

REGIONAL DISTRICT OF NANAIMO

**SPECIAL BOARD MEETING
TUESDAY, JANUARY 10, 2012
(immediately following the Committee of the Whole)**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

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RHD		
BOARD		

MEMORANDUM

TO: Mike Donnelly
Manager of Water Services

DATE: December 12, 2011

FROM: Deb Churko, AScT
Engineering Technologist

FILE: 5500-20-FC-01

SUBJECT: **Bylaws No. 813.49, 889.62, and 1062.04 - Inclusion of Properties into the French Creek Sewer, Northern Community Sewer, and the French Creek Village Streetlighting Service Areas, Electoral Area ‘G’**

PURPOSE

To consider a request to include four properties into the French Creek Sewer and Northern Community Sewer Service Areas for the purpose of sanitary sewer connection, and include three properties into the French Creek Village Streetlighting Service Area for the purpose of adding streetlights (see Figure 1).

BACKGROUND

The four subject properties are located at 551 Johnstone Road, 916 Island Highway West, 714 Wembley Road, and 702 Wembley Road, just west of Parksville BC. The property at 551 Johnstone Road is currently occupied by one single family dwelling which was constructed before 1970. The owners of 551 Johnstone Road (Steven and Sheryl Thompson) wish to include the property in the French Creek Sewer Service in order to abandon the aging septic field and gain a permanent sanitary sewer connection. The owner of 916 Island Highway West, 714 Wembley Road, and 702 Wembley Road (0849459 BC Ltd.) is proposing to develop these three vacant lots with community sewer service from the RDN. The owners of all four properties have petitioned the RDN to be included in the French Creek and Northern Community Sewer Local Service Areas for the purpose of joining the community sewer system. The owner of 916 Island Highway West, 714 Wembley Road, and 702 Wembley Road has also petitioned the RDN to be included in the French Creek Village Streetlighting Service Area in order to include overhead streetlights in the proposed development.

Under the RDN’s Regional Growth Strategy, the four subject properties are located within “Urban Areas”. These Urban Areas are further defined as land primarily intended for urban development, with places to live, work, learn, play, shop, and access services. The Regional Growth Strategy states that “*Land in this designation should be served with community water and sewer systems.*” All four subject properties are located within the engineered sewer catchment area for the French Creek Pollution Control Centre, and the French Creek Official Community Plan (OCP) recognizes that sewer servicing boundary expansions may be required in order to avoid potential future problem areas from on-site sewage disposal systems. The French Creek Sewer Local Service Area boundary is located immediately adjacent to all four subject properties, thereby making an expansion to the community sewer system possible. Community water in this area is supplied by EPCOR Water Services, so there will be no application by the owner/developer to join an RDN community water system. The three properties applying to join the streetlighting service are located immediately adjacent to the French Creek Village Streetlighting Service Area.

Two Capital Charges are payable when being brought into the community sewer service areas. A Capital Charge of \$684 (per lot) is payable pursuant to *French Creek Sewer Local Service Area Capital Charge Bylaw No. 1330* (for sewage collection), and a Capital Charge of \$1,961 (per lot) is payable pursuant to *Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331* (for sewage treatment).

Capital Charges are normally payable on the full development potential of the lot at the time a property joins the local service area. In this regard, the owners of 551 Johnstone Road, 916 Island Highway West, and 714 Wembley Road have paid one Capital Charge each (for each “parent” lot) and the owners have registered restrictive covenants on the land titles of each property indicating that additional Capital Charges would be payable to the Regional District in the event of future subdivision and/or multi-family development. The owner of 702 Wembley Road chose to pay the Capital Charges up-front for the 14 potential lots available under the zoning for this property, and the owner was therefore not required to register a restrictive covenant.

French Creek Sewer Local Service Area Bylaw No. 813 (1990), and Northern Community Sewer Service Area Bylaw No. 889 (1993) require amendment in order to include all four subject properties in the sewer servicing areas. French Creek Village Streetlighting Service Area Bylaw No. 1062 (1996) requires amendment in order to include 916 Island Highway West, 714 Wembley Road, and 702 Wembley Road into the local streetlight service area. All three bylaw amendments are addressed in this report.

ALTERNATIVES

1. Accept the applications to include the properties at 551 Johnstone Road, 916 Island Highway West, 714 Wembley Road, and 702 Wembley Road in the French Creek and Northern Community Sewer Local Service Areas, and include 916 Island Highway West, 714 Wembley Road, and 702 Wembley Road in the French Creek Village Streetlight Service Area.
2. Do not accept the applications for sewer servicing or streetlighting. The owners/developer(s) would have to explore options for privately-owned ornamental streetlighting, and on-site sewage treatment and disposal.

FINANCIAL IMPLICATIONS

Under Option 1, if the applications for 551 Johnstone Road, 916 Island Highway West, 714 Wembley Road, and 702 Wembley Road are approved for inclusion into the French Creek and Northern Community Sewer Local Service Areas, there are no financial implications to the RDN. All costs associated with connection to the community sewer and streetlighting systems would be at the expense of the applicant. The owners have paid Capital Charges on each of the parent lots in the amount of \$2,645. The owner of 702 Wembley Road has paid \$37,030 in Capital Charges for the full development potential of his lot. Signed covenants have been received and registered on the land titles of 551 Johnstone Road, 916 Island Highway West, and 714 Wembley Road to ensure payment of the remaining Capital Charges on the full development potential of the land at the time of subdivision.

Under Option 2, if the applications for sewer servicing and streetlighting are not approved, the owners/developer(s) could explore options for privately-owned ornamental streetlighting, and on-site sewage treatment and disposal. The Capital Charges paid by each property owner with their sewer servicing application would be refunded.

SUSTAINABILITY IMPLICATIONS

By including the four subject properties in the French Creek and Northern Community Sewer Service Areas, domestic sewage would be collected by the community sewer system and treated at the French Creek Pollution Control Centre. The home at 551 Johnstone Road would discontinue use of the aging septic tank and on-site sewage disposal field. The three larger lots at 916 Island Highway West, 714 Wembley Road, and 702 Wembley Road would be able to subdivide and develop into several single-family lots with sewer servicing. The provision of community sewer servicing would help avoid potential future problem areas from on-site sewage disposal systems installed in an urban setting. Staff suggest that connecting these properties to the community sewer system would be a more sustainable option than designing on-site treatment and disposal systems in an urban setting.

By expanding the local streetlighting service area, more streetlights would be installed in the French Creek Village Area. New streetlighting installations are required to be low-energy use, and dark-sky compliant under the RDN Engineering Specifications. Staff suggest that the installation of up to 12 new streetlights would have very little impact to the sustainability of the existing French Creek Village Streetlighting Service Area. The subject properties at 916 Island Highway West, 714 Wembley Road, and 702 Wembley Road are located in an “Urban Area” designation, adjacent to the French Creek Village Streetlighting Service Area.

DEVELOPMENT IMPLICATIONS

The subject properties are located within a “Neighbourhood Residential” land use designation pursuant to the *Electoral Area ‘G’ Official Community Plan (OCP) Bylaw No. 1540, 2008*. Under the *Regional Growth Strategy Bylaw No. 1309 (2003)*, the four subject properties are designated as “Urban Areas” which is land primarily intended for urban development. The Regional Growth Strategy further states that “*Land in this designation should be served with community water and sewer systems...*” and that Urban Areas “*... are intended to include places to live, work, learn, play, shop, and access services.*” All four subject properties are located within the engineered sewer catchment area for the French Creek Pollution Control Centre, and the Electoral Area ‘G’ OCP recognizes that sewer servicing boundary expansions may be required in order to avoid potential future problem areas from on-site sewage disposal systems.

The properties are all zoned Residential RS1-Q pursuant to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*. The “Q” subdivision district provides a minimum parcel size of 700 m² when a property is serviced with community sewer. The subject properties are all greater than 2,600 m² in size; therefore subdivision of each property into several lots may be possible under the current zoning. As mentioned previously, the four subject properties are designated in the Regional Growth Strategy as “Urban Areas” which is land primarily intended for urban development, and should be served with community water and sewer systems.


SUMMARY/CONCLUSIONS

Petitions have been received from the owners of 551 Johnstone Road, 916 Island Highway West, 714 Wembley Road, and 702 Wembley Road to amend the boundaries of the French Creek and Northern Community Sewer Service Areas in order to connect to the Regional District community sewer system. The four subject properties are all located within the Urban Containment Boundary, and within the engineered sewer catchment area for the French Creek Pollution Control Centre. The Electoral Area ‘G’ OCP supports the connection of urban properties to community sewer. All costs associated with the connection of the four subject properties would be paid by the owners. The owner of 702 Wembley Road has paid \$37,030 in Capital Charges for the full development potential of his lot. Signed covenants have been received and registered on the land titles of 551 Johnstone Road, 916 Island Highway West, and 714 Wembley Road to ensure payment of the remaining Capital Charges on the full development potential of the land at the time of subdivision.


The owner of 916 Island Highway West, 714 Wembley Road, and 702 Wembley Road has also petitioned the RDN to include these three properties in the French Creek Village Streetlighting Service Area in order to add overhead streetlights to the proposed development. There are no cost implications to the RDN to expand the streetlighting service area. The three subject properties are located in an “Urban Area” intended for homeowners to live, work, learn, play, shop, and access services. Therefore, the expansion of the adjacent streetlighting service is possible.

RECOMMENDATIONS


1. That “French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.49, 2012” be introduced and read three times.
2. That “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.62, 2012” be introduced and read three times.
3. That “French Creek Village Streetlighting Local Service Area Boundary Amendment Bylaw No. 1062.04, 2012” be introduced and read three times.



