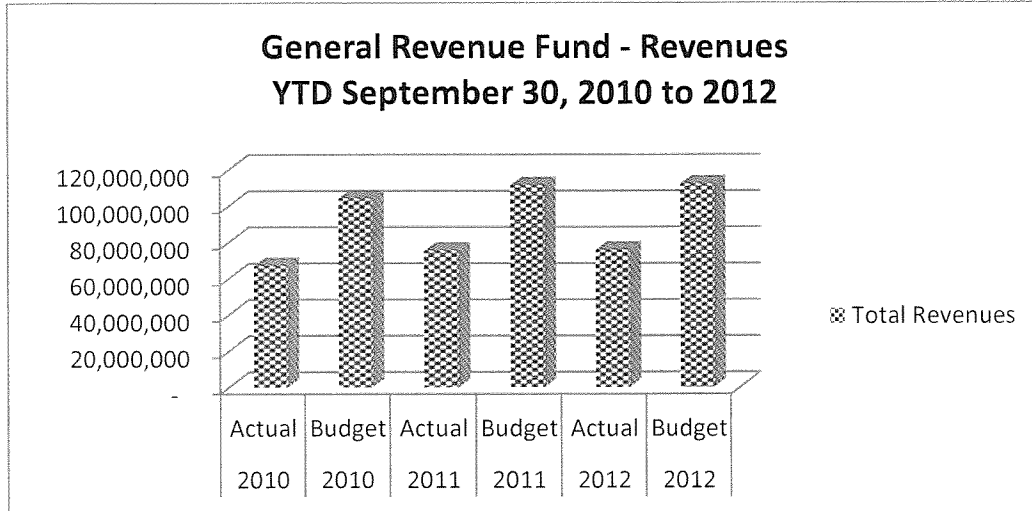
Overall Summary by Division (Appendix 1)

This appendix provides an overview of the year to date results, at an organizational level.

Revenues

Total Revenues are at 68% of budget with property tax revenues at the expected 75%. Grant Revenues are at 66%, due mainly to grant timing on several Recreation and Parks (22%) and Development Services (51%) projects. Other Revenues at 44% (includes transfers from reserves for capital projects), reflect the drawdown accounting approach applied to capital projects, especially in the Regional & Community

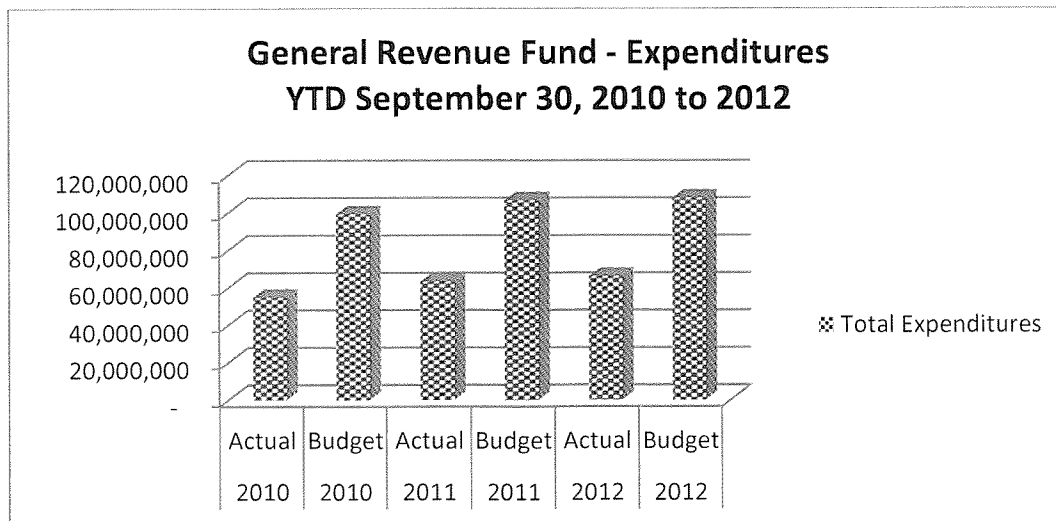
Utilities (39%) and Recreation & Parks (10%) Services, where revenues are recorded as project expenses are incurred. Most capital projects begin after the spring budget approval during the summer and fall. This pattern of revenues is consistent with previous years as shown in the chart below.



Expenditures

Overall expenditures are at 61% of budget. Expenditure budget items noticeably under budget include Community Grants (51%), Professional Fees (33%), Other Operating Costs (59%) and Capital Expenditures (41%). Professional fees and capital expenditures are directly related to the timing of payments for projects, and remaining community grant funds will be allocated during the fall. Wages & Benefits at 74% are just under the 75% benchmark. Further details are provided under results by department below.

