

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, JANUARY 10, 2012**

**7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 4 - 5            **Harold Sellers, Trails BC**, re Trans Canada Trail.
- 6                **Don Gately**, re Gabriola Gun Club.
- 7                **Chris Vrabel** North Island E911, re North Island 9-1-1 Corporation.
- 8 - 9            **Bruce Haliday**, Port Theatre Society, re RDN contribution to the Port Theatre operations budget.
- 10 - 16        **Kim Burden**, Parksville & District Chamber of Commerce, re funding for an Economic Development Assessment for the Oceanside Area.

**MINUTES**

- 17 - 23        Minutes of the regular Committee of the Whole meeting held November 8, 2011.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

- 24 - 25        **Gabriola Land Conservancy**, re Cox Community Park.
- 26 - 28        **Debbie Comis, City of Parksville**, re 2012 Council Appointments to the District 69 Recreation Commission, the Arrowsmith Water Service Management Board, and the Englishman River Water Service Management Board.

**UNFINISHED BUSINESS**

***CORPORATE ADMINISTRATION SERVICES***

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

- 29 - 32        Bylaw No. 1651 – A Bylaw to authorize preparation of 2012 Parcel Tax Rolls.

- 33 - 36 Bylaw No. 897.06 – a bylaw to include Electoral Area ‘H’ as a participant in the Northern Community Transit Service.
- 37 - 48 2012 Proposed Budget Overview.
- 49 - 56 Bylaw No. 1653 – a bylaw to establish a Cedar Community Policing Contribution Service.

***DEVELOPMENT SERVICES***

**BUILDING, BYLAW & EMERGENCY PLANNING**

- 57 - 58 Appointment of Animal Control Officer.

***RECREATION AND PARKS SERVICES***

***REGIONAL AND COMMUNITY UTILITIES***

**WATER**

- 59 - 60 Drinking Water and Watershed Protection Service Water Budget – Consultant Services Contract Award.

**WASTEWATER**

- 61 - 67 Bylaw No. 975.57 – Pump & Haul Amendment Bylaw to Exclude Strata Lot 180, Block 526, Strata Plan VIS 4673, Cameron Lot District – 1556 Pady Place – Area ‘F’.

***TRANSPORTATION AND SOLID WASTE SERVICES***

**SOLID WASTE**

- 68 - 69 Regional Landfill Security Services Contract Award.

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**District 69 Community Justice Select Committee**

- 70 - 71 Minutes of the District 69 Community Justice Select Committee meeting held Tuesday November 22, 2011. (for information)
1. *That the 2012 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs remain the same as in 2011 (\$77,500).*
  2. *That a 2012 grant in the amount of \$5,943 for the Citizens on Patrol Society, District 69 be approved.*

3. *That a 2012 grant in the amount of \$1,450.38 for the Corcan Meadowood Residents Association be approved.*

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

72 - 75 Minutes of the District 69 Recreation Commission meeting held Thursday November 17, 2011. (for information)

1. *That the request from the Town of Qualicum Beach to be a joint applicant hosting a BC Senior Games event be put in abeyance until the new appointments to the District 69 Recreation Commission and the new municipal councils of the Town of Qualicum Beach and the City of Parksville are in place.*
2. *That staff be directed to prepare a report with regard to the financial implication, including staff resources and the capital costs required to host the BC Senior Games, and to explore the possible financial assistance to host the event from the two municipalities of Parksville and Qualicum Beach and the provincial and federal governments.*

#### **Electoral Area 'A' Parks, Recreation & Culture Commission**

76 - 79 Minutes of the Electoral Area 'A' Parks, Recreation & Culture Commission meeting held November 16, 2011. (for information).

#### **ADDENDUM**

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

#### **NEW BUSINESS**

#### **BOARD INFORMATION (Separate enclosure on blue paper)**

#### **ADJOURNMENT**

**From:** Harold Sellers [<mailto:hikerharold@gmail.com>] **On Behalf Of** Harold Sellers  
**Sent:** Monday, November 14, 2011 3:26 PM  
**To:** Hewitt, Nicole  
**Cc:** Osborne, Tom; Michel, Joan  
**Subject:** Delegation

Dear Mr. Stanhope:

Attached is a letter seeking an invitation to make a presentation to the RDN Board in January 2012, concerning current opportunities with the Trans Canada Trail.

Should you have any questions, please contact me. I look forward to your reply.

Yours truly,

Harold Sellers

*Trails BC Project Facilitator*

*Email:*

[ProjectFacilitator@trailsbc.ca](mailto:ProjectFacilitator@trailsbc.ca)

*Office (250)503-2388 Vernon, BC*

*Cell (250)307-3543*

*Trails BC (Trails Society of British Columbia)*

[www.trailsbc.ca](http://www.trailsbc.ca)

*The Trans Canada Trail: building a 22,000 km Greenway connecting Canadians with Canada*

[www.tctrail.ca](http://www.tctrail.ca)



3211 Centennial Drive, Apt. 23  
Vernon, BC V1T 2T8

14 November 2011

Joe Stanhope  
Chair  
Regional District of Nanaimo  
830 West Island Highway  
Parksville, BC V9P 2X4

**Re: Trans Canada Trail**

Dear Mr. Stanhope:

In the latter part of 2010, the Trans Canada Trail and Parks Canada reached an agreement which saw the Government of Canada provide \$10,000,000 in funding to the TCT via Parks Canada.

The Trans Canada Trail had recently completed a review of the trail nationally and identified existing gaps in the trail. Parks Canada and the TCT agreed that this funding would be targeted towards closing these gaps in the trail. In British Columbia sixteen gaps were identified, one being a route across the Nanaimo River.

The goal of the Trans Canada Trail organization is to see all of these gaps closed by 2017, the 150th birthday of Canada and the 25th anniversary of the TCT.

Since the Parks Canada funding is only available through the 2011-2012 and 2012-2013 fiscal years (ending March 31, 2013), timing is important. A Nanaimo River bridge, suitable for the non-motorized uses of the TCT, could be eligible for up to 50% of the construction costs. Engineering and environmental studies would also be eligible for funding.

I would like to request an opportunity to speak to the Board of the Regional District in January 2011, presenting the objectives of the Trans Canada Trail and the opportunities which currently exist.

Thank you for your support of the Trans Canada Trail over many years. I look forward to even further achievements being made.

Yours truly,

Harold Sellers  
Project Facilitator, Trails BC

cc Tom Osborne, General Manager of Recreation and Parks  
Joan Michel, Parks and Trails Coordinator

## Burgoyne, Linda

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**From:** Don Gatley <dgatley@shaw.ca>  
**Sent:** Wednesday, December 21, 2011 2:33 PM  
**To:** Burgoyne, Linda  
**Subject:** Gabriola Gun Club

Linda

Please accept this as my request to be on the agenda on the January 10, 2011 meeting to address the Committee of the Whole regarding the Gun Club.

My contact number is 604 328 9711

Don Gatley

**From:** Chris Vrabel [<mailto:Chris.Vrabel@campbellriver.ca>]

**Sent:** Wednesday, December 21, 2011 2:17 PM

**To:** Burgoyne, Linda

**Subject:** Delegation request March 13, 2012 - North Island 9-1-1 Corporation

Hello,

I am requesting the opportunity to deliver a presentation to the Committee of the Whole regarding the North Island 9-1-1 Corporation. The presentation will be informational, and is intended to provide the audience with the historical facts and current events pertaining to NI 9-1-1 Corp.

As per our telephone discussion I am currently scheduled to make the presentation at 7:00pm on March 13, 2012.

Regards,

Chris Vrabel  
Deputy Fire Chief,  
North Island E911 Fire Dispatch Manager

Campbell River Fire & Rescue  
675 - 13th Avenue  
Campbell River, B.C. V9W 6C1  
phone 250 286 6266  
fax 250 286 4701  
E-mail [chris.vrabel@campbellriver.ca](mailto:chris.vrabel@campbellriver.ca)



Jan 3<sup>rd</sup>, 2012

## Regional District of Nanaimo

Dear Board of Directors:

On behalf of the Port Theatre Society and The Board of Directors I appreciate this opportunity to address the Committee of the Whole in regards to our operations and the annual contributions from the R.D.N.

The Port Theatre Society receives.. \$65,270 from the R.D.N. ( +\$9000.00)annually based on a referendum held in 2002.

Electoral Area A	\$13,900..
Electoral Area B	\$13,915..
Electoral Area C	\$17,505..
Electoral Area E	\$19,950..
District of Lantzville	\$9000.00 (annual request and restricted to capital)

Over 16,000 RDN Households have purchased tickets to events at the Port Theatre since opening  
Approx. 7000 households in Parksville/Qualicum have purchased tickets to events since opening  
Over 500 R.D.N. households hold Port Theatre memberships  
Over 40 of our rental clients are from the R.D.N.

As set out in the 2002 referendum this funding has been for a fixed dollar contribution.  
The cost of operations of the Port Theatre has risen significantly since opening in 1998.

Utilities costs / Building Services / Maintenance in:

1998.....	<b>\$54,900.00</b>	2011.....	<b>\$102,000.00</b>
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Including:

Hydro, Natural gas, Water, HVAC systems, public elevators, snow removal

### ***In support of the Arts in our communities:***

**The Board of Directors of the Port Theatre Society respectfully requests consideration of an annual (C.O.L. ? ) increase to our operating funds to ensure that this community asset continues to be well maintained and to ensure that operations are sustainable, vibrant and accessible to our regional community.**

Sincerely Yours,

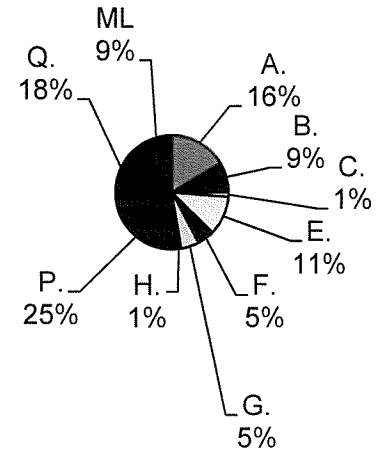
Bruce Halliday  
General Manager  
***The Port Theatre Society***





RDN Region (outside City of Nanaimo)	Estimated # households buying tickets Jun-11
Cassidy, Cedar, Yellowpoint, S. Wellington	2,673
Gabriola, DeCourcy, Mudge Islands Extension, Arrowsmith-Benson, E. Wellington,	1,392
Pleasant Valley	209
Nanoose Bay	1,812
Coombs, Hilliers, Errington, Whiskey Creek	789
Dashwood, Englishman R., French Creek	850
Shaw Hill, Deep Bay, Bowser	180
City of Parksville	4,021
Town of Qualicum Beach	2,901
Dist. Municipality of Lantzville	1,445
<b>Total RDN Households buying tickets</b>	<b>16,272</b>

**Households from RDN Purchasing tickets at the Port Theatre since opening**



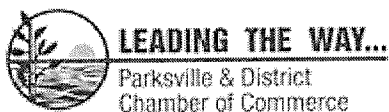
## Pearse, Maureen

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**From:** Kim Burden <kim@parksvillechamber.com>  
**Sent:** Wednesday, January 04, 2012 9:52 AM  
**To:** Pearse, Maureen  
**Subject:** Presentation to the Board  
**Attachments:** RDN Application.docx

I would like to make a presentation to the RDN Board at the January 10<sup>th</sup> meeting to request funding for an Economic Development Assessment for the Oceanside Region. We have already received approval for funding for 50% of the project and are hoping to see the other 50% come from funds allocated for the Northern Region Economic Development. I have attached information for the Board.

*Kim Burden*  
Executive Director



250-951-6420 (Cell)  
[kim@parksvillechamber.com](mailto:kim@parksvillechamber.com)

**Oceanside Initiatives**  
**Community Economic Development Assessment**  
**January-March 2012**

**Anticipated Outcomes**

**Anticipated Short-term Outcomes**

1. The project will improve the capacity to attract, retain and expand business.
  - a. Increasing the understanding of regional assets and strengths that can be promoted to attract Business
  - b. Identifying specific industries that are judged to provide the best investment opportunities.
  - c. Identifying weaknesses and barriers to attracting, retaining or expanding business that need to be addressed.
  - d. Creating a pattern of collaboration on investment-related matters between the local governments in the area
    - i. municipalities of Parksville and Qualicum Beach and Regional District of Nanaimo
    - ii. business organizations (Chamber of Commerce) and
    - iii. other key institutions (Vancouver Island University, School District).

The consultation sessions will also involve individual businesses and other community stakeholders in a discussion of the issues, thereby enhancing knowledge and capacity for action.

This project will increase awareness of business opportunities among the business community, local government, and general public in the Oceanside area. This project does not include promotion of opportunities beyond Oceanside (as that will be part of subsequent phases in the creation of an Economic Growth Strategy). To the extent that possible investors are already in Oceanside, their awareness will be enhanced. This may include existing investors who would consider expanding their current operations, or investing in a new line of business as a complement to their existing business.

The communications strategy lead by the Parksville & District Chamber of Commerce will lead to enhanced local knowledge of economic opportunities. The participation of individual businesses, local government and other key institution officials, and the general public will all encourage greater knowledge of economic opportunities.

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**Anticipated Intermediate Outcomes**

The project's communication strategy, as well as the business consultation meetings, will explain the importance of business retention and expansion and thereby increase the community's knowledge of this topic. It is well understood and appreciated that significant economic and employment growth is generated by companies that are already invested in a community so understanding the competitive environment faced by current businesses is a critical aspect of economic development.

This project will not directly address aftercare services for foreign investors as that would be addressed through the subsequent development of a full Economic Growth Strategy. Aftercare services are

currently informal and the development of more explicit aftercare protocols would be part of future strategy development. However, this project may indirectly have the benefit of enhancing aftercare services by increasing knowledge of the competitive issues facing investors, leading to more effective services.

## Project Components

Component	Total Estimated	Total ICCI Grant	Total Requested
#1. Competitive Assessment of Oceanside Economy	\$18,900.00	\$9,450.00	\$9,450.00

### Competitive Assessment of Oceanside Economy

This initiative is the critical first step in developing an overall Economic Growth Strategy. It is required to ensure that the competitive situation of the Oceanside economy is well understood by all of the partner organizations. The project outcomes will be used as input into the development of an overall Economic Growth Strategy

### Activities and Expenses

The **competitive assessment** will include four parts, to be completed in a written report by an economist specializing in economic development. The delivery of the final report according to the description outlined below is the measurable outcome of the project.