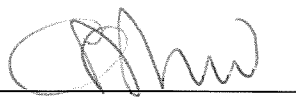
Report Writer



Manager Concurrence

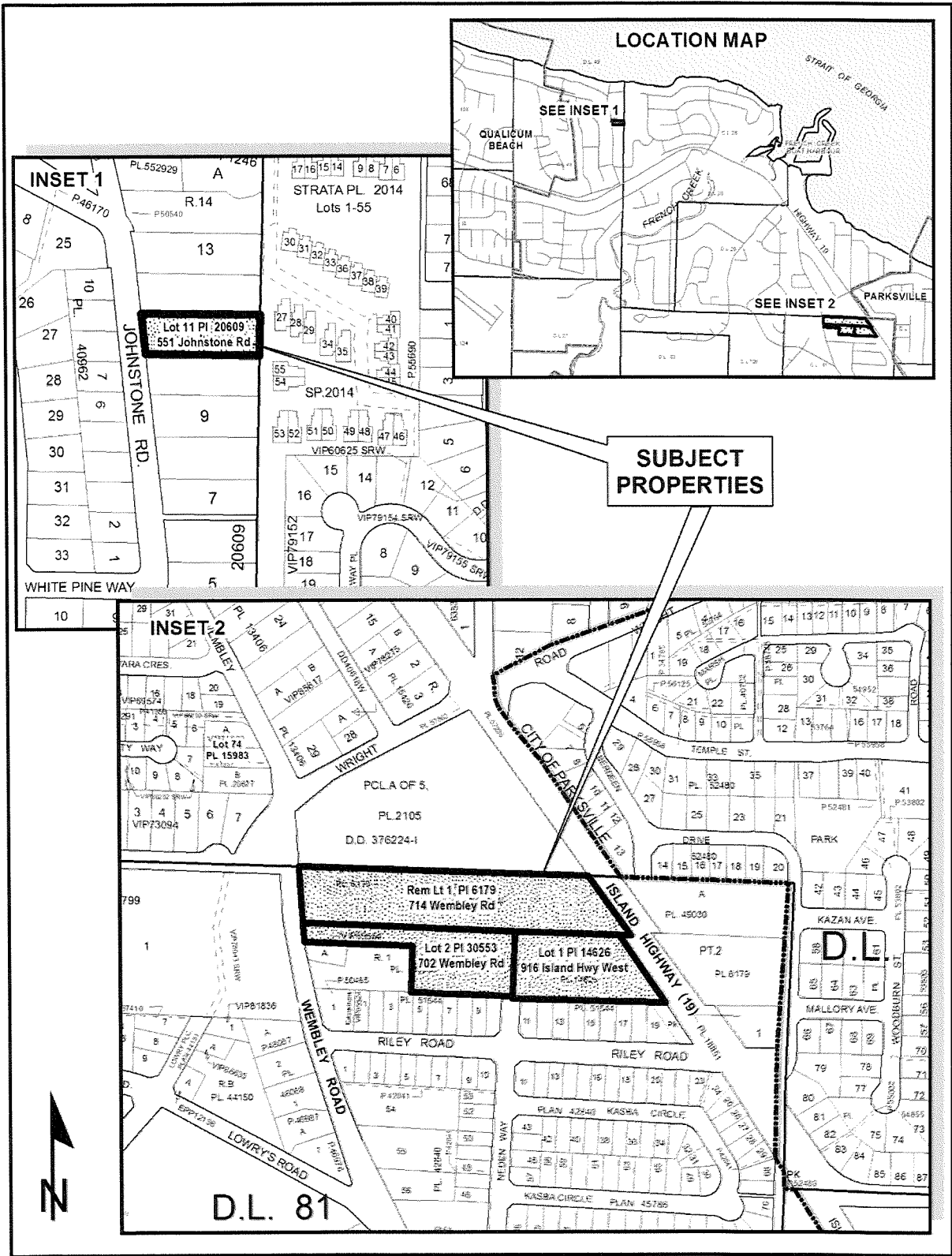


General Manager Concurrence



CAO Concurrence

Figure 1 - Location Plan



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.49

**A BYLAW TO AMEND THE BOUNDARIES OF THE
FRENCH CREEK SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the French Creek Sewer Service pursuant to Bylaw No. 813, cited as “French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner (s) to extend the boundaries of the service area to include the land (s) shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- Lot 11, District Lot 49, Nanoose District, Plan 20609;
- That Part of Lot 1, District Lot 81, Nanoose District, Plan 6179 Lying to the West of the Westerly Boundary of Plan 814 RW;
- Lot 2, District Lot 81, Nanoose District, Plan 30553; and
- Lot 1, District Lot 81, Nanoose District, Plan 14626.

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

“French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990” is amended as follows:

By deleting Schedule ‘A’ of Bylaw No. 813 and replacing it with the Schedule ‘A’ attached to this bylaw.

2. Citation

This bylaw may be cited for all purposes as “French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.49, 2012”.

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

Adopted this ____ day of _____, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

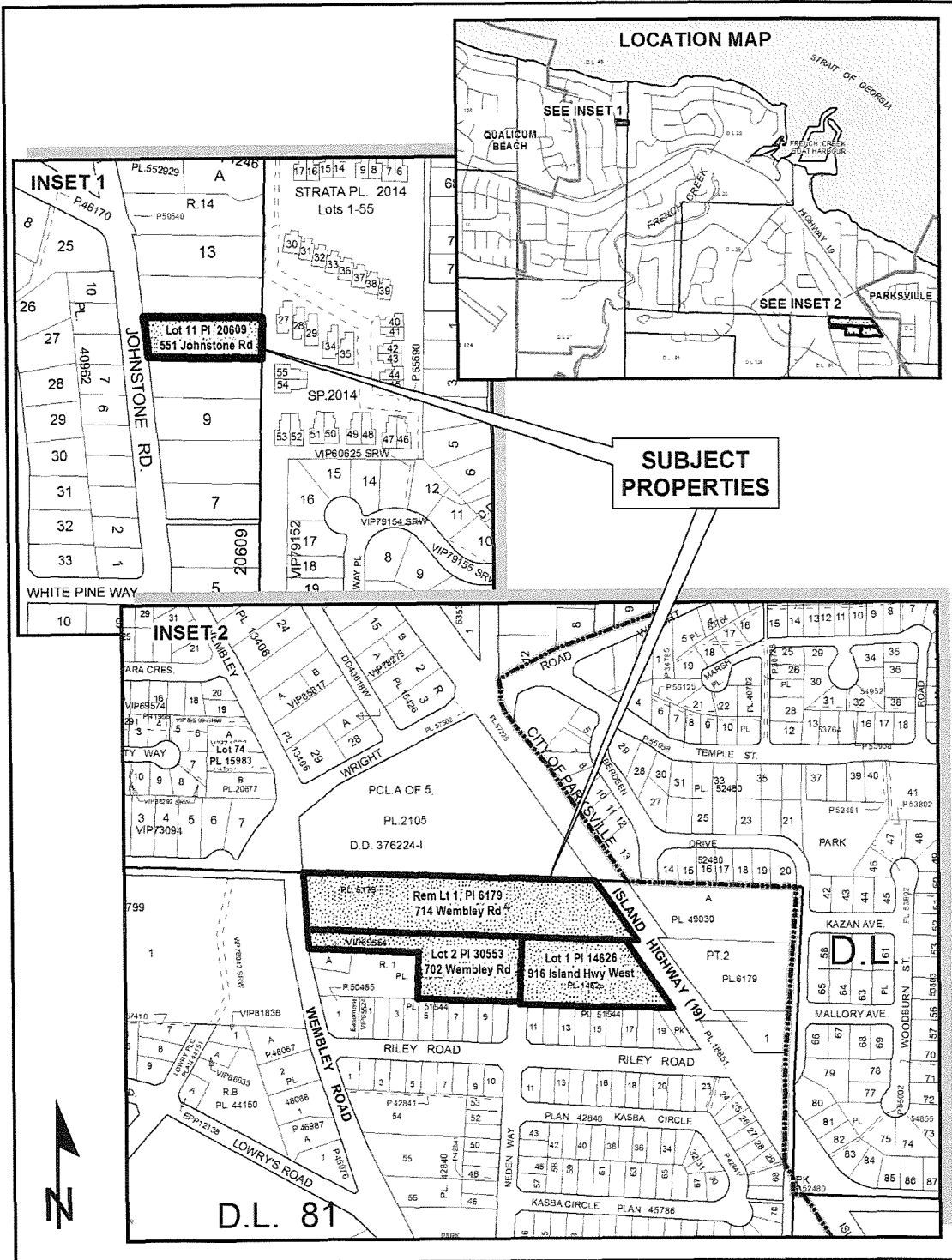
Chairperson

Sr. Mgr., Corporate Administration

A big map schedule will be
inserted here by Mapping/
GIS. The map is too big to
included with the Board
Agenda.

Chairperson

Sr. Mgr., Corporate Administration



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.62

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

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as “Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner (s) to extend the boundaries of the service area to include the land (s) shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- Lot 11, District Lot 49, Nanoose District, Plan 20609;
- That Part of Lot 1, District Lot 81, Nanoose District, Plan 6179 Lying to the West of the Westerly Boundary of Plan 814 RW;
- Lot 2, District Lot 81, Nanoose District, Plan 30553; and
- Lot 1, District Lot 81, Nanoose District, Plan 14626.

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 Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993” is amended as follows:

By deleting Schedules ‘C’ and ‘E’ of Bylaw No. 889 and replacing them with the Schedules ‘C’ and ‘E’ attached to this bylaw.

2. Citation

This bylaw may be cited as “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.62, 2012”.

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

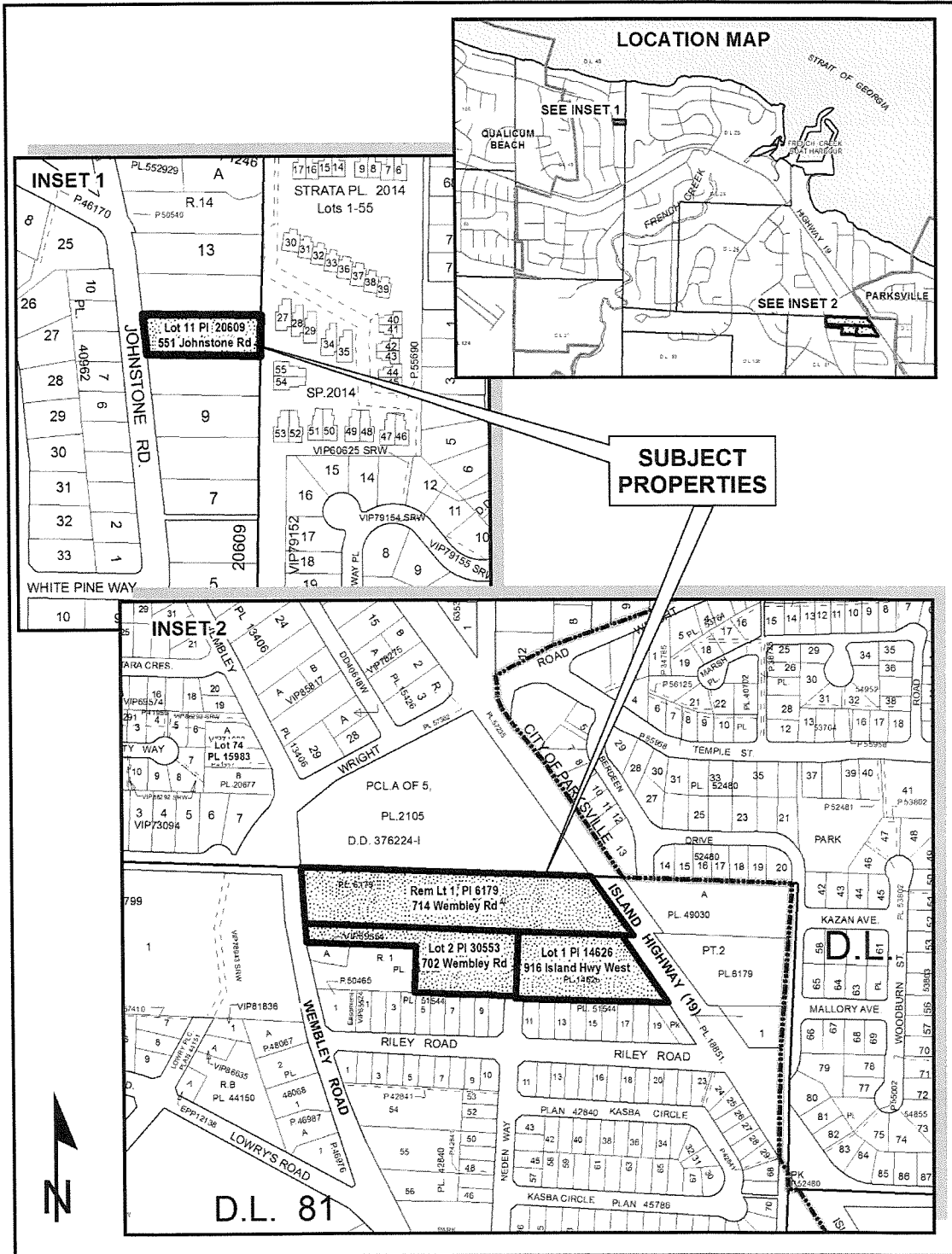
Adopted this ____ day of _____, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1062.04

**A BYLAW TO AMEND THE BOUNDARIES OF THE
FRENCH CREEK VILLAGE STREETLIGHTING SERVICE**

WHEREAS the Regional District of Nanaimo established the French Creek Village Streetlighting Service pursuant to Bylaw No. 1062, cited as “French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062, 1996”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the service area to include the lands shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- That Part of Lot 1, District Lot 81, Nanoose District, Plan 6179 Lying to the West of the Westerly Boundary of Plan 814 RW;
- Lot 2, District Lot 81, Nanoose District, Plan 30553; and
- Lot 1, District Lot 81, Nanoose District, Plan 14626.