As well expenditures for Debt Financing (57%) are lower than budget at this time because of the timing of debt payments made on behalf of municipalities. Transfers to Reserve (98%) and Transfers to Other Governments (88%) are largely complete for the year as they occur in August. This pattern of expenditures is also consistent with previous years as shown in the chart below.



Summary of Operating Results by Department (Appendix 2)

This appendix lists the total year to date revenues and expenditures for functions within each organizational division. This listing illustrates at a glance the overall status of an individual service as at September 30 compared to the overall budget for that service.

Corporate Services

The Corporate Services division of Appendix 2 shows year to date total revenues at 64% and expenditures at 62% which is largely related to Fire Protection and Municipal Debt Transfer service areas.

Under Fire Services, the Coombs Hilliers (41% revenue/51% expenditures), Nanoose Bay (66% revenue/58% expenditures), Errington (43% revenue/43% expenditures) and Bow Horn Bay (29% revenue/39% expenditures) fire service areas have capital projects underway or planned where the revenues will be transferred from reserves as the projects are completed. As well, some fire departments pay out clothing and gas allowances to volunteers at year end which also impacts expenditures.

As noted above Municipal Debt Transfers will catch up to budget during the fall when the payments are made.

Development Services

The Development Services division of Appendix 2 shows year to date total revenues at 75% and expenditures at 62%. The service areas showing variances in revenue and expenditures are as follows:

- VIHA Homeless Grants (100% revenue/60% expenditures) which is because additional grants will be issued at a later date as new initiatives are funded.
- Community Works Funds (27% revenue/27% expenditures) reflects the drawdown approach to these grants where revenues are brought in as expenses are incurred. Community Works includes projects under the Recreation and Parks Services area such as the Miller Road Park Bank Remediation, and the Cedar Heritage Centre, with upgrades currently underway and costs to be incurred through the fall.
- Emergency Planning (43% revenue/44% expenditures) is under budget in both revenues and expenses because of the cancellation of a project in collaboration with Nanaimo Search and Rescue for their new mobile EOC. The purchase was to be made through the RDN to facilitate a grant application; however, the grant funding has not been approved and the purchase will not proceed.
- Nuisance Premises (231% revenue/276% expenditures) is a result of costs incurred by the RDN for property clean ups which are then billed back to the property owner.
- Hazardous Properties (48% revenue/46% expenditures) has reduced revenues and expenses because there have been no incidents requiring clean up to date this year.

Regional & Community Utilities

The Regional & Community Utilities division of Appendix 2a shows year to date total revenues at 60% and expenditures at 54%. The service areas with variances at September 30 are as follows:

- Wastewater Management Plan (48% expenditures) reflects unspent program costs pending approval of the liquid waste management plan by the Ministry.
- Southern Community Wastewater (51% revenue/48% expenditures) and Northern Community Wastewater (67% revenue/59% expenditures) are both a result of the timing of capital projects where revenues will be accrued as the expenses are incurred.

Several very large projects are underway that are partially funded by DCC's or reserves as follows. The Southern Community Departure Bay Pump Station Forcemain upgrade (\$1.8 million – DCC's and reserves), the Southern Community Third Digester project (\$8.5 million – DCC's), the Southern Community Sedimentation Tank expansion (\$2.0 million – DCC's), the Northern Community Hall Road Pump Station (\$900,000 – DCC's and reserves), the Northern Community Outfall Diffuser (\$600,000 – reserves) and the Northern Community Forcemain at Seacrest Place project (\$168,000 – DCC's). As well preliminary planning for expansions at the Southern Community Wastewater Treatment plant is beginning this year (\$800,000 – DCC's and reserves).

- Under the Water Supply service areas, lower than anticipated revenues and expenditures are shown in Whiskey Creek (49% revenue/41% expenditures); French Creek (61% revenue/59% expenditures); Nanoose Bay Bulk (69% revenue/65% expenditures); French Creek Bulk (53% revenue/46% expenditures). These also reflect the timing of capital projects.

The Nanoose and French Creek Bulk Water budgets include transfers to the Englishman River Joint Venture capital work for \$550,000 funded by DCC's and reserves which have not been completed.

- Drinking Water/Watershed Protection (70% revenue/44% expenditures) has a large project underway for the drilling of test wells to be used for groundwater monitoring which is partially funded by a Towns for Tomorrow grant.