#### 1. Statistical analysis and benchmarking

This includes a summary of all relevant data, including population growth and demographic characteristics, migration, labour force and employment, educational attainment, occupational profile, income from employment and other sources, housing and commercial/industrial development, property taxation, employment insurance and social assistance, and others. There will also be an occupation analysis utilizing the Richard Florida typologies of Creative Class, Service Class, Working Class and Farming/Fishing/Forestry jobs. The analysis identified key trends in Oceanside and benchmarks the region's performance against a group of similar regions (to be selected based on characteristics like similar size, locations, key industries, etc.). This gives much deeper insights into relative strengths and weaknesses rather than simply comparing Oceanside to a provincial or national average. In addition, while the creation of a new community/regional profile is not part of this project, much of the analysis and data collection in this phase can be used for a new profile to be developed in the future.

#### 2. Qualitative analysis

This part includes information collection and analysis relating to various business factors, including real estate availability, transportation connections, infrastructure, business support services, etc.

The analysis would be based on a review of prior research in Oceanside or Vancouver Island, the consultant's evaluation, and local input.

### 3. Business and community consultation

Several days of focus groups or interviews will be arranged for the consultant to collect input on business strengths, assets, challenges, barriers and opportunities. The preliminary results of the quantitative and qualitative analyses will be presented for comment and discussion. Special effort will be made to engage with businesses that currently represent investment in Oceanside.

### 4. Opportunity targeting analysis

This is an exercise that considers a list of opportunities that have been identified through prior research and in consultation. The opportunities are then subjected to a rigorous analysis that rates the fit between Oceanside and each opportunity's requirement for labour, land, resources, access to markets, etc. This is a type of "pre-feasibility" analysis that produces a prioritized list of opportunities that appear to provide the best chance for successfully attracting investment

## Strategic Economic Development planning and researching

Outputs: Expected

- a. • Labour-Force Profiles/Labour-Market Research
- b. • Competitive/Best Practices/Bench-marketing Reviews
- c. • Competitive Advantage/Benchmarking Analysis

Additional Comments:

<b>Activity Expense Type</b>	<b>Cost Breakdown</b>	<b>Total Estimated Expenses</b>	<b>Funding Confirmed from ICCI (excl. tax)</b>	<b>Requested RDN Contribution</b>
Consultant fees	Consulting fees estimated at \$18,900 based on a preliminary consulting quote of 21 days at \$900/day. This includes data collection and analysis, consultation and report preparation.	\$18,900.00	\$18,900.00	\$9,450.00
		\$18,900.00	\$18,900.00	\$9,450.00

## **Capacity to Complete the Project**

### **Project Governance:**

The project is a project of the Parksville & District Chamber of Commerce Board of Directors. The project was identified in the 2010/11 Strategic Plan and a Committee of the Board of Directors was struck. The Committee members include representatives from the partner groups. Terms of Reference have been passed by the Chamber Board and delegate the Chamber Executive Director (Mr. Kim Burden) as the person responsible for all inter-agency communication.

### **Sustainability:**

The project's goal is to identify and assess current strengths, competitiveness, weaknesses and opportunities for attracting investment to the community. From this assessment a strategy for investment attraction will be developed and that strategy will be implemented over the next several years.

## **Community Economic Development Strategy**

### **Background and Outline of Economic Development Strategy:**

Through this project, Oceanside Initiatives is taking the initial steps toward the development of an Economic Development Strategy. The key steps are envisioned as follows:

- 1.** Competitive assessment of the Oceanside economy (this step is the subject of this funding application). The assessment will use a combination of quantitative and qualitative research, as well as local business consultation, to
  - a.** identify existing strengths and assets that will attract and retain investment,
  - b.** identify weaknesses and barriers that will inhibit the attraction or retention of investment, and
  - c.** identify industries that provide the best current investment opportunities.
- 2.** Building on the results of the competitive assessment, an Economic Development strategy will be developed. While it is premature to specify exactly what this strategy will contain, it is expected to include a marketing component for promoting Economic Growth opportunities as well as strategies to be implemented by local governments and other partners to enhance Oceanside investment conditions.

### **Strategic Objectives of Project:**

Identify the key objectives - i.e. build strategic partnerships, increase marketing reach, generate targeted leads, etc.

The overriding project objective is to develop a comprehensive understanding of Oceanside's

competitive situation. This includes identifying strengths and assets as well as challenges and barriers.

The competitive analysis will be completed from both an investment attraction perspective (i.e., what are the strengths and weaknesses of Oceanside from the point of view of an external investor) as well as a business retention and expansion perspective (i.e., what are the strengths and weaknesses of Oceanside from the point of view of a business currently invested in the community).

The project will result in a comprehensive competitive analysis of the Oceanside economy. This will include:

1. Identifying strengths and assets that can be marketed or otherwise used as building blocks to increase investment
2. Identifying weaknesses and barriers that need to be addressed or mitigated in order to increase investment
3. Identifying specific industries that have the greatest potential to expand investment

The range of topics that will be covered include physical characteristics of the community (land, transportation connections, infrastructure), location (proximity to markets, proximity to natural resources), human resources (skill and educational profile, labour availability), industrial composition (existing industrial strengths, rising and declining industries, business support services), taxation and regulatory framework, and so on.

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## **Communication Strategy**

### **Community and Partner Communications:**

The Parkville & District Chamber of Commerce has a very successful and well followed web site, Facebook Page and Twitter Account. These plus media releases to announce achievements as we move forward will form the basis of our communication with the business community and the public. In addition we distribute a weekly eflash newsletter to our 500+ subscribers which will be used for announcements and to provide links to news articles and releases. The RDN will be featured prominently in all media.

Partner communications are primarily face to face through regularly scheduled meetings of the partner group and email to provide updates and an ongoing communication link.

**Media Releases:** Following a successful Grant Application the Parkville & District Chamber of Commerce will release the following to local print, television and radio outlets.

## Parksville & District Chamber of Commerce Initiating Assessment of Oceanside Business Climate

Economic opportunities flourish across the Oceanside Region and encouraging and retaining Investment is an important way to help bring these opportunities to fruition by:

- Competing effectively for good jobs and increased employment opportunities to improve Oceanside's live/work balance
- Improving the non-residential tax base of The City of Parksville, The Town of Qualicum Beach and the surrounding unincorporated areas
- Supporting appropriate and planned growth strategies
- Generating more business and wealth
- Creating a diverse and sustainable economic base

Improvement of the commercial sector in Oceanside must be based upon comprehensive research, analysis, and most importantly stakeholder consultation. The key to the development of a successful strategy will be to work in cooperation with business and economic growth partners. To this end The Parksville & District Chamber of Commerce in partnership with The Qualicum Beach Chamber of Commerce, The Town of Qualicum Beach, The City of Parksville, The Regional District of Nanaimo, Vancouver Island University and SD69 have established "Oceanside Initiatives".

As an initial step Oceanside Initiatives with the assistance of a grant from Invest Canada Community Initiatives and the Regional District of Nanaimo will be conducting a thorough assessment and competitive analysis of Oceanside's current Commercial base. Following the completion of this comprehensive assessment Oceanside Initiatives will develop a strategy to attract investment with the goal of increasing the Commercial Base and raising the average earned income in Oceanside.

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Submitted by the Parksville & District Chamber of Commerce





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

**Present:**

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

**Also in Attendance:**

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

**CALL TO ORDER**

The Chairperson welcomed Director Greves to the meeting.

**DELEGATIONS**

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

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

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

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

**LATE DELEGATIONS**

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

CARRIED

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

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

**MINUTES**

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

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

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

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

CARRIED

***FINANCE AND INFORMATION SERVICES***

**Regional Hospital District 2012 Provisional Budget.**

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

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

CARRIED

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

CARRIED

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

This report was withdrawn from the agenda.

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

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

CARRIED

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

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

CARRIED

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

CARRIED

***DEVELOPMENT SERVICES***

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

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

CARRIED

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

CARRIED

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

CARRIED

***RECREATION AND PARKS SERVICES***

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

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

CARRIED

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

CARRIED

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

CARRIED

## COMMISSION, ADVISORY & SELECT COMMITTEE

### District 69 Recreation Commission.

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

CARRIED

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

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

CARRIED

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

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

CARRIED

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

CARRIED

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

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

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

CARRIED

**Electoral Area 'E' Parks and Open Space Advisory Committee.**

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

CARRIED

**Electoral Area 'H' Parks and Open Space Advisory Committee.**

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

CARRIED

**Regional Parks and Trails Advisory Committee.**

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

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

CARRIED

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

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

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

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

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

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

#### **BOARD INFORMATION**

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

#### **ADJOURNMENT**

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

CARRIED

TIME: 7:59 PM

**RISE & REPORT**

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Regional Parks and Trails Advisory Committee.**

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

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 8:09 PM

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

## Burgoyne, Linda

---

**From:** Leigh Ann Milman <lmwildearth@gmail.com>  
**Sent:** Thursday, December 08, 2011 11:11 AM  
**To:** Burgoyne, Linda  
**Cc:** Osborne, Tom; Gisele Rudischer; Sheila Malcolmson; howardhoule@yahoo.com  
**Subject:** Attention RDN Board  
**Attachments:** Attention RDN Board.docx

Please see attachment.

CAO'S OFFICE		
CAO	<input checked="" type="checkbox"/>	GMR&PS
GMDS		GMT&SWS
GMF&IS		GMR&CS
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SMCA		BOARD <input checked="" type="checkbox"/>
CHAIR		Corres.
<i>erc</i>		



Regional District of Nanaimo  
Nanaimo, BC

December 8, 2011

Attention RDN Board,

We were greatly alarmed when we awoke Monday, Nov. 28, 2011 to find in the Gabriola Sounder, a suggestion by our regional director, Giselle Rudischer, that we remove land from Cox Community Park to use for affordable housing. The Gabriola Land Conservancy does not support any initiative that would include removing land from existing protected natural areas.

The community has worked hard to keep this land from development and protect it as a natural area for the benefit of all. In only 2001, the public referendum was held. An overwhelming majority of *Islanders voted in favor of a small tax to finance the purchase of Cox Community Park. We feel deeply distressed by Rudischer's suggestion that we might undo such a hard earned and recent effort.*

Any future initiative to secure land for affordable housing should not include existing protected areas nor impact forest and other ecologically valuable lands.

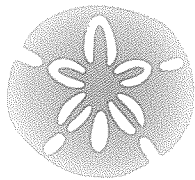
However, the fact that this suggestion has arisen, highlights the need for a tighter, better defined Management Plan for Cox Community Park. We believe that that as a community we can find a workable solution to accommodate the need for affordable housing while not harming ecologically sensitive areas nor undoing earlier conservation efforts

Thank you for your attention.

Sincerely,

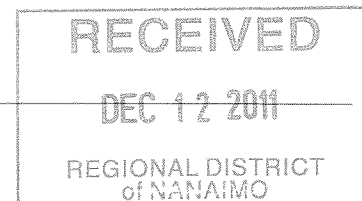
The Board,

Gabriola Land Conservancy  
Box 187, Gabriola, BC VOR1X0



City of  
**Parksville**

RDN REPORT		
CAO APPROVAL		
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BOARD		



December 6, 2011

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

Dear Sir/Madam:

**2012 Council Appointments to the  
District #69 Recreation Commission  
File No: 0400-50**

At the Inaugural meeting of Council held December 5, 2011, Councillor Peter Morrison was appointed Council voting representative to the District #69 Receptions Commission for the year 2012.

**Councillor Peter Morrison**  
589 Hirst Avenue West  
Parksville, BC V9P 1H8

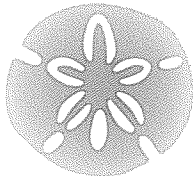
250 240-4050 (cell)  
E-mail: [peter.morrison@shaw.ca](mailto:peter.morrison@shaw.ca)

On behalf of Council and the City, we wish your Commission much success in 2012.

Sincerely,

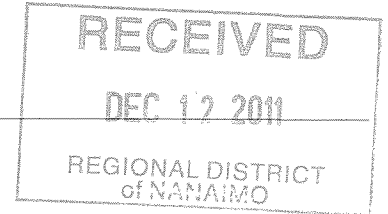
**DEBBIE COMIS**  
Director of Administrative Services

cc: Councillor Morrison



City of  
**Parksville**

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December 6, 2011

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

Dear Sir/Madam:

**2012 Council Voting Representative  
Arrowsmith Water Service Management Board  
File No: 2240-AR**

At the Inaugural meeting of Council held December 5, 2011, Councillor Marc Lefebvre was appointed Council voting representative to the Arrowsmith Water Service Management Board for the year 2012. Mayor Chris Burger was appointed as Council's alternate representative.

**Councillor Marc Lefebvre**  
11 - 450 Bay Avenue  
Parksville, BC V9P 2K2

250 248-2292 (home)  
E-mail: [janetmarc@shaw.ca](mailto:janetmarc@shaw.ca)

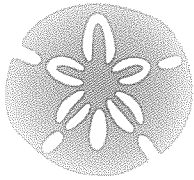
**Mayor Chris Burger**  
128 Moss Avenue  
Parksville, BC V9P 1L5

250 954-4661 (office)  
250 240-8255 (cell)  
E-mail: [cburger@parksville.ca](mailto:cburger@parksville.ca)

Sincerely,

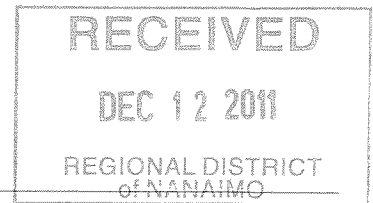
**DEBBIE COMIS**  
Director of Administrative Services

cc: Councillor Lefebvre  
Mayor Burger  
Engineering & Operations



City of  
**Parksville**

RDN REPORT		
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BOARD		



December 6, 2011

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

Dear Sir/Madam:

**2012 Council Voting Representative  
Englishman River Water Service Management Board  
File No: 2240-AR**

At the Inaugural meeting of Council held December 5, 2011, Mayor Chris Burger and Councillor Marc Lefebvre were appointed Council voting representatives to the Englishman River Water Service Management Board for the year 2012.