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

“French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062, 1996” is amended as follows:

By deleting Schedule ‘A’ of Bylaw No. 1062 and replacing it with the Schedule ‘A’ attached to this bylaw.

2. Citation

This bylaw may be cited as “French Creek Village Streetlighting Service Boundary Amendment Bylaw No. 1062.04, 2012”.

Introduced and read three times this _____ day of January 2012.

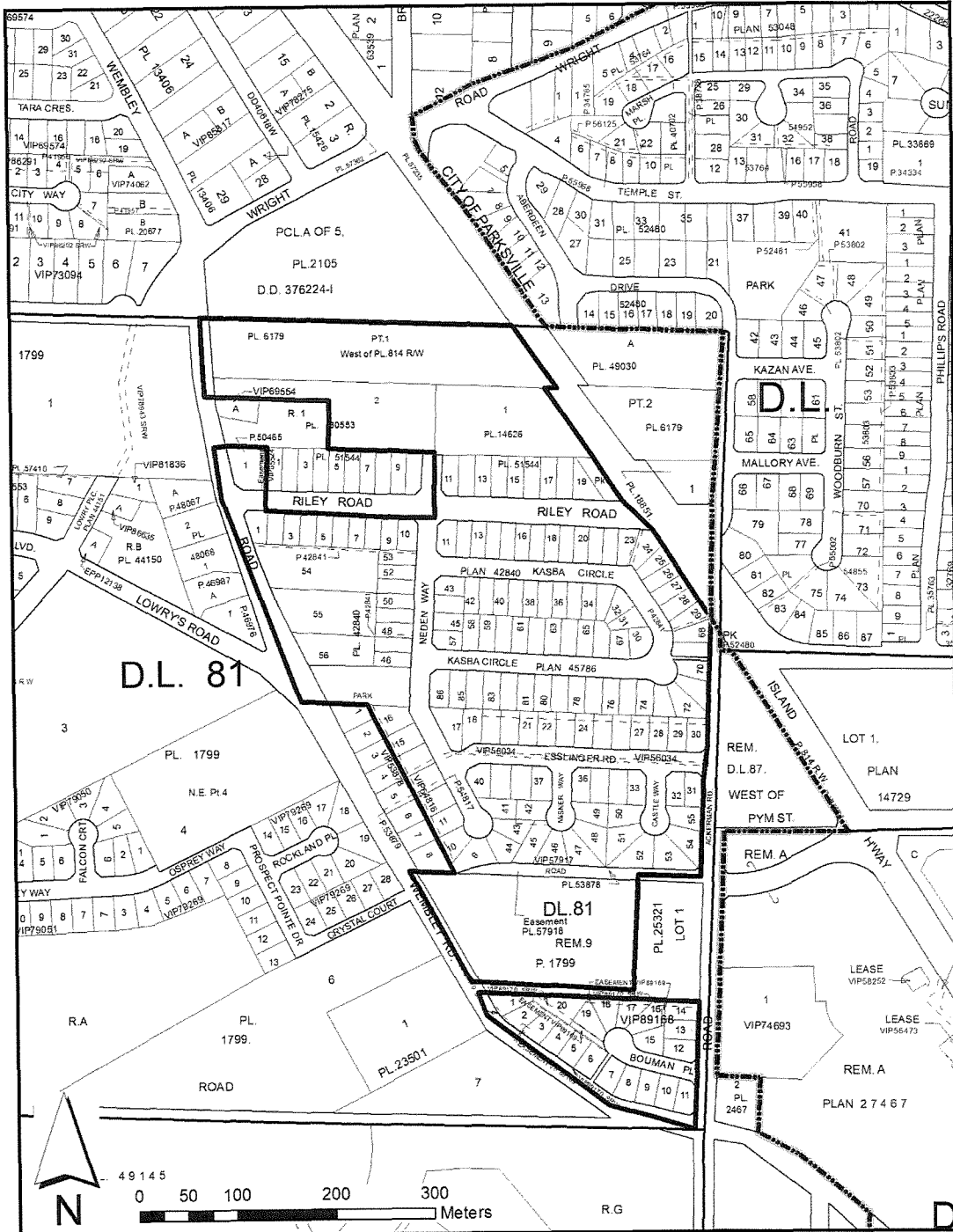
Adopted this _____ day of _____, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

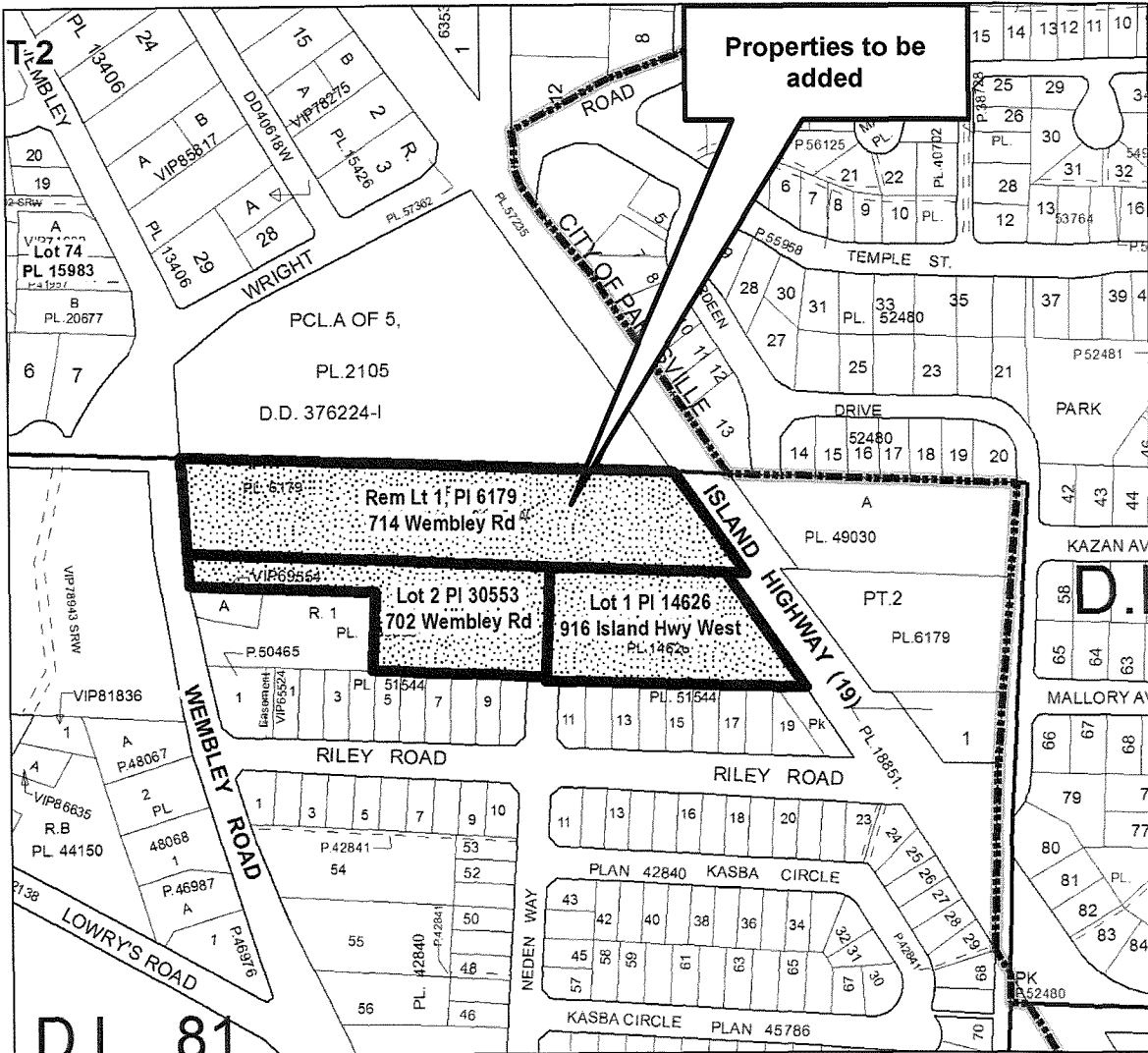
Chairperson

Sr. Mgr., Corporate Administration




Chairperson

Sr. Mgr., Corporate Administration





RDN REPORT	
CAO APPROVAL 	
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DEC - 7 2011	
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BOARD	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: December 2, 2011

FROM: Tom Osborne
General Manager of Recreation and Parks

SUBJECT: Electoral Area 'A' Parks Recreation & Culture Commission / Electoral Area Parks and Open Space Advisory Committees – Terms of Reference Amendments

PURPOSE

To consider amendments to the Terms of Reference for the Electoral 'A' Parks Recreation and Culture Commission and the Parks and Open Space Advisory Committees for Electoral Area's 'B', 'C', 'E', 'F', 'G' and 'H' in order to provide for the Electoral Area Director to become chairperson for their respective committee.

BACKGROUND

At present the Regional District has seven Electoral Area advisory committees that make recommendations and provide advice to the Regional Board regarding a wide range of recreation and / or parks & open space issues related to each Electoral Area. The seven committees are as follows:

- Electoral 'A' Parks, Recreation and Culture Commission
- Electoral Area 'B' Parks and Open Space Advisory Committee
- East Wellington / Pleasant Valley Parks and Open Space Advisory Committee
- Nanoose Bay Parks and Open Space Advisory Committee
- Electoral Area 'F' Parks and Open Space Advisory Committee
- Electoral Area 'G' Parks and Open Space Advisory Committee
- Electoral Area 'H' Parks and Open Space Advisory Committee

Currently the Terms of Reference for each of the committees require the election of a chairperson at the first meeting of each calendar year. In the past some Electoral Area Directors have requested that they be appointed chairperson while others have opted for a public member to stand as the chairperson.

For consistency and to ensure the feedback and input on rural area recreation and parks matters to the Regional Board through these committees is optimally represented, it is recommended that the Terms of Reference for the seven committees be amended to provide the Electoral Area Director to be appointed chairperson to the committee that represents their jurisdiction.

This change will also provide for improved communication and sharing of mutual issues at the Regional Board table on rural area recreation and parks matters.

ALTERNATIVES

1. To approve the amendments to the Terms of Reference to the Electoral Area Recreation and / or Community Parks and Open Space Advisory Committees as provided under Appendix I.
2. That the Terms of Reference not be amended to the Advisory Committees and alternative direction be provided

FINANCIAL IMPLICATIONS

There are no financial implications related to the change to the Terms of Reference to the seven advisory committees or commission.

CONCLUSION

At present the Regional District has seven Electoral Area advisory committees that make recommendations and provide advice to the Regional Board regarding a wide range of recreation and / or parks & open space issues related to each Electoral Area.

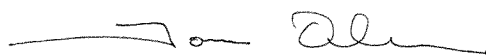
For consistency and to ensure the feedback and input on rural area recreation and parks matters to the Regional Board through these committees is optimally represented, it is recommended that the Terms of Reference for the seven committees be amended to provide the Electoral Area Director to be appointed chairperson of the committee that represents their jurisdiction.

This change will also provide for improved communication and sharing of mutual issues at the Regional Board table on the community park system in the rural areas.

