

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, APRIL 12, 2011

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 5 - 6 **Melissa Noel, Coastal Invasive Plant Committee**, re Invasive Plant Management – Update for Local Governments.

MINUTES

- 7 - 14 Minutes of the regular Committee of the Whole meeting held March 8, 2011.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 15 - 16 **Board of Directors, Oceanside Development & Construction Association (ODCA)**, re RDN Liaison to ODCA.

UNFINISHED BUSINESS

FINANCE AND INFORMATION SERVICES

FINANCE

- 17 - 19 Proposed Amendment to Community Charter – Authority to Borrow Temporarily Between Reserves.
- 20 - 39 Bylaws No. 1632, 1633, 1634 & 1635 – Establish a Regional Library Capital Financing Service and Authorize Borrowing & Issuance of Securities in Relation to the Service.
- Strategic Priorities Fund – Grant Application Recommendations. (to be circulated)

DEVELOPMENT SERVICES

PLANNING

- 40 - 43 Official Community Plan Referral - Town of Qualicum Beach Bylaw No. 700.
- 44 - 45 Area Agriculture Plan Update.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

- 46 - 52 Bylaw No. 889.60 – Reduces the Boundaries of the Northern Community Sewer Service by Excluding Fifty-Six Area ‘E’ Properties.
- 53 - 54 Greater Nanaimo Pollution Control Centre – Approval of Planning Grant Application to Update Odour Management Strategy.
- 55 - 61 Bylaw No. 975.55 – Reduces the Boundaries of the Pump & Haul Service by Excluding an Area ‘B’ Property (1383 Sea Lover’s Lane).

WATER

- 62 - 64 Nanoose Bay Peninsula Water Service - Bill Adjustment for Area ‘E’ Property (3660 Dolphin Drive).
- 65 - 78 Bylaw No. 1636 – Sets Rates & Regulations for the Whiskey Creek Water Service.

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

- 79 - 84 Bylaw No. 1591.01 – Amends the Solid Waste & Recycling Collection Service Rates & Regulations Bylaw.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

- 85 - 87 Minutes of the District 69 Recreation Commission meeting held March 17, 2011. (for information)

Electoral Area ‘A’ Parks, Recreation and Culture Commission.

- 88 - 93 Minutes of the Electoral Area ‘A’ Parks, Recreation and Culture Commission meeting held March 9, 2011. (for information)

That the following Electoral Area 'A' Recreation and Culture Grants be approved:

<i>Community Group</i>	<i>Amount Recommended</i>
<i>Cedar Family of Community Schools (families first programs)</i>	<i>\$ 1,500</i>
<i>Cedar Community Policing (drug awareness fair)</i>	<i>\$ 750</i>
<i>Comets Sports, Recreation and Culture Society (summer basketball camp)</i>	<i>\$ 800</i>
<i>Cedar 4-H Senior Advisory Council (Beban barnyard)</i>	<i>\$ 1,500</i>
<i>Cedar Community Association (defibrillator)</i>	<i>\$ 1,500</i>
<i>Friends of Morden Mine (brochures)</i>	<i>\$ 750</i>

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

94 - 95 Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held February 21, 2011. (for information)

Nanoose Bay Parks and Open Space Advisory Committee.

96 - 104 Minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held February 7, 2011. (for information)

- 1. That the RDN Parks Department organize a workshop of District 69 Parks and Open Space Advisory Committees for the purpose of sharing experiences in developing and implementing projects for their areas.*
- 2. That the RDN Parks staff submission concerning the Fairwinds OCP amendment be made available to the Electoral Area 'E' Parks and Open Space Advisory Committee for information.*

Electoral Area 'F' Parks and Open Space Advisory Committee.

105 - 107 Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held February 28, 2011. (for information)

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

108 - 110 Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held January 26, 2011. (for information)

Drinking Water & Watershed Protection Advisory Committee.

111 - 114 Minutes of the Drinking Water & Watershed Protection Advisory Committee meeting held March 31, 2011. (for information)

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

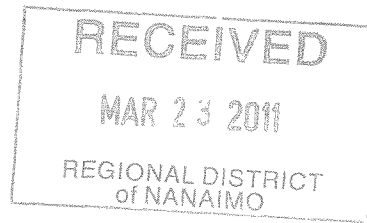
That pursuant to Section 90(1)(e) of the Community Charter the Committee proceed to an In Camera Special Board meeting to consider items related to land matters.



Coastal Invasive Plant Committee

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info@coastalinvasiveplants.com
www.coastalinvasiveplants.com



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

March 21st, 2011

Re: Meeting or Presentation on Invasive Plant Management: Updates for Local Governments

To Whom It May Concern:

I am writing to you on behalf of the Coastal Invasive Plant Committee (CIPC), which is one of 13 independent regional invasive plant committees currently operating within the Province. The Committee was formed as a non-profit society in 2005 by a group of local citizens, representatives from provincial and local government, First Nations, utilities, industries, private businesses, conservation groups and interested individuals who share a common goal of improving invasive plant management on the South Coast. The CIPC services a geographic area that currently includes Vancouver Island, the Gulf Islands and parts of the Mainland coast in the Powell River, Mount Waddington and Strathcona Regional Districts.

The CIPC is currently working in collaboration with the Invasive Plant Council of BC, surrounding regional weed committees, various levels of government, utility companies and land stakeholders to deliver invasive plant management initiatives throughout the region. The goals of these initiatives include:

- Preventing new introductions;
- Coordinating management among agencies and land occupiers;
- Containment, control and eradication of existing invasive plant populations; and
- Completing and maintaining a comprehensive baseline inventory and mapping
- Enhancing public awareness and education;

Some of the CIPC's recent achievements have included: The development of a 5-year strategy for invasive plant management on the south coast; completion of a baseline inventory of priority invasive plants along Vancouver Island's highway corridors; and coordination of several crews multi-jurisdictional invasive plant management activities in the region, in 2009 and 2010. The success of these activities has resulted in improved management efforts and communications between land stakeholders, and increased overall awareness and motivation to respond to priority invasive plant issues in the region.

The CIPC would like to request either a meeting or presentation with the Regional District of Nanaimo, to provide information on the following topics:

1. Update on local invasive plant issues;
2. Summarize the work completed locally by CIPC Hot Spots crews in 2009-2010;
3. Summarize the goals of the CIPC's recently developed regional strategy; and
4. Present management options (regulatory and non-regulatory) that are currently available for local governments; and

5. Discuss the CIPC's upcoming local invasive plant management initiatives.

This 2011 field season, we will be coordinating targeted inventories, treatments and removals throughout the region, and are seeking additional partnerships with local governments and organizations to undertake these management activities. It has become apparent to organizations involved in invasive species management that programs are most effective when delivered through a coordinated approach.

We look forward to hearing back from you, and discussing coordinated invasive plant management initiatives on BC's south coast. If you have questions about our program or require further information, please do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script, appearing to read 'M. Noel'.

Melissa Noel, Coordinator

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, MARCH 8, 2011 AT 7:15 PM
IN THE RDN BOARD CHAMBERS**

Present:

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

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
N. Avery	General Manager, Finance & Information Services
M. Donnelly	A/C General Manager, Regional & Community Utilities
D. Trudeau	General Manager, Transportation & Solid Waste
P. Thorkelsson	General Manager, Development Services
T. Osborne	General Manager, Recreation & Parks
N. Hewitt	Recording Secretary

CALL TO ORDER

DELEGATIONS

Terry Moore, re Control of RDN Spending.

Mr. Moore spoke in opposition of the increased fees associated with the curbside garbage collection.

Rosemary Boanno & Adrian Maas, Vancouver Island Regional Library, re Construction Financing for Nanaimo North Library.

Ms. Boanno and Mr. Maas provided a visual and verbal overview of their request to borrow \$8,000,000 from the Municipal Finance Authority on behalf of the Vancouver Island Regional Library for the reconstruction of the Hammond Bay Road library.

MINUTES

MOVED Director Holme, SECONDED Director Holdom, that the minutes of the regular Committee of the Whole meeting held February 8, 2011 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

June Parsons, BC Seniors Game Society, re Invitation to Host BC Seniors Games.

MOVED Director Young, SECONDED Director Johnstone, that the correspondence from June Parsons of the BC Seniors Game Society be received.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Bylaws No. 1626 & 1627 – Authorize Temporary Borrowing & Issuance of Securities for Cedar Sewer Large Residential Properties Financing Service.

MOVED Director Burnett, SECONDED Director Holdom, that "Cedar Sewer Large Residential Properties Capital Financing Service Security Issuing Bylaw No. 1626, 2011" be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Holdom, that "Cedar Sewer Large Residential Properties Capital Financing Service Security Issuing Bylaw No. 1626, 2011" be adopted.

CARRIED

MOVED Director Burnett, SECONDED Director Holdom, that "Cedar Sewer Large Residential Properties Capital Financing Service Interim Financing Bylaw No. 1627, 2011" be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Holdom, that "Cedar Sewer Large Residential Properties Capital Financing Service Interim Financing Bylaw No. 1627, 2011" be adopted.

CARRIED

Bylaws No. 1628, 1629, 1630 & 1231.03 – Authorize Borrowing & Issuance of Securities for Camp Moorecroft Land Acquisition and Increase the Regional Parks & Trails Service Parcel Tax.

MOVED Director Holme, SECONDED Director Holdom, that upon completion of the purchase of the Camp Moorecroft Lands on March 2, 2011, the property legally described as Lot A, District Lot 110, Nanoose District, Plan 1777 PID 006-884-849 and Lot 1 of District Lots 52 and 110, Nanoose District, Plan 31217 PID 001-170-228 be designated as a Regional Park.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that the Regional Parks parcel tax rate be set at \$11.00 for 2011 and at \$12.00 commencing in 2012, and that a review of the rate be undertaken in conjunction with the 2013 budget.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that "Regional Parks and Trails Service Loan Authorization Bylaw No. 1628, 2011" be introduced, read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that "Regional Parks and Trails Service Security Issuing Bylaw No. 1629, 2011" be introduced, read three times and be held for adoption with Bylaw No. 1628.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that "Regional Parks and Trails Service Interim Financing Bylaw No. 1630, 2011" be introduced, read three times and be held for adoption with Bylaw No. 1628.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that "Regional Parks and Trails Service Amendment Bylaw No. 1231.03, 2011" be introduced, read three times and be held for adoption with Bylaw No. 1628.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that the 2011 to 2015 financial plan be amended to reflect the Regional Parks parcel tax rates in accordance with the bylaws attached to this report.

CARRIED

Preliminary Operating Results for Period Ending December 31, 2010.

MOVED Director Holdom, SECONDED Director Holme, that the summary report of financial results for the year ended December 31, 2010 be received for information.

CARRIED

Bylaws No. 1336.08, 1483.05, 1525.03, 1567.02, 1568.02 & 1569.02 - Amend Parcel Tax Rates for Water, Sewer, Fire Protection and Crime Prevention/Community Justice Services.

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Water Services Parcel Tax Rates Amendment Bylaw No. 1567.02, 2011" be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Water Services Parcel Tax Rates Amendment Bylaw No. 1567.02, 2011" be adopted.

CARRIED

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Sewer Services Parcel Tax Rates Amendment Bylaw No. 1568.02 2011" be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Sewer Services Parcel Tax Rates Amendment Bylaw No. 1568.02, 2011" be adopted.

CARRIED

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Fire Protection Services Parcel Tax Rates Amendment Bylaw No. 1569.02, 2011" be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Fire Protection Services Parcel Tax Rates Amendment Bylaw No. 1569.02, 2011" be adopted.

CARRIED

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.08, 2011" be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.08, 2011" be adopted.

CARRIED

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.05, 2011" be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.05, 2011" be adopted.

CARRIED

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Crime Prevention and Community Justice Support Service Parcel Tax Rates Amendment Bylaw No. 1525.03, 2011" be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Bestwick, that "Crime Prevention and Community Justice Support Service Parcel Tax Rates Amendment Bylaw No 1525.03, 2011" be adopted.

CARRIED

Bylaw No. 1631 - 2011 to 2015 Financial Plan.

MOVED Director Holme, SECONDED Director Johnstone, that "2011 to 2015 Financial Plan Bylaw No. 1631, 2011" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that "2011 to 2015 Financial Plan Bylaw No. 1631, 2011" be adopted.

CARRIED

Coastal Community Network - Request for Membership Dues.

MOVED Director Johnstone, SECONDED Director Burnett, that correspondence be sent to the Coastal Community Network advising them that the Regional District of Nanaimo declines to be a member at this time.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER

Bylaws No. 867.05 & 1049.06 – Extend the Boundaries of the Nanoose Bay Peninsula & Bulk Water Supply Services to Include an Area ‘E’ Property (2834 Northwest Bay Road).

MOVED Director Holme, SECONDED Director Ruttan, that "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.05, 2011" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Ruttan, that "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.06, 2011" be introduced and read three times.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Regional Landfill Service - Refuse Compactor Tender Award.

MOVED Director Holdom, SECONDED Director Bartram, that Finning be awarded the supply of a CAT 826H steel wheeled refuse compactor for a purchase price of \$620,467 and guaranteed buyback of \$293,000 and that the General Manager, Financial and Information Services be authorized to execute a four year lease to finance this purchase.

CARRIED

Bylaw No. 1591.01 – Amends the Solid Waste & Recycling Collection Service Rates & Regulations Bylaw.

MOVED Director Bartram, SECONDED Director Lefebvre, that "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.01, 2011" be referred back to staff.

CARRIED

Waste Stream Management Licensing Application - Cascades Recovery Inc. – City of Nanaimo (800 Maughan Road).

MOVED Director Burnett, SECONDED Director Johnstone, that the Board receive the report on the Waste Stream Management License application from Cascades Recovery Inc. for information.

CARRIED

2010 Illegal Dumping and Landfill Bans Enforcement Report.

MOVED Director Bartram, SECONDED Director Young, that the Board receive the 2010 Illegal Dumping Prevention Program and Landfill Bans report for information.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Lefebvre, that the minutes of the District 69 Recreation Commission meeting held February 17, 2011 be received for information.

CARRIED

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

Community Group	Amount Recommended
Arrowsmith Community Enhancement Society (costumes)	\$ 255
Ballenas Dry Grad (food & entertainment)	\$ 1,000
Coombs Hilliers Recreation Community Organization (outdoor court)	\$ 2,500
District 69 Minor Softball (equipment & uniforms)	\$ 2,000
Errington War Memorial Hall Association (drums & drum bags)	\$ 1,183
District 69 Family Resource Association (programs)	\$ 1,700
Kwalikum Secondary School - Boxing Skills Program (equipment)	\$ 1,500
Kwalikum Secondary School - Dry Grad (event expenses)	\$ 1,000
Oceanside Track and Field Club (facility improvements)	\$ 3,500

CARRIED

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

Community Group	Amount Recommended
Errington Therapeutic Riding Association (program expenses)	\$ 1,154
Lighthouse Recreation Commission (program costs)	\$ 2,700
Parksville & District Association for Community Living (program expenses)	\$ 1,030
Parksville Qualicum Community Foundation (Venetian Carnival)	\$ 1,500
Parksville Seniors Athletic Group (softball equipment)	\$ 500
Qualicum and District Curling Club - 2011 BC Masters (event expenses)	\$ 1,000
Vancouver Island Opera (room rental & advertising)	\$ 1,220

CARRIED

Regional Hospital District Select Committee.

MOVED Director Holme, SECONDED Director Johnstone, that the minutes of the Regional Hospital District Select Committee meeting held February 22, 2011 be received for information.

CARRIED

Bylaw No. 152.

MOVED Director Lefebvre, SECONDED Director Kipp, that the 2011 annual budget be approved with the following components:

Property tax requisition	\$ 1,154
Capital grant allowance (from property taxes)	\$2,046,355
Special project advances (Emergency Department)	\$2,600,000

CARRIED

MOVED Director Lefebvre, SECONDED Director Kipp, that “Nanaimo Regional Hospital District 2011 Annual Budget Bylaw No. 152, 2011” be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Kipp, that “Nanaimo Regional Hospital District 2011 Annual Budget Bylaw No. 152, 2011” be adopted.

CARRIED

Vancouver Island Health Authority – 2011/2012 Capital Equipment & Project Lists.

MOVED Director Lefebvre, SECONDED Director Kipp, that the adjusted 2011/2012 capital equipment list totaling \$805,367 be approved, subject to clarification of item 6565 – imaging software for Central Island Health Clinic (\$78,769) and item 7485 – imaging equipment/software Madrona Clinic (\$43,399).

CARRIED

MOVED Director Lefebvre, SECONDED Director Kipp, that an amount of \$1,366,602 be approved for 2011/2012 capital projects and that the proposed list totaling \$1,530,758 be amended and resubmitted to staff.

CARRIED

MOVED Director Lefebvre, SECONDED Director Kipp, that in light of requests for funding capital at facilities that do not appear to be designated as hospitals, that staff obtain clarification on the authority of the Regional Hospital District to fund capital requests at these alternate facilities, including providing funding that would provide equipment to private facilities in order to increase the use of electronic transmission of health records.