**Mayor Chris Burger**  
128 Moss Avenue  
Parksville, BC V9P 1L5

250 954-4661 (office)  
250 240-8255 (cell)  
E-mail: [cburger@parksville.ca](mailto:cburger@parksville.ca)

**Councillor Marc Lefebvre**  
11 - 450 Bay Avenue  
Parksville, BC V9P 2K2

250 248-2292 (home)  
E-mail: [janetmarc@shaw.ca](mailto:janetmarc@shaw.ca)

Sincerely,

**DEBBIE COMIS**  
Director of Administrative Services

cc: Councillor Lefebvre  
Mayor Burger  
Engineering & Operations Department



RDN REPORT	
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**MEMORANDUM**

**TO:** N. Avery  
General Manager, Finance & Information Services

**DATE:** December 13, 2011

**FROM:** W. Idema  
Manager, Financial Reporting

**FILE:**

**SUBJECT: Bylaw No. 1651 – A Bylaw to authorize preparation of 2012 Parcel Tax Rolls**

**PURPOSE:**

To introduce for three readings and adoption “2012 Parcel Tax Assessment Roll Bylaw No. 1651, 2012”.

**BACKGROUND:**

Section 806.1(2) of the *Local Government Act* requires that the Board adopt a bylaw to provide for the preparation of assessment rolls in order to levy parcel taxes. The “2012 Parcel Tax Assessment Roll Bylaw No. 1651, 2012” introduced with this report identifies twenty seven services for which parcel taxes form a part of the annual revenues.

The only new parcel tax to be levied in 2012 will be for the Northern Community Economic Development Service, established by bylaw in November 2011.

When a parcel tax is to be imposed for the first time, a parcel tax review panel must be established to consider any concerns respecting the parcel tax roll. The types of corrections which can be addressed by the review panel include updating an owner’s name and address, considering whether a parcel is correctly included or excluded from the service and considering whether an exemption has been properly or improperly allowed. For the most part, owners simply call the Regional District office to provide corrective information and/or staff establish whether a property should be on the roll or not by reference to the establishing bylaw. In the last three years there have been no personal attendances at the review panel.

The review panel consists of 3 people, which may be any combination of staff and Board members. A tentative date for the review panel would be Thursday, February 23, 2012 between 4:30 pm and 5:30 pm in the Regional District Committee Room. Section 806.1(2)(b) of the *Local Government Act* requires that the authenticated parcel tax rolls be forwarded to the Surveyor of Taxes before February 28<sup>th</sup>, however, the Surveyor of Taxes office controls the time the rolls are received by our offices and therefore the dates outlined in this report may be amended slightly to ensure sufficient notice to property owners and Board appointed panel members.

**ALTERNATIVES:**

There are no alternatives to this process.

**FINANCIAL IMPLICATIONS:**

Advertising and mailing costs are provided in the 2012 budget for this purpose.


**SUMMARY/CONCLUSIONS:**

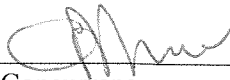
Pursuant to the *Local Government Act* this report introduces a bylaw which will provide for the preparation of parcel tax rolls for 2012. The parcel tax review panel will meet tentatively on Thursday, February 23, 2012 between 4:30 and 5:30 pm to hear any concerns regarding information contained in the parcel tax rolls.

**RECOMMENDATION:**

1. That the “2012 Parcel Tax Assessment Roll Bylaw No. 1651, 2012”, be introduced and read three times.
2. That the “2012 Parcel Tax Assessment Roll Bylaw No. 1651, 2012” be adopted.
3. That the Board appoint the Chairperson, the Senior Manager, Corporate Administration and the General Manager, Finance and Information Services to preside as the 2012 parcel tax review panel.

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

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

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1651**

**A BYLAW TO PROVIDE FOR THE PREPARATION OF  
PARCEL TAX ROLLS FOR THE YEAR 2012**

WHEREAS the Board of the Regional District of Nanaimo shall, pursuant to Section 806.1(2)(a) of the *Local Government Act*, provide by bylaw for the preparation of an assessment roll for the purpose of imposing a parcel tax under Section 806.1(2);

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2012 are to be prepared for the following services:

Barclay Crescent Sewer	Establishing Bylaw No. 1391, 2004
Cedar Sewer Service	Establishing Bylaw No. 1445, 2005
Cedar Sewer Commercial Properties Capital Financing Service	Establishing Bylaw No. 1513, 2007
Cedar Sewer Large Residential Properties Capital Financing Service	Establishing Bylaw No. 1517, 2007
Cedar Sewer Sportsfield Capital Financing Service	Establishing Bylaw No. 1519, 2007
Cedar Sewer Small Residential Properties Capital Financing Service	Establishing Bylaw No. 1521, 2007
Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service	Establishing Bylaw No. 1565, 2009
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
French Creek Water Local Service	Conversion Bylaw No. 874, 1992
Meadowood Fire Protection Service Area	Establishing Bylaw No. 1509, 2006
Melrose Terrace Community Water Service	Establishing Bylaw No. 1397, 2004
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Nanoose Peninsula Water Service	Establishing Bylaw No. 867.01, 2005
Northern Community Economic Development Service	Establishing Bylaw No. 1649, 2011
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
Regional Parks	Establishing Bylaw No. 1231, 2001
Crime Prevention and Community Justice Support	Establishing Bylaw No. 1479, 2006
Drinking Water and Watershed Protection Service Area	Establishing Bylaw No. 1556, 2008
Cassidy Waterloo Fire Protection Service Area	Establishing Bylaw No. 1388, 2004
Whiskey Creek Water Service	Establishing Bylaw No. 1605, 2010

2. The bylaws referred to in (1) above include any subsequent amendments.
3. Unless otherwise noted herein a parcel tax shall be levied on the basis of a single amount for each taxable property with land and improvements or land only within the service area.
4. Parcel taxes for Regional Parks, Cassidy Waterloo Fire Protection, Drinking Water & Watershed Protection, Northern Community Economic Development and Crime Prevention & Community Justice Support shall be levied on the basis of a single amount for each parcel, which shall be defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only.
5. Parcel taxes with respect to the Cedar Sewer Commercial Capital Financing Service will be levied on the basis of the size of each parcel with a parcel defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only and the amount of the parcel tax will be established as a rate per hectare.
6. Parcel taxes with respect to the Cedar Sewer Large Residential Properties Capital Financing Service will be levied on the basis of a rate per unit of size with a unit of 1 established for a property up to 2 hectares in size and a unit of 2 established for properties greater than 2 hectares in size.
7. Parcel taxes with respect to the Cedar Sewer Service (sewer collection and treatment) will be levied on the basis of a rate per unit of size with units established as:  
Parcel of land less than or equal to .2 ha = 1  
Parcel of land greater than .2 ha up to 1 ha = 2  
Parcel of land greater than 1 ha up to 3 ha = 3  
Parcel of land greater than 3 ha = 6
8. Parcel taxes under Sections (3) and (4) above shall not be levied on folios with the following characteristics:
  - i) water, including but not limited to foreshore leases
  - ii) continuous structures physically identifiable as telephone, hydro, or other utility wires, fiber or cables.
9. It is the responsibility of taxpayers with properties described under Section 8 to notify the Regional District in order to note those properties as exempt from the particular parcel taxes otherwise applicable.
10. This bylaw may be cited as “2012 Parcel Tax Assessment Roll Bylaw No. 1651, 2012”.

Introduced and read three times this 24<sup>th</sup> day of January, 2012.

Adopted this 24<sup>th</sup> day of January, 2012.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION





RDN REPORT		
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**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** December 30, 2011

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

**File:**

**SUBJECT:** Amendment Bylaw No. 897.06 – to include Electoral Area ‘H’ as a participant in the Northern Community Transit service

**PURPOSE:**

To introduce for approval a bylaw amendment which will add Electoral Area ‘H’ as a participant to the transit service in District 69.

**BACKGROUND:**

The Board, at its meeting held November 22, 2011 approved the expansion of transit services in 2012. Specifically, 250 hours of service will be included to offer once a week bus service to Electoral Area ‘H’. The transit service provided in District 69 is paid for by the City of Parksville, Town of Qualicum Beach and Electoral Areas ‘E’ and ‘G’. Accordingly, an amendment to the establishing bylaw is required to include Electoral Area ‘H’ as a cost sharing participant.

This amendment can proceed by obtaining the consent of the directors to the existing service, as well as the consent of the director for Electoral Area ‘H’ and submitting the bylaw to the Inspector of Municipalities for approval.

**ALTERNATIVES:**

There are no alternatives being presented.

The commitment to accept the additional hours of service has been previously approved by the Board and communicated to BC Transit as our cost sharing partner. This bylaw amendment is required in order that the Regional District of Nanaimo can meet its commitment for the service changes and apply costs to Electoral Area H.

**FINANCIAL IMPLICATIONS:**


The estimated cost to Electoral Area ‘H’, pursuant to the formula in Bylaw No. 897 is \$48,050. Additionally, it has been recommended that Electoral Area ‘H’ pay a capital charge of \$50,000. The capital charge reflects a calculated share of the 2009/2010 capital improvements to the transit facilities at Hammond Bay Road which have been paid for by the current participants in the service. This amount is proposed to be collected over a four year period in the amount of \$12,500 per year and will be credited to the Northern Community transit budget reducing the increase to its requisition.

**SUMMARY/CONCLUSIONS:**

The Board recently approved an expansion of public transit services commencing March 4, 2012. The initiative includes adding 250 hours in District 69 to provide a transit link to Electoral Area 'H'. Bylaw No. 897.06 is the establishing bylaw for transit services in District 69 and needs to be amended to include Electoral Area 'H' as a cost sharing participant.

**RECOMMENDATION:**

That "Northern Community Transit Service Amendment Bylaw No. 897.06, 2012" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

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

  
\_\_\_\_\_  
CAO Concurrance

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 897.06**

**A BYLAW TO AMEND THE PARTICIPANTS IN THE  
DISTRICT 69 CONVENTIONAL TRANSIT SERVICE**

WHEREAS the Board of the Regional District of Nanaimo adopted “Regional District of Nanaimo District 69 Conventional Transit Local Service Area Establishment Bylaw No. 897, 1993”, which established a conventional transit service in District 69;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the participants to the service and undertake other housekeeping amendments to the bylaw;

AND WHEREAS the Board of the Regional District of Nanaimo has obtained the consent of at least 2/3 of the participants pursuant to Section 802(1)(b) of the *Local Government Act* for amending establishing bylaws;

AND WHEREAS the Board of the Regional District of Nanaimo has obtained the consent of the Director for Electoral Area H in accordance with Section 801.5(2) of the *Local Government Act* for amending establishing bylaws;

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

“Regional District of Nanaimo District 69 Conventional Transit Local Service Area Establishment Bylaw No. 897, 1993” is amended by:

1. By deleting Section 1. *Local Service Established* and replacing it with the following:

**1. Service Established**

The service established and to be operated is the provision of public transit to be known as the “Northern Community Transit Service”.

2. By deleting Section 2. *Boundaries of Service Area* and replacing it with the following:

**2. Boundaries of Service Area**

The boundaries of the service area are the boundaries of the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'G' and 'H'.

3. By deleting Section 3. *Participating Areas* and replacing it with the following:

**3. Participating Areas**

The City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'G' and 'H' are the participating areas for the service.

4. By deleting the phrase “Regional District of Nanaimo District 69 Conventional Transit Local Service Area” wherever they appear and replacing it with “Northern Community Transit Service”.
5. By deleting Section 8. *Definitions* and replacing it with

**8. Citation**

This bylaw may be cited as “Northern Community Transit Service Establishment Bylaw No. 897, 1993”.

6. This bylaw may be cited as “Northern Community Transit Service Amendment Bylaw No. 897.06, 2012”.

Introduced and read three times this 24th day of January, 2012.

Received the approval of the Inspector of Municipalities this day of , 2012.

Adopted this day of , 2012.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION



RDN REPORT	
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MEMORANDUM

**TO:** C. Mason  
Chief Administrative Officer

**DATE:** December 27, 2011

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

**SUBJECT:** 2012 Proposed Budget Overview

**PURPOSE:**

To provide background information on the proposed 2012 budget.

**BUDGET OVERVIEW:**

Local governments are required to prepare five year budget forecasts. These financial plans are intended to guide the development of annual operating budgets. The 2012 to 2016 financial plan which will be presented over the course of the next few months reflects refinements to the forecasts which were initiated in the fall of 2010 and which were adopted in March of 2011.

The Regional District of Nanaimo provides and manages a large number of public services including water, sewer collection and treatment, solid waste collection and disposal, public transit, and recreation facilities and services. The primary focus for Regional District budgets is maintaining the service infrastructure in the context of public health and safety as well as, making progress towards becoming carbon neutral. The carbon neutral objective arises from our being a signatory to the Provincial Climate Action Charter, which was introduced in 2009.

The Regional District was incorporated in 1967 and is now 44 years old. Many Regional District facilities are more than 30 years old – meaning mechanical and electrical equipment is at the mid-point or later in their useful life. Annual costs have generally increased over the last several years in order to maintain and extend those useful lives. In some cases outright replacement with newer, more energy efficient equipment will be the recommended choice.

The remainder of this report will refer to appendices provided in a separate handout.

Year over Year Change

There are now 102 different services which form the Regional District’s budget, 33 of those services are shared among multiple member jurisdictions. Examples of multi-jurisdiction regional services are Wastewater Management, Solid Waste Management, Electoral Area Planning, Regional Growth Strategy, Recreation and Parks Services and Transit.

69 services are paid for by a single member jurisdiction. Single member jurisdiction services include Animal and Noise Control bylaws, Community Parks, and certain Recreation Services.

The following ratios illustrate the consistency of the 2012 proposed budget with the previous plan – items shown in brackets are comparative values from 2011. The 2012 proposed budget is very consistent with the previous forecast, which reflects both the predictability of operating expenditures as well as the general accuracy of staff in forecasting year over year changes.

<b>Number of Services (operational budgets)</b>	<b>Same as forecast</b>	<b>Lower than forecast</b>	<b>Higher than forecast</b>	<b>Consistency with previous plan (Same as or Lower than)</b>
33 Multi-participant Services	19	7	7	79% (79%)
69 Single participant Services	47	14	8	88% (88%)
Total 102	66	21	15	84% (85%)

The consolidated summary of the Regional District 2012 budget (Appendix A), projects just over \$91 million dollars in expenditures in 2012, a decrease of 14.7% from 2011. The primary change is a reduction in the capital expenditures budget line at this time. Currently the budget includes only new projects anticipated in 2012. The value of capital expenditures will rise once final year end results are known when costs for projects in stream will be re-budgeted as 2012 expenditures.

Approximately 70% (\$64 million) of total 2012 expenditures is applied to operating costs, 9% of the budget services existing long term debt, 4% will be contributed to various capital reserves with the remainder applied to capital replacements and projects in 2012 (17%) (vehicles, equipment and structures).