RECOMMENDATION

That the amendments to the Terms of Reference for following Advisory Committees be approved that will provide for the Electoral Area Director to be appointed as chairperson as provided in Appendix I:

- Electoral 'A' Parks, Recreation and Culture Commission
- Electoral Area 'B' Parks and Open Space Advisory Committee
- East Wellington / Pleasant Valley Parks and Open Space Advisory Committee
- Nanoose Bay Parks and Open Space Advisory Committee
- Electoral Area 'F' Parks and Open Space Advisory Committee
- Electoral Area 'G' Parks and Open Space Advisory Committee
- Electoral Area 'H' Parks and Open Space Advisory Committee



Report Writer



CAO Concurrence

Appendix I

Terms of Reference for:

- Electoral 'A' Parks, Recreation and Culture Commission
- Electoral Area 'B' Parks and Open Space Advisory Committee
- East Wellington / Pleasant Valley Parks and Open Space Advisory Committee
- Nanoose Bay Parks and Open Space Advisory Committee
- Electoral Area 'F' Parks and Open Space Advisory Committee
- Electoral Area 'G' Parks and Open Space Advisory Committee
- Electoral Area 'H' Parks and Open Space Advisory Committee

**REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION**

Terms of Reference

Revised: January 10, 2012

PURPOSE

To establish a Parks, Recreation and Culture Commission for Electoral Area 'A' to provide recommendations and advice to staff and the Regional District of Nanaimo Board regarding community parks and recreation & culture services and issues in Electoral Area 'A'.

MEMBERSHIP

1. The Electoral Area 'A' Parks, Recreation and Culture Commission will be appointed by the Regional Board as follows:
 - the Electoral Area 'A' Director;
 - the Regional Board Electoral Area 'A' appointee to the City of Nanaimo Parks, Recreation and Culture Commission; and,
 - up to seven Members at Large who are residents of Electoral Area 'A'. Appointment selection will factor in representation for the communities of Cedar, South Wellington, Cassidy and the portion of Yellow Point in the Regional District of Nanaimo.
2. The Commission will consist of a maximum of nine members and may operate without all positions being occupied. A quorum shall consist of five members.
3. For the first year of operation only the terms for Members at Large shall be staggered with four members appointed for a two-year term and a maximum of three members appointed for a one-year term. Beginning in the second year a maximum of three new members will be appointed for a two-year term. The Area 'A' Director or designate and the Electoral Area 'A' appointee to the City of Nanaimo Parks, Recreation and Culture Commission will be on the Electoral Area 'A' Recreation and Culture Commission for the tenure of their respective Board appointments.

PROCEDURES

1. The Electoral Area 'A' Director will be appointed as Chairperson of the Committee.
2. The Commission may meet as required and will structure its activities to meet at least five times per year. The Commission is not required to meet every month of the year.
3. Minutes of Commission meetings will be forwarded to the Regional District Board for information.

RESPONSIBILITIES

Recreation and Culture Services

1. Make recommendations and provide advice to the Regional Board and staff regarding a wide range of Electoral Area 'A' recreation & culture program issues including planning, development and implementation of recreation and culture services.
2. Liaise, provide leadership and work with community and neighbourhood groups on a wide range of Electoral Area 'A' recreation and culture programs and services.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'A' recreation and culture programs and services.
4. Provide community input into planning documents including the development and updating of Electoral Area 'A' recreation and culture services master plans.

Electoral Area Community Parks

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'A' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'A' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'A' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'A' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Area 'A' Community Trails Study, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'A'.

FINANCIAL CONSIDERATIONS

The Commission will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'A' Community Park Function and the Electoral Area 'A' Recreation and Culture Function. The Commission will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area 'A' Parks, Recreation and Culture Commission, Commission members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



Electoral Area 'B' Parks and Open Space Advisory Committee

Terms of Reference

Revised: January 10, 2012

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'B'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'B'.

Membership

1. The Electoral Area B Parks and Open Space Advisory Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'B' Director; and
 - up to six Members at Large who are residents of Electoral Area 'B'.
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and three members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'B' Director will be on the Committee for the tenure of their respective Board appointment.

Procedures

1. The Electoral Area 'B' Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.
3. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
4. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'B' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as detailed in the Letter of Understanding between the Regional District of Nanaimo and the Gabriola Island Local Trust Committee;
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'B' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'B' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'B' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'B'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'B' Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area 'B' Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



East Wellington / Pleasant Valley Parks and Open Space Advisory Committee

Terms of Reference

Revised: January 10, 2012

Purpose

To establish a Parks and Open Space Advisory Committee for East Wellington and Pleasant Valley. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in the East Wellington and Pleasant Valley portion of Electoral Area C.

Membership

1. The East Wellington / Pleasant Valley Parks and Open Space Advisory Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'C' Director; and
 - up to six Members at Large who are residents of the East Wellington and Pleasant Valley areas of Electoral Area 'C'.
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and three members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'C' Director will be on the Committee for the tenure of their respective Board appointment.

Procedures

1. The Electoral Area 'C' Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.
3. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.

4. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'C' parks and open space issues for the East Wellington / Pleasant Valley area including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range Electoral Area 'C' (East Wellington / Pleasant Valley) parks and open space matters for the East Wellington / Pleasant Valley area including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'C' (East Wellington / Pleasant Valley) parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'C' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'C'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'C' (East Wellington / Pleasant Valley) Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the East Wellington / Pleasant Valley Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



Nanoose Bay Parks and Open Space Advisory Committee

Terms of Reference

Revised: January 10, 2012

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'E'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'E'.

Membership

1. The Nanoose Bay Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'E' Director;
 - the Electoral Area 'E' Appointee to the District 69 Recreation Commission; and
 - up to five Members at Large who are residents of Electoral Area 'E'
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and two members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'E' Director and the District 69 Recreation Commission appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Electoral Area 'E' Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.
3. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
4. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'E' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'E' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'E' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'E' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'E'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'E' Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Nanoose Bay Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



Electoral Area 'F' Parks and Open Space Advisory Committee

Terms of Reference

Revised: January 10, 2012

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'F'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'F'.

Membership

1. The Electoral Area 'F' Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'F' Director;
 - the Electoral Area 'F' Appointee to the District 69 Recreation Commission; and
 - up to five Members at Large who are residents of Electoral Area 'F'
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and two members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'F' Director and the District 69 Recreation Commission appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Electoral Area 'F' Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.
3. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
4. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'F' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'F' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'F' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'F' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'F'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'F' Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area 'F' Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



Electoral Area 'G' Parks and Open Space Advisory Committee

Terms of Reference

Revised: January 10, 2012

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'G'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'G'.

Membership

1. The Electoral Area 'G' Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'G' Director;
 - the Electoral Area 'G' Appointee to the District 69 Recreation Commission; and
 - up to five Members at Large who are residents of Electoral Area 'G'
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and two members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'G' Director and the District 69 Recreation Commission appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Electoral Area 'G' Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.
3. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.

4. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'G' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'G' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'G' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'G' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'G'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'G' Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area 'G' Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



Electoral Area 'H' Parks and Open Space Advisory Committee

Terms of Reference

Revised: January 10, 2012

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'H'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'H'.

Membership

1. The Electoral Area 'H' Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'H' Director;
 - the Electoral Area 'H' Appointee to the District 69 Recreation Commission; and
 - up to five Members at Large who are residents of Electoral Area 'H'
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and two members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'H' Director and the District 69 Recreation Commission appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Electoral Area 'H' Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.
3. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.
4. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'H' parks and open space issues including:
 - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
 - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'H' parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'H' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'H' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'H'.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'H' Community Park Function. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area 'H' Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



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MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: December 7, 2011

FROM: Tom Osborne
General Manager of Recreation and Parks

SUBJECT: Regional Parks and Trails Committee – Terms of Reference

PURPOSE

To consider amendments to the Terms of Reference for the Regional Parks and Trails Advisory Committee.

BACKGROUND

Following the approval of the current Regional Parks and Trails Plan in 2005, the Regional District Board appointed Directors and members of the public to the Regional Parks and Trails Advisory Committee.

The current composition of the Committee is as follows:

- Regional Board Chair
- two Regional Board Members from the Electoral Areas
- two Regional Board Member from the Municipalities
- up to three Members at Large preferably with a strong interest, expertise or knowledge in one or more of the following areas: park interpretation, resource conservation and management, outdoor recreation, land use planning and research, and landscape architecture/design.

The responsibilities of the current Committee is as follows:

1. Make recommendations and provide advice to the Regional Board regarding a wide range of regional parks and trail issues including:
 - the acquisition and tenure of regional parks and trail sites;
 - the development and maintenance of regional parks and trail sites; and
 - implementation of recommendations set forth in the Regional Parks and Trails Plan, 2005-2015.
 - Liaise and consult with community groups and organizations on a wide range of regional parks and trail matters including:
 - a) volunteer park development projects;
 - b) obtaining input regarding park planning and acquisition priorities; and
 - c) trail system planning and development.

2. Play a leadership role and provide a focal point for regional co-operation on regional parks and trails issues.
3. Work with Regional Parks and Trails Plan, 2005 – 2015 as a guiding document in the acquisition, management and development of regional parks and trails.

Since 2005, the Regional Parks and Trails System has grown from eight regional parks totaling 450 ha of land to twelve regional parks that now encompass 2,064 ha of land and has developed significant portions of the current 60 kilometers Regional Trail. In financial terms, the Regional District is now managing lands with a 2011 assessed value of over 20 million dollars, not including Regional Parks that are owned by the Crown.

During this period the Committee has dealt with a variety of issues and matters pertaining to the management, operation and tenure of the Regional Parks and Trails system. One of the more challenging aspects of the current composition of the Committee is dealing with sensitive land acquisition matters where information is being reviewed and negotiations are being done with private landowners. Due to the magnitude of investments being done and the in camera nature of land negotiations, it is being proposed that the Committee membership be amended to provide a broader representation of Regional Board Directors through the Board Select Committee model.

Attached as Appendix I is the Terms of Reference for the proposed Regional Parks and Trails Committee. The composition of the proposed Board Select Committee is as follows:

- The Committee will be comprised of eight RDN directors with four members appointed from the Electoral Areas and four members from the municipalities.
- The Regional Board Chairperson will appoint one of the Board Directors as Chairperson annually.
- Where a specific project or initiative is under discussion from a jurisdiction without representation on the committee, a representative of that jurisdiction may attend and contribute as an 'ex officio' member of the Committee.

The responsibilities of the Committee have been updated and refined under the proposed Terms of Reference as follows:

1. Consider staff reports on the Regional Parks and Trails System and make recommendations to the RDN Board including:
 - the acquisition and tenure of regional parks and trail sites;
 - the development and review of new or updated Regional Park Management Plans;
 - the development and maintenance of regional parks and trail sites; and
 - implementation of recommendations set forth in the Regional Parks and Trails Plan.
2. At its discretion, hear and consider public delegations on matters within the scope of its purview and, where appropriate, make recommendations to the RDN Board arising out of such delegations.

3. Pursue matters referred to the Committee by the RDN Board and report back to the Board expeditiously, as required.

ALTERNATIVES

1. The Regional Board approve the Terms of Reference to Regional Parks and Trails Committee as presented in Appendix I.
2. That the Regional Board continue with the existing Term of Reference for the Regional Parks and Trails Advisory Committee.

FINANCIAL IMPLICATIONS

There are no financial implications to the establishment of the Select Committee other than additional meeting expenses associated with the larger Select Committee format. The Committee would meet approximately four times per year and will continue to be supported by the General Manager of Recreation and Parks with assistance from the Manager of Parks Services.