CARRIED

BUSINESS ARISING FROM DELEGATION/COMMUNICATIONS

Vancouver Island Regional Library, re Construction Financing for Nanaimo North Library.

MOVED Director Holdom, SECONDED Director Bartram, that this request to staff be referred for a report on how to implement the borrowing authority that has been request.

CARRIED

NEW BUSINESS

Mayor's Task Force on Homelessness

MOVED Director Bartram, SECONDED Director Lefebvre, that Director Bartram be appointed to the Mayor's Task Force on Homelessness and that Director Stanhope be appointed as his alternate.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Unger, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 8:14 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



CAO'S OFFICE			
CAO		GMR&PS	
GMDS		GMT&SWS	
GMF&IS		GMR&CS	
APR 04 2011			
SMCA		BOARD	
CHAIR			

Oceanside Development & Construction Association
P.O. Box 616, Parksville, BC V9P 2G7

March 23, 2011

Chairman Joe Stanhope & Board of Directors
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
Via Email

Dear Joe Stanhope and Board of Directors,

Re: RDN Liaison to the ODCA

This letter is to thank you for the relationship our organization and members have enjoyed with RDN representatives and through RDN presentations to us from time to time at our regular monthly meetings. It is also to suggest that an increased level of engagement could be mutually beneficial to the RDN and to the ODCA members.

Elected officials assigned as liaisons to the ODCA by Parksville and Qualicum Beach have consistently attended our meetings over the years and they continue to provide valuable connection to the policy decision-makers with respect to the development and construction industry. We wish for this level of engagement to continue and would like to include the RDN.

We believe the monthly meetings of the ODCA provide a ready opportunity for elected RDN officials as well as senior Engineering and/or Planning staff to interact with consulting professionals, developers, builders and contractors in a context designed to increase understanding, identify and solve problems common to the industry, and enhance working relationships.

We appreciate that some may be of the opinion that RDN staff should function at a distance from the development and construction private sector. However, in other jurisdictions, regular attendance by staff at the meetings of such Professional Associations has proven to be beneficial for everyone. 'Us and Them' tendencies are reduced; potential issues can be discussed before they become obstacles with firsthand information; and increased mutual understanding of public constraints and private challenges helps to facilitate on-going industry interactions related to statutory requirements and development processes.

Thus, the ODCA respectfully requests that the RDN assign an elected official and a senior Engineering and/or Planning staff member to liaise with our Association. If you wish, members of our Board will be happy to meet with you to answer any questions you may have.

Thank you for your consideration.
Sincerely,

Oceanside Development & Construction Association Board of Directors



CAO APPROVAL		
EAP		
COW	✓	Apr 12 '11
APR 06 2011		
RHD		
BOARD		

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: March 19, 2011

FROM: Nancy Avery
General Manager, Finance & Information Services

File:

SUBJECT: Authority to borrow temporarily from internal reserve funds

PURPOSE:

To obtain endorsement for changes to the *Community Charter* which would give Regional Districts the authority to make transfers between capital reserve funds.

BACKGROUND:

Section 814 of the *Local Government Act* makes the provisions of Division 4 – Reserve Funds found in the *Community Charter* applicable to Regional Districts. Sections 189(4.1) and (4.2) under this part of the *Community Charter* permit a municipality to use funds in one reserve for the purposes of another capital reserve, if the funds in the first account are not currently required. The funds must be returned by the “borrowing” reserve fund with interest, on or before the time when the funds are required by the “lending” fund. The amount of interest to be accrued is the amount the funds would have earned had they remained in the first fund.

Section 814(1) however contains a qualification which requires Regional Districts to apply Section 189 as though each service were the only service provided by the Regional District. We have been advised that as a result Regional Districts do not have the same authority to make transfers between reserve funds as is the case with a municipality.

On the basic understanding that Section 189 provided a mechanism for local governments to manage the use of reserve funds to reduce borrowing costs or to fund capital projects, the Regional District applied Section 189 on two occasions. The first was a proposal to transfer funds from the Solid Waste Service to provide short term access to funds to carry out site improvements and construct additions to the Administration and Transit buildings. The project costs were less than forecast and operating surpluses were higher than expected, so that reserve fund transfer did not take place.

The second instance was the use of funds from the Southern Community Wastewater Reserve to undertake repairs at the Ravensong Aquatic Center. In both instances interest rates were established which considered the participants in the services and the impact the transfers would have had on the reserve funds. In the case of the Administration/Transit building project, interest payable was set at a rate equivalent to the rate each fund would have earned following the typical allocation of interest from the Regional District pooled cash resources. In this case the participants in both services were essentially the same and there was no net impact on the use of the funds. A rate equivalent to 10 year debt with the Municipal Finance Authority was recommended for the Ravensong project as the funds were being transferred between the Southern Community Wastewater Service and the District 69 Aquatic Service, and the participants are different between those services.

It is staff's opinion that Regional District's should be able to use the authority under Section 189 where the Board approves the use in accordance with that section. To provide the greatest certainty with respect to terms and conditions of repayment it is recommended that in a Regional District setting, all such internal borrowings be authorized by bylaw. The participants authorizing the internal borrowing of funds to another service would approve the bylaw.

ALTERNATIVES:

1. Propose to the Province that Regional Districts be authorized to transfer funds between reserves.
2. Take no action at this time.

FINANCIAL IMPLICATIONS:

Alternative 1

The restriction on transfers between reserve funds for Regional Districts is a concern regarding the equity between services which may have different participants. The Regional District of Nanaimo's experience has been a very positive one which included a clear demonstration of the financial impact of the transfers and an appropriate level of compensation to a "lending" service for the temporary use of its funds. To lend greater certainty to the requirements for repayment and terms, the *Local Government Act* could require that internal borrowing transfers be authorized by a bylaw approved by the lending service.

Alternative 2

The Regional District prepares five year financial plans which identify the use of reserve funds for capital projects. The use of reserve funds is closely monitored to minimize long term borrowing charges. The opportunity to transfer reserve funds as described under Section 189 provides flexibility to address infrastructure projects that may be of an urgent nature and which would result in serious operational consequences if delayed due to a lack of immediate funding resources. More importantly, the use of reserve funds which are not currently required for a service could reduce the cost of long term borrowing.

SUMMARY/CONCLUSIONS:

Staff have been advised that the authority to transfer funds between capital reserves, as provided to municipalities under Section 189 of the *Community Charter*, does not extend to Regional Districts. Staff believe that the Regional District model provides extensive checks and balances with regards to using reserves of one service temporarily for the purposes of another service. Staff propose that Section 814 of the *Local Government Act* which constrains the transfer between reserve funds of different services be amended to permit such transfers and that the transfers be authorized by bylaw. The participants of the transferring service would, by approving the bylaw be indicating that they concur with the transfer and that the rate of return while the funds are not available, sufficiently compensates taxpayers who have built up the fund in the first place. Staff recommends corresponding with the Ministry of Community, Sport and Cultural Development for amendments to the *Local Government Act* which will authorize Regional Districts to transfer funds between reserve of different services.


RECOMMENDATION:

That the following resolution be sent to the Ministry of Community, Sport and Cultural Development :

“Whereas the Regional District of Nanaimo considers it desirable for Regional Districts to have the authority to transfer funds under section 189(4.1) and (4.2) of the *Community Charter* between capital reserve funds established in respect of different services as a means to address infrastructure requirements of an essential nature and/or to minimize the cost of long term borrowing on its residents;

Now therefore the Regional District of Nanaimo resolves:

THAT the Minister of Community, Sport and Cultural Development be requested to confer on regional districts the authority under section 189(4.1) of the *Community Charter* to transfer by bylaw funds held in capital reserve funds, between funds established in respect of different services provided that the regional district bylaw to authorize the transfer includes repayment terms to ensure return of the money used to the transferor reserve fund no later than the date when the funds are required for purposes of the transferor reserve fund and an interest rate that meets the requirements of section 189(4.2) of the *Community Charter*.”



Report Writer



CAO Concurrence



RDN REPORT	
CAO APPROVAL <i>CAW</i>	
EAP	
COW	<i>✓ Apr 12 '11</i>
APR 01 2011	
RHD	
BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: April 1, 2011

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

FILE:

SUBJECT: **Bylaws 1632, 1633, 1634 and 1635 – to establish a service to borrow funds for the Vancouver Island Regional Library**

PURPOSE:

To introduce for three readings bylaws which will establish a service and borrowing authority to provide the Vancouver Island Regional Library capital financing for improving library facilities.

BACKGROUND:

The Vancouver Island Regional Library (VIRL) has approached the Regional District of Nanaimo seeking assistance to borrow up to \$8 million to undertake the renovation and expansion of the building located at 6250 Hammond Bay Road in the City of Nanaimo.

The Regional Library has identified the north end of the City of Nanaimo as significantly underserved by library facilities. Typically the Regional Library leases or rents space for its library facilities but is proposing to renovate and expand the facility it owns as an administrative headquarters in the City of Nanaimo. By renovating the existing facility, the Regional Library will be able to fix the base operating cost (through an annual debt payment) for the facility and at the end of the debt repayment term, use the budget room for other capital purposes.

A Regional District can borrow funds on behalf of another public authority and in this case, the borrowing would be secured by a mortgage on the library property.

There is a Regional Library Service in existence for the Electoral Areas of the Regional District of Nanaimo. This service covers the annual requisition from the Vancouver Island Regional Library for the electoral areas only. Each municipal member receives its own requisition levy from the VIRL.

A new service to provide the requested capital financing and annual debt repayment would be established and would include all members of the Regional District of Nanaimo. The service will have a nil tax requisition as the Regional Library would be entirely responsible for all costs to service the borrowing as well as any out of pocket costs the Regional District might incur to undertake the approvals necessary for this initiative.

In addition to the bylaws required for the initiative, the Regional District of Nanaimo and VIRL will enter into an agreement which commits the Regional District to borrow on behalf of the VIRL, commits the VIRL to registering a mortgage as security on the property and requires the VIRL to pay all costs associated with the debt and obtaining elector approval.

Elector approval for the bylaws and the agreement are recommended to be obtained following the alternative approval process provided by the *Local Government Act*. For this purpose, the number of electors in the service area is established at 110,180. If more than 10% (11,018) of the electors oppose the initiative, the bylaws can only be adopted by referendum. The deadline for responses to this initiative has been established as June 27, 2011.

ALTERNATIVES:

1. Approve the bylaws and agreement as presented and authorize an alternative approval process.
2. Do not approve the bylaws and do not proceed at this time.

FINANCIAL IMPLICATIONS:

Alternative 1

Under this alternative the Regional District of Nanaimo will borrow up to \$8 million dollars to be repaid over 30 years and transfer the funds to the VIRL. The VIRL will transfer to the Regional District of Nanaimo cash in the amount of \$543,000 to cover the annual debt payment.

The new service which will borrow the funds will have no requisition because the debt repayment will be fully covered by the transfer from the VIRL. A service can be established by an alternative approval process if the cost per \$1,000 does not exceed \$0.50 – which is the case with the proposed new service established under Bylaw No. 1632.

Alternative 2

Under this alternative the bylaws would be held to be included as a referendum question in connection with the 2011 local government elections. This alternative is considerably more expensive because costs associated with ballots, advertising and staffing polls would be incurred. The alternative approval process has been successfully undertaken in the Central Okanagan Regional District and is currently underway in the Cowichan Valley Regional District for similar purposes. The Okanagan approval was virtually uncontested and the same result is expected in the Cowichan Valley. Library services are a very desirable community amenity and acknowledged to be inadequate in the north end of the City. Staff recommends approving the bylaws and seeking consent under an alternative approval process

SUMMARY/CONCLUSIONS:

The Vancouver Island Regional Library (VIRL) has approached the Regional District of Nanaimo seeking assistance to borrow up to \$8 million to undertake the renovation and expansion of the building located at 6250 Hammond Bay Rd. in the City of Nanaimo. A Regional District can borrow funds on behalf of another public authority. The borrowing in this case would be secured by a mortgage on the library property. The Regional District and the VIRL would enter into an agreement which commits the Regional District to borrow the funds and for the VIRL to cover the annual debt cost.

A new service to provide the requested capital financing would be established and would include all members of the Regional District of Nanaimo. The service will have a nil tax requisition as the Regional Library would be entirely responsible for all costs to service the borrowing as well as any out of pocket costs the Regional District might incur to undertake the approvals necessary for this initiative.

The estimated cost for the financing is \$543,000. This would be added to the VIRL operating budget and be cost shared among all of the VIRL members. Cash in the amount of \$543,000 raised from all the

members of the VIRL will be transferred to the Regional District of Nanaimo to cover the annual debt cost.

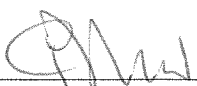
If the Board supports this initiative it is recommended that elector approval be obtained under the alternative approval process provided by the *Local Government Act*. For this purpose the number of electors is established at 110,180 – if more than 10% (11,018) electors oppose the initiative, the bylaws and agreement may only be approved by referendum. The date for submitting Elector Response Forms has been established as June 27, 2011.

RECOMMENDATIONS:

1. That the Regional District of Nanaimo support borrowing funds to be provided to the Vancouver Island Regional Library.
2. That “Regional Library Capital Financing Service Establishment Bylaw No. 1632, 2011” be introduced, read three times and forwarded to the Inspector of Municipalities for approval and proceed to the Alternative Approval Process to receive elector assent.
3. That “Regional Library Capital Financing Service Loan Authorization Bylaw No. 1633, 2011” be introduced, read three times and forwarded to the Inspector of Municipalities for approval and proceed to the Alternative Approval Process to receive elector assent.
4. That “Regional Library Capital Financing Service Security Issuing Bylaw No. 1634, 2011” be introduced and read three times.
5. That “Regional Library Capital Financing Service Temporary Borrowing Bylaw No. 1635, 2011” be introduced and read three times.
6. That elector assent for Bylaws No. 1632 and 1633 and the Indebtedness Agreement be obtained by using the alternative approval process for the entire service area.
7. That the Chair and Senior Manager, Corporate Administration be authorized to execute the Indebtedness Agreement attached to this report if approved.
8. That the Elector Response Form as attached to this report be approved.



Report Writer



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1632

**A BYLAW TO ESTABLISH A SERVICE TO
PROVIDE CAPITAL FINANCING FOR THE
VANCOUVER ISLAND REGIONAL LIBRARY**

WHEREAS pursuant to Section 796 and 800 of the *Local Government Act* a regional district may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS pursuant to Section 179(1)(b) of the *Community Charter*, as it applies to regional districts under section 819 of the *Local Government Act*, a Board may, by a loan authorization bylaw, borrow for the purpose of lending funds to any public authority under an agreement;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish the service of borrowing funds on behalf of the Vancouver Island Regional Library for the purpose of funding capital projects;

AND WHEREAS the Board of the Regional District of Nanaimo has obtained the approval of the service area electors in accordance with Section 801.3 of the *Local Government Act*;

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

1. Service

The service being established is for the purpose of borrowing funds to provide capital financing to the Vancouver Island Regional Library.

2. Boundaries

The boundaries of the service are coterminous with the Regional District of Nanaimo.

3. Participants

The participants in the service are all members of the Regional District of Nanaimo.

4. Cost Recovery

The costs of providing the service shall be recovered by one or more of the following:

- (i) property value taxes imposed in accordance with Division 4.3 (Requisition and Tax Collection);
- (ii) revenues raised by other means authorized under this or another Act;

(iii) revenues received by way of agreement, enterprise, gift or otherwise

5. Maximum Requisition

The maximum amount of money that may be requisitioned annually in support of this service is the amount obtained by applying a rate of \$0.00 cents per \$1,000 times the net taxable values of land and improvements in the service area.

6. Citation

This bylaw may be cited as “Regional Library Capital Financing Service Establishment Bylaw No. 1632, 2011”.

Introduced and read three times this 26th day of April, 2011.

Received the approval of the Inspector of Municipalities this day of , 2011.

Received the approval of the Electors by Alternative Approval Process this day of , 2011.