Total revenues (excluding prior year surpluses) total \$88 million versus \$99 million in 2011. The reduction is a reflection of lower capital reserve funds required or being applied to capital projects in 2012.

The 2011 to 2015 financial plan forecast property tax revenues in 2012 of \$38 million dollars, an overall change of 6.2%. The proposed 2012 budget is consistent with the overall forecast at 6.7%. There are new services included in 2012 which were not known when the previous plan was prepared.

Year over Year Changes (Appendix B)

The year over year change has been summarized into three categories – New/Changed Service Levels, Changes from Other Jurisdictions and Changes for Existing Services.

New/Changed Service Levels - 2.9% (Appendix L-3)

Gabriola Island Health Centre	6,300	50% of building permit fee
Drinking Water/Watershed Protection	3,613	Net new municipal participation
Northern Community Economic Development	39,906	New Service (net of Electoral Area grant funds)
Southern Community Economic Development	118,891	New Service (net of Electoral Area grant funds)
Cedar Community Policing Office	2,000	Proposed new service
Regional Parks	67,910	Planned parcel tax rate increase of \$1.00
Transportation Services	<u>663,888</u>	5,250 hours new service
 Total for New/Changed Service Levels	 \$ <u>844,508</u>	

Other Jurisdictions - 0.6% (Appendix L-4)

While not in itself representing a large change relative to overall tax revenues, the amount for Other Jurisdictions is an increase of \$164,932. In 2012 a change in the cost sharing formula for the Central Island 911 Service increases the share for the Regional District participants more than the typical modest budget changes seen in previous years. The Vancouver Island Regional Library levy now includes a portion of the cost of the proposed expansion and changes to the Administration headquarters on Hammond Bay Rd. which will add public library services to that location.

Existing Services – 3.0% (Appendix L-5)

The cumulative property tax change year over year for Existing Services is \$870,222 or 3.0%. 47% of the change (\$412,319) arises from planned increases in the two major wastewater treatment plant budgets to support the future expansions and upgrades of those facilities.

Summary of Tax Revenues/Municipal Participation Agreements (Appendices C to C-3)

These pages list each individual service outlining the proposed 2012 requisition and summarizing the change from 2011.

**BUDGET SPECIFICS:**

Corporate Services (Appendices D to D-3)

Corporate Administration

This department carries out most of the administrative and legislative work of the Regional District. Its sections include the Chief Administrative Officer, Legislative Services, Human Resources, Financial Services, Information Technology & GIS Services, and Energy & Sustainability.

The requisition for Corporate Administration increases to \$788,305, an increase of \$30,320 or 4% (Appendix D-1 (General Administration column)). This change is as forecast.

Overall expenditures for Corporate Administration are unchanged from 2011. Revenues consist of property taxes, interdepartmental recoveries and investment income.

Property tax revenues are intended to support the Legislative Services component of the budget which covers Board remuneration, web site development & maintenance, Regional District publications such as the Regional Perspectives and Electoral Area Updates as well as allocations of support staff costs for those activities. At the present time the expenditures for Legislative Services total \$988,190.

The Corporate Administration capital budget totals \$275,000. This includes \$126,500 for centralized computer services equipment replacements, a fleet vehicle replacement and replacement of worn flooring finishes in the Board Chambers and Committee room.

Electoral Areas Administration/Building Policy & Advice

The requisition for Electoral Area Administration is forecast at \$334,520 an increase of \$21,520 or 6.9% over 2011. Combined with the “tax” equivalent contract support from the District of Lantzville, total tax revenues are shown as \$350,600.

This budget provides funds for Local Government Elections, Electoral Area Director attendance at annual conferences, Electoral Area Director allowances, electoral area newsletters as well as the costs of administering inspection services in the Electoral Areas. Costs administered under this budget increased in 2009 when the Board approved a separation of general administrative costs for building inspection services from those deemed recoverable through permit fees only. The projections presented at that time indicated it would take about five to six years to fully absorb inspection services administration costs. To support the costs of building inspection administration \$158,000 will be transferred from Building Inspection net revenues.

One new item is included in this budget in 2012. It is proposed that funds be provided in an amount of \$20,000 to continue the toilet rebate program in the Electoral Areas. The toilet rebate program was previously funded within the Drinking Water/Watershed Protection service which was funded only by Electoral Areas. Commencing in 2012 the three municipalities of Nanaimo, Parksville and Qualicum Beach will become participants in the Drinking Water/Watershed Protection Service – each of them fund toilet rebate programs within their municipal budgets so it is no longer appropriate to fund the Electoral Area program through that service.

Fire Departments (Appendices E to E-1)

The Regional District fund fire protection services through service contracts with incorporated Societies or other local governments. The list below identifies the type of contract arrangements:

Name		Name	
Bow Horn Bay Volunteer Fire Department	Society Contract	Cassidy Waterloo Fire	Municipal Contract (Cranberry Fire Department)
Coombs Hilliers Volunteer Fire Department	Society Contract	Wellington Fire	Municipal Contract (City of Nanaimo)
Errington Volunteer Fire Department	Society Contract	Parksville Local	Municipal Contract (City of Parksville)
Extension Volunteer Fire	Society	French Creek Fire	Municipal Contract



Department	Contract	(up to Drew Rd)	(City of Parksville)
Dashwood Volunteer Fire Department	Society Contract	French Creek Fire (Drew Rd to Qualicum Beach)	Municipal Contract (Town of Qualicum Beach)
Nanoose Bay Volunteer Fire Department	Society Contract		

Tax requisitions for these operating entities are proposed to increase on average 5% over 2011. All of the Societies are facing the challenges of volunteer turnover which has an impact on training and equipment costs. In an effort to retain volunteers, fire departments have steadily increased per diem rates for attending practices and fires.

The following amounts have been included in 2012 based on preliminary discussions with certain departments who have expressed interest to undertake work to review building strategies for their services. The amounts would be drawn from reserve funds on hand should this work commence in 2012.

Coombs Hilliers	\$30,000 (overall review strategy)
Dashwood	\$75,000 (design development – Hobbs Rd. firehall)
Bow Horn Bay	\$92,000 (portion of \$400,000 design/construction budget for satellite firehall in Spider Lake area. Balance will require elector assent for borrowing.)

### **Development Services (Appendices F to F-1)**

#### *Electoral Area Current & Long Range Planning*

The requisition for community planning services is projected at \$1,332,835 – a change of \$62,850 or 4.9%. This is \$7,000 less than forecast. Two large 2011 projects will carry over for completion into 2012 – the Nanaimo airport planning arising from the Electoral Area ‘A’ OCP review and an Electoral Area Agricultural Plan. In large part there are no major new initiatives incorporated into this budget. The tax requisition is increased because prior year budget surpluses which have been applied to reduce tax increases are lower on a carry forward basis – this was reflected in the 2011 to 2015 financial plan.

#### *Regional Growth Management*

This budget supports the development, maintenance and implementation of the growth management strategy. The tax requisition for this service will increase by \$39,015 to \$398,000 as forecast. The next several years will be focused on recommended studies and action items contained within the newly adopted strategy. The 2012 budget includes funds (\$50,000) for implementation studies.

#### *Energy & Sustainability*

This department is funded partially through the General Administration service and partially by interdepartmental recoveries from Development Services. The activities of the department are overseen by Development Services.

In 2011 the department hosted several learning events for both staff and the general public, reaching an estimated 425 attendees. To date the department has assisted in reducing overall electrical usage by 196,000 kWh and generating approximately 100,000 kWh of renewable energy through solar hot water systems at Ravensong Pool, the Church Road Transfer Station and the Transit Administration building.

These results translate into an estimated reduction of corporate emissions of 2,424 tonnes. The Regional District as a signatory to the Climate Action Charter is poised to achieve the status of carbon neutral by the end of 2012.

The target for 2012 is a further reduction of 55,000 kWh for a total of 250,000 kWh over the last three years. Further attention will be focused in 2012 on monitoring processes to track corporate energy use and greenhouse gas emissions. This information will be key to understanding what expenditures would be required to achieve the carbon neutral objective of the Climate Action Charter as well as the implications of investing in energy/greenhouse gas improvement projects versus purchasing carbon offsets.

### Building Inspection Services

Building permitting and inspection services are fully funded by permit revenues and there is no tax requisition. Inspection services were expanded on April 1, 2011 to all Electoral Areas and two additional inspectors were hired as a result. Permit revenues for 2011 will exceed the 2011 budget forecast with the department projecting almost \$1 million in revenues – a level not seen since 2004.

The department focuses continuously on streamlining permit processes with the objective of issuing 90% of permits within 3 weeks of application. The Building Code will undergo revisions in 2012 and the department will also direct its attention to making those changes known as widely as possible.

### Emergency Planning

The tax requisition is forecast to increase by \$14,305 or 7% to \$218,605.

The operating budget for the department is a base of approximately \$234,000. This base budget includes an amount of \$11,000 to undertake continuing studies for hazard mitigation strategies. This department has been very successful obtaining grants to support many of its program and capital purchasing activities. Provincial grant funds provided through the Union of BC Municipalities have covered more than 50% of the costs of Hazard Vulnerability studies, Community Wildfire Plans and fuel management strategies covering most of the Regional District. Those program funds have now been considerably reduced adding to the cost of completing actions identified in those plans. Particularly affected will be fuel management work in interface areas of the Regional District. There is no clear indication at this time, how some of that future work will be completed within the current base budget.

Operationally, the department reports that the volunteer strength of previous years has seriously declined. Volunteers are critical to operating emergency reception centres. In District 68 the department engaged two individuals under contracts which paid a modest honorarium (Gabriola Island and Electoral Areas A and C). Unfortunately both individuals have indicated they are no longer prepared to provide the coordination services after March 2012. The department is recommending an alternative approach which entails a single volunteer coordinator contract providing supervision to ESS teams in District 68 as well as coordinating the Neighbourhood Preparedness Program in all Electoral Areas and Lantzville. The 2012 budget for volunteer coordination services would increase from \$14,000 in 2011 to a total of \$24,000 in 2012. In order to add these additional funds to the budget, installation of an emergency generator has been postponed as described further below.

The thrust of capital expenditures since 2010 has been the installation of backup generators in emergency reception centres. Regional District purchased generators have now been installed at the Lighthouse Community Centre (Electoral Area 'H') and Rollo Seniors Centre on Gabriola Island. Both installations were funded in part by JEPP grants. A Regional District owned generator no longer required by the

Wastewater Services department was donated to the Bowser Legion which was able to use the trade in value to install a generator in that designated reception centre. The Nanoose Bay Lions Society has separately purchased and installed a generator at Nanoose Place in Electoral Area 'E'.

At this time three further installations which were planned for 2012 (Cedar – Electoral Area 'A'), 2014 (Arrowsmith – Electoral Area 'F') and 2015 (Gabriola Island – Electoral Area 'B') have been rescheduled to 2015, 2016 and 2017 respectively.

Bylaw Enforcement (Appendices G to G-1)

Bylaw enforcement staff costs are recovered through allocations to other budgets including Noise Control (A,B,C,E,G, Lantzville), Animal Control (All Electoral Areas), Hazardous and Unightly Premises (A,B,C,E,G,H and Lantzville), Planning, Building Inspection and Parks. The District of Lantzville receives bylaw enforcement services under contract with the Regional District and contributes \$16,100 to this budget.

Significant changes in 2012 include a reduction in the requisition for Animal Control for Electoral Area 'F' following resolution of a difficult case. In 2012 the Noise Control requisition for Electoral Area 'B' has been increased from \$5,470 to \$13,550 to cover potential costs related to concerns regarding the local gun club.

Recreation & Parks Services (Appendices H to H-1)

The major departmental requisitions under this division are lower than or as forecast and range between 3.0% to 9.1% as follows:

Regional Parks Operations	higher than forecast	5.5%
Regional Parks Capital (the combined change for Regional Parks is 7%)	as forecast	9.1%
Northern Community Recreation	as forecast	6.6%
Oceanside Place Arena/Multiplex	lower than forecast	4.5%
Ravensong Aquatic Centre	as forecast	3.0%

The requisitions for Northern Community Recreation, Oceanside Place and the Ravensong Aquatic Centre reflect increases necessary to sustain the current level of service in the face of declining operating surpluses from prior years. Wherever practical, Regional District budgets draw on prior year unexpended operating funds to reduce potential tax increases. The two operating facilities (Oceanside Place and Ravensong Aquatic Centre) require a significant financial commitment for maintenance and capital renewal and are operating very close to budget. Operating revenues for both facilities are modest compared to expenditures (Ravensong – approx. 18%; Oceanside Place approx. 27%) and are not likely to change significantly over the future.

Regional Parks Operating and Capital

The operating budget is increased with the addition of Moorecroft Regional Park as well as for increases for maintenance and development costs in existing parks. The requisition for the capital section of the budget is funded by a per property parcel tax, which will increase from \$11 to \$12 as reflected in the governing bylaw for the service.

Electoral Area A & B Recreation Services

Both requisitions reflect directions provided by the individual Electoral Areas.

Community Parks (Appendices I to I-1)

All requisitions reflect recommendations and priorities provided to staff and the Regional Board through Parks & Open Space Advisory Committees.

**Regional & Community Utilities (Appendices J to J-2)**

The tax requisitions within this division are consistent with the current financial plan. Requisitions for the major services – Southern & Northern Wastewater Management, and Liquid Waste Management Planning are either at or slightly less than forecast. The Drinking Water & Watershed Protection service requisition is very slightly higher as a result of new municipal participation.

There is a high degree of operating and capital infrastructure activity associated with this division. The following is a very brief summary of the budget highlights for these services:

Southern Community Wastewater	Total expenditures \$5.9 million dollars Operating expenditures \$4 million; Capital program \$1.9 million \$800K of capital plan funded by Development Cost Charges
Northern Community Wastewater	Total expenditures \$6.1 million dollars Operating expenditures \$4.2 million, Capital program \$1.9 million \$1.5 million of capital plan (50% funded by Development Cost Charges)
Drinking Water & Watershed Protection	Total expenditures \$632,210 \$210,000 – Professional Fees –for regional water “budgets”, data collection and water demand modeling (\$107,000 funding from prior year reserves) Continued support for Team WaterSmart education program \$30,000 for rainwater harvesting incentives \$131,715 in capital expenditures funded by Towns for Tomorrow Grant program

Water Services

There are no significant new initiatives in 2012 with the exception of the San Pareil Water Service. Elector assent was obtained in November 2011 to borrow up to \$1.36 million dollars to make improvements for fire protection purposes within the San Pareil Water Service area. There are no financial implications for 2012 as funds will be borrowed on a temporary basis through the Municipal Finance Authority and interim financing costs will be collected through future years’ taxes.