Recreation and Parks Services

The Recreation & Parks division of Appendix 2b shows year to date total revenues at 67% and expenditures at 64%. The service areas with variances at September 30 are as follows:

- Regional Parks (59% revenue/49% expenditures) largely relates to the \$500,000 budget for the contribution from Nature's Trust BC for the Moorecroft Regional Park which will now be at a reduced amount of approximately \$115,000 to be received in November. As well the Rath Trevor link that was planned at \$375,000 to be funded from reserves was not approved by the Province.
- All of the Community Parks Service areas have capital projects where the timing is impacting revenues and expenditures as well. This is particularly noticeable in Area A (13% revenue/9% expenditures), Area F (56% revenue/47% expenditures) and Area H (47% revenue/34% expenditures) which have large projects underway or that will carry over to 2013 funded by

both grants and reserve transfers such as Henry Morgan Park, Meadowood Way Park and the Cedar Skatepark.

Area G (55% revenue/36% expenditures) will incur an additional \$75,000 in revenue and expense as the portion of the Miller Road Park Bank Remediation project funded from reserves is completed.

- Gabriola Island Recreation is at 96% for expenditures and Southern Community Recreation is at 99% for expenditures because the transfers of funds to the Gabriola Recreation Society and the City of Nanaimo for these services were complete in August.

Transportation and Solid Waste Services

The Transportation and Solid Waste division of Appendix 2b shows year to date total revenues at 77% and expenditures at 67%. The service areas with variances at September 30 are as follows:

- Solid Waste Disposal (68% revenue/55% expenditures) includes operating revenues at 72% of the \$8,312,610 annual budget and transfers from reserves budgeted at \$650,000 to assist with funding capital projects for the Cell 1 Nature Park. This project will be carried over to 2013 which is the cause of lower than anticipated revenues and expenses.
- Solid Waste Collection and Recycling is at 93% of its revenue budget vs: 70% of expenses because the annual utility billing is largely completed in May each year.

SUMMARY:

The attached appendices reflect the operating activities of the Regional District recorded up to September 30, 2012. Appendix 1 summarizes the overall results across the organization. To date 68% of budgeted revenues and 61% of budgeted expenditures have been recorded. Grants (66%) and other revenues (44%) are below the benchmark, for seasonal and other timing reasons noted above.

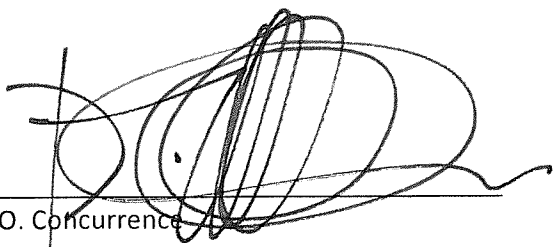
Expenditures across all services are lower overall (61%) due to the summer time commencement for many capital projects (41%) which also impacts professional fees (33%). Across all services, wages and benefits are at 74% of budget for the year, which is in line with expectations.

RECOMMENDATION:

That the summary report of financial results from operations to September 30, 2012 be received for information.