Adopted this day of , 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1633

**A BYLAW TO AUTHORIZE BORROWING FOR THE PURPOSE OF
PROVIDING FUNDS TO THE VANCOUVER ISLAND REGIONAL LIBRARY
FOR CAPITAL PURPOSES**

WHEREAS the Regional District of Nanaimo established the Regional Library Capital Financing Service pursuant to Bylaw No. 1632, cited as “Regional Library Capital Financing Service Establishment Bylaw No. 1632, 2011”, for the purpose of borrowing funds on behalf of the Vancouver Island Regional Library to finance capital projects;

AND WHEREAS pursuant to Section 179(1)(b) of the *Community Charter*, the Board of the Regional District of Nanaimo has entered into an agreement with the Vancouver Island Regional Library to borrow funds to construct/renovate a library building at 6250 Hammond Bay Road in Nanaimo for an estimated cost of \$8,000,000;

AND WHEREAS elector approval to enter into the agreement and adopt this bylaw has been obtained in accordance with Sections 819 and 823.1 of the *Local Government Act* by an alternative approval process;

AND WHEREAS the financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District of Nanaimo;

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

1. The Regional District of Nanaimo is hereby authorized to borrow funds on behalf of the Vancouver Island Regional Library to construct/renovate a library building located at 6250 Hammond Bay Road in Nanaimo.
2. The total amount to be borrowed under the authority of this bylaw shall not exceed \$8,000,000.
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 30 years.
4. The borrowing authorized relates to the Regional Library Capital Financing Service established pursuant to Bylaw No. 1632, cited as “Regional Library Capital Financing Service Establishment Bylaw No. 1632, 2011”.
5. This bylaw may be cited for all purposes as “Regional Library Capital Financing Service Loan Authorization Bylaw No. 1633, 2011”.

Introduced and read three times this 26th day of April, 2011.

Received the approval of the Inspector of Municipalities this day of , 2011.

Received the approval of the Electors by Alternative Approval Process this day of , 2011.

Adopted this day of , 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1634

A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY")

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 825 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1633	Regional Library Capital Financing Service	\$8,000,000	Nil	\$8,000,000	30	\$8,000,000

Total Financing pursuant to Section 825 \$8,000,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Eight Million Dollars (\$8,000,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and General Manager, Finance and Information Services of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of the bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and General, Manager Finance and Information Services.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Loan Authorization Bylaw No. 1633, the anticipated revenues accruing to the Regional District from the operation of the said Regional Library Capital Financing Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Regional Library Capital Financing Service Security Issuing Bylaw No. 1634, 2011.

Introduced and read three times this 26th day of April, 2011

Adopted this day of ,2011

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

C A N A D A
PROVINCE OF BRITISH COLUMBIA

AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ in lawful money of Canada, together with interest thereon from the _____, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____ British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. cited as "Regional Library Capital Financing Service Security Issuing Bylaw No. 1634, 2011", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the General Manager, Finance and Information Services thereof.

Chairperson

General Manager, Finance and Information Services

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this _____ day of _____, 20__.

Inspector of Municipalities of British Columbia

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1635

**A BYLAW TO AUTHORIZE TEMPORARY BORROWING
OF MONEY PENDING THE ISSUANCE OF SECURITIES
WHICH HAVE BEEN AUTHORIZED**

WHEREAS pursuant to Section 834 of the *Local Government Act* a regional district may, where it has adopted a loan authorization bylaw, borrow temporarily without further assents or approvals, from any person under the conditions therein set out;

AND WHEREAS by "Regional Library Capital Financing Service Loan Authorization Bylaw No. 1634, 2011", the Board of the Regional District of Nanaimo was authorized to borrow upon the credit of the Regional District a sum not exceeding \$8,000,000.00 for the purpose of providing funds to the Vancouver Island Regional Library service for a capital purpose;

AND WHEREAS no notice has been served on the Board or its Secretary in regard to quashing the said, "Regional Library Capital Financing Service Loan Authorization Bylaw No. 1634, 2011";

AND WHEREAS the remaining authorized borrowing power under the said Bylaw No. 1634 stands at \$8,000,000.00;

AND WHEREAS the Board wishes to borrow temporarily before entering into long term debt;

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

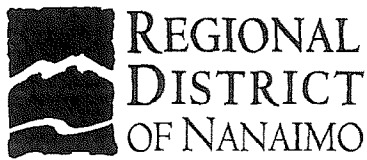
1. The Board of the Regional District of Nanaimo is hereby authorized and empowered to borrow temporarily from any person or body corporate, sums not exceeding \$8,000,000.00 solely for the purposes specified in the said "Regional Library Capital Financing Service Loan Authorization Bylaw No. 1634, 2011".
2. The form of obligations, to be given to the lender in acknowledgement of the liability of the said Regional District Board shall be a promissory note, or notes, bearing the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson or Deputy Chairperson and General Manager, Finance and Information Services of the Regional District.
3. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
4. This bylaw may be cited as "Regional Library Capital Financing Service Interim Financing Bylaw No. 1635, 2011".

Introduced and read three times this 26th day of April, 2011.

Adopted this day of , 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



**REGIONAL LIBRARY CAPITAL
FINANCING SERVICE ESTABLISHMENT
& FINANCING BYLAWS NO. 1632 & 1633**

(City of Nanaimo, City of Parksville, Town of Qualicum
Beach, District of Lantzville and Electoral Areas A, B, C,
E, F, G & H)

ELECTOR RESPONSE FORM

This form is to be used by an Elector within the Regional District of Nanaimo who is opposed to the adoption of “Regional Library Capital Financing Service Establishment Bylaw No. 1632, 2011” and “Regional Library Capital Financing Loan Authorization Bylaw No. 1633, 2011” and the entering into of an Indebtedness Agreement with the Vancouver Island Regional Library which would commit the Regional District to borrow the funds for the Vancouver Island Regional Library to cover the annual debt cost. Adoption of these bylaws will authorize the Regional District of Nanaimo to borrow up to \$8,000,000 to be provided to the Vancouver Island Regional Library to renovate and expand a facility at 6250 Hammond Bay Road in the City of Nanaimo, for public library purposes. The Vancouver Island Regional Library will pay the cost of servicing the annual debt on the loan.

If more than 11,108 Electors oppose this initiative, the bylaws can only be adopted by a referendum. Copies of the bylaws and the Indebtedness Agreement are available for viewing at the Regional District of Nanaimo offices at 6300 Hammond Bay Road, Nanaimo, BC or by visiting the website at www.rdn.bc.ca.

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

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

I understand and acknowledge that I may not sign an elector response form against Bylaws No. 1632 and 1633 and the Indebtedness Agreement more than once and may not withdraw my name from an elector response form after June 27, 2011.

I understand and acknowledge that this elector response form must be received by the RDN no later than 4:30 pm on June 27, 2011. Elector response forms may be delivered to 6300 Hammond Bay Road, Nanaimo, BC.

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

Full name of Elector (please print):	
Full residential address of elector or Legal description of Property if Non-Resident Elector (please print):	
Signature of Elector:	

Section 86(7) of the *Community Charter* requires the elector's full name and residential address or the address of the property in relation to which the person is entitled to register as a non-resident property elector in order for this response form to be counted. Copies of Bylaws No. 1632 and 1633 and the Indebtedness Agreement are available for viewing at the Regional District of Nanaimo offices at 6300 Hammond Bay Road, Nanaimo, BC or by visiting the website at www.rdn.bc.ca.

INDEBTEDNESS AGREEMENT

THIS AGREEMENT made as of the ____d ay of ____, 2011.

BETWEEN:

Vancouver Island Regional Library, an entity incorporated under the laws of the Province of British Columbia and having its head office at Box 3333, 6250 Hammond Bay Road, Nanaimo, British Columbia

(hereinafter referred to as the "VIRL")

OF THE FIRST PART,

--and--

Regional District of Nanaimo , an entity incorporated under the laws of the Province of British Columbia and having its head office at 6300 Hammond Bay Rd Nanaimo, British Columbia.

(hereinafter referred to as "Regional District")

OF THE SECOND PART.

WHEREAS the VIRL has requested the REGIONAL DISTRICT to borrow, on VIRL's behalf, to a maximum sum of Eight Million (\$8,000,000.00) Dollars, for the construction/renovation of a library building to be located at 6250 Hammond Bay Rd Nanaimo BC, in the Province of British Columbia;

AND WHEREAS the VIRL desires to provide the REGIONAL DISTRICT with commitments with respect to obtaining such loan, and sufficient security and comfort for undertaking to secure the loan on behalf of the VIRL;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the respective covenants and agreements of the parties contained herein, the sum of one dollar paid by each party hereto to each other party hereto, and other good and valuable consideration, (the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto), it is agreed as follows;

ARTICLE ONE – DEFINITIONS AND INTERPRETATION

1.1 Definitions. In this Agreement unless something in the subject matter or context is inconsistent therewith:

- a) **"Business Day"** means any day other than a Saturday or Sunday, or holiday, on which Canadian chartered banks are open for business in Nanaimo, British Columbia.
- b) **"Indebtedness"** means the obligations of the VIRL to the REGIONAL DISTRICT, as detailed in Article 2.2 of this Agreement;
- c) **"Loan"** means the amount that the REGIONAL DISTRICT will borrow from the MFA, which funds it will advance to the VIRL, to a maximum principal sum of Eight Million Dollars (\$8,000,000.00), and interest thereon;

- d) **“Loan Agreement”** means the agreement between the MFA and the REGIONAL DISTRICT, which sets out the terms and conditions of the Loan;
- e) **“MFA”** means the Municipal Finance Authority of British Columbia;
- f) **“Mortgage”** means the mortgage to be granted by the VIRL in favour of the REGIONAL DISTRICT to be registered against the title to the property located at 6250 Hammond Bay Rd, in the City of Nanaimo, in the Province of British Columbia.

ARTICLE TWO – THE LOAN AND INDEBTEDNESS

- 2.1 The Loan.** The REGIONAL DISTRICT hereby agrees that, on the terms and subject to the conditions set forth herein, and the terms agreed to with the MFA, it will secure the Loan from the MFA for the benefit of the VIRL, and then advance the Loan to the VIRL, for construction/renovation of library buildings for the VIRL.
- 2.2 The indebtedness.** The VIRL agrees to be liable to the REGIONAL DISTRICT for the aggregate of the following obligations:
- a) Payment of any and all obligations and liabilities owing by the REGIONAL DISTRICT to the MFA pursuant to the Loan Agreement and any other documents or security granted by the REGIONAL DISTRICT to the MFA pursuant thereto;
 - b) Payment of any and all costs or outlays, or any nature whatsoever, incurred by the REGIONAL DISTRICT with respect to the negotiation, preparation, execution and delivery of the Loan Agreement and this Agreement, as well as all actions under the Loan Agreement and this Agreement; and
 - c) The VIRL agrees to indemnify and hold the REGIONAL DISTRICT harmless from any costs, claims, outlays, expenses, and liabilities, or any nature whatsoever, that the REGIONAL DISTRICT may be responsible for, arising, directly or indirectly, out of this Agreement, or the negotiation, execution and delivery of the Loan Agreement, or the advancement of the Loan;

(all of which obligations, indebtedness and liabilities are herein collectively called the “Indebtedness”).

ARTICLE THREE – FORM OF THE MORTGAGE

- 3.1 Mortgage.** Prior to the REGIONAL DISTRICT obtaining the Loan from the MFA, the VIRL shall secure the Indebtedness by granting the Mortgage, which shall be registered as a first financial charge over the property located at 6250 Hammond Bay Rd, in the City of Nanaimo, in the Province of British Columbia.

ARTICLE FOUR – REPAYMENT OF THE INDEBTEDNESS

- 4.1 Repayment of the Loan.** The VIRL shall pay to the REGIONAL DISTRICT all principal amounts of the Loan, together with any interest or other amounts payable, all in accordance with the terms and conditions of the Loan Agreement. It is the intent of the VIRL, that it will share in the costs of the borrowing amongst all its members as per all its other normal operating budget costs. It is also the intent of the VIRL, to ensure full payment of the regular repayment amounts of the Loan due, prior to the payment due date set out in the Loan Agreement.
- 4.2 Prepayments and Early Payments.** The VIRL shall be entitled to prepay any of the outstanding principal amount of the Loan, subject to the terms and conditions of the Loan Agreement, provided the VIRL also pays whatever penalties or restrictions on repayment are set out therein. However, any gains calculated by MFA, such as the early repayment of MFA gains earned through the investment of proceeds, shall be for the benefit of VIRL.
- 4.3 Repayment of other indebtedness.** If there are any payments required to be made by the VIRL to the REGIONAL DISTRICT in addition to payments on the Loan, then the VIRL shall make such payments to the REGIONAL DISTRICT within (30) days of receipt of an invoice from the REGIONAL DISTRICT detailing such obligations of the VIRL.
- 4.4 Type and Place of Payment.** All payments by the VIRL, shall be made or delivered to the REGIONAL DISTRICT at the following address:

6300 Hammond Bay Rd., Nanaimo, BC V9T 6N2

ARTICLE FIVE –CONDITIONS PRECEDENT

- 5.1** The obligations of the parties with respect to the consummation of any arrangements under this Agreement are subject to the waiver or fulfillment, in writing, of the following conditions precedent on the dates set out:
- a) The arrangement of the Loan Agreement between the REGIONAL DISTRICT and the MFA, on terms and conditions that are acceptable to the REGIONAL DISTRICT and the VIRL, in their sole respective discretions, on or before December 31, 2012, and
 - b) The agreement on the form and substance of the documents comprising the Mortgage, on terms and conditions acceptable to the REGIONAL DISTRICT and the VIRL, in their sole respective discretions, on or before December 31, 2012;

In the event that the foregoing conditions precedent are not waived or declared fulfilled, in writing by both parties, by the applicable dates set out above, then all obligations of the REGIONAL DISTRICT and the VIRL hereunder shall be null and void.

- 5.2** The obligations of the REGIONAL DISTRICT with respect to the consummation of any arrangements under this Agreement are subject to the waiver or fulfillment, in writing, of the following conditions precedent on the dates set out:

- a) The REGIONAL DISTRICT obtaining the necessary approval from its electors and from the supervising ministries of the Provincial Government, on terms and conditions that are acceptable to it in its sole discretion, on or before December 31, 2012; and
- b) The REGIONAL DISTRICT obtaining advance of the Loan from the MFA on or before December 31, 2012.

In the event that the foregoing conditions precedent are not waived or declared fulfilled, in writing by the REGIONAL DISTRICT, by the applicable dates set out above, then all obligations of the REGIONAL DISTRICT and the VIRL hereunder shall be null and void.

ARTICLE SIX – REPRESENTATIONS AND WARRANTIES

6.1 Representations and Warranties of the VIRL. To induce the REGIONAL DISTRICT to enter into this Agreement and to make the Loan, the VIRL makes the following representations and warranties which shall survive the execution and delivery of this Agreement and the Mortgage:

- a) Neither the execution and delivery of this Agreement nor compliance with the terms, conditions and provisions hereof, will conflict with or result in a breach of any of the terms, conditions, or provisions of:
 - i. any agreement, instrument or arrangement to which the VIRL is now a party or by which it is or may be bound, or constitute a default thereunder;
 - ii. any judgment or order, writ, injunction or decree of any court; or
 - iii. any applicable law or government regulation.
- b) No action of, or filing with any governmental or public body or authority is required to authorize, or is otherwise required in connection with, the execution, delivery and performance of this Agreement by the VIRL.

ARTICLE SEVEN – MORTGAGE COVENANTS

7.1 Covenants of the VIRL. From the date of this agreement and thereafter until the indebtedness is paid in full:

- a) The VIRL will notify the REGIONAL DISTRICT immediately if the VIRL shall default in a material manner in the payment of any of its indebtedness for borrowed money, whether such indebtedness now exists or shall hereafter be created. The VIRL also shall notify the REGIONAL DISTRICT immediately if there shall occur a material event of default under any mortgage, indenture or instrument (including without limitation this Agreement) under which there may be incurred or evidenced, any indebtedness of the VIRL for borrowed money, whether such indebtedness now exists or shall hereafter be created;
- b) The VIRL will comply with the requirements of all applicable laws, rules, regulations and orders of any governmental authority, a breach of which would materially and adversely affect the financial condition or businesses of the VIRL, except where contested in good faith and by proper proceedings;

hereof and may not be amended or modified in any respect except by written instrument signed by the parties hereto.

- 8.6 Enurement.** This Agreement shall ensure to the benefit of and be binding upon the parties and their respective successors and assigns.
- 8.7 Currency.** Unless otherwise provided for herein, all monetary amounts referred to herein shall refer to the lawful money of Canada.
- 8.8 Headings for Convenience Only.** The division of this Agreement into articles and sections is for convenience of reference only and shall not affect the interpretation or construction of this Agreement.
- 8.9 Governing Law.** This agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein and each of the parties hereto agrees irrevocably to conform to the exclusive jurisdiction of the Courts of such Province as located in Nanaimo, British Columbia.
- 8.10 Gender.** In this Agreement, words importing the singular number shall include the plural and vice versa, and words importing the use of any gender shall include the masculine, feminine, and neuter genders and the word "person" shall include an individual, a trust, a partnership, a body corporate, an association or other incorporated or unincorporated organization or entity.
- 8.11 Calculation of Time.** When calculating the period of time within which or following which any act is to be done or step taken pursuant to this Agreement, the date which is the reference date in calculating such period shall be excluded. If the last day of such period is not a Business Day, then the time period in question shall end on the first business day following such non-business day.
- 8.12 Legislation References.** Any references, in this Agreement to any law, by-law, rule, regulation, order or act of any government, governmental body or other regulatory body shall be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto.
- 8.13 Severability.** If any Article, Section or any portion of any Section of this Agreement is determined to be unenforceable or invalid for any reason whatsoever, that unenforceability of invalidity shall not affect the enforceability or validity of the remaining portions of this Agreement and such unenforceable or invalid Article, Section or portion thereof shall be severed from the remainder of this Agreement.
- 8.14 Transmission by Facsimile.** The parties hereto agree that this Agreement may be transmitted by facsimile or such similar device and that the reproduction of signatures by facsimile or such similar device will be treated as binding as if originals and each party hereto undertakes to provide each and every other party hereto with a copy of the Agreement bearing original signatures forthwith upon demand.