Tax requisition changes for the operational water service areas vary from 3.0% (Englishman River) to 9.8% (French Creek). These values generally are a result of lower projected year end surpluses which have been used to date to reduce the full impact of balancing revenues to the expenditures required to maintain the current levels of service.

## **Transportation & Solid Waste (Appendices K to K-1)**

### *Transportation Services*

The Southern and Northern Community Transit Service requisitions are forecast to increase by \$585,900 (9.6%) and \$169,930 (9.1%) respectively. The increase for the Southern Community participants is lower than the previous forecast of an 11.4% increase.

The requisitions account for a further 5,000 hour expansion of the conventional system and 250 hours in the custom service in 2012. Almost all of the service expansion will occur in the Southern Community service area, however, route adjustments and improved timings continue to be applied across the system. Since September 2008 the Conventional bus transit system has expanded by approximately 11,000 hours or 10% and the Custom (HandyDart) system has expanded by 2,650 hours or 13%. The Conventional bus fleet has expanded from 37 buses to 42 and the Custom fleet now has 15 vehicles versus 11 in 2008. Ridership in 2011 is projected at approximately 2.3 million riders and the objective for 2012 is to reach 2.6 million riders.

In concert with the service expansions a second expansion of the Transit facilities on Applecross Road is underway. Two new bays will be added – one of which is a bus wash and the second is capable of servicing double decker buses. A new body shop facility has been constructed at the rear of the existing facility which will allow the Regional District to provide certified repair services not only for itself but for other fleets on Vancouver Island. The improvements also include moving the fuelling island to a position which will allow buses to refuel and then seamlessly enter the future bus wash bay to be cleaned. In anticipation of the introduction of natural gas fuelled buses into the fleet, BC Transit is cost sharing in the additional cost (\$60,000) to make the new fuel island capable of dispensing this alternative fuel.

Construction will be completed in mid-2012. To reduce property tax increases in 2012 the bus wash equipment will be purchased and installed in 2013. If operating results are better than forecast in 2012 it may be possible to expedite this final addition to the facility.

The budget includes approximately \$200,000 in new revenues to be generated from a \$0.25 fare increase approved in 2011.

A major risk to the operating budget continues to be the lack of stability in fuel prices. Fuel costs represent 10% of the expenditures in the 2012 budget at approximately \$2 million. The budget estimates a maximum fuel price of \$1.30 per litre – roughly 30% more than is being paid currently.

### *Solid Waste Management*

The Solid Waste Management service tax requisition rises by 2% or \$6,710 as forecast. The tax requisition of \$342,035 partially supports planning and enforcement activities related to disposal bans, illegal dumping and waste stream licensing. The total budget for these activities is \$515,000.

Total 2012 expenditures for this service are \$10.4 million dollars. Tipping fee revenues are forecast at \$8.1 million dollars and capital reserves of \$1.65 million will be used to support the capital program. Tipping fees for 2012 reflect the newly approved rate of \$115 per tonne versus the \$110 per tonne rate in 2011.

Tipping fees have steadily declined since reaching a peak of \$8.5 million dollars in 2008. This decline has occurred both as a result of additional disposal bans (commercial and residential organics for example) as well as the recent peaks and valleys of the economy. 2011 revenues are projected to be in the range of

\$7.6 million versus the budget estimate of \$8.3 million and slightly lower than 2010 final revenues of \$7.9 million.

The regional landfill site will be the focus of significant improvements in the coming year. Design work to convert a portion of the original landfill to a nature park amenity is underway, with some construction anticipated in 2012.

Garbage & Recycling Collection

For most households in the Regional District, 2011 was the first full year of food waste separation. Food waste collection occurs weekly throughout most of the Regional District, with garbage and recycling occurring every other week. (one week food waste/recycling, one week food waste/garbage collection). The collection rate for 2012 will rise from \$125 (after 10% prompt payment discount) to \$134 (after 10% prompt payment discount) per household.

*Resource Implications Summary* – to help achieve the business plan objectives for 2012 and beyond there is included in these budget projections the following staff resources:

Information Services	1.0 FTE	<p>Technician position which installs and maintains desktop computer equipment, provides help desk support and undertakes routine database management tasks.</p> <p>The Information Services department consists of 3 full time employees, a complement which has been in place since 2008. The benchmark ratio of staff to computer equipment ratio among Municipal Information Services Association (MISA) members is 1:31. The RDN ratio is presently 1:70 .</p> <p>Costs for information services support is recovered through interdepartmental recoveries and does not directly impact the Corporate Administration tax requisition.</p>
Geographic Information Services	1.0 FTE	<p>GIS Technician – convert an existing temporary position to permanent full time.</p> <p>A temporary position has been filled for two years while the department underwent a database review and worked to reduce a backlog of internal requests for map based infrastructure information.</p> <p>Costs for GIS support is recovered through interdepartmental recoveries and does not directly impact the Corporate Administration tax requisition.</p> <p>The additional resources will enable the department to respond to increasing volumes of specialized mapping requests from community and long range planning projects as well work required by the Drinking Water/Watershed protection service.</p>

Transportation Services	.5 FTE	Permanent part time mechanic as a result of increased vehicle maintenance demands from expanded service hours
	4.0 FTE	Additional driver/servicepersons for new service hours
Wastewater Services	1.0 FTE	Project Engineer – to provide capacity to manage approximately \$100 million dollars in capital projects to be undertaken within the next decade (previously approved in 2011)

**ALTERNATIVES:**

1. Receive and approve the proposed 2012 budget as presented and proceed to finalize the 2012 to 2016 financial plan.
2. Make amendments to the proposed 2012 budget and proceed to finalize the 2012 to 2016 financial plan.
3. Receive this report for information and forward it to a Special Committee of the Whole for further discussion.

**FINANCIAL IMPLICATIONS:**

The Regional District of Nanaimo’s budget affects taxpayers differently depending on where they own property in the Regional District.

Member Participation (Appendices L to L-2)

These schedules summarize the financial implications for each of the Regional District’s member jurisdictions for those services which affect all property tax payers in their jurisdiction – these services are referred to as ‘general’ services. There are many unique cost sharing formulas for Regional District services which reflect decisions by the Regional Board regarding an appropriate measure of benefit for a particular service. Property assessments continue to be the most common approach however in recent years’ formulas based on 50% assessment/ 50% population, population only, usage only and flat rate taxes have been approved for some services.

Referring to Appendix L for an example of the information in this Appendix, the City of Nanaimo would have a 2012 requisition of \$13.0 million, an increase over 2011 of \$1,013,587. The primary reason for the change is \$720,566 identified as New/Changed Service Levels – details are shown on Appendix L-3.

Appendices L-3 to L-4 present in more detail the services with significant changes which are summarized under the three headings New/Changed Service Levels, Other Jurisdictions and Existing Services.

For Electoral Area jurisdictions, Appendix M shows the estimated year over year change in general services property taxes for properties valued between \$100,000 and \$400,000, including the Regional Parks and Drinking Water/Watershed Protection parcel taxes.

The remaining pages of the handout are three year historical summaries for each member jurisdiction showing the details of participation in the general services applicable to that jurisdiction. Electoral Area jurisdictions have two pages each, the first showing the total dollars and the second showing the tax rate for each service.

Local service tax requisitions – those for fire, water, sewer and streetlighting – are unique to an individual property owner and often have a greater impact than all other services combined. These requisitions and tax rates are shown below the general services table. As outlined earlier, fire protection requisitions continue to increase in order to train and retain qualified volunteers.

**SUMMARY/CONCLUSIONS:**

This report and appendices outline the changes arising from the proposed 2012 budget as they affect each member jurisdiction, as well as describing some of the major initiatives planned in 2012. The 2012 proposed budget is largely consistent with the forecasts developed in late 2010.

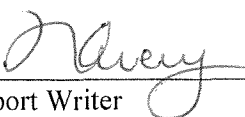
Improvements to the regional transit system represent the single largest change in tax requisitions year over year, affecting taxpayers in the four municipal jurisdictions as well as Electoral Areas A, C, E, G and H.

Municipal member jurisdictions will contribute between 3.8% to 8.4% more for Regional District services in 2012. Taxpayers residing in Electoral Areas A, B and C (School District 68) will see general services property taxes rise between \$25 and \$41 for a property valued at \$400,000. Taxpayers residing in Electoral Areas E, F, G and H (School District 69) will see general services property taxes rise between \$3 and \$39 for a property valued at \$400,000.

Should the Board wish to consider further adjustments to the 2012 budget it is recommended that this report be received and the budget be forwarded to a Special Committee of the Whole meeting on January 17, 2012.

**RECOMMENDATION:**

That the report on the proposed 2012 budget be received and the 2012 budget be further reviewed at a Special Committee of the Whole meeting on January 17, 2012.

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

  
\_\_\_\_\_  
CAO concurrence





RDN REPORT		
CAO APPROVAL		
EAP		
CCW	✓	Jan. 10/12
JAN - 3 2012		
RHD		
BOARD		

# MEMORANDUM

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** December 29, 2011

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

**File:**

**SUBJECT:** Bylaw No. 1653 – Cedar Community Policing Contribution Service

**PURPOSE:**

To introduce a bylaw to establish an annual operating contribution to the Community Policing office in Cedar, BC.

**BACKGROUND:**

In October 2011 representatives from the Cedar Community Policing Office, a registered non-profit organization, appeared before the Board requesting annual funding support in the amount of \$2,000. The staff report outlining the activities of the group is attached for reference. At that time the Board recommended that the request for funding be included as part of the 2012 budget deliberations.

The Regional District does not provide operating funding through its grants-in-aid program. In order to provide funding for this request either an existing service would need to be amended or a new service would need to be established by taxpayers in Electoral Area ‘A’. In order to provide funding in 2012 it is necessary to commence the bylaw approval process as soon as possible.

**ALTERNATIVES:**

1. Proceed to obtain elector assent through the alternative approval process. Introduce Bylaw No. 1653 for first three readings and forward it to the Inspector of Municipalities for approval.
2. Do not approve the request at this time.

**FINANCIAL IMPLICATIONS:**

Alternative 1

The estimated cost to taxpayers in Electoral Area ‘A’, to provide \$2,000 in annual funding for the Cedar Community Policing Office is \$0.002 per \$1,000 of property assessment (\$0.20 per \$100,000). The *Local Government Act* permits the use of an alternative approval process when the cost of a service is less than \$0.50 per \$1,000 of assessment.

An alternative approval process is a simple and economical method for determining if there is an objection to the adoption of a bylaw. The number of eligible voters is established and if 10% or more of those voters sign and return an objection form the bylaw cannot be adopted at that time. The bylaw if still desired must be approved either through a direct petition or referendum process. The number of eligible

voters in Electoral Area 'A' is currently 5,401. If more than 540 voters opposed the initiative the bylaw would not proceed at this time. The bylaw proposing the service must first be approved by the Inspector of Municipalities, after which, it is advertised in two consecutive editions of a local newspaper. The Regional Board must also approve an Elector Response Form to be used to indicate a voter's objection. The form that would be used for this initiative is attached to this report.

In order to levy new taxes in 2012 this bylaw needs to be approved before the end of April, at which time the Surveyor of Taxes begins finalizing property tax notices. If the Board supports this alternative it should introduce Bylaw No. 1653 at this time, in order to meet that deadline.

### **SUMMARY/CONCLUSIONS:**

In October 2011 representatives from the Cedar Community Policing Office, a registered non-profit organization, appeared before the Board requesting annual funding support in the amount of \$2,000. The request has been included as part of the 2012 budget review.


Bylaws establishing new taxes for the current year must be adopted on or before the end of April, at which time the Surveyor of Taxes begins finalizing rural property tax notices. In order to meet the end of April deadline the proposed bylaws need to be forwarded as soon as possible.

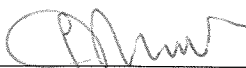
In order to provide this funding staff recommends establishing a new service funded by taxpayers in Electoral Area 'A'. The estimated cost of providing \$2,000 annually for the Cedar Community Policing Office organization is \$0.002 per \$1,000 or \$0.20 per \$100,000 of assessment. This level of funding qualifies for the use of an alternative approval process to obtain electoral approval.

Under the alternative approval process the Inspector of Municipalities must first approve the proposed bylaw after which it is advertised to voters in Electoral Area A. The Board must also approve the Elector Response Form which would be used by an eligible voter if they do not support approving the bylaw following this method. If more than 540 voters object to the Board adopting the bylaw in this way then it can only be adopted if it receives assent through a petition or referendum process.

### **RECOMMENDATIONS:**

1. That the funding request from the Cedar Community Policing Office be supported commencing in 2012 subject to approval of Bylaw No.1653.
2. That elector assent to establish annual funding in the amount of \$2,000 for the Cedar Community Policing Office from Electoral Area 'A', be obtained using the alternative approval process.
3. That "Cedar Community Policing Office Contribution Service Establishment Bylaw No. 1653, 2012" be introduced for first three readings and be forwarded to the Ministry of Community, Sport and Cultural Development for approval.
4. That the attached Cedar Community Policing Office Contribution Service Elector Response Form be approved.

  
Report Writer

  
CAO Concurrency

**ELECTOR RESPONSE FORM**

This form is to be used by an Elector opposed to the adoption of “Cedar Community Policing Office Contribution Service Establishment Bylaw No. 1653, 2012”. Adoption of this bylaw will establish a service to provide an annual contribution to the registered non-profit Cedar Community Policing Office organization of approximately two thousand dollars (\$2,000).

If more than 540 Electors oppose this initiative, the bylaw can only be adopted by a referendum. A copy of the bylaw is attached to this form.

I acknowledge that I am a person who would otherwise be entitled to register and vote in respect of this matter, had the assent of the electors by voting been required. I hereby certify that:

1. I am 18 years of age or older;
2. I am a Canadian citizen;
3. I have lived in British Columbia for at least 6 months immediately before signing this Elector Response Form;
4. I have lived in Electoral Area ‘A’ for at least 30 days before signing this Elector Response Form in the area shown below;
5. In the case of a non-resident property elector:
  - a) I am not entitled to vote as a resident elector in Electoral Area ‘A’ for purposes of this matter;
  - b) I have been a registered owner of real property in Electoral Area ‘A’ for at least 30 days before signing this Elector Response Form;
  - c) I acknowledge that I may sign this Elector Response Form on behalf of only one property that I own within Electoral Area ‘A’;
  - d) If there is more than one individual who is the registered owner of the property, only one of those individuals may sign this Elector Response Form in relation to the property with the written consent of the number of individuals who, together with the person signing this Elector Response Form constitutes a majority of the registered owners.
  - e) The only persons who are registered owners of the real property are individuals who do not hold the property in trust for a corporation or another trust.
6. I am not disqualified from voting under the *Local Government Act* or any other enactment or otherwise disqualified by law from voting.