Report Writer



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

GENERAL REVENUE FUND
September 30, 2012

	CORPORATE SERVICES			DEVELOPMENT SERVICES			REGIONAL & COMMUNITY UTILITIES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES																		
TAX REQUISITION	\$4,813,584	\$6,418,113	75%	\$1,757,837	\$2,343,783	75%	\$9,397,163	\$12,529,328	75%	\$6,832,770	\$9,110,094	75%	\$5,862,611	\$7,816,815	75%	\$28,663,965	\$38,218,133	75%
GRANTS	112,583	90,625	124%	723,463	1,412,301	51%	192,289	310,700	62%	161,595	746,635	22%	4,141,219	5,510,005	75%	5,331,149	8,070,266	66%
OPERATING REVENUE	232,663	186,975	124%	1,012,621	1,152,378	88%	1,141,423	1,759,750	65%	1,067,677	1,926,470	55%	12,418,459	15,968,199	78%	15,872,843	20,993,772	76%
OTHER REVENUE	6,888,602	12,880,440	53%	195,785	332,415	59%	6,926,659	17,980,565	39%	111,092	1,060,295	10%	846,242	1,736,555	49%	14,970,380	33,990,270	44%
PRIOR YEAR'S SURPLUS (DEFICIT)	1,083,017	1,083,000	100%	1,100,486	1,157,520	95%	4,531,944	4,472,162	101%	1,271,159	1,262,890	101%	2,884,395	2,884,435	100%	10,871,001	10,860,007	100%
TOTAL REVENUES	13,130,449	20,659,153	64%	4,790,193	6,398,397	75%	22,189,478	37,052,505	60%	9,444,293	14,106,384	67%	26,154,926	33,916,009	77%	75,709,339	112,132,448	68%
EXPENSES																		
OFFICE OPERATING	794,839	1,256,575	63%	555,105	863,089	64%	665,993	1,071,089	64%	533,641	762,883	70%	2,931,317	3,951,800	74%	5,500,895	7,904,936	70%
COMMUNITY GRANTS	21,400	44,603	48%	16,950	35,000	48%	0	0	0	57,985	109,085	53%	0	0	0	96,335	188,688	51%
LEGISLATIVE	240,979	318,495	76%	0	0	0	0	0	0	0	0	0	0	0	240,979	318,495	76%	
PROFESSIONAL FEES	155,069	420,789	37%	415,504	919,575	45%	308,750	953,545	32%	52,768	252,000	21%	178,242	771,667	23%	1,110,333	3,317,576	33%
BUILDING - OPER & MAINT	177,909	254,614	70%	51,605	78,063	66%	189,605	315,834	60%	544,861	921,506	59%	345,221	445,390	78%	1,309,201	2,015,407	65%
VEH & EQUIP - OPER & MAINT	181,440	296,150	61%	31,678	43,615	73%	553,914	881,581	63%	121,253	195,994	62%	3,155,439	5,026,405	63%	4,043,724	6,443,745	63%
OTHER OPERATING COSTS	26,352	321,000	8%	128,109	174,460	72%	2,422,771	4,132,243	59%	162,834	515,135	32%	4,249,374	6,623,129	64%	6,987,440	11,765,967	59%
WAGES & BENEFITS	2,472,307	3,387,591	73%	1,607,474	2,313,089	69%	2,693,529	4,092,821	71%	3,000,057	4,019,444	75%	9,349,255	12,425,322	75%	19,322,622	26,238,267	74%
PROGRAM COSTS	0	0	0	83,774	94,020	89%	0	0	0	83,983	151,850	55%	0	0	0	167,757	245,870	68%
CAPITAL EXPENDITURES	2,220,851	4,605,215	48%	98,292	456,740	22%	7,635,717	19,231,617	40%	290,106	2,094,640	14%	1,784,108	3,172,565	56%	12,029,074	29,560,777	41%
DEBT FINANCING - INTEREST	1,391,258	2,741,150	51%	0	0	0	287,866	411,427	70%	511,183	690,605	74%	0	0	0	2,190,307	3,943,182	57%
DEBT FINANCING - PRINCIPAL	924,245	2,093,175	44%	0	0	0	259,519	348,895	74%	1,242,176	1,845,642	67%	0	0	0	2,425,940	4,287,712	57%
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	311,665	0
TRSF TO RESERVE FUND	496,876	558,255	89%	134,966	137,020	99%	3,826,930	3,651,449	99%	606,800	652,980	93%	215,247	216,332	99%	5,280,819	5,416,036	98%
TRSF TO OTHER GOVT/AGENCIES	3,339,947	3,847,765	87%	432,428	619,930	70%	0	6,000	0	1,533,279	1,534,812	100%	0	0	0	5,305,654	6,008,507	88%
TOTAL EXPENDITURES	12,443,472	20,145,377	62%	3,553,886	5,734,601	62%	19,064,594	35,296,501	54%	8,740,926	13,756,076	64%	22,208,203	32,934,275	67%	66,011,081	107,866,830	61%
OPERATING SURPLUS (DEFICIT)	\$686,977	\$513,776		\$1,236,307	\$663,796		\$3,124,884	\$1,756,004		\$703,367	\$350,308		\$3,946,723	\$981,734		\$9,698,258	\$4,265,618	