IN WITNESS WHEREOF the parties have duly executed this Indebtedness Agreement
this _____ day of _____.

REGIONAL DISTRICT OF NANAIMO:

Per: _____
Chairperson

Per: _____
Sr.Mgr., Corporate Administration

VANCOUVER ISLAND REGIONAL LIBRARY:

Per: _____
(Authorized Signing Officer)

Per: _____
(Authorized Signing Officer)



EAP		✓	Apr 12 '11
COW		✓	Apr 12 '11
MAR 31 2011			
RHD			
BOARD			

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: March 31, 2011

FROM: Stephen Boogaards
Planner

FILE: 6480 30 QB

SUBJECT: Town of Qualicum Beach Official Community Plan Bylaw No. 700 Referral

PURPOSE

To provide comment to the Town of Qualicum Beach on the Town’s updated Official Community Plan.

BACKGROUND

The Regional District of Nanaimo has been referred a copy of the updated Official Community Plan (OCP) for the Town of Qualicum Beach for comment. The update to the OCP originates in the Town’s Sustainability Plan that began in 2009 to include policies and targets to address climate change, carrying capacity, local food, transportation and community health. The update being referred to the RDN represents the revision of the goals and policies of the OCP within the context of the Sustainability Plan as well as an extensive public consultation process involving a professionally conducted survey and a series of workshops.

ALTERNATIVES

1. That this report be received for information and the comments provided in the report be forwarded to the Town of Qualicum Beach.
2. That alternate direction be provided to staff.

LAND USE IMPLICATIONS

Growth Management Implications

The Town’s updated OCP is supportive of the goals of the RGS and provides an explanation of its consistency through the Regional Context Statement. The *Local Government Act* requires a municipal OCP to include a Regional Context Statement where an RGS does apply to that municipality. Municipality OCPs must include this statement to indicate how they are either consistent or inconsistent with the RGS. The Regional Context Statement has not been changed in the update to the OCP and as it has previously been accepted it does not require acceptance from the RDN Board. The following summarizes how the OCP goals through the Regional Context Statement are consistent with the RGS.

Goal 1 – Strong Urban Containment

The updated OCP maintains the existing Urban Containment Boundary which is consistent with the boundary in the RGS. The OCP clearly supports all new residential, commercial and most industrial

development within the Urban Containment Boundary. The policies to Manage Urban Growth and the Regional Context Statement support directing urban growth to clearly defined urban areas.

Goal 2 – Nodal Structure

The updated OCP continues to encourage urban densities and a mix of land uses within the ‘Village Neighbourhood’ designation. The concentration of new housing within the nodes situates people where there are existing services or schools, and provides the basic population thresholds necessary for the expansion of public infrastructure and the establishment of desirable businesses or institutions.

Goal 3 – Rural Integrity

The OCP recognizes that lands designated in the RGS as Rural Residential and Resource Lands and Open Space be retained for large rural holdings. The plan includes strong statements to prohibit the development of land within the Agricultural Land Reserve and support for the Regional District to preserve agricultural land on the fringe of Town boundaries. The emphasis of these policies in the plan is to protect the greenbelt surrounding the Urban Containment Boundary from development that may occur within the municipality or the regional district. The OCP also includes the guideline from the RGS to not permit the decrease in the minimum parcel size on Resource and Open Space Lands and Rural Residential lands below what was supported when the RGS was adopted in 2003.

Goal 4 – Environmental Protection

The OCP encourages protection of environmentally sensitive features and habitat through policies establishing ecological greenways where encroachment by development is restricted. This relates to the ‘Greenbelt’ outside of the Urban Containment Boundary where policy and zoning have reduced the intensity of land uses. This also relates to the designated development permit areas for environmental and habitat protection to limit the impact of development on sensitive ecosystems. This is consistent with the approach suggested by the RGS to protect ‘open space that reflects the region’s landscape character and ecological integrity’ and ‘require review for projects with the potential to negatively affect environmentally sensitive areas.’

Goal 5 – Improved Mobility

The ‘Village Neighbourhood’ designation encourages higher residential density and a mix of land uses. The focus for more intensive development within the node promotes the broad RGS goals to provide opportunity for people to live closer to shopping, jobs, schools and other daily services to improve the accessibility of services and make transit or active transportation infrastructure more feasible. The plan considers this relationship between land use and transportation, and includes policies to accommodate the need of people using different modes of transportation with appropriate services and infrastructure.

Goal 6 – Vibrant and Sustainable Economy

The OCP includes provisions consistent with the RGS policies to provide the infrastructure and resources necessary for promoting sustainable economic development.

Goal 7 – Efficient Services

The plan is supportive of the broad considerations of the provision of efficient servicing under Goal 7 of the RGS.

Goal 8 – Cooperation Among Jurisdictions

The plan’s Regional Context Statement is the most direct link between the policies of the OCP and the RDN. The statement communicates the Town’s intention to achieve the regional goals established

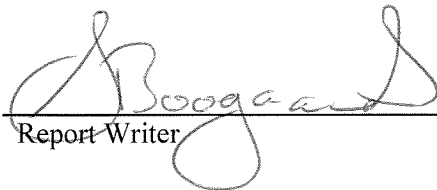
through the RGS. The OCP also identifies other initiatives and services where cooperation is needed and/or desired.

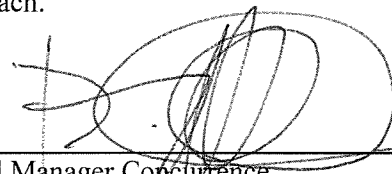
SUMMARY

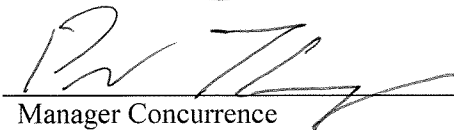
The Town of Qualicum Beach has updated their OCP based on the policies in their Sustainability Plan and an extensive public consultation process. The Town has provided a copy to the RDN for comment within the context of the RGS. The Town continues to maintain the principles of the RGS in their OCP. The OCP's Regional Context Statement indicates the consistency of the municipal OCP with the goals and policies of the RGS. The Town should be commended for its commitment to sustainability and support of the RGS goals.


RECOMMENDATIONS

That the Regional District of Nanaimo Board receive this report for information and that the comments provided in the report be forwarded to the Town of Qualicum Beach.


Report Writer


General Manager Concurrence


Manager Concurrence


CAO Concurrence



TOWN OF QUALICUM BEACH
INCORPORATED 1994

311-660-2100 ext. 5
P.O. Box 120
Qualicum Beach, B.C.
V9K 1K7

Telephone: 250-752-0671
Fax: 250-752-0123
Email: info@qualicum.ca
Website: www.qualicum.ca

March 15, 2011

Paul Thompson, Manager of Long Range Planning
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Dear Mr. Thompson,

Qualicum Beach Official Community Plan Update 2011 - Referral to RDN

The Town of Qualicum Beach Official Community Plan Bylaw No. 700 was given first reading on March 14th, 2011. As such, the Town is referring the document to the Regional District to ensure that it is consistent with the Regional Growth Strategy.

Please refer to Appendix B: Regional Context Statement. This highlights the consistencies between the RGS and draft OCP. You will find that it is fully supportive of the Regional Growth Strategy. Included with this package is the staff memo from March 14th, which highlights changes between this version and the previous OCP.

The Town kindly requests that the Regional Board of Directors review this draft at the earliest possible date, since the updated OCP is scheduled for adoption on May 4th.

If you have any questions or comments regarding the Plan, please do not hesitate to contact me.

Regards,

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

Luke Sales
Deputy Director of Planning

LS

N:\6400-6999 PLANNING AND DEVELOPMENT\Letters\OCP 2011 - Referral to RDN.doc
National Communities in Bloom & Floral Award Winner



CAO APPROVAL		<i>[Signature]</i>
EAP		
COW	✓	Apr 12 '11
APR 05 2011		
RHD		
BOARD		

MEMORANDUM

TO: Dale Lindsay
Manager, Current Planning

DATE: April 4, 2011

FROM: Lainya Rowett
Planner

FILE: 0360 20 AAC

SUBJECT: Area Agriculture Plan Update

PURPOSE

To update the Board on the development of an Area Agricultural Plan and seek the Board’s direction on the appointment of a project steering committee.

BACKGROUND

In response to the Board’s direction to staff to initiate the development of an Area Agricultural Plan staff submitted an application, in December 2010, to the Investment Agriculture Foundation (IAF) for project funding. The following report provides an update to the Board on the status of this project, funding opportunities and the next steps in the project work plan.

DISCUSSION

The completion of an Agricultural Area Plan (AAP) will be instrumental in identifying the issues and needs to achieve a sustainable and vibrant agricultural industry in the Region, as identified in the Regional Growth Strategy and Board Strategic Plan.

As previously reported to the Board, staff anticipate the cost of completing the Plan will be \$90,000.00, including \$10,000.00 of in-kind contributions. The Board has allocated \$40,000.00 in its 2011 budget for this project. In addition, the Investment Agriculture Foundation has confirmed that it will contribute \$40,000.00 or 50 percent (whichever is less) of the total cost of completing an AAP.

Staff are currently preparing a Terms of Reference for the Area Agricultural Plan and are recommending that the Agricultural Advisory Committee (AAC) act as the steering committee for this plan. If authorized by the Board, the Committee will consider the Terms of Reference at its meeting on April 29, 2011.

ALTERNATIVES

1. To receive this report as information and appoint the Agriculture Advisory Committee as the steering committee for the Area Agricultural Plan.
2. To receive this information and not appoint the Agriculture Advisory Committee as the steering committee, and provide further direction to staff.

FINANCIAL IMPLICATIONS

The Board has allocated \$40,000 in its 2011 budget for this project. This funding has been matched through a grant from the Investment Agriculture Foundation. No additional financial implications will result from the inclusion of this project in the Agricultural Advisory Committee's mandate.

SUMMARY/CONCLUSIONS

In response to the Board's direction to staff to initiate the development of an Area Agricultural Plan staff made application to the Investment Agriculture Foundation for funding and received confirmation of financial support. This funding is in addition to the Board's budgeted financial contribution and in-kind donations.

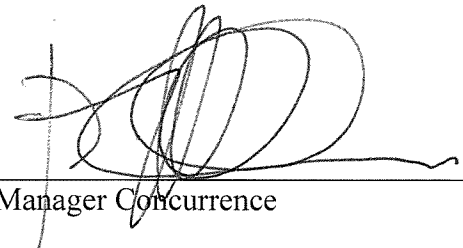
Staff are currently preparing a Terms of Reference and are seeking the Board's direction with respect to the Agricultural Advisory Committee (AAC) serving as the steering committee for this plan. The selection process for the consultant is anticipated to commence in Spring 2011, with an estimated completion of the plan by Fall 2012.

RECOMMENDATION

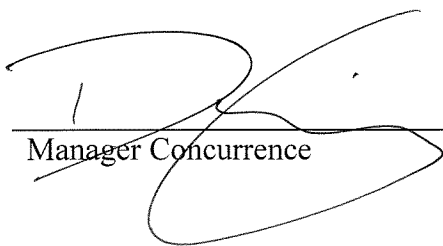
That the Board appoint the Agricultural Advisory Committee as the steering committee for the Area Agricultural Plan.



Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence



RDN REPORT	
CAO APPROVAL <i>CAW</i>	
EAP	
COW	<input checked="" type="checkbox"/> <i>Apr 12 '11</i>
APR 05 2011	
RHD	
BOARD	

MEMORANDUM

TO: Mike Donnelly
Manager of Water Services

DATE: April 5, 2011

FROM: Deb Churko, AScT
Engineering Technologist

FILE: 5500-20-NC-01

SUBJECT: **Bylaw No. 889.60 - Exclusion of properties from the Northern Community Sewer Service, Electoral Area 'E'**

PURPOSE

To present the Board with housekeeping amendments to the Northern Community Sewer Service.

BACKGROUND

All properties in Electoral Areas 'E' and 'G' that are located outside of a sewer benefitting area are assessed a tax for septage disposal under the Northern Community Sewer Service. This tax covers the cost of treating pumped septic tank sludge (septage) when it is trucked to the nearest receiving facility at the French Creek Pollution Control Centre. Disposal of septage is not permitted at the nearby Nanoose Bay Pollution Control Centre.

Over the past five years, seven residential properties and one condominium complex (49 units) have joined the Fairwinds Sewer Service Area (see attached list in Figure 1). When these properties were included (by bylaw) into the boundaries of the *Fairwinds Sewerage Facilities Local Service Area Conversion Bylaw No. 947 (1994)*, the properties were not automatically removed from the Northern Community Sewer Service. As a result, these property owners are required to pay the tax for septage disposal even though they are now located in a sewer benefitting area.

Staff have notified the BC Assessment Authority of the coding change so the properties recently added to the Fairwinds Sewer Service will no longer be assessed the tax for septage disposal. At this time however, a housekeeping amendment to the RDN's Northern Community Sewer Service is required in order to formally exclude these properties from the *Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889 (1993)*.

ALTERNATIVES

1. Exclude the subject properties from the Northern Community Sewer Service.
2. Take no action.

FINANCIAL IMPLICATIONS

Under alternative one, if the subject properties are excluded from the Northern Community Sewer Service, the folio numbers for each property will be re-coded to remove the tax for septage disposal.

Under alternative two, if the properties remain within the Northern Community Sewer Service, the owners would continue to be assessed the tax for septage disposal.

SUMMARY/CONCLUSIONS

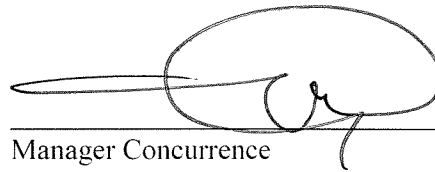
All properties in Electoral Area 'E' that are located outside of a sewer benefitting area are assessed a tax for septage disposal under the Northern Community Sewer Service. Over the past five years, several residential properties have joined the Fairwinds Sewer Service Area but are still paying the tax for septage disposal. If these properties are excluded from the Northern Community Sewer Service, the folio numbers for each property will be re-coded under BC Assessment Authority so they are no longer being assessed the tax. There are no sustainability or development implications to exclude these properties from the Northern Community Sewer Service.

RECOMMENDATION

That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.60, 2011" be introduced and read three times.



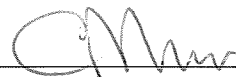
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

**Figure 1 – List of Properties
 to be Excluded from the Northern Community Sewer Service**

Folio No.	Legal Description	Address/Unit
769 9893.146	Lot 74, District Lot 78, Nanoose Land District, Plan 15983	3487 Schooner Road
769 9103.002	Lot A, District Lot 6, Nanoose Land District, Plan VIP 58653	Corner of Powder Point Road
769 9893.920	This folio is now inactive (formerly Lot C, Plan Plan 31768). The property was re-surveyed and renamed Lot 1, Plan VIP 87122 under Folio No. 769 9894.260 (below).	No address/ Outrigger Road
769 9894.260	Lot 1, District Lot 2090 Nanaimo District, and District Lot 78 Nanoose District, Plan VIP 87122	No address/ Outrigger Road
769 9894.225	This folio is now inactive (formerly Lot A, Plan Plan 31768). The property was re-surveyed and renamed Lot 1, Plan VIP 87121 under Folio No. 769 9894.250 (below).	Marina/ 3521 Dolphin Drive
769 9894.250	Lot 1, District Lot 78, Nanoose District and District Lots 2085, 2086, 2087, 2088, and 2089 Nanaimo District, Plan VIP 87121	Marina/ 3521 Dolphin Drive
769 9893.280	Lot 1, District Lot 78, Nanoose Land District, Plan 28544	Tennis courts/ 3535 Dolphin Drive
769 9894.276 to 769 9894.324	Strata lots 1-49, District Lot 78, Nanoose Land District, Strata Plan 745	Schooner Cove Condo Units #101 to #510

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.60

**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 wishes to reduce the boundaries of the non-benefitting area by excluding the lands shown outlined in black on Schedule 'B-1' of this bylaw and legally described in Schedule 'B-2';

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 Schedule 'D' and replacing it with the Schedule 'D' 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. 889.60, 2011".

Introduced and read three times this 26th day of April, 2011.

Adopted this ____ day of _____, 2011.