I understand and acknowledge that I may not sign an Elector Response Form against Bylaw No. 1653 more than once and may not withdraw my name from an Elector Response Form after \_\_\_\_\_, 2012.

I understand and acknowledge that this Elector Response Form must be received at the RDN Administration office at 6300 Hammond Bay Road, Nanaimo, BC no later than 4:30 pm on \_\_\_\_\_, 2012.

**In an effort to obtain signatures with respect to this matter, I declare that I have not knowingly made any false or misleading statements to another person with respect to this Elector Response Form, action or other matter to which this Elector Response Form relates.**

Full name of Elector (please print):	
Full residential address of Elector (please print):	
Street address or legal description of property (please print):	
Signature of Elector/Non-resident Elector:	

Section 86(7) of the *Community Charter* requires the elector's full name and residential address or the address of the property in relation to which the person is entitled to register as a non-resident property elector in order for this response form to be counted. A copy of RDN Bylaw No. 1653 is attached.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1653**

**A BYLAW TO ESTABLISH A COMMUNITY POLICING OFFICE  
CONTRIBUTION SERVICE**

WHEREAS under section 796 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service for the purpose of providing a contribution to the Cedar Community Policing operation;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*;

AND WHEREAS the approval of the electors in the participating area(s) has been obtained under section 801.3 of the *Local Government Act*.

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

**Citation**

1. This bylaw may be cited for all purposes as the “Cedar Community Policing Office Contribution Service Bylaw No. 1653, 2012”.

**Service**

2. The service established by this bylaw is the Cedar Community Policing Office Contribution Service (the “Service”) for the purpose of providing a contribution to persons operating a Community Policing office in Cedar, BC.

**Boundaries**

3. The boundaries of the Service Area are coterminous with the boundaries of Electoral Area ‘A’.

**Participating Area**

4. The sole “Participating Area” is Electoral Area ‘A’.

**Cost Recovery**

5. As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
  - (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
  - (b) revenues raised by other means authorized by the *Local Government Act* or another Act;
  - (c) revenues received by way of agreement, enterprise, gift, grant or otherwise.

**Maximum Requisition**

6. The maximum amount that may be requisitioned under Section 800.1(1)(e)(iii) of the *Local Government Act* for this service shall be:
  - (a) the sum of two thousand dollars (\$2,000); or
  - (b) the product obtained by multiplying the net taxable value of land and improvements within the service area by a property tax value rate of \$.002 cents per thousand dollars of assessment.

Introduced and read three times this 24th day of January, 2012.

Received the approval of the Inspector of Municipalities this    day of   , 2012.

Received the assent of the electors under section 801.3 of the *Local Government Act* this    day of   , 2012.

Adopted this    day of   , 2012.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
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CCW	✓ Oct. 11/11
OCT 19 2011	
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BOARD	

# MEMORANDUM

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** September 23, 2011

**FROM:** Linda Burgoyne  
Administrative Coordinator

**SUBJECT:** Cedar Community Policing Office - Request for Annual Funding Assistance

**PURPOSE:**

To consider a request from the Cedar Community Policing Office to establish annual funding assistance to support their programs.

**BACKGROUND:**

At the Board meeting held August 23, 2011 Mr. Bob Hogberg of the Cedar Community Policing Office provided a verbal presentation and requested annual funding from the Regional District of Nanaimo in the amount of \$2,000.

Following Mr. Hogberg’s presentation the Board endorsed the motion as follows:

*That a staff report be prepared with respect to funding opportunities for the Cedar Community Policing office.*

The Cedar Community Policing Office has existed since July 1998. It is a registered non-profit society and currently has eleven active volunteers. Activities include:

- staffing the office each morning between Monday and Friday;
- administering the community’s Speedwatch program;
- administering the “Lock It or Lose It” patrols (volunteers post reminders on windshields if they spot valuables left in parked cars);
- assisting at community events with parking and traffic control;
- participating in community events with their Community Policing information booth;
- providing food vouchers from the 49<sup>th</sup> Grocery for persons in need;
- assisting the local food bank with their disbursements in the community;
- participating with ICBC in the “2 Strikes You’re Out” program (an initiative to encourage and remind drivers to slow down around schools and playgrounds - volunteers man speed-readers to let drivers know how fast they're travelling);
- assisting the RDN in the past with emergency preparedness;
- liaising with the North Cedar Fire Department;
- assisting the Nanaimo Telephone Visiting Society to make contacts with seniors and shut-ins;
- organizing raffles and fundraisers in support of their organization;
- volunteers of the Community Policing Office recently participated with the Nanaimo First Nations in an orientation with First Nations Policing.

The organization has also received grant funding in the past for specific programs, for example, earlier this year they received grant funding from the RDN Recreation Department to organize and obtain sponsors for a Drug Awareness/Emergency Preparedness Seminar/Trade Show, and in 2007 they received a Federal grant called New Horizons for Seniors to teach computer and networking skills to seniors.

The volunteers receive guidance and support services from their liaison officer, Cst. Gary O'Brien of the Nanaimo RCMP Detachment, but no funding assistance is provided. Without a funding source the volunteers must fundraise approximately \$6,000 annually to sustain the organization. Fundraising is done by raffles throughout the year. The organization also receives some donations from the public.

The requested funding would be used towards the organization's annual operating costs which include utilities, insurance, internet, supplies, office equipment repairs and maintenance, and other miscellaneous office expenses, totaling approximately \$2,450 per year. The organization's other annual expenses include \$2,900 for rent, and \$200 for the Cedar Community Policing Office Award to the Nanaimo-Ladysmith Schools Foundation, and \$400 for an annual volunteer appreciation dinner.

This program does not meet the criteria for a General Grant-in-Aid. Alternatively an existing service with a similar purpose could be amended, or a new service could be established for this purpose.

At present two services exist separately in District 68 and District 69 with similar community safety funding purposes. In District 69 approximately \$72,500 is raised annually to fund Victim Services and Restorative Justice Programs operated under the auspices of the Oceanside RCMP detachment. A further \$9,000 is raised annually under the grants-in-aid authority of the Local Government Act to provide grants-in-aid for community based safety initiatives such as Citizens on Patrol and Speedwatch.

In District 68, the Electoral Areas 'A', 'B' and 'C' participate in a service raising \$10,000 annually split equally between the John Howard Society (restorative justice), and the victim services program operated by the Nanaimo RCMP detachment.

#### **ALTERNATIVES:**

1. That this request be referred to the 2012 Annual Budget process for consideration.
2. That the Cedar Community Policing organization request for funding be denied.

#### **FINANCIAL IMPLICATIONS:**

##### Alternative #1:

Under this alternative a new service would be established with Electoral Area 'A' as the only participant. The proposed service would provide annual funding to the Cedar Community Policing Office in the amount of \$2,000 per year. Based on a residential property assessed at \$100,000 the cost would be approximately \$0.20 cents. Establishing a new service will require the assent of electors. Given the small financial impact of this service it is proposed that if this alternative is selected the approval be obtained by the Alternative Approval Process (AAP). The cost would be approximately \$500.

If the Board chooses this alternative staff would include the funding request in the 2012 Annual Budget for Board consideration.

Alternative #2:

There are no financial implications.

**SUSTAINABILITY IMPLICATIONS:**

Supporting this service improves the well-being of the area residents.

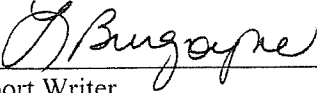
**SUMMARY/CONCLUSIONS:**

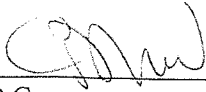
Since 1998 the Cedar Community Policing Office, a registered non-profit society, has through its volunteer participation been active in Electoral Area 'A' providing community policing activities and support to the community. They receive guidance and support services through their liaison officer with the Nanaimo RCMP Detachment, but have no annual funding sources. The volunteers fundraise approximately \$6,000 to support their annual operating costs. The organization has requested the RDN to consider establishing annual funding assistance in the amount of \$2,000 to support their operating costs and programs.

Given that the Board provides ongoing funding for community safety services such as the Nanaimo Search and Rescue, the John Howard Society, and the RCMP Victim's Services, this program fits within that criteria and could be considered for annual funding. It should be noted that regional districts are not directly responsible for policing services as this is a provincial responsibility. However, this organization receives no direct funding from the RCMP and is requesting regional district support. Alternative one recommends referring the funding request for consideration in the 2012 Annual Budget process.

**RECOMMENDATION:**

That the request from the Cedar Community Policing Office for annual funding in the amount of \$2,000 be referred to the 2012 Annual Budget process for consideration.

  
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Report Writer

  
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CAO Concurrence





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**MEMORANDUM**

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

**DATE:** December 30, 2011

**FROM:** Tom Armet, Manager  
Building, Bylaw & Emergency Planning Services

**FILE:** 2320 20 2010

**SUBJECT:** Appointment of Animal Control Officer

**PURPOSE**

To appoint a Bylaw Enforcement Officer employed by Coastal Animal Control Services for the purpose of enforcing Regional District of Nanaimo Animal Control and Licensing Bylaws.

**BACKGROUND**

Coastal Animal Control Services carries out the enforcement of Animal Control and Licensing Bylaws under contract for the Regional District of Nanaimo in all Electoral Areas. Employees of Coastal have specific appointments as Bylaw Enforcement Officers pursuant to *Regional District of Nanaimo Bylaw Enforcement Officers Bylaw 857, 1992* that enable them to carry out their duties. Additionally an appointment by the Board is necessary to give Animal Control Officers the authority to issue bylaw violation tickets pursuant to Section 264 of the *Community Charter*.

Coastal Animal Control Services has six permanent Animal Control Officers. The most recent full-time employee, William Jonathon Mitchell, has not yet been appointed as a Bylaw Enforcement Officer.

**ALTERNATIVES**

1. To appoint William Jonathon Mitchell as a Bylaw Enforcement Officer for the specific purpose of enforcing Animal Control Bylaws.
2. To not appoint the Animal Control Officer.

**FINANCIAL IMPLICATIONS**

There are no financial implications with the appointment of an Animal Control Officer.

**LEGAL IMPLICATIONS**

All Animal Control Officers employed by our contractor actively investigate and enforce the provisions of the Animal Control and Licensing Bylaws. Failure to appoint an officer may result in a court ruling against the Regional District on the grounds that the Animal Control Officers had no authority to enforce Regional District of Nanaimo bylaws. The RDN requires the contractor to maintain general public liability insurance to indemnify the RDN from any claims of negligence that might arise from the performance of the contractors.

**CONCLUSION**

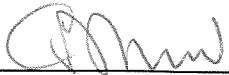
It is necessary to appoint Animal Control Officers employed by our contractor as Bylaw Enforcement Officers to ensure they have the ability to enforce animal control regulations, defend any legal challenge to their authority and maintain the integrity of the RDN animal control and licensing function.

**RECOMMENDATION**

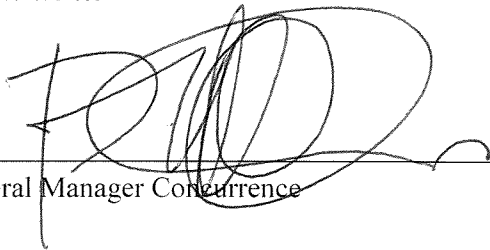
That William Jonathan Mitchell of Coastal Animal Control Services of BC Limited be appointed as a Bylaw Enforcement Officer for the specific purpose of enforcing Regional District of Nanaimo Animal Control and Licensing Bylaws.



Report Writer



CAO Concurrence



General Manager Concurrence

COMMENTS:



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**MEMORANDUM**

**TO:** John Finnie, General Manager  
Regional and Community Utilities

**DATE:** December 28, 2011

**FROM:** Mike Donnelly  
Manager of Water Services

**FILE:** 5600-07

**SUBJECT:** **Drinking Water and Watershed Protection Service  
Water Budget – Consultant Services Contract Award**

**PURPOSE**

To obtain Board approval for the “Water Budget Project / Phase One – RDN Vancouver Island” contract for consultant services.

**BACKGROUND**

The Water Budget Project is being carried out as part of the Drinking Water and Watershed Protection Action Plan and focuses on the development of a conceptual water model for the region. The development of a conceptual model is important to better understand regional water resources by identifying where various elements of the hydrologic cycle are located (i.e., soils, aquifers, streams, lakes), how much water they hold, how water moves between these elements, and where water is being taken or used in a way that may not be sustainable. Acquiring this understanding was a key factor supporting the establishment of the drinking water & watershed protection service. Information used as part of the study will come from existing sources including studies and community water system records.

The project was divided into two study areas, “RDN Vancouver Island” and “Gabriola, Decourcey & Mudge Islands”, to provide specific focus required for Gabriola Island due to its unique geography and to align with the Islands Trust Official Community Plan work in 2012. Unfortunately none of the proposals received for the “Gabriola, Decourcey & Mudge Islands” fully met the requirements as set out in the Request for Proposals . RDN staff will re-issue this Request for Proposal early in 2012.

The Request for Proposals was issued in late October 2011 with a submission deadline of November 30, 2011. In total there were eight proposals received for the “RDN Vancouver Island” study area.

The proponents included:

1. AECOM (Vancouver)
2. Western Water Associates Ltd. (Lake Country BC)
3. GW Solutions (Nanaimo)
4. Klohn Crippen Berger (Vancouver)
5. Conestoga-Rovers and Associates (Richmond)
6. Golder Associates (Victoria)
7. Lowen Hydrogeology Consulting Ltd. (Victoria)
8. Waterline Resources Inc. (Nanaimo, Victoria)

An assessment team comprised of three RDN staff members and two members of the DWWP Advisory Committee (representing the Ministry of Forests, Lands & Natural Resource Operations and Vancouver Island University) reviewed the submissions.

The evaluation criteria was based on the proponents understanding of the project, experience, qualifications, implementation approach, any additional services they may provide and the project fee.

After a review of the submissions for the "RDN Vancouver Island" project the evaluation team determined that Waterline Resources Inc. provided a superior proposal that met the project needs within the budget provided. Staff recommends that the Waterline Resources Inc. selection be approved.