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
September 30, 2012**

	Revenues			Expenditures			Surplus	
	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget
CORPORATE SERVICES								
General Administration	\$4,221,502	\$5,524,813	76%	\$3,685,380	\$5,352,292	69%	\$536,122	\$172,521
Electoral Areas Administration	567,064	685,255	83%	464,378	657,445	71%	102,686	27,810
Public Safety								
D68 E911	82,353	113,150	73%	73,889	113,150	65%	8,464	0
D69 E911	434,399	568,190	76%	519,755	521,160	100%	(85,356)	47,030
Community Justice	67,281	89,580	75%	87,580	89,580	98%	(20,299)	0
Fire Protection - Volunteer								
Coombs-Hilliers	297,977	726,090	41%	371,791	726,090	51%	(73,814)	0
Errington	201,468	468,200	43%	202,314	468,200	43%	(846)	0
Nanoose	2,513,937	3,829,550	66%	2,119,468	3,660,945	58%	394,469	168,605
Dashedwood	304,513	484,190	63%	395,016	484,190	82%	(90,503)	0
Meadowood	127,027	139,360	91%	104,519	139,360	75%	22,508	0
Extension	132,491	167,095	79%	98,234	167,095	59%	34,257	0
Nanaimo River	13,346	17,795	75%	17,388	17,795	98%	(4,042)	0
Bow Horn Bay	182,303	654,920	29%	253,703	654,920	39%	(61,400)	0
Fire Protection - Service Contracts								
French Creek (Area G)	378,394	477,955	79%	332,113	436,775	76%	46,281	41,180
Parksville Local (Area G)	125,213	151,265	83%	89,327	105,135	85%	35,886	46,130
Cassidy/Waterloo (Area A & C)	170,086	216,370	79%	143,414	216,370	66%	26,672	0
Wellington (Area C)	53,222	68,220	78%	57,597	57,720	100%	(4,375)	10,500
Regional Library	1,310,447	2,052,775	64%	1,539,577	2,052,775	75%	(229,130)	0
Feasibility Studies								
Electoral Area E	(2,164)	0	0	0	0	0	(2,164)	0
Electoral Area G	0	0	0	0	0	0	0	0
Electoral Area H	0	0	0	0	0	0	0	0
Municipal Debt Transfers	1,923,052	4,202,880	46%	1,871,491	4,202,880	45%	51,561	0
House Numbering	16,125	21,500	75%	16,125	21,500	75%	0	0
	\$13,130,449	\$20,659,153	64%	\$12,443,472	\$20,145,377	62%	\$686,977	\$513,776
DEVELOPMENT SERVICES								
EA Community Planning	\$1,581,573	\$1,875,285	84%	\$1,105,479	\$1,665,056	66%	\$476,094	\$210,229
VIHA Homeless Grants	\$470,000	\$470,000	100%	\$282,000	\$470,000	60%	\$188,000	0
Economic Development South	\$95,412	\$125,000	76%	\$125,368	\$125,000	100%	(\$29,956)	0
Economic Development North	\$40,243	\$49,999	80%	\$32,361	\$50,000	65%	\$7,882	0
Community Works Fund - Dev Svcs	213,957	792,410	27%	213,957	792,410	27%	\$0	0
Regional Growth Management	606,974	703,875	86%	326,272	506,095	64%	280,702	197,780
Emergency Planning	210,756	495,028	43%	215,273	487,515	44%	(4,517)	7,513
Search & Rescue	20,859	27,590	76%	21,430	27,430	78%	(571)	160
Building Inspection	1,090,315	1,302,640	84%	804,194	1,079,749	74%	286,121	222,891
Bylaw Enforcement								
Animal Control F	33,472	41,235	81%	28,045	33,895	83%	5,427	7,340
Animal Control A, B, C & Lantzville	59,983	75,120	80%	46,195	67,290	69%	13,788	7,830
Animal Control E, G & H	76,894	98,285	78%	70,725	98,285	72%	6,169	0
Nuisance Premises	48,159	21,250	231%	42,595	15,410	276%	6,564	5,840
Hazardous Properties	6,219	12,965	48%	5,490	12,055	46%	729	910
Noise Control								
Electoral Area A	8,597	9,850	87%	5,544	6,785	82%	3,053	3,065
Electoral Area B	5,487	8,710	63%	6,969	8,710	80%	(1,482)	0
Electoral Area C	7,309	9,055	81%	7,919	9,055	87%	(610)	0
Electoral Area E	5,694	7,275	78%	5,915	7,035	84%	(221)	240
Electoral Area G	8,632	10,695	81%	9,496	10,695	89%	(864)	0
General Enforcement	198,662	262,130	76%	198,663	262,131	76%	(1)	(1)
	\$4,790,197	\$6,398,397	75%	\$3,553,890	\$5,734,601	62%	\$1,236,307	\$663,797