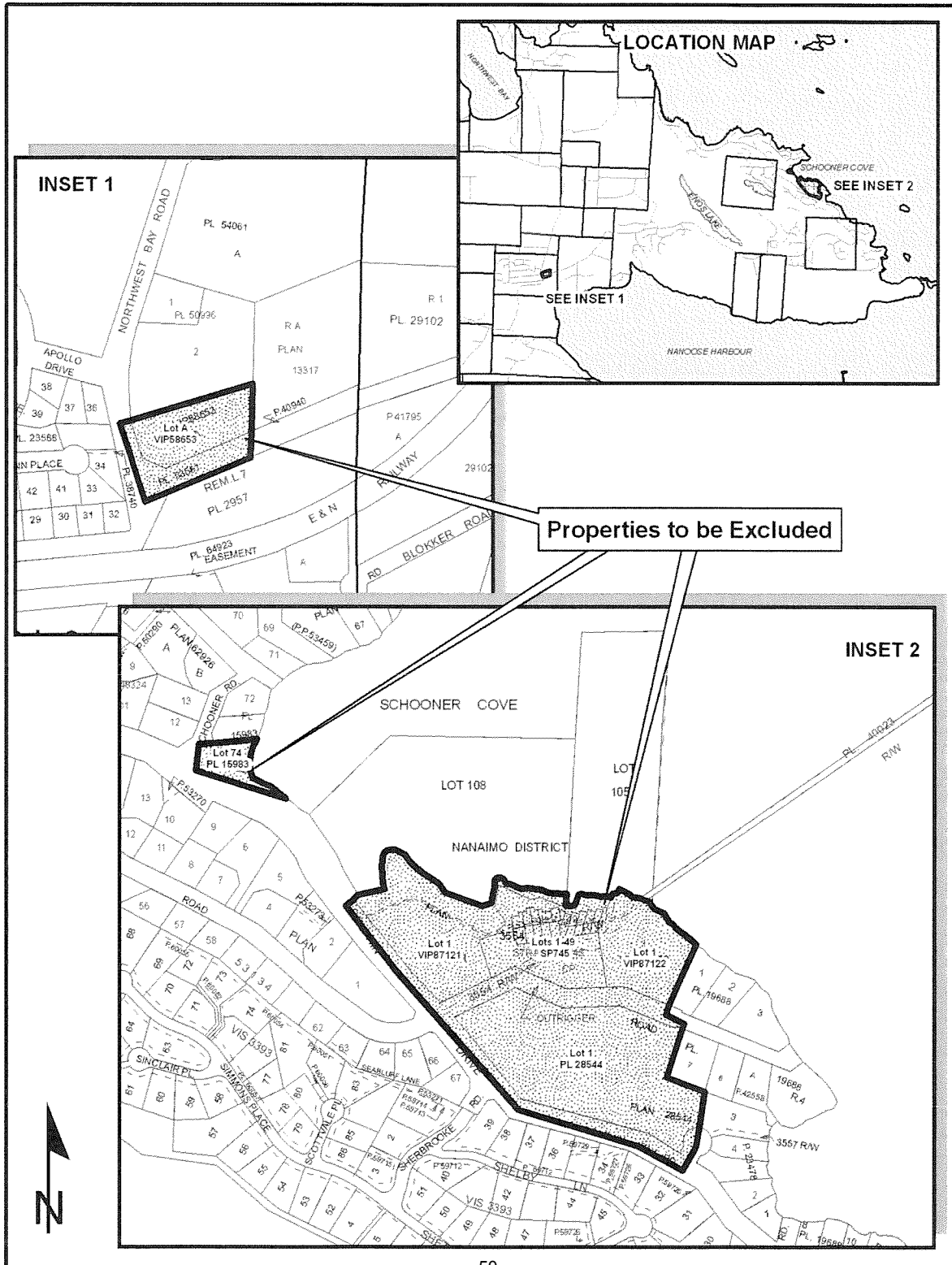
CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

Properties to be Excluded from Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993



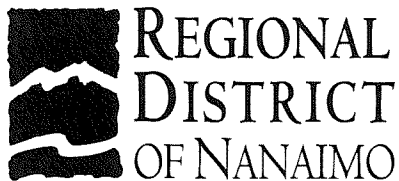
Chairperson

Sr. Mgr., Corporate Administration

Properties to be excluded from Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993

Folio No.	Legal Description	Address/Unit
769 9893.146	Lot 74, Dist. Lot 78, Nanoose Land Dist., Plan 15983	3487 Schooner Road
769 9103.002	Lot A, Dist. Lot 6, Nanoose Land Dist., Plan VIP 58653	Corner of Powder Pt Rd
769 9893.920	This folio is now inactive (formerly Lot C, Plan Plan 31768). The property was re-surveyed and renamed Lot 1, Plan VIP 87122 under Folio No. 769 9894.260 (below).	No address/ Outrigger Rd
769 9894.260	Lot 1, Dist. Lot 2090 Nanaimo Dist., and Dist. Lot 78 Nanoose Dist., Plan VIP 87122	No address/ Outrigger Rd
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769 9894.250	Lot 1, Dist. Lot 78, Nanoose Dist. and Dist. Lots 2085, 2086, 2087, 2088, and 2089 Nanaimo Dist., Plan VIP 87121	Marina/ 3521 Dolphin Dr
769 9893.280	Lot 1, Dist. Lot 78, Nanoose Land Dist., Plan 28544	Tennis courts/ 3535 Dolphin Dr
769 9894.276	Lot 1, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #101
769 9894.277	Lot 2, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #102
769 9894.278	Lot 3, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #103
769 9894.279	Lot 4, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #104
769 9894.280	Lot 5, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #105
769 9894.281	Lot 6, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #106
769 9894.282	Lot 7, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #107
769 9894.283	Lot 8, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #108
769 9894.284	Lot 9, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #109
769 9894.285	Lot 10, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #110
769 9894.286	Lot 11, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #201
769 9894.287	Lot 12, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #202
769 9894.288	Lot 13, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #203
769 9894.289	Lot 14, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #204
769 9894.290	Lot 15, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #206
769 9894.291	Lot 16, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #207
769 9894.292	Lot 17, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #208
769 9894.293	Lot 18, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #209
769 9894.294	Lot 19, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #210
769 9894.295	Lot 20, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #301
769 9894.296	Lot 21, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #302

Folio No.	Legal Description	Address/Unit
769 9894.297	Lot 22, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #303
769 9894.298	Lot 23, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #304
769 9894.299	Lot 24, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #305
769 9894.300	Lot 25, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #306
769 9894.301	Lot 26, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #307
769 9894.302	Lot 27, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #308
769 9894.303	Lot 28, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #309
769 9894.304	Lot 29, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #310
769 9894.305	Lot 30, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #401
769 9894.306	Lot 31, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #402
769 9894.307	Lot 32, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #403
769 9894.308	Lot 33, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #404
769 9894.309	Lot 34, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #405
769 9894.310	Lot 35, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #406
769 9894.311	Lot 36, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #407
769 9894.312	Lot 37, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #408
769 9894.313	Lot 38, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #409
769 9894.314	Lot 39, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #410
769 9894.315	Lot 40, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #501
769 9894.316	Lot 41, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #502
769 9894.317	Lot 42, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #503
769 9894.318	Lot 43, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #504
769 9894.319	Lot 44, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #505
769 9894.320	Lot 45, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #506
769 9894.321	Lot 46, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #507
769 9894.322	Lot 47, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #508
769 9894.323	Lot 48, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #509
769 9894.324	Lot 49, Dist. Lot 78, Nanoose Land Dist., Strata Plan 745	Unit #510



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

TO: Sean De Pol
Manager of Wastewater Services

DATE: March 28, 2011

FROM: Lindsay Dalton
Wastewater Program Coordinator

FILE: 1855-03

SUBJECT: Greater Nanaimo Pollution Control Centre
Odour Management Strategy Update Grant Application

PURPOSE

To obtain Board support for an Infrastructure Planning (Study) Grant Application to update the odour management strategic plan for the Greater Nanaimo Pollution Control Centre (GNPCC).

BACKGROUND

Wastewater Services has been proactive in minimizing the impact of odours on the community that neighbours the GNPCC. However, in the summer of 2010, the GNPCC received an increasing number of odour complaints. Accordingly, staff suggest that existing odour control strategies be reviewed.

In 2003, the RDN developed and implemented an Odour Management Strategic Plan. This plan should be updated to account for the current increase in sewer flows and future secondary treatment upgrade and expansion at the GNPCC, which is scheduled for completion in 2015. Further, as part of the Liquid Waste Management Plan update (2011 draft), the RDN has reaffirmed its commitment to eliminate nuisance odours at and around wastewater infrastructure. An updated odour management strategic plan would assist to achieve this commitment.

Staff have applied for a \$10,000 Infrastructure Planning (Study) Grant to offset the costs of updating the odour management strategy for the GNPCC; this application requires Board approval.

ALTERNATIVES

1. Approve submission of the Infrastructure Planning (Study) Grant application.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

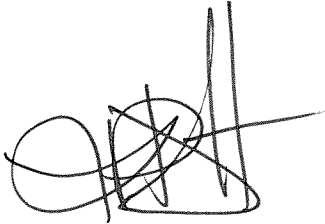
In the 2011 Southern Community Sewer Service Area budget, \$15,000 was allocated to update the existing odour management strategy. If the provincial planning grant is approved for this project, the 2011 budget will be reduced by \$10,000.

SUMMARY/CONCLUSIONS


Staff recommend approving the Infrastructure Planning Grant application for \$10,000 to offset the costs of updating the Odour Management Strategic Plan for the GNPCC. The application for this grant requires Board support.

RECOMMENDATION

That the Board support an application to the Ministry of Community, Sport, and Cultural Development for an Infrastructure Planning (Study) Grant application for the Odour Management Strategy Update for the Greater Nanaimo Pollution Control Centre.



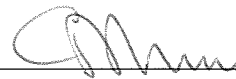
Report Writer



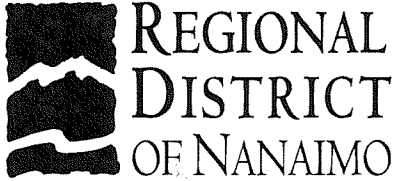
Manager Concurrence



General Manager Concurrence



CAO Concurrence



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MEMORANDUM

TO: Sean De Pol
Manager, Wastewater Services

DATE: March 29, 2011

FROM: Ellen Hausman
Wastewater Program Coordinator

FILE: 4520-20-52

SUBJECT: Bylaw No. 975.55 - Pump & Haul Bylaw Amendment to exclude Lot 7, Section 18, Gabriola Island, Nanaimo District, Plan 17698

PURPOSE

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

BACKGROUND

A request has been received to exclude the following property in Electoral Area B (see attached map) from the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995":

Lot 7, Section 18, Gabriola Island, Nanaimo District, Plan 17698

1383 Sea Lover's Lane, Gabriola Island, Electoral Area 'B'

The original inclusion of the property in the Pump and Haul Local Service Area was adopted on July 8, 2003. On February, 21, 2011 the current owner of the property, Katherine Parr, provided a copy of the Sewerage System Letter of Certification filed with Vancouver Island Health Authority on November 4, 2010. The Letter of Certification indicates that a sewerage system was constructed on the property in accordance with the Provincial Sewerage System Regulations on October 19, 2010. As a result, the property no longer requires the pump and haul service.

ALTERNATIVES

1. Approve an amendment to the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" to exclude Lot 7, Section 18, Gabriola Island, Nanaimo District, Plan 17698 (Electoral Area 'B').
2. Do not approve the amendment.

FINANCIAL IMPLICATIONS


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

SUMMARY/CONCLUSIONS

A sewage system has been constructed on Lot 7, Section 18, Gabriola Island, Nanaimo District, Plan 17698 (Electoral area 'B') in accordance with the Provincial Sewerage System Regulations. Wastewater Services staff are recommending that the Board approve an amendment to the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995", to exclude the property from the service area, as the pump and haul service is no longer required.

RECOMMENDATION

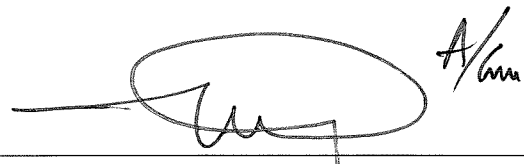
That the "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.55, 2011" be introduced and read three times.




Report Writer



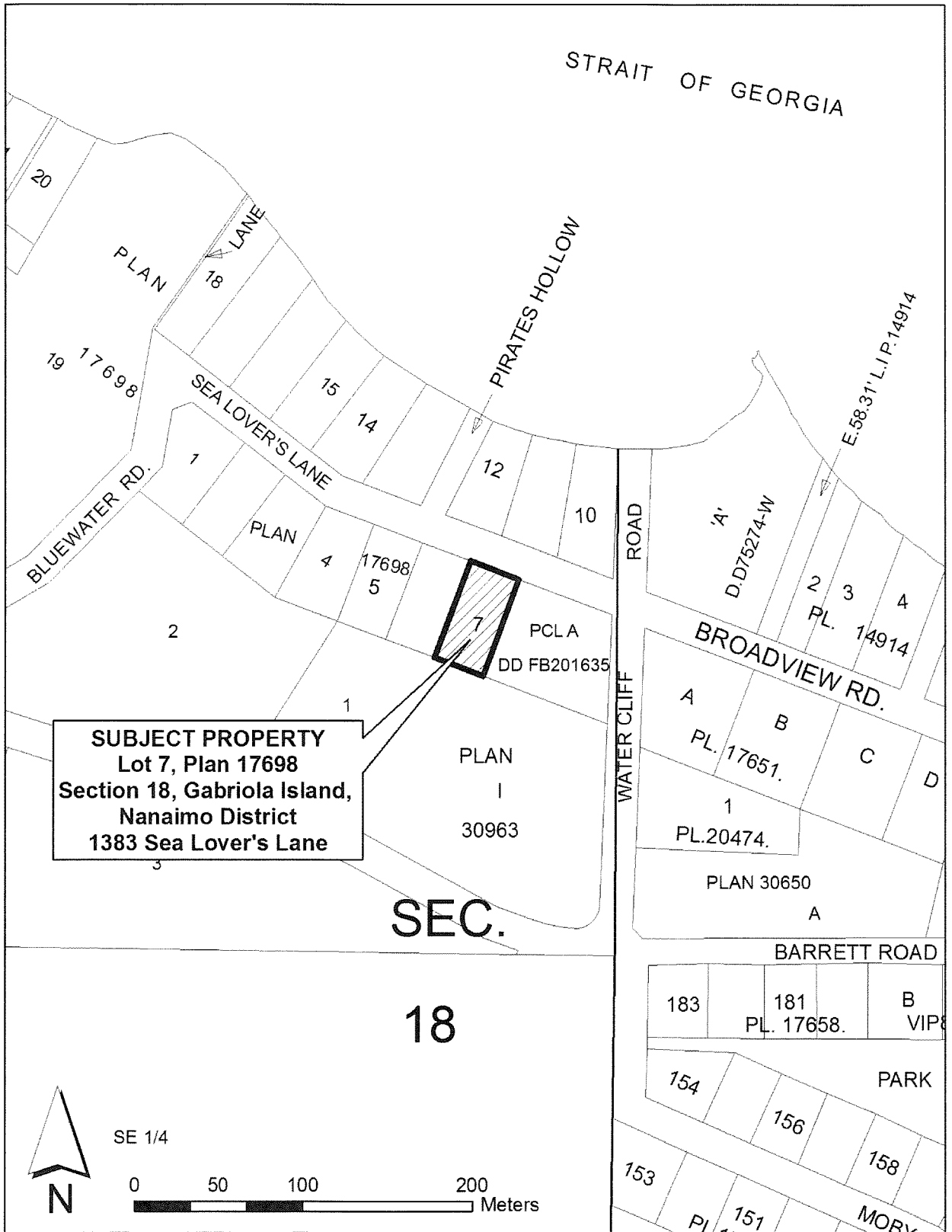
Manager Concurrence



General Manager Concurrence



CAO Concurrence



BCGS MAPSHEET: 92G.012.3.3

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.55

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

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

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

Lot 7, Section 18, Gabriola Island, Nanaimo District, Plan 17698.

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

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

1. Amendment

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

2. Citation

This bylaw may be cited for all purposes as “Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.55, 2011”.

Introduced and read three times this 26th day of April, 2011.

Adopted this ____ day of , _____2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

BYLAW NO. 975.55

SCHEDULE 'A'

Electoral Area 'B'

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 24, Section 5, Plan 19972, Nanaimo Land District.
5. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
6. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
7. Lot A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo District
8. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
9. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
10. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
11. Lot 85, Section 18, Plan 21586, Nanaimo Land District.
12. Lot 14, Section 21, Plan 5958, Nanaimo Land District.
13. Lot 108, Section 13, Plan 21531, Nanaimo Land District.

14. Lot 84, Sections 12 & 13, Plan 21531, Nanaimo Land District.
15. Lot 72, Section 13, Plan 21531, Nanaimo Land District.