SUSTAINABILITY IMPLICATIONS

The Committee will continue to work under the vision and goals of the Regional Parks and Trails Plan per below:

The *vision* for the RDN's Regional Parks and Trails is a system that:

- ◆ Secures, protects and stewards lands and water features of environmental significance and wildlife habitat value;
- ◆ Provides rewarding outdoor recreational opportunities;
- ◆ Fosters education and appreciation of the Region's natural environment; and
- ◆ Enhances livability for the current and future residents of the RDN.

The *goal* of the RDN is to secure for all time a system of regional parks and trails that:

- ◆ Represents key landscapes and ecosystems of the Region;
- ◆ Encompasses unique natural, historic, cultural and archaeological features;
- ◆ Assists in protecting watersheds and important habitats as part of the RDN's broader land use planning mandate;
- ◆ Promotes the enjoyment and appreciation of regional parks and trails in a manner that assures their qualities are unimpaired for generations to come;
- ◆ Provides education and interpretation of the Region's natural features;
- ◆ Links components within the system as well as with other parks and trails in the Region and adjacent Regional Districts;
- ◆ Provides opportunity to all RDN residents to access and enjoy regional parks and trails; and
- ◆ Assists the economy of the Regional District by attracting tourists and generating revenue, as appropriate, to support the parks and trails system.

CONCLUSION

Following the approval of the current Regional Parks and Trails Plan in 2005, the Regional District Board appointed Directors and members of the public to the Regional Parks and Trails Advisory Committee.

Since 2005 the Committee has dealt with a variety of issues and matters pertaining to the management, operation and tenure of the Regional Parks and Trails system. One of the more challenging aspects of the current composition of the Committee has been dealing with sensitive land acquisition matters where information is being reviewed and negotiations are being done with private landowners. Due to the magnitude of investments being done and the in camera nature of land negotiations, it is being proposed that the Committee membership be amended to provide a broader representation of Regional Board Directors through the Board Select Committee model.

For this to take place a revised Terms of Reference is being proposed as shown on Appendix I. Per the Term of Reference, the Committee would be comprised of eight RDN directors with four members appointed from the Electoral Areas and four members from the municipalities.

Given the significant regional parkland holdings and the broader discussion required in the management and development of the park system including securing private land for regional park use with private landowners, staff are recommending the Terms of Reference for the Regional Parks and Trails Committee be approved.

RECOMMENDATION

That the Regional Board approve the Terms of Reference to Regional Parks and Trails Committee as presented in Appendix I.



Report Writer



CAO Concurrence

Appendix I

REGIONAL DISTRICT OF NANAIMO

REGIONAL PARKS AND TRAILS COMMITTEE

TERMS OF REFERENCE

January 10, 2012

PURPOSE

The Regional Parks and Trails is a Select Committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues connected to the Regional Parks and Trail System.

MEMBERSHIP

- The Committee will be comprised of eight RDN directors with four members appointed from the Electoral Areas and four members from the municipalities.
- The Regional Board Chairperson will appoint one of the Board Directors as Chairperson annually.
- Where a specific project or initiative is under discussion from a jurisdiction without representation on the committee, a representative of that jurisdiction may attend and contribute as an 'ex officio' member of the Committee.

MEETINGS

- The Committee may meet at intervals it determines to be appropriate, but will structure its activities to meet approximately four times per year.
- A quorum of five of the Committee membership is required to conduct Committee business.
- The General Manager of Recreation and Parks Services will be responsible for assigning staff to support the Committee including the coordination of agendas and minutes.

COMMITTEE ROLES AND RESPONSIBILITIES

The Regional Parks and Trails Committee mandate is to provide political oversight for regional parks and trail initiatives. The Committee is the forum to which staff report on regional parks and trails initiatives.

The Committee's responsibilities are:

1. Consider staff reports on the Regional Parks and Trails System and make recommendations to the RDN Board including:
 - the acquisition and tenure of regional parks and trail sites;
 - the development and review of new or updated Regional Park Management Plans;
 - the development and maintenance of regional parks and trail sites; and
 - implementation of recommendations set forth in the Regional Parks and Trails Plan.

2. At its discretion, hear and consider public delegations on matters within the scope of its purview and, where appropriate, make recommendations to the RDN Board arising out of such delegations.
3. Pursue matters referred to the Committee by the RDN Board and report back to the Board expeditiously, as required.



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MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: January 4, 2012

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE:

SUBJECT: Northern Community Economic Development Select Committee Terms of Reference

PURPOSE

To establish a Northern Community Economic Development Select Committee, and to provide the Terms of Reference for that Committee.

BACKGROUND

At the Regular Board Meeting held Tuesday, November 22, 2011, the Board adopted the “Northern Community Economic Development Service Establishing Bylaw No. 1649” (Bylaw No. 1649). Bylaw No. 1649 is attached as Schedule 2 for reference.

The purpose of the Northern Community Economic Development Service (the Service) is to promote economic development in, or that may benefit the participating jurisdictions of, the City of Parksville, the Town of Qualicum Beach, and Electoral Areas ‘E’, ‘F’, ‘G’, and ‘H’.

The maximum amount that may be requisitioned annually for the cost of the Service is fifty thousand dollars (\$50,000). To ensure the funds requisitioned best serve the participating jurisdictions, it is proposed that the Regional District of Nanaimo Board establish a Northern Community Economic Development Select Committee comprised of the Directors representing each of the communities participating in the Service to make recommendations to the Board annually on projects or initiatives that will promote economic activity in the region.

Terms of Reference have been drafted for the Board’s consideration setting out the purpose of the Select Committee, as well as its membership, the frequency of meetings, quorum, and other details. Schedule 1 attached provides a Terms of Reference for a Northern Community Economic Development Select Committee.

ALTERNATIVE

1. That the Board establish a Northern Community Economic Development Select Committee and that the attached Terms of Reference for the Select Committee be approved.
2. That the Board establish a Northern Community Economic Development Select Committee with a revised Terms of Reference.
3. That the Board not establish a Northern Community Economic Development Select Committee and alternate direction be given to staff.

FINANCIAL IMPLICATIONS

From a staff resource perspective, financial implications will be modest. The attached Terms of Reference recommend two meetings annually, limiting the workload associated with this new Select Committee. The time necessary to produce reports, agendas and minutes for the committee, and to review funding applications will be effectively managed with existing resources. It is anticipated that in the first two years of the Service, additional Committee meetings will be required to develop criteria for the application process and to review the funding relationship for the Qualicum Beach Airport.

PUBLIC CONSULTATION IMPLICATIONS

It is anticipated that there will be a high level of interest in accessing the funding provided through this new service among business associations and other parties within the Service Area. Once the Select Committee is appointed, staff will provide members with options regarding outreach and communications.

SUSTAINABILITY IMPLICATIONS

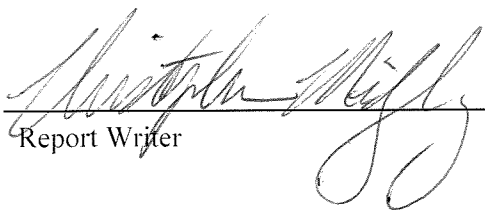
As outlined in the attached Terms of Reference, the Northern Community Economic Development Select Committee will be tasked with recommending eligibility and evaluation criteria for distributing up to \$50,000 annually for the purpose of economic development. This presents an opportunity to advance the Board's vision of a sustainable regional economy that is healthy, diverse and growing; provides meaningful employment to residents; and that favours environmentally responsible local businesses.

SUMMARY/CONCLUSIONS

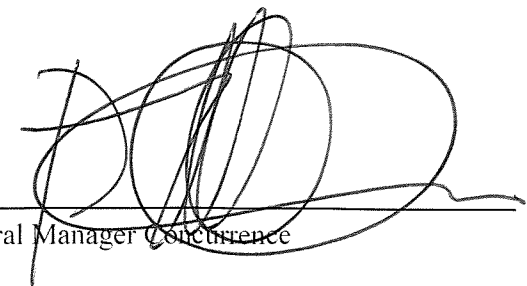
At the Regular Board Meeting held November 22, 2011, the Board adopted the "Northern Community Economic Service Establishing Bylaw No. 1649, 2011", attached as Schedule 2. This bylaw authorizes the requisition of up to \$50,000 annually for the purpose of economic development within, or that benefits the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'. To ensure that these funds are used to the greatest benefit of these participating jurisdictions, the Board may appoint a Northern Community Economic Development Select Committee. The Terms of Reference for this proposed committee, attached as Schedule 1, describe the purpose of the Committee, its membership, and outline its responsibility for determining the best use of the funds raised.

RECOMMENDATION

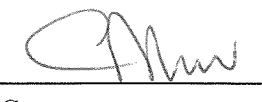
That the Board establish a Northern Community Economic Development Select Committee and that the attached Terms of Reference for the Select Committee be approved.



Report Writer



General Manager Concurrence



CAO Concurrence

Schedule 1:

REGIONAL DISTRICT OF NANAIMO

**NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE
TERMS OF REFERENCE**

January 2012

PURPOSE:

The purpose of this Select Committee is to:

1. Recommend to the Regional District of Nanaimo Board of Directors eligibility and evaluation criteria for distributing funds raised through the Northern Community Economic Development Service (the Service);
2. Receive and evaluate requests for funds raised through the Service;
3. Recommend recipients for funding to the Regional District of Nanaimo Board of Directors for approval; and to
4. Consider additional roles that the Regional District might have with respect to economic development initiatives in the Service area.

MEMBERSHIP:

One Director from each: the City of Parksville, the Town of Qualicum Beach and Electoral Areas E, F, G and H, appointed by the RDN Board Chair.

CHAIRPERSON:

Appointed by the RDN Board Chair.

MEETINGS:

The Committee shall meet at the call of the Chair a minimum of twice per year. At the first annual meeting, Committee members will establish or update evaluation and eligibility criteria as well as any program priorities for that year, determine timelines for submission, and review any proposals submitted by that time.

At the second meeting of the year, the Committee will review all funding requests and recommend how funding for that year is to be distributed.

A quorum of five out of six committee members is required to conduct Committee business.

The General Manager of Development Services will be responsible for assigning staff to support the Committee including the coordination of agendas and staff contacts for Committee members.

NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SERVICE (Bylaw No. 1649, 2011):

1. The primary use of funding raised under Bylaw No. 1649 will be to promote economic development in the service area or that may benefit the service area.
2. Funds will be distributed following the approval of the RDN Annual Budget.
3. The maximum annual requisition for this Service is Fifty Thousand Dollars (\$50,000). The Select Committee shall be responsible for determining the best use of the funds.
4. At a meeting of the Select Committee, delegations may be requested to advise the Committee on the state of the regional economy and strategic economic development opportunities for the Service area.

Schedule 2:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1649

**A BYLAW TO ESTABLISH THE NORTHERN COMMUNITY
ECONOMIC DEVELOPMENT 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 economic development;

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

AND WHEREAS participating area approval in each participating area has been obtained under section 801.5 of the *Local Government Act*.

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

1. **Service**

- (a) The service established by this bylaw is the Northern Community Economic Development Service (the "Service") for the purpose of promoting economic development in the service area or that may benefit the service area;
- (b) Without limiting the scope of the service referred to in paragraph (a), for the purpose of the service the Regional District may enter into an agreement with an economic development corporation owned by a local government.

2. **Boundaries**

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

3. **Participating Areas**

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

4. **Cost Recovery**

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) parcel taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;

5. **Maximum Requisition**

In accordance with section 800.1(1)(e) of the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the service is Fifty Thousand (\$50,000.00) Dollars.