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
September 30, 2012**

	Revenues			Expenditures			Surplus	
	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget
REGIONAL & COMMUNITY UTILITIES								
Regional & Community Utilities Administration								
Community Works Fund - Eng Serv	\$245,167	\$337,190	73%	\$245,169	\$337,189	73%	(\$2)	\$1
Wastewater Management	0	0		0	0		0	0
Wastewater Management Plan	319,624	369,715	86%	120,146	251,956	48%	199,478	117,759
Southern Community Wastewater	10,050,266	19,739,277	51%	9,048,151	18,927,842	48%	1,002,115	811,435
Northern Community Wastewater	4,784,242	7,146,753	67%	4,165,036	7,077,201	59%	619,206	69,552
Duke Point Wastewater	254,412	303,805	84%	156,162	235,568	66%	98,250	68,237
Water Supply								
San Pareil fire	498,008	693,600	72%	498,140	693,600	72%	(132)	0
Whiskey Creek	91,207	185,035	49%	71,509	176,164	41%	19,698	8,871
French Creek	120,277	198,399	61%	100,541	171,830	59%	19,736	26,569
Surfside	34,879	42,453	82%	21,254	28,938	73%	13,625	13,515
Decourcey	9,099	11,429	80%	4,483	7,987	56%	4,616	3,442
San Pareil	141,534	209,680	68%	135,472	203,162	67%	6,062	6,518
Driftwood	5,894	7,850	75%	5,885	7,850	75%	9	0
Englishman River	171,835	220,550	78%	134,795	180,383	75%	37,040	40,167
Melrose Terrace	22,193	30,043	74%	19,499	29,602	66%	2,694	441
Nanoose Bay Peninsula	1,237,167	1,889,178	65%	1,126,011	1,774,872	63%	111,156	114,306
Drinking Water/Watershed Protection	671,470	964,948	70%	381,277	857,658	44%	290,193	107,290
Nanoose Bay Bulk	1,243,241	1,814,370	69%	1,151,620	1,763,811	65%	91,621	50,559
French Creek Bulk	269,202	509,625	53%	213,411	463,775	46%	55,791	45,850
Sewer Collection								
French Creek	660,517	764,972	86%	568,297	758,291	75%	92,220	6,681
Nanoose (Fairwinds)	719,147	832,284	86%	433,513	696,775	62%	285,634	135,509
Pacific Shores	71,183	84,853	84%	38,441	54,192	71%	32,742	30,661
Surfside	34,089	38,189	89%	31,859	36,406	88%	2,230	1,783
Cedar	128,420	161,632	79%	98,148	134,814	73%	30,272	26,818
Englishman River Stormwater	17,613	18,738	94%	6,110	8,480	72%	11,503	10,258
Cedar Estates Stormwater	9,925	11,050	90%	3,919	7,500	52%	6,006	3,550
Barclay Crescent	173,407	202,539	86%	133,394	185,326	72%	40,013	17,213
Pump & Haul	2,050	2,400	85%	1,830	2,400	76%	220	0
Streetlighting	102,766	121,809	84%	49,882	82,790	60%	52,884	39,019
Engineering Services	100,644	140,140	72%	100,645	140,140	72%	(1)	0
	\$22,189,478	\$37,052,506	60%	\$19,064,599	\$35,296,502	54%	\$3,124,879	\$1,756,004

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
September 30, 2012**

	Revenues			Expenditures			Surplus	
	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget
RECREATION & PARKS SERVICES								
Regional Parks	\$1,858,027	\$3,171,872	59%	\$1,514,332	\$3,111,221	49%	\$343,695	\$60,651
Community Parks								
Electoral Area A	117,212	906,850	13%	78,751	906,832	9%	38,461	18
Electoral Area B	193,139	304,615	63%	123,845	269,635	46%	69,294	34,980
Electoral Area C	66,422	85,265	78%	33,804	79,960	42%	32,618	5,305
Electoral Area D	74,002	90,985	81%	69,885	90,985	77%	4,117	0
Electoral Area E	80,816	131,280	62%	61,304	128,001	48%	19,512	3,279
Electoral Area F	126,640	224,720	56%	96,184	206,086	47%	30,456	18,634
Electoral Area G	103,347	187,390	55%	68,187	187,370	36%	35,160	20
Electoral Area H	155,548	331,710	47%	111,831	331,710	34%	43,717	0
Area A Recreation & Culture	175,339	226,690	77%	158,337	226,690	70%	17,002	0
Northern Community Recreation	1,172,960	1,475,800	79%	1,142,530	1,455,433	79%	30,430	20,367
Oceanside Place Arena	1,742,617	2,366,820	74%	1,614,511	2,290,560	70%	128,106	76,260
Ravensong Aquatic Center	2,634,740	3,348,495	79%	2,426,282	3,217,826	75%	208,458	130,669
Gabriola Island Recreation	72,086	94,630	76%	90,374	94,630	96%	(18,288)	0
Southern Community Recreation	811,976	1,080,235	75%	1,071,867	1,080,235	99%	(259,891)	0
Hotel Room Tax	0	0		0	0		0	0
Port Theater Contribution	59,421	79,027	75%	78,902	78,902	100%	(19,481)	125
	\$9,444,292	\$14,106,384	67%	\$8,740,926	\$13,756,076	64%	\$703,366	\$350,308
TRANSPORTATION AND SOLID WASTE SERVICES								
Gabriola Island Emergency Wharf	\$6,217	\$7,610	82%	\$2,270	\$6,150	37%	\$3,947	\$1,460
Southern Community Transit	14,833,081	18,842,180	79%	13,220,698	18,122,769	73%	1,612,383	719,411
Northern Community Transit	1,227,657	1,626,105	75%	1,039,181	1,449,883	72%	188,476	176,222
Solid Waste Disposal	6,523,274	9,619,755	68%	5,303,010	9,579,822	55%	1,220,264	39,933
Solid Waste Collection & Recycling	3,564,697	3,820,359	93%	2,643,044	3,775,651	70%	921,653	44,708
	\$26,154,926	\$33,916,009	77%	\$22,208,203	\$32,934,275	67%	\$3,946,723	\$981,734
TOTAL ALL SERVICES	\$75,709,342	\$112,132,449	68%	\$66,011,090	\$107,866,831	61%	\$9,698,252	\$4,265,619