Electoral Area 'C' (Defined portion)**Electoral Area 'E'**

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

Electoral Area 'F'

1. Lot 2, District Lot 74, Plan 36425, Cameron Land District.
2. Lot A, Salvation Army Lots, Plan 1115, Except part in Plan 734 RW, Nanoose Land District.
3. Strata Lot 179, Block 526, Strata Plan VIS4673, Cameron Land District.
4. Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.
5. Strata Lot 181, Block 526, Strata Plan VIS4673, Cameron Land District.
6. Strata Lot 182, Block 526, Strata Plan VIS4673, Cameron Land District.
7. Strata Lot 183, Block 526, Strata Plan VIS4673, Cameron Land District.

Electoral Area 'G'

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

Electoral Area 'H'

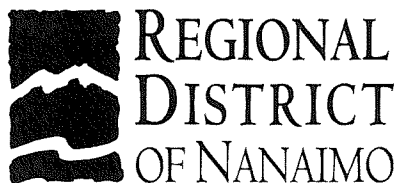
1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle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

City of Nanaimo

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

District of Lantzville

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



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MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: March 25, 2011

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-NBP-01

SUBJECT: Nanoose Bay Peninsula Water Service Area
Water Bill Reduction Request – 3660 Dolphin Drive

PURPOSE

To consider a request for a water bill reduction at 3660 Dolphin Drive.

BACKGROUND

The owner of the subject property has requested a reduction in a water bill due to a leak which occurred in the winter of 2009. This leak was the second leak in the water line servicing this property, the first occurred in the winter of 2007. Both leaks were due to the water service line freezing. In September of 2010 the property owner replaced his water service line to minimize the likelihood of any future leaks and had it inspected by Building Inspection staff.

Allowing two reductions due to leaks within a five year period is outside of the “Adjustment for Water Leak” policy and would not normally be approved. However, the property owner has invested significant funds to have the water line replaced and as such has asked that his request go before the Board. This request was put in abeyance until the property owner completed the water line reconstruction in the fall of 2010.

The 2009 spring water bill for this property was \$2,988.51. Based on the past three years of water consumption for this property the bill would normally be \$85.58. The owner is requesting a reduction of \$2,902.93 (\$2,988.51-\$85.58). The reduction granted in 2007 was \$983.91.

The Adjustment for Water Leak policy only allows for a water bill reduction to be considered once within a five year period. This policy is in place to prevent repeated requests for reductions and to encourage property owners to ensure their water supply infrastructure is maintained properly.

This request is outside of that policy, however some consideration for a reduction may be acceptable, given that the property owner has now entirely replaced the water service line to his home and has had it inspected by Building Inspections staff.

Section 4 of the “Adjustment for Water Leak” policy allows for a maximum bill of \$1,500 for leaks that occur in the house or irrigation system. The intent of that section was to provide an upper limit to which a person may be billed for a system leak. Given the request is outside of the policy with a second request within a five year period, staff are recommending that the property owner be required to pay the maximum billable under the policy which would result in a refund of **\$1,488.51** (\$2,988.51-\$1,500).

ALTERNATIVES

1. Approve the 2009 spring water bill reduction at 3660 Dolphin Drive in the amount of \$1,488.51, with the condition that no further water bill reductions be considered for this property prior to May 31, 2017.
2. Approve the 2009 spring water bill reduction at 3660 Dolphin Drive, as requested by the owner, in the amount of \$2,902.93, with the condition that no further water bill reductions be considered for this property prior to May 31, 2017.
3. Do not approve the request and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Under alternatives one, the Board may choose to grant a refund of \$1,488.51 so that the maximum amount payable would be \$1,500. While the policy only provides for one exception within the five year period, the Board could vary the policy in this instance.

Under alternative two, the Board may wish to consider the property owner's request to grant a refund of \$2,902.93 so that his water bill will reflect the average of the previous three years consumption of \$85.58.

SUSTAINABILITY IMPLICATIONS

A number of initiatives within the RDN are linked to reduced and efficient water use including the Adjustment for Water Leak policy. Ensuring the water service area systems and water use on private property are leak free is an important component of a sustainable water supply. This policy provides an incentive to ensure leaks are corrected and waste is reduced.

SUMMARY/CONCLUSIONS

The property owner at 3663 Dolphin Drive has requested a water bill reduction due to a leak twice in two years (2007 and 2009). The policy that governs water bill reductions is the Adjustment for Water Leak policy which only allows for one water bill reduction every five years.

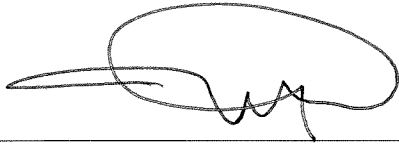
Funding of the Nanoose Bay Peninsula Water Service Area comes from a combination of parcel taxes and user fees. User fees have been established to recover revenues to operate the system based on usage. The rate structure utilizes an inclined block rate whereby higher water consumption results in higher user rates. This rate structure is designed to promote water conservation by customers in the water service areas.

The request for a refund by the property owner is the second within a five year period. If the Board supports the reduction the balance of the users within the Nanoose Bay Peninsula Water Service Area would offset this reduction.

Given that the owner totally replaced the water service line on the second occurrence (2009), staff are recommending a second water bill reduction in this case. Staff further recommend that this property not be eligible for any further reductions until after May 31, 2017.

RECOMMENDATIONS

1. That a water bill reduction at 3660 Dolphin Drive in the amount of \$1,488.51 be approved.
2. That no further water bill reductions will be considered for this property prior to May 31, 2017.



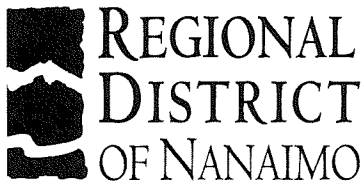
Report Writer



General Manager Concurrence



CAO Concurrence



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MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: March 24, 2011

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-WC-01

SUBJECT: **Bylaw 1636 - Whiskey Creek Water Service Area
Introduction of the Water Service Area Rates and Regulations Bylaw**

PURPOSE

To obtain Board approval for the Whiskey Creek Water Service Area Rates and Regulations Bylaw No. 1636.

BACKGROUND

The Whiskey Creek Water Service Area came under Regional District of Nanaimo control as of January 31, 2011. It is necessary to establish the rates, terms and conditions under which water will be supplied to residents within this service area.

The bylaw outlines those rates, terms and conditions which are modeled after existing rates and regulations currently in place for other RDN water service areas.

ALTERNATIVES

1. Adopt the Whiskey Creek Water Service Area Rates and Regulations Bylaw No. 1636, 2011.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Adoption of the bylaw under alternative one provides for the legal establishment of the rate structure. Without the bylaw in place it will not be possible to collect user rates for this water service area.

CONCLUSIONS

Rates and regulations bylaws are necessary to support the administration and operations of water service areas and safeguard the supply and distribution of water to users. Staff are recommending that a Rates and Regulations bylaw be adopted for the Whiskey Creek Water Service Area.

RECOMMENDATIONS

1. That "Regional District of Nanaimo Whiskey Creek Water Service Area Rates and Regulations Bylaw No. 1636, 2011" be introduced and read three times.
2. That "Regional District of Nanaimo Whiskey Creek Water Service Area Rates and Regulations Bylaw No. 1636, 2011" be adopted.

Report Writer

General Manager Concurrence

CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1636

**A BYLAW TO FIX AND REGULATE THE RATES,
TERMS AND CONDITIONS UNDER WHICH WATER MAY
BE SUPPLIED AND USED IN THE WHISKEY CREEK
WATER SERVICE AREA**

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

1. **Title**

This bylaw may be cited for all purposes as the “Whiskey Creek Water Service Area Rates and Regulations Bylaw No. 1636, 2011”.

2. **Interpretation**

In this bylaw, unless the context other requires:

“**Apartment**” means any building which is designed, built, rented, leased, let or hired out to be occupied, or which is occupied, as the home or residence of three or more families living independently of each other in their own unit or suite.

“**Applicant**” means an owner of property or his or her agent making application for a Service Connection to provide him or her with a supply of water from the System.

“**Board**” means the Board of the Regional District of Nanaimo.

“**Condominium**” means any building or combination of buildings registered under the Condominium Act and occupied as a dwelling unit.

“**Consumer**” means a person to whom water is supplied under this bylaw.

“**Consumer Supply Line**” means the water supply pipeline and all valves, connections, taps, meters and other appurtenances connecting a curb stop at the property line to a building or structure on the property of a Consumer.

“**Curb Stop**” means a shut-off valve installed by the Regional District with a protective housing to the surface of the ground.

“**Duplex**” means any building used or designed to be used by two households living independently of each other in their own unit or suite.

“**Dwelling Unit**” means one or more rooms for residential occupancy connected together with facilities for living, sleeping, cooking and having a separate entrance.

“Household Use” means the use of water for ordinary domestic activities customarily incidental to the residential use of land including culinary, sanitary and laundry purposes.

“Mobile Home” means any structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another by being towed or carried, and which is used as a dwelling unit.

“Multi-Family Dwelling Unit” means a building or combination of buildings used for residential dwelling unit purposes, but does not include a condominium or an apartment building.

“Parcel of Land” means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

“Premise/Premises” includes land, buildings and structures of a dwelling unit, apartment, condominium, duplex, mobile home, multi-family dwelling unit or any other development servicing more than one dwelling unit.

“Regional District” means the Regional District of Nanaimo.

“Service Area” means the Whiskey Creek Water Service Area as established by “Whiskey Creek Water Service Establishment Bylaw No. 1605, 2010”.

“System” means the water distribution system owned and operated by the Regional District.

“Water Main” means the water supply pipeline in a highway or district right-of-way or easement being part of the System.

“Water Service Connection” means a connection to a main supply line and extending to the property line of the consumer for the purpose of conveying water to the said consumer. A service connection shall include a water meter and a shut-off valve and shall be the property of the Regional District.

3. **Conditions of Supply**

It is a term and condition of the supply of water that the Regional District is not liable for any injury, damage or loss, including economic loss, to any person or property:

- (a) arising or occurring from the use of water from the System;
- (b) resulting from a failure of water supply to any Consumer;
- (c) resulting from any impurity, lack of pressure, increased supply pressure, or other condition affecting water supplied by the System.

4. **Illegal Connections**

No person may connect or allow to be connected or allow to remain connected to the System, any Premises without first obtaining written authorization from the Regional District in accordance with this bylaw.

5. **Private Wells**

No person that is connected to the System may connect a private well or other water supply source to the System. Any person with a well or other water supply source connected to the System, shall disconnect that well or source from the System and provide the Regional District with proof of disconnection.

6. **Tampering with the System**

- (a) No person may tamper with, operate, remove or make any alteration or connection to any hydrant, standpipe, meter, curb stop, valve, pumping station, reservoir chamber, or other fixture or appurtenance connected with the System without first obtaining authorization from the Regional District in accordance with this bylaw;
- (b) A person must not willfully damage, destroy, uncover, deface or otherwise tamper with any part of the System.
- (c) No pump, booster or other device shall be employed by a customer without permission in writing from the Regional District, for the purposes of, or having the effect of increasing water pressure in service lines to a higher pressure than the normal water pressure in the said service lines, and the Regional District may, without notice, discontinue service to any customer employing such pump, booster or other device.
- (d) Except as otherwise provided in this bylaw, the General Manager of Regional and Community Utilities shall prescribe all standards pertaining to connection with or attachment of any mains, pipes or water service to the System, and the repair or alteration of a Water Service Connection.
- (e) No work of any kind connected with the System, either for the laying of new or repair of old service pipes shall be done on or under any street or land within the Local Service Area by any persons other than a person authorized by the Regional District.

7. **Domestic Water Rates**

- (a) The domestic water rates and charges enumerated in Schedule 'A' of this bylaw are hereby imposed and levied for water service supplied by the Regional District.

- (b) All domestic water rates shall be billed twice yearly for periods ending on or about:
May 16th and September 16th.

The Regional District may vary the billing dates as required to accommodate changes in equipment or processing of charges resulting from technological or other changes.

- (c) If a disconnection is made in accordance with Section 8(b) of this bylaw, the domestic water rates shall be billed on the basis of the meter reading or the flat rate at the time of disconnection, or the minimum rate, whichever is greater. Upon reconnection the owner must pay a reconnection fee in accordance with Schedule 'A' to this bylaw.
- (d) When any rates or charges for water services pursuant to Schedule 'A' to this bylaw are overdue for a period of sixty (60) days or more, such water services may be disconnected without notice. Such service shall not be reconnected until the Consumer has paid the following fees and charges to the Regional District:
- (i) the domestic water rates, charges and penalties overdue;
 - (ii) the reconnection fees as enumerated in Schedule 'A' of this bylaw;
 - (iii) any additional cost incurred by the District in order to prevent the improper use of water after disconnection.
- (e) A domestic water rate or charge imposed or levied under Schedule 'A' to this bylaw shall be due and payable upon the date set out in the billing, however, provided that the amount of the account is paid on or before the close of business on the date set out on the billing form, and provided the total amount then outstanding including all arrears are paid in full, at the office of the Manager of Financial Services, then the current billing will be subject to a discount of 10%.
- (f) No complaint of an error in any charge for domestic water rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such domestic water rates or charges were made. After the termination of this period all such domestic water rates or charges shall be deemed to have been properly and correctly made.
- (g) All domestic water rates and any other charges pursuant to this bylaw which remain unpaid after the 31st of December in any year shall be deemed to be taxes in arrears in accordance with the *Local Government Act*.
- (h) The Manager of Financial Services is authorized to adjust any errors in domestic water rates and charges.

8. Water Use Restrictions

- (a) An owner or occupier of property must not permit the diversion of water from the System for the benefit of any other parcel of land, premises or purpose other than permitted at the time of approval.
- (b) The Regional District may, with seven calendar days notice, disconnect the water service to any Premise for any of the following reasons, and the Regional District shall not be liable for damages by reason of discontinuing water service for such reasons as:
 - (i) Failure to repair or replace defective pipes, fittings, valves, tanks or appliances which are leaking or are otherwise not in a good state of repair and which are or may become a cause of waste of water.
 - (ii) Illegal connections.
- (c) The Regional District may, whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the System of the Service Area or may regulate the hours of use, or may further prescribe the manner in which such water may be used. The Regional District may disconnect the water supply to any Consumer if it has reason to believe that the condition of the Consumer's supply line poses a reasonable threat of contamination to the water supply of the System.

9. Meters

- (a) Every water service connection shall be installed with a meter which shall be provided by the Regional District. The General Manager of Regional and Community Utilities shall determine the size of meter required and the Regional District shall cause the meter to be installed in a location convenient to system operations and maintenance.
- (b) No person shall in any way tamper with, operate or remove a water meter and associated works.
- (c) Owners, occupants or tenants shall ensure that landscaping does not interfere with access to the water meter or curb stop.

10. Service Connections

- (a) A Consumer Supply Line shall be installed in accordance with the requirements of the British Columbia Plumbing Code, and shall be constructed by the owner entirely at his/her own expense, in accordance with the specifications outlined in Schedule 'B' of this bylaw.
- (b) All persons shall maintain the Consumer Supply Line in good order and repair, and protect them from frost at their own risk and expense, and when a Premise is vacated the stop cock shall be turned off.

11. **Penalty**

- (a) Any person who commits any act or offense or permits any act to be done in contravention of this bylaw commits an offense.
- (b) A person who commits an offense under this bylaw is liable on summary conviction to a penalty of not less than \$100.00 and not more than \$500.00 for a first offense; and for each subsequent offense, to a fine of not less than \$500.00 and not more than \$2,000.00.

Introduced and read three times this 26th day of April, 2011.

Adopted this 26th day of April, 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'A'

WHISKEY CREEK WATER USER RATES

1. **February to December 31st, 2011**
 - (a) February to May 31st:
 - i) \$29.15 / month - \$145.75
 - (b) June to December 31st:
 - i) \$29.15 / month - \$204.05
2. **Effective from approximately September 15th 2011 (for 2012 budget purposes)**
 - (a) Calculated on the average daily consumption per unit:
 - i) For the first 0.7 cubic meters per day, \$0.90 per cubic meter.
 - ii) From 0.701 to 1.4 cubic meters per day, \$1.04 per cubic meter.
 - iii) From 1.401 to 2.1 cubic meters per day, \$1.31 per cubic meter.
 - iv) From 2.101 to 2.8 cubic meters per day, \$1.56 per cubic meter.
 - v) From 2.801 to 3.5 cubic meters per day, \$2.08 per cubic meter.
 - vi) Over 3.501 cubic meters per day, \$3.12 per cubic meter.
 - (b) Minimum rate is \$0.27 per day.
 - (c) Un-metered connections - \$3.00 per day.
 - (d) Schools – As per (a) above plus \$80.00 per billing period.
 - (e) Un-metered fire lines, \$65.00 per billing period.
3. **Connection Charges**

(a)	To existing servicing connections	\$ 580.00
(b)	To new service connections (Applicant to pay any additional costs)	\$ 1,000.00
4. **Reconnection** to any water service disconnected pursuant to this bylaw \$ 100.00

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'B'

LOCAL SERVICE AREA SERVICE CONNECTIONS

Installation and maintenance of water service lines inside property lines is the responsibility of the registered property owner.