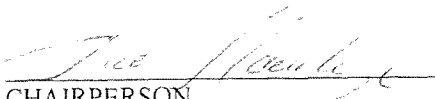
2. **Citation**

This bylaw may be cited for all purposes as the "Northern Community Economic Development Service Establishing Bylaw No. 1649, 2011".

Introduced and read three times this 4th day of October, 2011.

Received the approval of the Inspector of Municipalities this 18th day of November, 2011.

Adopted this 22nd day of November, 2011.


CHAIRPERSON


SR. MGR., CORPORATE ADMINISTRATION



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BOARD	✓	Sp. Jan. 10/12

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: December 28, 2011

FROM: Mike Donnelly
Manager of Water Services

FILE: 0360-20-DWPAC

SUBJECT: **Drinking Water and Watershed Protection Advisory Committee and Sustainability Select Committee - Terms of Reference**

PURPOSE

To obtain Board approval for changes to the Terms of Reference for the Drinking Water and Watershed Protection Advisory Committee and the Sustainability Select Committee.

BACKGROUND

The Drinking Water and Watershed Protection Advisory Committee Terms of Reference were adopted by the Board in January of 2009. This followed the successful referendum held in November 2008 on the establishment of the Drinking Water & Watershed Protection service.

The committee includes water professionals, “at large” members and 4 members of the Board. There are currently 18 members on the committee not including RDN staff. The committee has met on a number of occasions and provided valuable input that has assisted in shaping program activity.

The municipalities originally declined membership in the Drinking Water & Watershed Protection service in 2008 but did participate in some components of the program, most notably Team WaterSmart. In late 2011, as part of the Regional Services Review, the Drinking Water & Watershed Protection Service Establishing Bylaw No. 1556 was amended to include the City of Nanaimo, City of Parksville and Town of Qualicum Beach as full participants in the service.

Staff are recommending changes to the Terms of Reference for the Drinking Water & Watershed Protection Advisory Committee (Appendix A) and the Sustainability Select Committee (Appendix B) to reflect municipal participation.

Drinking Water and Watershed Protection Advisory Committee Terms of Reference

Committee Name

It is proposed that the name of the committee be changed to the *Drinking Water and Watershed Protection Technical Advisory Committee* to reflect the technical nature of the work of the committee.

Reporting

The existing terms of reference provide for elected official participation on the committee with recommendations of the committee going directly to the Board. In the proposed reporting structure, committee recommendations would be advanced through the Sustainability Select Committee.

Membership

It is being recommended that membership on the Drinking Water Watershed Protection Technical Advisory Committee not include elected representatives – this would be addressed by membership on the Sustainability Select Committee. Municipal partners will appoint one staff member each to the Drinking Water & Watershed Protection Technical Advisory Committee.

Meeting Frequency

Three meetings per year are recommended to meet the needs of the Drinking Water & Watershed Protection Technical Advisory Committee. Additional meetings may be convened as necessary at the call of the Chair.

Chairperson

It is recommended that the Manager of Water Services chair the Drinking Water Watershed Protection Technical Advisory Committee.

Sustainability Select Committee Terms of Reference

Membership, Rules and Responsibilities

It is proposed that membership on the Sustainability Select Committee be amended to include five Electoral Area Directors and five Municipal Directors and that the scope be expanded to include oversight to the DWWP.

ALTERNATIVES

- 1) Approve the amended Terms of Reference for the Drinking Water and Watershed Protection Technical Advisory Committee and for the Sustainability Select Committee.
- 2) Do not approve the recommended changes and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the proposed changes.

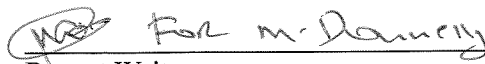
SUMMARY/CONCLUSIONS

Municipal participation in the Drinking Water and Watershed Protection Service has initiated changes to the Terms of Reference for the Drinking Water and Watershed Protection Advisory Committee and the Sustainability Select Committee. The proposed changes will ensure there is balanced municipal and electoral area representation on these committees.


The restructuring of the Drinking Water Watershed Protection Technical Advisory Committee establishes the committee as a technical body with elected representative oversight provided at the Sustainability Select Committee and the Board.

RECOMMENDATION

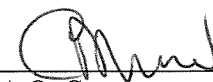
That the Terms of Reference for the Drinking Water and Watershed Protection Technical Advisory Committee and the Sustainability Select Committee, as presented in Appendices A & B to this staff report, be approved.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

DRINKING WATER & WATERSHED PROTECTION

TECHNICAL ADVISORY COMMITTEE

TERMS OF REFERENCE

Purpose

The primary role of the Drinking Water & Watershed Protection Technical Advisory Committee (DWWP-TAC) will be to advise the Board on the review and implementation of the Drinking Water and Watershed Protection Service.

Committee Roles and Responsibilities

The DWWP-TAC will:

- provide recommendations to the Board through the Sustainability Select Committee regarding activities relating to the Drinking Water and Watershed Protection program;
- participate on smaller ad-hoc committees dealing with specific issues or tasks;
- provide advice and feedback on consultation activities with service area stakeholders;
- provide input and feedback on technical reports, discussion papers, and other documents prepared for the committee's information;
- review and become familiar with the Drinking Water and Watershed Protection service;
- review and become familiar with the existing state of drinking water protection in the RDN;
- identify tools and techniques to be employed in the monitoring and evaluation of the Drinking Water and Watershed Protection service and its implementation; and
- make recommendations to increase the effectiveness of the Drinking Water and Watershed Protection service.

Membership Criteria/Selection

The committee will consist of 18 members. Members will be selected by the Board either through an application process or by appointment or by the member's organization. Membership representation will be as follows:

3 members	Staff member from the City of Nanaimo, City of Parksville and Town of Qualicum Beach
2 members	General Public (1 north / 1 south)
1 member	VIHA
1 member	Ministry of Environment
1 member	Environment Community
2 members	Forest Industry
1 member	Water Purveyors' Representative
1 member	Hydrogeologist
2 members	Academic Community (1 From the Vancouver Island University)
1 member	Registered Professional Biologist
1 member	Islands Trust
1 member	Ministry of Transportation and Infrastructure
1 member	Fisheries and Oceans Canada

RDN staff members will be present in an advisory capacity. Membership may be changed as needs or issues arise and other organizations may be called on where partnerships are identified that would be of mutual benefit.

The application for committee membership for the General Public and Environment Community will be promoted through advertisements in local media. Applications must demonstrate the applicant's:

- willingness and ability to commit to volunteering the necessary time to the committee;
- interest in drinking water and drinking water protection issues in the RDN;
- willingness and ability to consider issues from all sectors and geographical perspectives within the community;
- experience related to drinking water and drinking water protection issues;
- willingness and ability to work towards consensus on issues being addressed by the committee.

Selection of members will attempt to create a committee with a balance of representation:

- geographically;
- demographically; and
- with a variety of interests and perspectives.

Term

Members will be appointed by the RDN Board for the duration of 2 years. Alternate member appointments will be approved by the Committee as required. No substitute members will be permitted. If a member must resign from the committee, their position will be filled through the application process (for at large members) or by appointments, as appropriate.

In general, annually there will be 3 meetings of the committee although, periodically more frequent meetings may be required. Meetings are expected to be held mid-day.

Members are expected to attend all committee meetings and participate in public consultation activities. Lack of attendance may result in members having their membership revoked at the discretion of the committee. There is no remuneration for participation on the committee but if committee activities coincide with meal times, meals will be provided.

Decision Making

Committee recommendations to the RDN Board will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Board in addition to the majority opinion.

Committee recommendations to the Board will be made through the Sustainability Select Committee.

DWWP-TAC meetings will be open to the public, however non-DWWP-TAC members will not have speaking or voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. Acceptance of a delegate's request to speak to the committee will be at the discretion of the committee.

Chairperson

The Manager of Water Services will chair the committee.

REGIONAL DISTRICT OF NANAIMO
SUSTAINABILITY SELECT COMMITTEE
TERMS OF REFERENCE

PURPOSE

The Sustainability Committee is a select committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues connected to the Regional Growth Strategy, climate change plans, the Drinking Water and Watershed Protection Service and other Sustainable Communities Initiatives.

MEMBERSHIP

- The committee will be comprised of ten RDN directors with five members appointed from the Electoral Areas and five from the member Municipalities.
- Where a specific proposal/application is under discussion from a jurisdiction without representation on the committee, a representative of that jurisdiction may attend and contribute as an 'ex officio' member of the committee.

MEETINGS

- The Committee will meet at intervals it determines to be appropriate, in consultation with the General Manager of Development Services.
- A quorum of 50% plus one of the Committee membership is required to conduct Committee business.
- The General Manager of Development Services will be responsible for assigning staff to support the Committee including the coordination of agendas and staff contacts for Committee members.

COMMITTEE ROLES AND RESPONSIBILITIES

The Sustainability Committee's mandate is to provide political oversight for sustainable communities, climate change initiatives and the Drinking Water and Watershed Protection Service. The Committee is the forum to which staff report on regional growth, climate change, green buildings and other sustainable communities initiatives. The Committee's responsibilities are:

- Consider staff reports on the Regional Growth Strategy, climate change initiatives, green building initiatives, Drinking Water and Watershed Protection, and other Sustainable Communities initiatives and make recommendations to the RDN Board;
- Consider comments and recommendations from the Intergovernmental Advisory Committee and make recommendations to the RDN Board;
- At its discretion, hear and consider public delegations on matters within the scope of its purview and, where appropriate, make recommendations to the RDN Board arising out of such delegations;
- Pursue matters referred to the Committee by the RDN Board and report back to the Board expeditiously, as required.



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MEMORANDUM

TO: Board of Directors

January 3, 2012

FROM: Joe Stanhope, Chairperson
Diane Brennan, Deputy Chairperson

SUBJECT: Board Appointments to Standing, Select and Advisory Committees

PURPOSE

To confirm the Board Appointments to the Regional District of Nanaimo Standing, Select, Advisory and Scheduled Standing Committees for 2012 in accordance with "Board Procedure Bylaw No. 1512".

BACKGROUND

Pursuant to Section 795 of the *Local Government Act* and Section 30 of "Board Procedure Bylaw No. 1512", the Chairperson is authorized the power to appoint Board members to RDN Standing Committees and is delegated the power to appoint Board members to RDN Select Committees. The Board also confirms appointments annually for the Advisory Committees and Commissions.

Chairperson Stanhope and Deputy Chairperson Brennan met recently to review Committee appointments and make recommendations for the RDN Committees and Commissions. Chairperson appointments to Standing and Select Committees are attached for information. Recommendations for appointments to Scheduled Standing and Advisory Committees are presented for Board approval.

RECOMMENDATION

1. That the appointments to the 2012 Regional District of Nanaimo Standing Committees be received for information.
2. That the appointments to the 2012 Regional District of Nanaimo Select Committees be received for information.
3. That the recommendations for appointments to the 2012 Regional District of Nanaimo Scheduled Standing Committees, Advisory Committees and Commissions be endorsed.