RDN REPORT	
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BOARD	✓

MEMORANDUM

TO: Joan Harrison
Director of Corporate Services

DATE: November 16, 2012

FROM: Mike Moody
Manager, Information Services

SUBJECT: Web Streaming for Board Meetings

PURPOSE:

To identify the approximate costs for implementing and maintaining a Web Streaming service for the Regional District of Nanaimo (RDN) Board meetings.

BACKGROUND:

At the RDN Board meeting held October 2, 2012, the Board passed a resolution to have staff investigate the costs to use web streaming technology to record and broadcast Board meetings in 2013.

The current trend amongst some local governments is to further engage constituents by utilizing technology to make Council / Board meetings available on the Web via live Web streaming and also by recording meetings for archival purposes. Solutions to live stream and archive meetings vary in complexity and cost. Options range from single camera low resolution broadcasts to high resolution, multiple camera solutions. Additionally, some local governments have their local cable broadcast companies such as Shaw recording and broadcasting their Board meetings. The Shaw broadcast can also be set up to live stream and archive through the local government’s web site (as done by the City of Nanaimo).

Most local governments engaged in web streaming have a third party provider that hosts the archived meetings on an external web site. This helps to minimize Internet bandwidth cost requirements for their local Internet connections required for day to day business.

ALTERNATIVES:

Alternative 1 – Implement a minimal live Web streaming and archiving solution for RDN Board meetings in 2013.

A minimal live Web streaming and archiving solution would include a single camera, fixed view, low quality sound and video. This type of solution would only suffice where there is the ability to view all Board members at one time. Given the size of the RDN Board at 17 Directors and the current seating configuration, it would be difficult to use the single view option.

Alternative 2 - Implement a full featured Web streaming and archiving solution for RDN Board meetings in 2013.

A full featured Web streaming and archiving solution would allow the flexibility of a multi camera system with good quality audio and video resolution for the viewing public. Further, support staff will have the control of cameras via a media control system to ensure that persons are on screen while speaking and that digital presentations are also displayed. A media control system will allow interconnection with future Board Room sound equipment improvements. Additionally, the RDN would require a third party web site hosting the archived meetings for on demand web streaming.

Alternative 3 – Request Shaw Cable to broadcast RDN Board meetings in 2013 and provide for live streaming and archiving

For this alternative, Shaw Cable would need to be willing to add RDN meetings to its broadcast schedule. This alternative would also require the RDN to have a third party web site hosting the archived meetings for on demand web streaming.

Alternative 4 – Do not implement a Web streaming solution for RDN Board meetings in 2013 and receive the report as information for future consideration.

FINANCIAL IMPLICATIONS:

Alternative 1 – Minimal Web streaming solution

Capital Costs \$5,000 – \$10,000 which includes single camera, microphone, audio / video encoder and associated wiring

Operations Costs \$10,000 – \$15,000 yearly for hosting recorded / archived Board meetings with a third party provider and equipment maintenance.

Alternative 2 – Full featured Web streaming solution

Capital Costs \$25,000 – \$30,000 which includes 5 - 6 cameras, microphones, media system controller with audio / video encoder and associated wiring.

Operations Costs \$12,000 – 17,000 yearly for hosting recorded / archived Board meetings with a third party provider, equipment maintenance and additional staff time for operating a media control system during meetings.

Proceeding with Board Room audio visual upgrades in conjunction with web streaming may lower costs overall to both projects.

Alternative 3 – Shaw Cable to broadcast

Operational Costs \$10,000 for hosting archived meetings for on demand Web streaming.

Alternative 4 – Do not implement

There are no financial implications for this alternative.

SUMMARY:

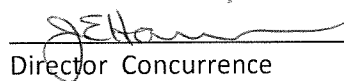
The use of technology to further engage constituents in local government business is increasing. A majority of people are comfortable with the concept of accessing government information using the Internet. By implementing a Web streaming solution in 2013, the RDN has the ability to further engage the general public in the processes and issues of local government. Additionally, the web streaming process also allows the RDN to record Board meetings in video / audio format for future reference and historical purposes. These recorded or archived meetings can be hosted on an external web service thereby minimizing the impact to the RDNs Internet service. A full featured Web streaming service with multiple cameras is preferable in order to produce a good quality service for the general public and staff.