Work on water service lines must not begin until the proper permits and authority have been obtained from the Regional District.

Quality of workmanship and materials are subject to approval by the Regional District before a service will be activated.

Devices installed by the Regional District (i.e., curb stops, water meters, check valve, service boxes) are the property of the Regional District. Unauthorized connections, operation of valves, etc., may result in service disconnection.

Service Connections – Sequence of Events

1. An applicant for a Water Service Connection must make the application and must not connect any parcel of land to the system except in accordance with the following requirements:
 - (a) The applicant must apply to the Regional District for a Water Service Connection in connection with an application for a building permit where applicable or, where no building permit is required, on the application form provided by the Regional District.
 - (b) Following the acceptance of the application by the Regional District, the property owner must excavate a trench from the building or structure to be served by the Water Service Connection to the curb stop and must prepare a pipe bedding and lay pipe in the trench; the pipe is to be left uncovered until the inspection by the Regional District under Subsection (d).
 - (c) The property owner must contact the Regional District office to arrange for an inspection appointment of the curb stop pipe bedding and pipe installed under Subsection (b) and must not cover the pipe with soil or other cover material until the work has been inspected and approved by the Regional District in accordance with Subsections (d) and (e) and Section 2.

- (d) The Regional District Building Inspector is authorized to inspect the trenching, pipe bedding, cover material and pipe.
 - (e) Following satisfactory inspection, Regional District staff may connect the Consumer Supply Line to the System.
2. Following connection of the Consumer Supply Line to the System and provided that no leaks or problems are found following connection, the property owner may cover the pipe and backfill the trench.

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'C'

**SERVICE CONNECTION, FIRE HYDRANT USE,
AND WATER BILL ADJUSTMENT
FEES AND CHARGES**

1.	Connection Charges	
	(a) To existing servicing connections	\$ 580.00
	(b) To new service connections (Applicant to pay any additional costs)	\$ 1,000.00
2.	Reconnection to any water service disconnected pursuant to this bylaw	\$ 100.00
3.	Hydrant Use Fees	
	Application fee payable on receipt of the application	\$ 50.00
	Inspection and Maintenance fee	\$ 125.00
	Damage deposit on RDN equipment*	\$ 500.00
	Consumption charge per cubic meter	\$ 2.00
	* Note: The damage deposit will be returned to the applicant less any other noted charges.	
4.	Water Bill Adjustment Fees	
	Administration Fee (all applications)	\$ 20.00
	Meter Accuracy Test Fee (if requested by applicant)	\$ 50.00
	Meter Re-reading Fee (if requested by applicant)	\$ 50.00
	Meter Replacement Fee (if requested by applicant)	\$ 200.00

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'D'

FIRE HYDRANT USE PERMITTING

1. Applications for a connection are to be made using the "Fire Hydrant Use Permit" Application form included as part of this schedule.
2. Fire Hydrant use will be approved at the sole discretion of the RDN Manager of Water Services.
3. Fire Hydrant use permits will only be considered for works or activities being carried out within the permit application Water Service Area.
4. Fire Hydrant Use will not be granted for the purposes of water resale.
5. Fire Hydrant connections and disconnections will be made by RDN staff only.
6. Regional District of Nanaimo staff will determine the allowable flow rate for each permitted use.
7. The Regional District of Nanaimo retains the right to disconnect any connection at any time.



**Water Services Department
FIRE HYDRANT USE PERMIT
APPLICATION FORM**

APPLICANT'S NAME: _____

MAILING ADDRESS: _____ **Postal Code** _____

TELEPHONE: _____ **CELL:** _____ **FAX:** _____ **EMAIL:** _____

- This application is for use of the fire hydrant located at _____
- Anticipated for the period _____ to _____
- For the following uses: _____
- Project Description: _____
- RDN Water Service Area: _____

I understand and agree to the following:

- Application fee is \$50.00
- Fire hydrant use fee/deposit in the amount of \$500.00.
- The fire hydrant may not be used until this Permit has been issued and the RDN staff have installed backflow prevention devices.
- Fire hydrant use is restricted to only the above-noted uses that have been accepted by the Manager.
- The Applicant may not leave the hydrant and associated equipment unattended.
- The permit may be revoked by the RDN at any time, where deemed necessary.
- On completion the RDN will inspect and maintain the hydrant as required, deduct a \$125 fee, any repair costs and water consumption fees from the \$500 deposit, and refund/invoice the balance to the Applicant.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and RDN bylaws. If you have any questions about this collection, contact the Manager of Water Services at 6300 Hammond Bay Road in Nanaimo or by phone at 390-6560. Personal information or business information submitted on this form is not considered to be supplied in confidence.

Applicant's initials _____

Water Services Department Use Only Below This Line

Permit Approved ____ **Permit Denied** ____ for the following reasons:

Date: _____ Hydrant # _____ Permit # _____
Manager of Water Services

Application Fee	(a) \$ 50.00 (11-__-__-98-00)
Damage Deposit	(b) \$500.00 (14-35-00-00-00)
Refund equals the Damage Deposit less:	
Less RDN inspection/maintenance fee (\$125)	(c) \$125.00 (11-__-__-98-00)
Less costs for any damages	(d) \$ _____
Less water consumption at \$2.00/meter cubed Consumption m3 _____ x \$2.00 =	(e) \$ _____
Amount to refund or invoice (b minus c+d+e)	\$ _____ (11-__-__-98-00)

Refund/Invoicing Approved by _____ Date: _____

Manager of Water Services



RDN REPORT	
CAO APPROVAL <i>CM</i>	
EAP	
COW	✓ <i>Apr 12 '11</i>
APR 12 2011	
RHD	
BOARD	

MEMORANDUM

TO: Carey McIver
 Manager of Solid Waste

DATE: March 30, 2011

FROM: Jeff Ainge
 Zero Waste Coordinator

FILE: 5370-00

SUBJECT: Bylaw 1591.01 - Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw

PURPOSE

To introduce a bylaw to amend “Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591” to reflect the user fees in the 2011 – 2015 financial plan.

BACKGROUND

The Regional District’s garbage and recycling collection program is a compulsory service set up under Local Service Establishment Bylaw No. 793 and applies to the entire region with the exception of the City of Nanaimo. The program is funded entirely by user fees.

In 2010 the Board approved a new collection contract which included introducing residential food waste collection. The 2011 to 2015 financial plan includes an increase in rates as a result of the Regional District entering into that five-year collection contract. The fees also take into account an increase in landfill tipping fees from \$107 per tonne in 2010 to \$110 per tonne in 2011. Tipping and transfer fees of \$95 per tonne for residential food waste are also factored into the user fee.

Attached to this report is the associated bylaw amendment to reflect the user fees applied in the 2011 financial plan.

In 2010, the bylaw and associated fee structure was drafted to recognize the introduction of food waste collection and an impending change to garbage collection which would commence part way through the year. Minor housekeeping corrections are proposed in the amended bylaw to remove references to that intended change of service, which has now been implemented.

ALTERNATIVES

1. Adopt the “Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.01”.
2. Do not amend the bylaw and amend the 2011 financial plan accordingly.

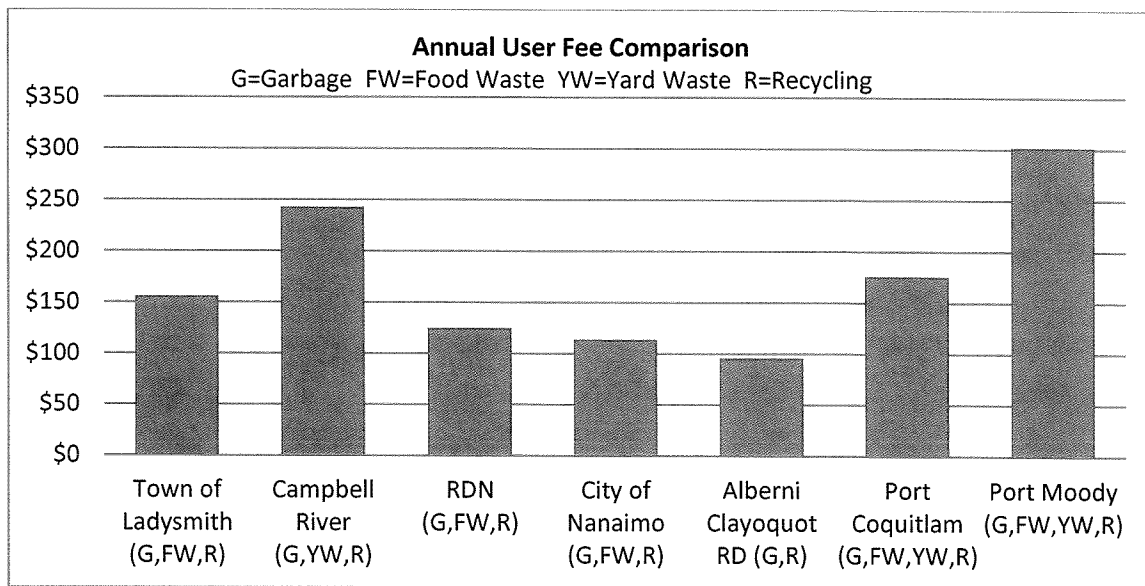
FINANCIAL IMPLICATIONS

The 2011 user rates in the attached bylaw amendment were first proposed in March 2010 when the previous collection program bylaw was repealed, and user fees were proposed for the 2010-2014 period. At that time the new Collection Service Bylaw and associated 2010 user fees were considered and approved by the Board. The implementation of the new residential collection program to include food waste was accomplished on budget and staff foresees no reason to adjust the rates from those previously proposed for 2011.

As per the approved financial plan, the 2011 rates increase by 4%. The annual user fee for weekly food waste collection and bi-weekly garbage and recycling will increase from \$120.00 to \$125.00 (discounted prompt payment rates shown). Over 90% of customers take advantage of the prompt payment rate which applies a 10% discount if paid by the due date.

As indicated in Table 1, the proposed fees compare very favourably to nearby municipal programs of similar nature.

Table 1: Annual User Fee Comparison



SUSTAINABILITY IMPLICATIONS

The implementation of region-wide residential curbside food waste collection was strongly supported by many residents as it stands to reduce greenhouse gas (GHG) emissions as well as support local industry. The user fees for the solid waste and recycling collection service reflect the costs associated with the contracted collection, disposal, program administration, and education and communications. The curbside program contributes to the region’s sustainability goals by encouraging residents to reduce the amount of waste they send to the landfill thereby saving expensive landfill capacity as well as reducing GHG emissions.

SUMMARY

The Solid Waste and Recycling Collection Service is funded entirely by user fees. The 2011 user fee increases by 4% for those residents receiving food waste, garbage and recycling collection service. The increase covers contracted collection service fee increases, and increased tipping fees at disposal facilities.

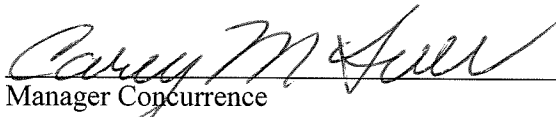
Staff recommends that the Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591 be amended to reflect the user fees in the 2011 financial plan, and to reflect the minor housekeeping edits required to keep the bylaw current.

RECOMMENDATIONS

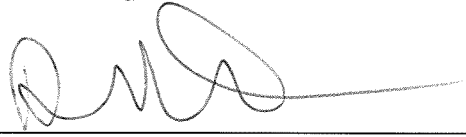
1. That "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.01, 2011" be introduced and read three times.
2. That "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.01, 2011" be adopted.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1591.01

**A BYLAW TO AMEND THE
SOLID WASTE AND RECYCLING COLLECTION SERVICE
RATES AND REGULATIONS BYLAW**

WHEREAS the Regional District of Nanaimo established the Solid Waste and Recycling Collection Service pursuant to Bylaw No. 793, cited as “Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989”;

AND WHEREAS the Regional District of Nanaimo adopted a rates and regulations bylaw in relation to the Solid Waste and Recycling Collection Service, cited as “Regional District Of Nanaimo Solid Waste and Recycling Collection Service Rates And Regulations Bylaw No. 1591, 2010”;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to update user rates and introduce various housekeeping amendments;

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

1. Amendments

“Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010” is amended as follows:

- (a) By amending “Section 1 – Definitions” as follows:

“Recyclable Materials”

By deleting “(b) glass food and beverage containers (until October 2010)”.

“Service Area”

By deleting “Gabriola Islands” and replacing it with “Gabriola Island”.

“Weekly Collection Service”

By deleting “means prior to October 2010 scheduled collection of Garbage on a weekly basis, and after October 2010 it means the scheduled collection of Food Waste on a weekly basis.”, and replacing it with “means the scheduled collection of Food Waste on a weekly basis.”

- (b) By deleting Section 4(1)(a)(vi) and replacing it with the following:

4. System Operation

(1) Residents’ Responsibility

- (a) (vi) “set out for collection, no more Garbage Containers than three (3) for Bi-Weekly Collection Service”.

(c) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.01, 2011".

Introduced and read three times this _____ day of _____, 2011.

Adopted this _____ day of _____, 2011.

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'A'

BYLAW NO. 1591.01

User Fees associated with Collection of Garbage, Food Waste and Recyclable Materials

The rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

Service Area	Prompt Payment Rate (rates rounded for convenience)	Payment after Due Date	Other Charges
Electoral Areas ⁽¹⁾	\$125.00	\$138.85	
City of Parksville ⁽¹⁾	\$125.00	\$138.85	
District of Lantzville ⁽¹⁾	\$125.00	\$138.85	
Town of Qualicum Beach ⁽²⁾	\$87.65	\$97.40	
Recycling Only ⁽³⁾	\$46.10	\$51.20	
Tags for set out of additional Garbage Containers – (excluding Town of Qualicum Beach)	-	-	\$2.00 per garbage container

Explanation of Service Level Container Limits included in Basic Rate

(1) Service Level Basic Rates Container Limits

The basic rate will include up to one container of Residential Garbage per collection period (one container per two weeks), one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(2) Service Level Basic Rates Recycling and Food Waste Collection for Town of Qualicum Beach

The basic rate will include up to one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(3) Service Level Basic Rates Recycling Only Collection

The basic rate includes unlimited Recyclable Materials only per collection period.

REGIONAL DISTRICT OF NANAIMO

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

Attendance: Frank Van Eynde, Electoral Area 'E', Chair
Dave Bartram, Director, RDN Board
Michael Procter, Electoral Area 'H'
Reg Nosworthy, Electoral Area 'F'
Eve Flynn, School District #69
Mary Brouillette, Councillor, Town of Qualicum Beach, Alternate

Staff: Tom Osborne, General Manager of Recreation and Parks
Marilynn Newsted, Recording Secretary

Regrets: Jack Wilson, Councillor, Town of Qualicum Beach
Teresa Patterson, Councillor, City of Parksville

CALL TO ORDER

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

MINUTES

MOVED Commissioner Procter, SECONDED Commissioner Flynn, that the Minutes of the District 69 Recreation Commission meeting held February 17, 2011, be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the following Correspondence be received:

- J. Koeleman, RDN, to Town of Qualicum Beach, Re: Proclamation for Youth Week 2011.
- T. Coates, Town of Qualicum Beach, Re: Request For Youth Street Hockey League.
- B. Rowe, Arrowsmith Community Enhancement Society, Re: 2010 Year End Agreement Report.
- T. Osborne, RDN, to British Columbia Recreation and Parks Association, Re: BCRPA 2011 PERC Award for Management Innovation and Ingenuity.

CARRIED

REPORTS

Oceanside Place Report

Mr. Osborne presented a brief summary of the Oceanside Place February report.

Mr. Osborne stated he would clarify for the next meeting the reduction in attendance figures for students between 2010 and 2011 shown in the Year to Date Comparison chart, as requested by Commissioner Nosworthy.

Northern Community Recreation Services and Ravensong Aquatic Centre Report

Mr. Osborne briefly reviewed the Northern Community Recreation Services and Ravensong Aquatic Centre February report. Mr. Osborne reported excellent attendance rates at the aquatic facility, with numbers up 23% compared to this time last year.

Mr. Osborne stated staff are working through the remaining deficiencies at the facility with the contractor. Mr. Osborne stated the entire one million dollar RinC Grant will be received for the repair and upgrade project.

Community Parks and Regional Parks and Trail Projects Report

Mr. Osborne presented a brief summary of the Community Parks and Regional Parks and Trail projects for the month of February.

Mr. Osborne noted the acquisition on March 2, 2011, of Moorecroft Regional Park, the twelfth regional park in the area. The park is currently available for day use only, as well as, some of the Department's summer camps will be incorporating the site into their programs. Free guided tours of the new regional park are being offered and those interested may register through the Recreation Department or on line. A management plan will be developed starting fall 2011.

Mr. Osborne noted the Official Opening of Moorecroft Regional Park is scheduled to be held Saturday, June 18, 2011, the time of day to be confirmed.