J. Stanhope, Chairperson

D. Brennan, Deputy Chairperson

BOARD and COMMITTEE OF THE WHOLE

Joe Stanhope (Chair)	Diane Brennan (Deputy)	Alec McPherson	Howard Houle
Maureen Young	George Holme	Julian Fell	Bill Veenhof
Marc Lefebvre	Dave Willie	Brian Dempsey	John Ruttan
Diana Johnstone	Bill Bestwick	Ted Greves	Jim Kipp
George Anderson			

STANDING COMMITTEES

ELECTORAL AREA PLANNING COMMITTEE:

G. Holme (Chair), M. Young (Deputy), A. McPherson, J. Fell, J. Stanhope, B. Veenhof

EXECUTIVE COMMITTEE:

J. Stanhope (Chair), M. Young, G. Holme, B. Veenhof, D. Brennan, B. Bestwick, D. Johnstone, M. Lefebvre

SELECT COMMITTEES

D69 COMMUNITY JUSTICE SELECT COMMITTEE:

M. Lefebvre (Chair), G. Holme, J. Stanhope, B. Veenhof, D. Willie, J. Fell

EMERGENCY MANAGEMENT SELECT COMMITTEE:

M. Young (Chair), A. McPherson, H. Houle, B. Veenhoff, G. Holme, J. Fell, J. Stanhope, B. Dempsey

REGIONAL HOSPITAL DISTRICT SELECT COMMITTEE:

J. Kipp (Chair), A. McPherson, J. Stanhope, D. Johnstone, M. Lefebvre, D. Willie

SUSTAINABILITY SELECT COMMITTEE:

J. Stanhope (Chair), A. McPherson, H. Houle, M. Young, B. Veenhoff, D. Brennan, J. Kipp, B. Dempsey, M. Lefebvre, D. Willie

TRANSIT SELECT COMMITTEE:

D. Brennan (Chair), A. McPherson, M. Young, G. Holme, J. Stanhope, B. Veenhoff, B. Bestwick, G. Anderson, T. Greves, B. Dempsey, M. Lefebvre, D. Willie

REGIONAL PARKS AND TRAILS SELECT COMMITTEE:

D. Brennan (Chair), J. Stanhope, H. Houle, J. Fell, M. Young, B. Dempsey, M. Lefebvre, D. Willie

NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE:

J. Stanhope, G. Holme, B. Veenhof, J. Fell, M. Lefebvre, D. Willie

ADVISORY COMMITTEES

AGRICULTURAL ADVISORY COMMITTEE: D. Johnstone (Chair), B. Dempsey, J. Fell
FIRE SERVICES ADVISORY COMMITTEE: G. Holme (Chair), M. Young, J. Fell, J. Stanhope, B. Veenhoff
GRANTS-IN-AID ADVISORY COMMITTEE: M. Young (Chair), J. Willie
REGIONAL LIQUID WASTE ADVISORY COMMITTEE: B. Bestwick (Chair), G. Anderson, B. Dempsey, G. Holme
REGIONAL SOLID WASTE ADVISORY COMMITTEE: G. Holme (Chair), T. Greves, J. Kipp, H. Houle
SFN/RDN PROTOCOL AGREEMENT WORKING GROUP: J. Stanhope, D. Brennan, A. McPherson

PARKS AND OPEN SPACE ADVISORY COMMITTEES

ELECTORAL AREA 'B' – H. Houle	EAST WELLINGTON/PLEASANT VALLEY - M. Young
NANOOSE BAY - G. Holme	ELECTORAL AREA 'F' – J. Fell
ELECTORAL AREA 'G' - J. Stanhope	ELECTORAL AREA 'H' – B. Veenhof

COMMISSIONS

DISTRICT 69 RECREATION COMMISSION: B. Veenhoff (<i>Alternate: J. Fell</i>)
ELECTORAL AREA 'A' PARKS, RECREATION & CULTURE COMMISSION: A. McPherson

SCHEDULED STANDING COMMITTEES

	<i>Appointment</i>	<i>Alternate</i>
Arrowsmith Water Service Management Board	J. Stanhope	G. Holme
Central South RAC for Island Coastal Economic Trust	J. Stanhope, G. Holme	
Deep Bay Harbour Authority	B. Veenhoff	
Island Corridor Foundation		J. Stanhope
Mount Arrowsmith Biosphere Foundation	M. Young	
Municipal Finance Authority	J. Stanhope	G. Holme
Municipal Insurance Association (MIA)	J. Kipp	
North Island 911 Corporation	J. Stanhope	M. Lefebvre
Oceanside Tourism Association	G. Holme	J. Stanhope
Te'Mexw Treaty Negotiations Committee	B. Dempsey	G. Holme
Vancouver Island Regional Library Board	G. Holme	H. Houle



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MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: December 29, 2011

FROM: Linda Burgoyne, Administrative Coordinator

SUBJECT: 2012 Service Area Work Plan Projects

PURPOSE:

To provide the Board of Directors with a list of the service area work plan projects for 2012.

BACKGROUND:

Annually the General Managers oversee the preparation of the work plan projects list for their service areas for the upcoming year. These projects are developed based on the direction obtained through the Board's Five Year Financial Plan, Board Strategic Plan, long term program plans (such as the Transit Business Plan, Regional Growth Management Plan, Liquid Waste Management Plan and the Solid Waste Management Plan), anticipated departmental activities and specific Board direction that occurs throughout the year. The work plan projects are reviewed with the Chief Administrative Officer in preparation for submission to the Board for information.

The format of the service area work plan projects list indicates the name of the project, the initials of the project leader, and a brief synopsis of the action required.

ALTERNATIVES:

This report is presented to the Board of Directors for information only.

FINANCIAL IMPLICATIONS:

Each of the work plan projects and activities listed is funded through the service area budgets which are established annually through the Board's Five Year Financial Planning process.

SUMMARY:

The service area work plan projects list is developed annually and reviewed by the General Managers and the Chief Administrative Officer. The work plan projects listed for 2012 are being submitted to the Board for information.

RECOMMENDATION:

That the Board receive the service area work plan projects list for 2012 for information.

Report Writer

CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

2011 SERVICE AREA WORK PLAN PROJECTS

CORPORATE ADMINISTRATION

CORPORATE ADMINISTRATION	ACTION	DUE DATE
RDN Strategic Plan (CM)	Session with new Board to prepare 2012-2014 Strategic Plan	Apr/May
RDN Intranet (MP/MO)	Provide training in searching for files, consistency in file naming and moving files to the intranet	June
Scan minutes from prior years to include on the Intranet (MP/MO)	Complete scanning of minutes from meetings held prior to 1980	Sept
Scan bylaws from prior years to include on the Intranet (MP/MO)	Scan amendments to Bylaw No. 500	Sept
Agreements Database	Ensure tracking of agreements and provide training	Mar
RDN Website	Ensure navigation of newly developed website	Apr

HUMAN RESOURCES	ACTION	DUE DATE
Earned Days Off (EDO) Policy (MP/SM)	Coordinate implementation of policy	Jan
Labour Management Committee (MP)	Continue frequency of Labour Management meetings and timely follow-up of issues	ongoing
Human Resources Database	Undertake upgrades to current HR database software	June

PUBLIC CONSULTATION	ACTION	DUE DATE
RDN Website (AM)	<ul style="list-style-type: none"> • Assist departments in completing upgrades to website • Continue use of social media in communications • Ongoing production of Regional Perspectives and Electoral Area Newsletters • Assistance with specific department communications 	ongoing

FINANCE & INFORMATION SERVICES

FINANCIAL REPORTING	ACTION	DUE DATE
Asset Management Strategy RFP	Release, evaluate and recommend	Dec
Financial Statement reporting tools	Complete assessment	Dec
Budgeting software	Review options to move from in-house product	Dec

ACCOUNTING SERVICES	ACTION	DUE DATE
Web based payroll time recording	Implement in Admin building	Sept
Electronic upload of Solid Waste scale transactions	Develop Vadim interface	Dec
Asset Appraisal	Oversee appraisal update	April

FINANCE OTHER	ACTION	DUE DATE
Nanaimo River Firehall	Review options with neighbourhood	Feb
Nanaimo River Firehall	Complete stat right of ways (City of Nanaimo)	Mar
Dashwood Fire Department – building project	Commence design	Sept
Bow Horn Bay Fire Department	Commence design	Sept
Coombs Hilliers Fire Department	Review building strategies	Mar/Apr
Central Island Emergency 911	Examine moving radio equipment from Gabriola Island to new location – cost shared radio system study with Cowichan Valley underway	Dec
Central Island Emergency 911	Implement new cost recovery bylaw – coordinate with partners	Dec

INFORMATION SERVICES	ACTION	DUE DATE
WAN/telephone services contract renewal	RFP and renewal	Aug
Sharepoint implementation	Convert one department to full Sharepoint file management	Dec
Board room audio/visual equipment	Develop plan to upgrade equipment over next two years – upgrade projector & monitor in 2012	Oct

DEVELOPMENT SERVICES

BUILDING INSPECTION	ACTION	DUE DATE
Process Reviews	Conduct reviews of plan check/permit processing system efficiencies in line with resourcing levels and statutory requirements	ongoing
Document Storage/Archiving	Research and examine alternative systems for the storage and retrieval of historical	June
Building Code	Develop information on revised Building Code revisions (when issued)	BCBC revision ongoing
Compliance	Maintain relationships with development community to improve knowledge of inspection services and requirements	ongoing

BYLAW ENFORCEMENT	ACTION	DUE DATE
Response time	Review response time to public complaints	ongoing
Public awareness	Produce revised handout materials regarding existing regulatory bylaws and enforcement processes	May
	Develop online contact form for public use	Sept
	Update webpage information	ongoing
Inter-agency cooperation	Organization and participation in inter-agency meetings with key organizations including police, fire, ALC and municipalities	ongoing

EMERGENCY PLANNING	ACTION	DUE DATE
Neighbourhood Emergency Planning	Review opportunity for single NEP Coordinator	Mar
		ongoing
EOC	Conduct EOC activation and notification drill	TBA
Wildfire hazard abatement	Use available grant funds to conduct further Fuel Management Prescription analyses & treatments	Oct
Carcass Disposal	Grant funded Carcass Disposal Site Assessment Study	Sept
Jepp Grant Projects	HVRA update	Oct
	Reception Centre Supplies	ongoing
	Staff Emergency Operations Training	TBA
Cooperative agreements/partnerships	Review potential for consolidation of Emergency Social Services management in District 68	Oct

COMMUNITY PLANNING	ACTION	DUE DATE
Communication	<ul style="list-style-type: none"> Develop public awareness strategy on department processes and procedures Review use and effectiveness of information meetings, advertising, newsletters, web site Complete brochures on development review processes, place on web page 	Apr ongoing May
Subdivision Servicing	Introduce Subdivision Servicing Bylaw	Apr
Village Planning	Complete Cedar Main Street Plan	Sept
Rural Development	Complete study on alternative forms of rural development	Sept
Nanaimo Airport/Electoral Area 'A' OCP	Complete planning process for Nanaimo Airport and Agricultural Area Plan	Nov
Area Agriculture Plan	Complete process for Agricultural Area Plan	Nov
Housing Action Plan	Continue implementation of Housing Action Plan – Secondary Suites	Feb
Community GHG Emmissions	Complete study on GHG reduction measures for rural areas	Oct
	Initiate OCP amendment to include more detailed targets, policies and actions in an OCP	Dec
Electora Area 'G' OCP Implementation	Complete zoning bylaw amendments for Electoral Area 'G' resorts	Oct
Customer Service	Review and update web page to ensure information is accurate, accessible, and easily understood	ongoing
	Maintain and revise zoning bylaw(s) to ensure it reflects Board policy	June

REGIONAL GROWTH PLANNING	ACTION	DUE DATE
Public awareness about sustainability	Raise awareness about the RGS by implementing RGS policies on education and awareness	ongoing
Sustainability monitoring	<ul style="list-style-type: none"> Initiate target setting Develop monitoring and reporting program for Regional Growth Strategy (integrate with E & S monitoring and reporting) 	Apr Aug
RGS Implementation	Complete study on rural village centers	Dec
	Initiate study on industrial lands demand and supply	June
Regional context statements (RCS)	Support municipalities development of revised context statements	ongoing
Resolution of growth management conflicts	Organize and facilitate <i>Intergovernmental Advisory Committee</i> and <i>Sustainability Select Committee</i> meetings	June & ongoing