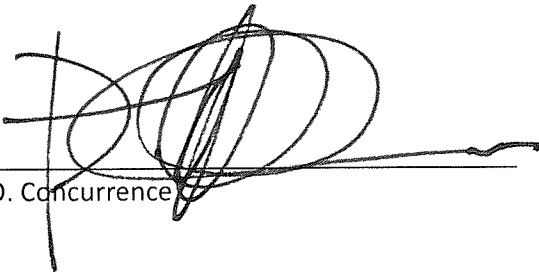
With Board meetings being held on a monthly basis, a full featured Web streaming solution would have a minimal impact on existing Information Services staff costs. The approximate costs for a full featured Web streaming solution is \$25,000 – 30,000 with a yearly operational cost of approximately \$12,000 – 17,000.

RECOMMENDATION:

1. That the Board direct RDN staff to proceed to an RFP in 2013 for the acquisition and implementation of a full featured Web streaming solution for RDN Board meetings in 2013.


Report Writer


Director Concurrence


C.A.O. Concurrence



RDN REPORT		
CAO APPROVAL		
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COW		
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RHD		
BOARD	✓	

MEMORANDUM

TO: Joan Harrison
Director of Corporate Services

DATE: November 16, 2012

FROM: Mike Moody
Manager, Information Services

SUBJECT: Board Room Audio Visual improvements

PURPOSE:

To identify the approximate costs for replacing the Regional District of Nanaimo (RDN) Board Room and Committee Room audio visual systems for the 2013 budget.

BACKGROUND:

Over the past several years deficiencies with the current Board Room and Committee Room audio visual systems have become increasingly evident. The Board Room and Committee Room audio visual systems have been in place since 2003. The current equipment is proprietary, problematic and difficult to maintain cost effectively. Further, Board room audio / visual equipment can only be purchased through third party suppliers who have difficulty sourcing spare or replacement parts due to the age of the equipment.

The 2012 – 2016 Financial Plan included \$30,000 for the Board Room and Committee Room audio visual improvements for 2012. This project was not initiated due to other priorities. A detailed analysis has now placed the cost estimate at approximately \$50,000. Originally the plan was to implement in two specific phases. The first phase was to replace the projector systems in the Board and Committee Room and the plasma display in the Board Room. The second phase was to be a complete replacement of the audio system which includes amplifiers, microphones, speakers, peripheral connections and associated wiring. Additionally, some Board Room lighting and wiring modifications are required.

A preliminary analysis by staff has concluded that there are several major components required in order to modernize the Board Room audio visual and eliminate deficiencies in the current system. Components are listed below:

- Projector Systems
- Plasma Display (TV)
- Microphones
- Sound amplification equipment and racking
- Speakers
- Wiring
- Audio / video peripheral input equipment
- Lighting and lighting controls

ALTERNATIVES:

Alternative 1 – Proceed with a Request for Proposal (RFP) for the implementation of Board Room and Committee Room audio visual improvements in 2013.

Alternative 2 – Receive the report as information for future budgeting consideration.

FINANCIAL IMPLICATIONS:

Alternative 1 – Approximate costs for this project are \$50,000; \$30,000 is included in the 2013 – 2017 Financial Plan (carried forward from 2012).

Alternative 2 – There are no financial implications for this alternative.

SUMMARY:

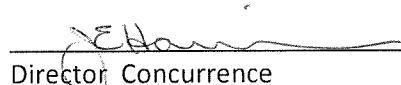
Over the past 9 years since the Board Room audio visual systems have been in place, various deficiencies have continued to arise. The equipment currently in use is aging and problematic. Spare and replacement parts are extremely difficult to acquire affordably and in a timely manner. A more current audio visual system will allow Board meetings to function more effectively by allowing greater control of the overall operation of meetings and presenting a higher quality audio visual experience.

RECOMMENDATION:

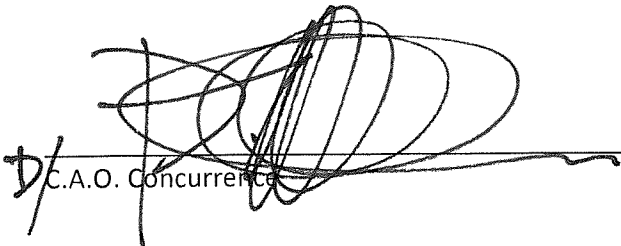
1. That the Board direct RDN staff to proceed with a Request for Proposal for the acquisition and installation of Board Room and Committee Room audio visual systems in 2013.



Report Writer



Director, Concurrence



C.A.O. Concurrence