**ALTERNATIVES**

1. Approve the award for the "Water Budget Project / Phase One – RDN Vancouver Island" to Waterline Resources Inc. for the bid amount of \$170,000.
2. Do not approve the award for this project.

**FINANCIAL IMPLICATIONS**

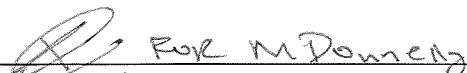
Funding under option 1 is provided for in the budget. The project was intended to be initiated in previous years but was deferred to 2012 and allocated funds were placed in reserve. A total of \$180,000 is available in reserve funds for the project.


**CONCLUSIONS**

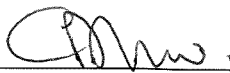
The successful proponent for the "RDN Vancouver Island" Water Budget Project is Waterline Resources Ltd. After a thorough review of the submissions it is recommended that this consulting firm be awarded the contract for the project.

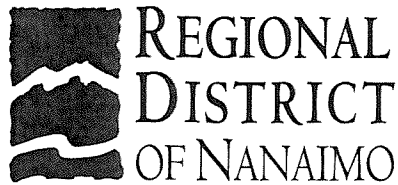
**RECOMMENDATION**

That the Water Budget Project / Phase One – RDN Vancouver Island, be awarded to Waterline Resources Inc. for \$170,000.

  
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Report Writer

  
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General Manager Concurrence

  
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C.A.O. Concurrence



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**MEMORANDUM**

**TO:** Sean De Pol  
Manager, Wastewater Services

**DATE:** December 29, 2011

**FROM:** Ellen Hausman  
Wastewater Program Coordinator

**FILE:** 4520-20-45

**SUBJECT:** **Bylaw No. 975.57 - Pump & Haul Bylaw Amendment to Exclude Strata Lot 180, Block 526, Strata Plan VIS 4673, Cameron Land District**

**PURPOSE**

To recommend an amendment to the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995” to remove a property from the Pump & Haul Local Service Area.

**BACKGROUND**

Written notice was received on December 8th, 2011 from Mr. Tim Peligren, on behalf of the owner, requesting that the following property, located within little Qualicum River Village, be excluded from the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995”:

- Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District, 1556 Pady Place, Qualicum Beach, Electoral Area F (see Appendix A):

The bylaw to originally include this property in the Pump & Haul Local Service Area was adopted on January 14<sup>th</sup>, 2003, after Vancouver Island Health Authority confirmed in a letter dated January 4<sup>th</sup>, 2002 that the lot was not suitable for in ground sewage disposal.

An authorized person, as defined in the Sewerage System Regulations (effective May 31<sup>st</sup>, 2005), has since installed an onsite sewerage system in accordance with the regulations, and a Sewerage System Letter of Certification has been filed with Vancouver Island Health Authority. The property is being serviced by a Type 1 Septic System. Therefore, the pump and haul service is no longer required.

**ALTERNATIVES**

1. Approve an amendment to the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995” to exclude Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District (Electoral Area ‘F’)
2. Do not approve the amendment.

**FINANCIAL IMPLICATIONS**

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 975.57**

**A BYLAW TO AMEND THE BOUNDARIES OF THE  
PUMP & HAUL LOCAL SERVICE**

WHEREAS the Regional District of Nanaimo established a pump and haul service pursuant to Bylaw No. 975, cited as “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner to reduce the boundary of the service area to exclude the land legally described as:

- Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.

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

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

**1. Amendment**

“Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995” is amended by deleting Schedule ‘A’ and replacing it with the Schedule ‘A’ attached to this bylaw.

**2. Citation**

This bylaw may be cited for all purposes as “Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.57, 2012”.

Introduced and read three times this 24<sup>th</sup> day of January, 2012.

Adopted this    day of            , 2012.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

**SUMMARY/CONCLUSIONS**

Written notice to exclude Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District from the Pump & Haul Local Service Area has been received. An authorized person, as defined in the Sewerage System Regulations (effective May 31<sup>st</sup>, 2005), has installed an onsite sewerage system in accordance with the regulations, and a Sewerage System Letter of Certification has been filed with Vancouver Island Health Authority. As a result, the pump and haul service is no longer required for this property.

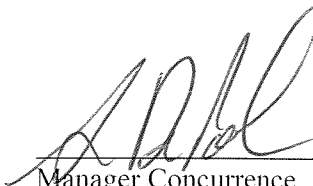
Wastewater Services staff are recommending that the Board approve an amendment to the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995”, to exclude the property from the Pump and Haul Local Service Area.

**RECOMMENDATIONS**

1. That the boundaries of the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995” be amended to exclude Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.
2. That the “Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.57, 2012” be introduced and read three times.



Report Writer



Manager Concurrence

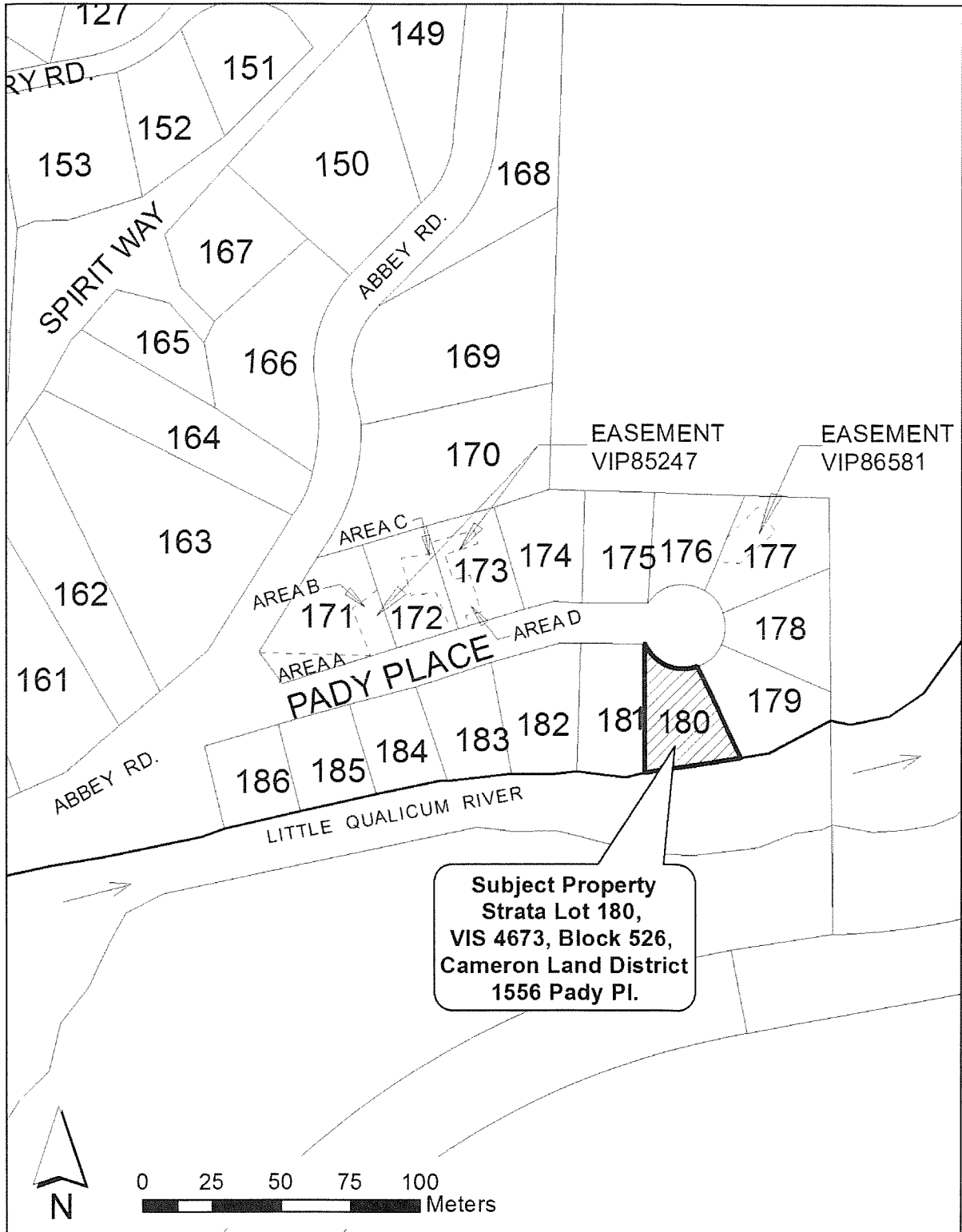


General Manager Concurrence



CAO Concurrence

APPENDIX A





Schedule 'A' to accompany "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.57, 2012".

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Chairperson

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Sr. Mgr., Corporate Administration

**BYLAW NO. 975.57**

**SCHEDULE 'A'**

**Electoral Area 'B'**

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

**Electoral Area 'E'**

1. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
2. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
3. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
4. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
5. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
6. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
7. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
8. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
9. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
10. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
11. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.
12. Lot 57, District Lot 78, Plan 14275, Nanoose District

**Electoral Area 'F'**

1. Lot 2, District Lot 74, Plan 36425, Newcastle Land District.

**Electoral Area 'G'**

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

**Electoral Area 'H'**

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

**City of Nanaimo**

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

**District of Lantzville**

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



RDN REPORT		
CAO APPROVAL <i>(Signature)</i>		
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**MEMORANDUM**

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

**DATE:** December 22, 2011

**FROM:** Helmut Blanken, P. Eng.  
Superintendent Engineering & Disposal Operations

**FILE:** 2240-20-FOOT

**SUBJECT: Regional Landfill Security Services Contract Award**

**PURPOSE**

To obtain Board approval to enter into a three year contract with Footprints Security to provide security services at the Regional Landfill.

**BACKGROUND**

In order to protect the property and equipment of the RDN and/or its contractors from damage, vandalism or theft, security services are required at the Regional Landfill. A contracted security person (Footprints Security) is on-site continuously whenever the landfill is closed for business. The current coverage is from 5:30 p.m. of each business day until 6:30 a.m. the following business day seven days per week including Statutory Holidays to ensure that no unauthorized individuals enter the facility.

A tender was issued in October 2011 to provide this security service at the Regional Landfill for a three year period from March 1, 2012 to February 29, 2015. Tenders closed on November 8, 2011; four tenders were submitted and are outlined below:

Company	Year 1	Year 2	Year 3	Total
Footprints Security	\$91,982.00	\$91,982.00	\$91,982.00	\$275,946.00
Security Guard Services Ltd.	\$99,417.76	\$101,903.36	\$104,450.84	\$305,771.96
Paladin	\$106,301.40	\$109,490.42	\$112,775.34	\$328,567.16
Safety Net Security	\$108,670.18	\$111,386.93	\$114,171.61	\$334,228.72

The lowest tender was received from Footprints Security for a total contract cost of \$275,946.00 for the three year period.

**ALTERNATIVES**

1. Award the contract to provide security services at the Regional Landfill to Footprints Security.
2. Do not award a contract to provide security services.

**FINANCIAL IMPLICATIONS**

Under the current three year contract with Footprints Security, the annual cost for security services in the third year was \$104,150.84. Consequently, the 2012 annual budget estimate for solid waste engineering and disposal operations allocated \$115,000 for security services. There are sufficient funds in the budget to fund this contract at \$91,982.00 per year.

**SUMMARY**

In order to protect the property and equipment of the RDN and/or its contractors from damage, vandalism or theft, security services are required at the Regional Landfill. A contracted security person is on-site continuously whenever the landfill is closed for business from 5:30 p.m. of each business day until 6:30 a.m. the following business day seven days per week including Statutory Holidays to ensure that no unauthorized individuals enter the facility.

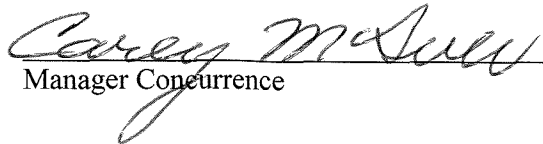
A tender was issued in October 2011 to provide this security service at the Regional Landfill for a three year period from March 1, 2012 to February 29, 2015. The lowest tender was submitted by Footprints Security for a total contract cost of \$275,946.00. Staff recommend that the Board award the contract to Footprints Security.

**RECOMMENDATION**

That the Board award the contract for security services at the Regional Landfill to Footprints Security for a period of three years commencing March 1, 2012 at a total cost of \$275,946.00.



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



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Manager Concurrence



\_\_\_\_\_  
General Manager Writer



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

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE DISTRICT 69 COMMUNITY JUSTICE  
SELECT COMMITTEE MEETING  
HELD ON TUESDAY, NOVEMBER 22, 2011 AT 1:00 PM  
IN THE OCEANSIDE PLACE MEETING ROOM, PARKSVILLE, BC**

**Present:**

Director Lou Biggemann	Chairperson
Director Teunis Westbroek	Town of Qualicum Beach
Director George Holme	Electoral Area E
Director Dave Bartram	Electoral Area H
Director Marc Lefebvre	City of Parksville

**Also in attendance:**

Nancy Avery	GM, Finance & Information Services
Tiffany Moore	Manager, Accounting Services
Sgt. Darrell Robertson	Oceanside RCMP Detachment

**CALL TO ORDER**

The Chairperson called the meeting to order at 1:07pm.

**DELEGATION**

**Victim Services, Restorative Justice and Community Dispute Resolution Program Update**

Sgt. Darrell Robertson, Oceanside RCMP Detachment updated the Committee regarding the Victim Services and Restorative Justice Programs. He indicated that he was requesting the same amount of funding for both programs for 2012. He provided examples of how the funds reduce the amount of time that the RCMP are required to spend on dispute resolution.

Director Westbroek requested an update on the pilot project call desk for incident reporting. {During the prior year, S/Sgt. Brian Hunter described a potential pilot project he was investigating where officers could call in reports to a "call desk" staffed by clerical employees, who would transcribe the call details into the records database.} Sgt. Darrell Robertson had no further details at the current time.

MOVED Director Westbroek, SECONDED Director Holme, that the delegation be received.

CARRIED

**MINUTES**

MOVED Director Westbroek, SECONDED Director Bartram, that the minutes of the District 69 Community Justice Select Committee meeting held October 27, 2010, be adopted.

CARRIED

**BUSINESS ARISING FROM THE DELEGATION**

MOVED Director Bartram, SECONDED Director Lefebvre, that the New Business be brought forward under Business Arising from Delegations.

CARRIED

There was a discussion regarding difficulties associated with Criminal Record checks for Volunteers in Electoral Areas and the possibility of having a member of the RCMP attend the Recreation office in Electoral Area H for example to accommodate Criminal Records checks. Sgt. Robertson will follow up with the Recreation Programmer in Electoral Area 'H' on this issue.