ENERGY AND SUSTAINABILITY	ACTION	DUE DATE
Communication	Establish 'Green Teams' to promote corporate energy efficiency and sustainability initiatives Maintain outreach to staff on energy use, emissions and climate change.	May
	Continue public seminars on green buildings, energy use, emissions, and other sustainability topics	July
	Distribute one regional newsletter focused on energy and sustainability topics	June
	Establish an online recognition program for residents who promote sustainability.	Sept
Energy Management & Climate Action	Complete Community Energy and Emission Plan. Present plan to public	Feb May
	Invest in corporate energy efficiency improvements with funds from Corporate Climate Action Reserve Fund	ongoing
Community Works Projects	Research project exploring options to improve the performance of existing housing stock	Aug
	Develop a compendium of Alternate Solutions to BC Building Code that support/facilitate Green Building	Sept
	Rural Areas Carbon Reserve – Consultant project follow up to the Reservoirs and Carbon Sinks Project	Oct
	Renewable Energy Capacity Analysis	July
	Community Transportation Emissions reduction – review opportunities for Alternate Fuels Distribution and Electric Vehicle readiness	Dec
Monitoring & Adaptation	Develop online reporting for RDN website	Sept

RECREATION & PARKS SERVICES

RECREATION	ACTION	DUE DATE
Ravensong Aquatic centre Plebiscite	Public consultation prior to amending pool and arena bylaws – work in conjunction with Utilities	Oct
Gabriola Recreation Society	Renew service agreement	Mar
Cedar Heritage Centre	Undertake facility upgrades. Board approved grant funding in October 2011	Dec
Safety Management System for recreation facilities and Programs	Complete system as agreed to under MIA Funding	Mar
Field and facility use and development	Meet with SD 69, Parksville and Qualicum Beach. Field development and use of facilities, agency agreements	Sept
Facilities Vending	Renew facilities vending agreement via RFP	May
Oceanside Place Concession	Renew agreement (expires September 2012)	June
Staff Retirement	Recruit, hire, orientation (Recreation Superintendent and Senior Secretary)	Apr
Sport Tourism	Work with Oceanside Tourism on initiatives, BC Senior Games, tournaments, etc.	Dec
Website	Implement RDN website changes affecting department website	July
Youth Strategy Plan	Implement year two of the five year plan	Ongoing through 2012
Parksville Curling Club	Lease on District 69 arena facility expires Mar. 31, 2013	Dec

COMMUNITY PARKS SERVICES	ACTION	DUE DATE
Quennel Lake Boat Ramp (EA A)	Work with MoE and neighbourhood on design	Oct
Whiting Way Trail (EA A)	Design and install trails. Planner to work with Operations	Dec
Morden Colliery Community Park – Tipple (EA A)	Construction drawings and tender. Secure engineering firm to finalize drawings	Feb
Cedar Skate Park (EA)	Apply for Recreation Program Grant. Grant award March 31, 2012	Dec 2011
707 Community Park (EA B)	Complete Trail Marker Program. Signs design finalized with POSAC	July
Christina Close – 707 Community Park (EA B)	Stabilize bank. Engineering design complete	Oct
South Beach Stairs (EA B)	Remove per MIA and replace. MIA funding to remove and replace per engineering design	Spring 2012
Joyce Lockwood (EA B)	Repair stairs per MIA. Contractor has been secured	May
Huxley Park (EA B)	Work with Gabriola Recreation Society on management of site. Parking lot was graded in Fall 2011	Oct
Extension Miners (EA C)	Finalize trail and bridge design. Construct in 2012 once design and costing is complete	Aug
Olesen Property (EA C)	Awaiting Probate. Confirm design.	May
SD68 Extension School Lands and Building – Public Use (EA C)	Monitor discussions between SD68 and Extension Recreation Commission. Review EA 'C' park funding to assist upgrades if required	ongoing
Fairwinds Lake District (EA E)	Work with planning and Fairwinds on park dedications. OCP approved Nov. 2011	ongoing
Schooner Ridge Path (EA E)	Design access	Dec
Nanoose Bay Boat Ramp (EA E)	Work with POSAC and community to identify possible site	ongoing
Malcolm Road (EA F)	Develop parking area for park	Dec
Errington Community Park (EA F)	Secure park use permit with Farmers Market	Dec
Meadowood Drive Community Park (EA F)	Apply for Recreation Program Grant. Grant award March 31, 2012	Sept
Miller Road Park Bank Stabilization (EA G)	Stabilize bank per Engineering recommendations	July
Henry Morgan Park (EA H)	Apply for Recreation Program Grant. Grant award March 31, 2012	Dec
Website (All CP)	Implement RDN website changes affecting department website	July
Field and Facility Use Plan (EA's A, B, C)	Work with SD 68 on joint initiatives to improve infrastructure and use	Dec

REGIONAL PARKS SERVICES	ACTION	DUE DATE
Little Qualicum	Develop management plan – terms of reference	Mar
Little Qualicum River Estuary	Finalize lease with Ducks Unlimited	July
Mount Benson	Trail Use Permit with MoF.	April
Coats	<ul style="list-style-type: none"> • Review caretaker house • Flood mitigation – finalize plans with Engineering 	Apr
Moorecroft	Develop a management plan	Dec
DCCs	Stakeholder consultation	Dec
San Pareil Boardwalk	Replace boardwalk	August
Horne Lake	Determine next phase of development per plan	ongoing
Descanso Bay	Review caretaker / reception area building	May
Beachcomber	<ul style="list-style-type: none"> • Secure location for porta potty • Review and improve trail network 	Oct
Lighthouse Trail	Finish trail surface and ditching at staging community centre area	Dec
Morden Colliery	Work with Province to get stronger license agreement for trail	Aug
TCT	Design and install trail head at Timberlands	Dec
Memorial Bench Policy	Develop policy for all RDN parks	Aug
Website	Implement RDN website changes affecting department website	July
Parksville to Rath Trevor Trail & Bridge	Develop concept plan with City of Parksville for trail and bridge	Dec
Trail Standards	Develop trail standards for community and regional trails	May

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES	ACTION	DUE DATE
Asset Condition Assessment	Develop an asset replacement plan for wastewater facilities	Oct
Biosolids Management Plan	Develop a long term strategy for the beneficial reuse of biosolids	Aug
GNPCC Marine Outfall upgrade	Preliminary and detailed design	Dec
Hall Road Pump Station upgrade	Construction project	Feb
FCPCC Outfall diffuser replacement	Construction project	Oct
FCPCC and GNPCC Pump Station Communication upgrade	Construction project	Nov
Qualicum Beach Interceptor manholes repair	Construction project	Sept
GNPCC Expansion & Secondary Treatment Upgrade	Preliminary design	Dec
Departure Bay Pump Station and Forcemain Assessment	Condition assessment	Sept
GNPCC 3rd Digester	Construction project	Dec
FCPCC Seacrest Place Forcemain Replacement	Construction project	Aug
FCPCC Upgrades: reversal of TF air flow, header replacement & roof repairs	Construction project	June
Sewer Use Bylaw 1225	Review and update source control bylaw	Oct
Septic Maintenance Program	Explore options for an effective maintenance program	Jun
Septic Smart Program	Provide operational advice/ information to septic system owners via workshops, open houses, and newsletters.	Ongoing
Liquid Waste Management Plan	Complete draft LWMP for public consultation and submit plan to MOE	Oct

WATER SERVICES	ACTION	
Nanoose Bay Peninsula Water Service Area Treatment Plant	Construction project	Aug
Nanoose Bay Peninsula WSA DCC & Capital Charge Review	Develop draft DCC & Capital Charge Bylaws for Board consideration	June
Nanoose Bay Peninsula WSA Red Gap wells	Upgrade well pumps	Mar
San Pareil Water Service Area upgrade	Design/install new piping, reservoir & pump station facilities and Closure of #2 well	Dec
French Creek WSA Treatment	Review treatment options and costs	Dec
Fairwinds Sidewalks	Establish service for sidewalk maintenance	2013
Water Quality Monitoring	Review/increase number of monitoring stations in RDN water service areas	Sept
<i>Drinking Water/Watershed Protection:</i>		
Watershed Water Balance Modelling	Develop water balance models	Nov
Streamlined Water User Reporting Tool (SWURT)	Develop and introduce to regional water users	May
Private well monitoring program	Establish volunteer wells in Yellow Point, Gabriola & Spider Lake areas	May
Observation Well Program	Phase 2 partnership with MOE & Geological Survey of Canada	Apr
Rebate Programs	Continue Toilet and Water Cistern rebates	Ongoing
Rural Water Quality Outreach Program	Program development and delivery	Sept
Surface Water Monitoring Program	Expand program and partnership with MOE and Volunteer Groups	May

TRANSPORTATION AND SOLID WASTE SERVICES

TRANSPORTATION SERVICES	ACTION	DUE DATE
Upgrade payroll system	Design and Install	Sept
12 mini bus stops	Design and Install	Dec
Work order inventory system	Design and Install	July
Upgrade 30 bus bus stop to telus bars	Install	Sept
Phase Two completion	Install	Feb
On-time performance monitoring	Design and implement	Dec
Google Trip planner	Design and implement	Dec
Electoral Area Studies	Design	Dec
Radio recording unit	Implement	Oct
District 69 bus stop realignment	Design and implement	Sept
Transit Business Plan	Update	Aug
Driver routing manual	Design and implement	Sept
Woodgrove respite	Design	Dec
Woodgrove exchange	Update	Dec
Transit shelter study	Design	Dec
Brooks Landing exchange	Design	June
Country Club respite	Design and Implement	Mar

SOLID WASTE SERVICES	ACTION	DUE DATE
<i>Zero Waste Programs</i>		
Solid Waste Management Plan	Review, update and amend	2013
SWMP Public Consultation Program	Develop and implement	2013
Waste Composition Study	Issue RFP , award contract	Sept
Commercial Food Waste Ban Expansion	Communicate, collaborate, enforce	Oct
North Nanaimo Yard Waste Drop-Off Site	Develop options and prepare report	June
WSML License Application Process	Review and approve (5 sites including NRE)	July
WSML License Compliance	Monthly Inspections (20 sites)	Dec
Illegal Dumping Enforcement Program	Respond to public inquiries/complaints	ongoing
Region-Wide Zero Waste Newsletters	Prepare and distribute (2)	Nov

<i>Curbside Collection Program</i>	ACTION	DUE DATE
Bylaw 1591 – Curbside Collection Bylaw	Update and amend	Sept
Policies & Procedures Review	Review, revise and update	Sept
Consolidated Service Address Data Base	Complete and implement	June
Operations Manual	Develop and implement	May
Program Newsletters	Prepare and distribute 3	Dec

<i>Disposal Facilities</i>	ACTION	DUE DATE
Bylaw 1531 – 2013 Tipping Fees	Review and amend	Nov
Cell One Nature Park Phase 1	Detailed Design	May
Cell One Nature Park Phase 1 Stage 1	Tender award & construction management	Sept
New Landfill Operations Building	Pre-Design	Sept
Update and redevelopment of self-haul area	Pre-Design	July
Relocation of maintenance shop	Pre-Design	Nov
Cell Two North Berm Construction	Pre-Design	Sept
Nanaimo Bioenergy Centre Phase 2	Upgrade Scada & blower system	July
GMC Project & Transfer Agreement	Review and amend agreement	Oct
LFG Collection and Blower System	Validate & negotiate offset purchase for 2013-15	Nov