MOVED Director Westbroek, SECONDED Director Holme, that the District 69 Community Justice Select Committee recommend that the 2012 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs remain the same as in 2011 (\$77,500).

CARRIED

**ADMINISTRATION**

**Community Safety Grant-in-Aid Applications**

MOVED Director Westbroek, SECONDED Director Holme, that a 2012 grant in the amount of \$5,943 for the Citizens on Patrol Society, District 69 be approved.

CARRIED

MOVED Director Westbroek, SECONDED Director Holme, that a 2012 grant in the amount of \$1,450.38 for the Corcan Meadowood Residents Association be approved.

CARRIED

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Lefebvre, that the meeting adjourn.

CARRIED

TIME: 1:45 PM

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CHAIRPERSON

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR  
MEETING HELD ON THURSDAY, NOVEMBER 17, 2011  
AT OCEANSIDE PLACE  
2:00PM**

**Attendance:** Reg Nosworthy, Electoral Area 'F', Deputy Chair  
Dave Bartram, Director, RDN Board  
Michael Procter, Electoral Area 'H'  
Jack Wilson, Councillor, Town of Qualicum Beach  
Eve Flynn, School District #69  
Teresa Patterson, Councillor, City of Parksville

**Staff:** Tom Osborne, General Manager of Recreation and Parks  
Dean Banman, Manager of Recreation Services

**Regrets:** Frank Van Eynde, Electoral Area 'E', Chair

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**CALL TO ORDER**

Chair Nosworthy called the meeting to order at 2:00pm.

**MINUTES**

MOVED Commissioner Procter, SECONDED Commissioner Wilson, that the Minutes of the District 69 Recreation Commission meeting held October 20, 2011, be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

Mr. Osborne briefly reviewed the District 69 Recreation Commission Terms of Reference and the role of the RDN Board Select Committee with regard to the appointment of new Commissioners.

**UNFINISHED BUSINESS**

**BC Senior Games Joint Application**

Mr. Banman reported a meeting was recently held with Town of Qualicum Beach staff to discuss their invitation to be a joint applicant in hosting a future BC Senior Games event. It was requested that the Recreation and Parks Department provide primary support for the event application through the recreation services function. Mr. Banman stated the next possible date available to host a BC Senior Games event would not be until the year 2015.

Commissioner Flynn requested staff review why the previous event applications failed, stating she believed the failure was in part due to the lack of a track facility, which is still true today.

Commissioner Wilson stated he felt it was an opportunity for the local communities to work together to enhance the local sport facilities, to promote the area and as a means to increase tourism to Oceanside.



MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the request from the Town of Qualicum Beach to be a joint applicant in hosting a BC Senior Games event be put in abeyance until the new appointments to the District 69 Recreation Commission and the new municipal councils of the Town of Qualicum Beach and the City of Parksville are in place.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that staff be directed to prepare a report with regard to the financial implications, including staff resources and the capital costs required to host the BC Senior Games and to explore the possible financial assistance to host the event from the two municipalities of Parksville and Qualicum Beach and the Provincial and Federal governments.

CARRIED

## REPORTS

### **Oceanside Place**

Mr. Banman provided a brief summary of the Oceanside Place October report, highlighting the following items:

- A Pepsi sponsored teen skate is scheduled to be held November 19. The sponsorship includes free admission, free product, glow sticks and pizza.
- The Dad and Kid Skate sessions held on Tuesday night have been well attended.
- Work has begun on the Winter Wonderland decorations. Most of the ice booking time during the event has been secured already.

### **Northern Community Recreation Services and Ravensong Aquatic Centre**

Mr. Banman summarized the Northern Community Recreation Services and Ravensong Aquatic Centre October report, highlighting the following items:

- A Pepsi sponsored Dive-In Movie Night event for teens will be held November 25 at the aquatic centre.
- Aquatic staff have been working through the commissioning of the building. The equipment is up and running however, staff still are learning the new systems and working through some deficiencies.
- The Adult and Children Swim Fitness programs have been very successful.

Mr. Osborne announced Mr. Porteous, Superintendent of Arenas and Southern Recreation Services and Ms. Newsted, Senior Secretary, would both be retiring early in 2012.

### **Community Parks and Regional Parks and Trails Projects**

Mr. Osborne briefly reviewed the Community Parks and Regional Parks and Trails project for October, noting the following items:

- Staff will meet with Fairwind's representatives to discuss a memorial bench program. A review of the memorial bench program throughout the District will also take place.
- Staff are finishing up the work on the new Kopernick Trail, which links Errington Elementary School to Middlegate Road.
- Board approval has been received to apply for three grants, the Cedar Skatepark, the Meadowood Way project and the Henry Morgan Community Park project from the

Provincial Recreation Community Grant program. The grant deadline is December 28, 2011.

- Approximately one hundred residents attended the Moorecroft Regional Park Management Plan Open House held October 22.
- Staff will be working with the City of Parksville on a trail proposal to link Parksville Community Park with Rath Trevor Provincial Park.

### **Year to Date – Financial Statements**

Mr. Banman briefly reviewed the Financial Statements as of September 30, 2011, for the three functions, Ravensong Aquatic Centre, Northern Community Recreation and Oceanside Place Arena.

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the Reports be received.

CARRIED

### **NEW BUSINESS**

Commissioner Bartram reported during a recent meeting with recreation staff and Lighthouse Recreation Commission representative Ms. Biro, two items came to light: one, an issue with the Class registration on-line approval system for credit card transactions in Electoral Area 'H'. He stated the problem has been occurring for quite some time and requested staff investigate to find a solution to the problem.

The second issue was regarding the distance rural residents, who would like to volunteer with the Recreation Department, must drive and the time involved for them to get a criminal record check processed at the RCMP office in Parkville. To help alleviate the problem, Commissioner Bartram stated he will raise the issue at the Community Justice Committee meeting to be held on November 22, requesting an arrangement be made where the RCMP could arrange a time they could visit outlying communities to collect the paperwork required as part of the criminal record check process.

### **COMMISSIONER ROUNDTABLE**

Commissioner Bartram thanked the Commission and staff for his term as representative for the Regional Board.

Commissioner Patterson reported the City of Parksville is considering the possible development of an *Off Leash* dog area in the Community Park. One location being considered is the former hover craft site. She also noted the continuing problems with ATV use and the construction of man made BMX jumps by the public in the community park.

Commissioner Wilson stated he had found the District 69 Recreation staff very capable and had also enjoyed his time as a Commissioner for the last nine years.

Commissioner Flynn stated, as there possibly will be new trustees as of the municipal election on Saturday, she would also like to thank staff for her term as Recreation Commissioner.

Commissioner Flynn reported the facility review portion, of the Community Dialogue, is now complete. She stated it was unfortunate the phase one strike had precluded District teachers from meeting with administrators to provide their input in the discussions.

Commissioner Nosworthy also thanked everyone and stated he enjoyed working with all and that he had found it inspiring to participate with a team such as the Commission who keeps their eye on the pulse of the Community.

Commissioner Nosworthy stated the Kopernick Trail is the very first trail constructed in Electoral Area 'F' and it is fantastic.

## **ADJOURNMENT**

MOVED Commissioner Bartram, that the meeting be adjourned at 3:11pm.

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Frank Van Eynde, Chair

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'A'  
PARKS, RECREATION AND CULTURE COMMISSION  
REGULAR MEETING HELD WEDNESDAY, NOVEMBER 16, 2011  
AT CEDAR COMMUNITY SECONDARY SCHOOL, 7:00PM**

**Attendance:** Joe Burnett, Director, RDN Board, Chair  
Marlies Newton  
Kerri-Lynne Wilson  
Angela Vincent-Lewis  
Carolyn Mead  
Bernard White  
Chris Pagan

**Staff:** Dan Porteous, Superintendent of Arenas and Southern Recreation Services  
Elaine McCulloch, Park Planner  
Marilynn Newsted, Recording Secretary

**Regrets:** Shannon Wilson

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**CALL TO ORDER**

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

**MINUTES**

MOVED Commissioner Mead, SECONDED Commissioner K. Wilson, that the Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 22, 2011, be approved.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

MOVED Commissioner K. Wilson, SECONDED Commissioner White, that the Correspondence L. Barnett, Cedar 4-H, re: Grant Final Report, be received.

CARRIED

**REPORTS**

**Parks:**

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

Ms. McCulloch provided a brief summary of the Community Parks and Regional Parks and Trails projects for September through to October.

Referencing questions previously raised regarding equestrian access through Hemer Park, Ms. McCulloch stated staff working with BC Parks, are striving to resolve the issue. She noted they have roughed out a trail plan, which is essentially a continuation of the Morden Colliery Regional

Trail. As this is a regional parks project Ms. McCulloch stated she would provide updates for the Commission's information.

Ms. McCulloch reported the Ritten Road boat launch project is scheduled to move forward in the spring, as noted on the work plan. The project will include a site survey, the development of a concept plan, and plan reviews by the Provincial Fisheries, Ministry of Transportation and Infrastructure, Mr. White and Mr. Rangno, prior to presentations to the public. With final approval the boat launch construction should begin in August or September of 2012.

Chair Burnett suggested a site visit for the Commission prior to the Community meeting would be appropriate once the concept drawings are available.

Ms. McCulloch reported Board approval had been received to apply for a BC Community Recreation Program grant in the amount of \$296,410 for the construction of the Cedar Skate Park. These funds would be in addition to the \$46,590 in fund raising dollars, and the \$139,000 already held in reserve for the project. Ms. McCulloch stated construction and tender documents are being prepared to ensure the project is "shovel" ready should the grant monies be approved.

The Commission discussed the importance of letters of support to the grant application and identified a number of groups who may be willing to submit their written support. Information regarding how to formulate the support letters will be distributed to the groups to assist with their submissions.

Ms. McCulloch reported that the Pebble Beach Porta Potty surround installation has been completed and that she was pleased with the look of the structure.

## **Recreation:**

### **Monthly Update Recreation and Culture Services**

Mr. Porteous presented a brief overview of the Recreation and Culture Services projects for September through to October.

Mr. Porteous briefly described the difficulty staff have in securing instructors in the Cedar area, which is a similar problem Department staff have been challenged with in other rural areas. Ms. Stuart, Recreation Programmer, has been recruiting some new staff to ensure successful implementation of program service delivery. Ms. Stuart will also be reinitiating the Leaders-In-Training program focusing on older teens who may require volunteer hours or community involvement as part of their school courses. This may in turn provide students an opportunity to continue with the Regional District as part time instructors after they graduate.

On a similar note, Mr. Porteous reported one of the summer program instructors, who is currently away at University but lives in the Cedar area, has agreed to lead the new Christmas Camp during her school break. She may be interested in working with the Department over the next number of years while she attends school.

Mr. Porteous informed the Commission that a ten dollar fee for programs was implemented due to the number of individuals wishing to drop in on programs rather than register for the whole sessions. This new fee will be discussed and further considered during the fees and charges discussions in 2012.

Mr. Porteous stated the new program calendar, which is more like a booklet rather than a fold out calendar, has been distributed. Staff will be exploring the opportunity to expand on this document regarding the number of pages and content provided.

MOVED Commissioner Vincent-Lewis, SECONDED Commissioner White, that the Reports be received.

CARRIED

### **Recreation and Culture Services Grant-In-Aid**

Mr. Porteous reported that no applications were received for the fall Grant-In-Aid program. He noted the remaining funds in 2011 will be rolled over to the 2012 budget. Mr. Porteous also stated the Commission and staff will need to further explore the Grant-In-Aid program in terms of the application process, promotion of the program, and whether or not surplus funds should be reallocated to the Reserve Fund. Staff will continue monitoring the number of applications that are received in 2012 with the next Grant-in-Aid process starting in February of 2012. Staff are considering a future workshop to inform and educate the public about the Grant-In-Aid program.

### **Commission Appointments 2012**

Mr. Porteous reminded Commissioners Vincent-Lewis, Pagan and Newton their terms as Commissioners are finished at the end of December 2011. They will be receiving information soon regarding this situation and if they are interested, they may reapply at that time.

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

Mr. Porteous noted the Grant-In-Aid final report received from the Cedar 4-H Club indicated they had used the grant funds received appropriately and as indicated on their application form.

## **NEW BUSINESS**

Mr. Porteous reported staff are considering a small used black and white photocopier for the Cedar Heritage Centre. It is no longer being used in its current location at an RDN site, and the cost would be for the maintenance contract based on copy usage (minimum \$25 per month). Currently copies are done at the Cedar Land Fill Office or the RDN main office, which is not very convenient for staff. Mr. Porteous will report back to the Commission if the copier is satisfactory for the office and administrative operations.

## **COMMITTEE ROUND TABLE**

Commissioner Mead noted the regional trail survey forms at Hemer Park need to be restocked. She also stated the survey information is confusing as the signage has been removed or blown away and stated she would contact Ms. Michel for more signage and forms.

Commissioner Vincent-Lewis stated on her recent visit to Australia she was very impressed with the Australian playground designs which included the environmental and heritage aspects of the each area. She offered to share the information with Parks staff for their reference.

Commissioner K. Wilson stated she had participated in a half marathon in October and was very pleased to donate \$1,000 to the Threshold Haven Society, thanks to the many donations she received from the Community.

Commissioner K. Wilson noted an email she received from Mr. Keller, RDN Senior Planner, regarding complaints they had received about horse manure on Morden Colliery Trail and into Hemer Park. She stated she had forwarded the information to the equestrian community, with a suggestion riders go out and kick the manure off the trail. She also said she was prepared to clean up the trail herself or arrange a work party had the cleanup not been done. When she checked the trail she was happy to find the trail clear of manure, noting the equestrians are a good group of people who want to keep the park trails as multi-use facilities.

Commissioner Pagan referred to the recent City of Nanaimo non-smoking ban initiated in all city playgrounds and parks and that other municipalities, such as Abbotsford, have already instated a similar ban. He suggested that a non smoking ban be proposed in Regional District parks and trails and the issue should be an agenda item for the new Commission.

Commissioner Burnett reminded Commissioners of the Workshop to be held Saturday, November 26 (location to be announced).

#### **ADJOURNMENT**

MOVED Commissioner White, SECONDED Commissioner Vincent-Lewis, that the meeting be adjourned at 8:10pm.

#### **IN CAMERA**

MOVED Commissioner White, SECONDED Commissioner Vincent-Lewis, that pursuant to Section 90(1) (c) of the Community Charter the Board proceed to an In Camera Commission meeting to consider items related to personnel issues.

CARRIED

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Chair