Oceanside Place Five Year Financial Plan

Mr. Osborne presented the Five Year Financial Plan for Oceanside Place.

Northern Recreation Five Year Financial Plan

Mr. Osborne presented the Five Year Financial Plan for Northern Community Recreation Services.

Ravensong Aquatic Centre Five Year Financial Plan

Mr. Osborne presented the Five Year Financial Plan for Ravensong Aquatic Centre.

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy that the Five Year Financial Plan for Oceanside Place, Northern Community Recreation Services and Ravensong Aquatic Centre, be received.

CARRIED

Recreation Facility Usage Contributions Summary

Mr. Osborne distributed a corrected copy of the Regional Facility Usage Contributions Summary, which the Commission previously received with a staff report.

BCRPA 2011 Symposium

Mr. Osborne called for two volunteers to attend the 2011 BCRPA Symposium to be held in Richmond, May 11 to 13, 2011. As there were no ready volunteers, Mr. Osborne requested anyone interested contact the office by Monday, March 21.

COMMISSIONER ROUNDTABLE

Commissioner's Nosworthy and Flynn reported Munchkin Land will open in Coombs on March 31.

Commissioner Brouillette stated the year 2012 will be a "Year of Celebration" in Qualicum Beach. The Town of Qualicum Beach will be celebrating its 70 anniversary, The Old School House building will be 100 years old and the Civic Centre 20 years old. A committee has been organized to plan the events through out the year. Early plans include involving both community youth and the Recreation Department in planning the celebration.

Chair Van Eynde reported his attendance at the Electoral Area Planning meeting, which included discussions around the Fairwinds Development proposal. He stated the Fairwinds proposal will be presented to the Regional Board on Tuesday and will be made available for public hearings on April 18 and 19.

COMMISSION INFORMATION

Mr. Osborne noted the Advanced Sport Tourism Workshop, presented by Tourism BC. He stated Mr. Banman will be the contact for the workshop and will forward the date of the event to the Commission when it is received.

ADJOURNMENT

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the meeting be adjourned at 3:05pm.

Frank Van Eynde, Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD WEDNESDAY, MARCH 9, 2011
AT CEDAR HERITAGE CENTRE, 7:00PM**

Attendance: Joe Burnett, Director, RDN Board, Chair
Dawne Burnett
Kerri-Lynne Wilson
Shannon Wilson
Chris Pagan

Staff: Dan Porteous, Superintendent of Arenas and Southern Recreation Services
Elaine McCulloch, Parks Planner
Tracy Stuart, Programmer
Marilynn Newsted, Recording Secretary

Regrets: Marlies Newton

CALL TO ORDER

Chair J. Burnett called the meeting to order at 7:09pm.

Mr. Porteous introduced Ms. Tracy Stuart, to the Commission. Ms. Stuart will be covering Ms. Valade's position as Programmer while she is off on maternity leave.

DELEGATIONS

Mr. Brassens, Cedar Ball Hockey Challenge Association, stated his organization's goal is to have the North Cedar Intermediate School court area resurfaced. He noted the success of 2010 Cedar Ball Hockey Challenge and plans for their second annual event to be held July 8, 9 and 10, 2011. Mr. Brassens stated with the team registrations received to date, and the addition of concession revenue and 50/50 draws they are optimistic they will reach their target goal of raising \$10,000 toward the court resurfacing project.

MOVED Commissioner S. Wilson, SECONDED Commissioner K. Wilson, that the Delegation be received.

CARRIED

MINUTES

Commissioner D. Burnett requested the third paragraph under the heading *2011 Annual Recreation and Cultural Services Budget Review* be re-worded as the intent of the statement is not clearly understood.

Mr. Porteous suggested the paragraph be reworded as follows: *Chair J. Burnett noted the Commission will need to consider the long term budget implications. Previous Recreation and Culture Services budgets have relied on prior annual surpluses as part of the annual operating budgets to maintain service. At each year end annual surpluses are rolled over and used as*

revenue to offset expenditures. Current and proposed budgets in the Five Year Financial Plan have also been budgeted in this manner. As annual surpluses are decreased and the bottom line adversely affected, the long term process is not sustainable. The Commission and staff will need to consider a number of budget solutions for the long term including tax requisition increases, other revenue sources, reducing expenditure and possible service level reductions or changes.

MOVED Commissioner D. Burnett, SECONDED Commissioner K. Wilson, that the Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held January 19, 2011, be approved, as amended.

CARRIED

MOVED Commissioner S. Wilson, SECONDED Commissioner K. Wilson, that the Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission Grant-In-Aid Sub Committee meeting held March 3, 2011, be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Ms. McCulloch inquired of the Commission members the status of a Morden Colliery Trail Volunteer Group.

Chair J. Burnett reported a notice will be put in the April edition of the Take 5 Magazine requesting those interested to attend a meeting to discuss the organization of a Morden Colliery Trail Group. Contact will also be made with the Morden Colliery Tipple restoration group to solicit interested volunteers.

Commissioner D. Burnett noted the work on the Morden Colliery Trail could coincide with the South Wellington clean up and may possibly include a beautification of the entire area.

Ms. McCulloch requested she be contacted when the volunteer group is organized so she may organize an initial on site meeting with staff to provide a work plan and ground rules prior to the start of work.

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner S. Wilson, SECONDED Commissioner K. Wilson, that the following Correspondence be received:

- D. Banman, RDN, to School District #68 Nanaimo/Ladysmith, Re Support Neighbourhood Learning Centres.
- D. Routley, MLA Nanaimo-North Cowichan, Re: Support Cedar Skatepark.
- M. Pearse, RDN, to R. Rangno, Re: Thank You Commission Service.
- K. St. Cyr and B. Stupich, Cedar Family of Community Schools, Re: Grant Final Report.
- Dos Santos, Cedar Community Hall Association, Re: Grant Final Complete Report.

CARRIED

UNFINISHED BUSINESS

Cedar Community Hall Funding Request

Mr. Porteous presented a brief summary of his meeting with representatives of the Cedar Community Hall Association pertaining to their funding request for building repairs and related concerns raised by the Commission in November 2010.

Mr. Porteous noted the following items in relation to the Commissioners concerns:

- Three quotes for the flooring have been received. All are within the \$27,000 range requested.
- Annual budget information has been received from the organization.
- The facility is not eligible for Federal Heritage funding; although, it is eligible for Provincial Heritage funding. However staff were informed by a government official that there is very little Provincial funding available and there is already a very long waitlist of projects if and when more funding becomes available. In all likelihood, funding would not be available for the Association's proposed projects.
- A fundraising event is planned for 2011 with the funds earmarked for this project.
- The facility does qualify for property tax exemption. Mr. Porteous will confirm if they are currently paying taxes.

Mr. Porteous noted the Association was very interested in working out an agreement for access to the Community Hall by Regional District staff for programming purposes, and that a report regarding the funding arrangement would be presented to the Commission for review at the next meeting.

Cedar School and Community Enhancement Society (CSCES) Agreement

Mr. Porteous presented a brief update regarding the Cedar School and Community Enhancement Society (CSCES) Agreement. He stated an agreement is very close and should be available for review by the Commission in May or possibly at a special meeting of the Commission in April if the process can be expedited.

North Cedar Intermediate (NCI) Outdoor Sport Centre

Mr. Porteous stated a meeting was held in February with Mr. Pete Sabo, School District 68, to discuss the North Cedar Intermediate (NCI) Outdoor Sport Centre. Mr. Sabo confirmed the School District does support upgrades to the courts and they have informed the Cedar Ball Hockey Association they will have a technical support person meet with them, on site, to discuss the improvements and to prepare a cost estimate of the same. Mr. Sabo indicated at that time he and Mr. Porteous could work towards an agreement in principle regarding funding for the upgrade as funds would need to be generated from other sources other than the School District. Mr. Porteous noted the Commission does have funds available to enhance community assets. As the Commission has expressed interest previously in funding a portion of the costs for this project, and as the Ball Hockey Association is keen on fundraising as well, there should be enough funding to cover the costs of the court upgrades.

REPORTS

PARKS

Monthly Update of Community Parks and Regional Parks and Trails Projects

Ms. McCulloch presented a brief summary of the Community Parks and Regional Parks and Trails Projects for December through to January 2011.

RECREATION

Monthly Update Recreation and Culture Services

Mr. Porteous presented a brief summary of the Recreation and Culture Services January and February 2011 Report.

Mr. Porteous stated as the Cedar School and Community Enhancement Society (CSCES) will not be offering a summer camp program this year, the Regional District will do so. There had been some confusion as to who would be offering the program this year. Staff will now work with CSCES and the Community School Coordinators to utilize community resources (equipment) and to negotiate reduced rental rates regarding school facility usage. Staff have also applied for the Federal Summer Employment Grant.

Commissioner S. Wilson stated, if the Regional District is working in partnership with the Community School Coordinators to provide the summer program, access to the facilities should be provided to the Regional District at no cost. Mr. Porteous will further explore this issue.

Cedar Heritage Centre Upgrades

Mr. Porteous reported the condition of the ceiling in the Cedar Heritage Centre must be investigated, along with the issue with the outside light and the replacement of the furnace which is noted in the 2011 capital plan.

Chair J. Burnett stated there is a possibility that the annual Gas Tax Rebate funds, received by the Regional District, may be available to cover the cost of the furnace replacement in the facility and in additional years cover the cost of a solar heating system for the hot water tank and replacement of the windows and the installation of energy efficient lighting fixtures.

MOVED Commissioner K. Wilson, SECONDED Commissioner S. Wilson, that the Reports, be received.

CARRIED

Grant-In-Aid

MOVED Commissioner S. Wilson, SECONDED Commissioner K. Wilson, that following Electoral Area 'A' Recreation and Culture Grants be approved:

Organization	Description	Amount
Cedar Family of Community Schools	Families First programs – Family Hairstyling and Jewelry Making – equipment and tools	\$1,500.00

	subject to program implementation based on minimum registrations and equipment being accessible to the RDN for future programming opportunities as applicable.	
Cedar Community Policing	Drug Awareness Fair – hall rental, refreshments and advertising.	\$750.00
Comets Sports, Recreation and Culture Society	Summer Basketball Camp – basketballs, snacks and advertising subject to equipment being accessible to the RDN for future programming opportunities as applicable.	\$800.00
Cedar 4-H Senior Advisory Council	Beban Barnyard – hand outs, signage, shavings, feed, portable toilets, hand washing.	\$1,500.00
Cedar Community Association	Defibrillator – purchase – subject to public recognition of the RDN Grant-In-Aid contribution and confirmation of no legal or regulatory issues regarding public access.	\$1,500.00
Friends of Morden Mine	Creation of 5,000 brochures for public relations/awareness – subject to public recognition of the RDN Grant-In-Aid contribution on the brochures.	\$750.00

CARRIED

NEW BUSINESS

BCRPA 2011 SYMPOSIUM

Mr. Porteous stated staff will not be attending the 2011 BCRPA Symposium; however, there is opportunity for two Commissioners to attend.

Commissioner S. Wilson stated she was willing to attend, if the time does not conflict with her personal calendar. Mr. Porteous will contact Commissioner Newton to see if she is interested. If there is still a spot available Mr. Porteous will offer the opportunity to any new Commission members who may join prior to the event.

Chair J. Burnett stated the deadline for Electoral Area 'A' Commission applications is March 11, 2011, and staff have confirmed three applications have been received as of this date. Two other applications are also anticipated before the deadline.

GARBAGE CLEAN-UP SOUTH WELLINGTON

Mr. Porteous advised that Ms. Krista Seggie is organizing and looking for volunteers to assist with a major clean-up in South Wellington and in all areas in Electoral Area 'A'. The clean-up is scheduled for Saturday, April 9.

Chair J. Burnett stated he is endeavoring to have the Regional District dumping fees waived for the event.

SCHOOL DISTRICT 68 MEETING

Chair J. Burnett briefly reviewed the February 28, 2011, meeting held with School District 68 Trustees and staff.

Chair J. Burnett noted the following highlights from the meeting:

- Regional District programming currently being done and anticipated.
- The School District is committed to working with the Regional District to enter into a land use agreement for the development of the skate board park.
- A willingness to work out an arrangement of use of the old Waterloo School site, once liability issues are rectified.
- An invitation was offered to collaborate on a review of sports fields and facilities and the preparation of a master plan to cover their use regarding additional community amenities.
- A discussion regarding safe walking routes for school children, especially around the MacMillan and Cedar Road areas.
- A review of where street lighting is required in the area.
- Sand volleyball courts and Disc Golf sites available in the area and to be incorporated into a sports field facility master plan.

COMMITTEE ROUND TABLE

Commissioner C. Pagan requested promotions for recreation programs be forwarded to North Oyster School and to Ladysmith Secondary School to ensure children who live in Cassidy and attend school out of the Electoral Area 'A' School District are aware of programs available to them.

Commissioner K. Wilson announced on June 10, 11 and 12 she is managing a Competitive Trail Ride along the Nanaimo Lakes Road in Electoral Area 'C'. She will be applying for Grant-In-Aid funding.

Chair J. Burnett stated the Electoral Area 'A' Draft OCP is nearing completion. A public hearing will be held Monday, May 28, 2011.

ADJOURNMENT

MOVED Commissioner S. Wilson, that the meeting be adjourned at 9:10pm.

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY PARKS AND OPEN SPACE ADVISORY REGULAR COMMITTEE MEETING HELD, MONDAY, FEBRUARY 21, 2011, 7:00PM AT EAST WELLINGTON FIRE HALL

Attendance: Maureen Young, Director, RDN Board
Rick Heikkila
Judith Wilson
Doug Cawthorne
Bruce Erickson

Staff: Elaine McCulloch, Parks Planner

Also In Attendance: Charles Pinker, Alternate Director, RDN Board

CALL TO ORDER

Ms. McCulloch called the meeting to order at 7:04pm.

ELECTION OF CHAIR AND SECRETARY

Ms. McCulloch called for nominations for the position of Chair.

MOVED J. Wilson, SECONDED B. Erickson, that Mr. Heikkila be nominated for the position of Chair.

CARRIED

As no other nominations were received, Ms. McCulloch declared Mr. Heikkila Chair.

Ms. McCulloch called for nominations for the position of Secretary.

MOVED R. Heikkila, SECONDED J. Wilson, that Mr. Erickson be nominated for the position of Secretary.

CARRIED

As no other nominations were received, Ms. McCulloch declared Mr. Erickson as Secretary.

Ms. McCulloch passed the Chair to Mr. Erickson.

MINUTES

MOVED C. Pinker, SECONDED R. Heikkila, that the Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held November 8, 2010, be approved.

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects

Ms. McCulloch presented a brief summary of the Community Parks and Regional Parks and Trails Projects for September through to January 2011.

Five Year Project Plan

Ms. McCulloch reviewed the Five Year Project Plan for 2011 to 2015.

2011 Annual Community Parks Budget Review

Ms. McCulloch reviewed the East Wellington and Pleasant Valley 2011 Community Parks Budget.

MOVED B. Erickson, SECONDED D. Cawthorne, that the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee supports the 2011 Annual Budget for East Wellington and Pleasant Valley Community Parks, as presented.

CARRIED

Benson Meadow Drive Community Park Trail Network Concept Plan

Ms. McCulloch presented the Benson Meadow Drive Community Park Trail Network Concept Plan to the Committee.

MOVED R. Heikkila, SECONDED D. Cawthorne, that the Reports be received.

CARRIED

ADJOURNMENT

MOVED R. Heikkila, SECONDED D. Cawthorne, that the meeting be adjourned at 8:27pm.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, FEBRUARY 7, 2011, 7:00PM
AT NANOOSE PLACE**

Attendance: George Holme, Director, RDN Board
Frank Van Eynde
Gabrielle Cartlidge
Scott Wroe
Peter Law
Randy Orr
Glenn Thornton

Staff: Elaine McCulloch, Parks Planner

CALL TO ORDER

Ms. McCulloch called the meeting to order at 7:10pm.

ELECTION OF CHAIR AND SECRETARY

Ms. McCulloch called for nominations for the position of Chair.

MOVED G. Holme, SECONDED G. Cartlidge, that Mr. Van Eynde be nominated for the position of Chair.

CARRIED

As no other nominations were received, Ms. McCulloch declared Mr. Van Eynde Chair.

Ms. McCulloch called for nominations for the position of Secretary.

MOVED G. Holme, SECONDED F. Van Eynde, that Mr. Law be nominated for the position of Secretary.

CARRIED

As no other nominations were received, Ms. McCulloch declared Mr. Law Secretary.

Ms. McCulloch passed the chair to Mr. Van Eynde.

MINUTES

MOVED G. Cartlidge, SECONDED R. Orr, that the Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held October 4, 2010, be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

MOVED G. Carlidge, SECONDED R. Orr, that the POSAC's Review and Comments on the Fairwinds Neighbourhood Plan "Parkland" Proposal, from their July 26, 2010 informal meeting, be appended to the February 7, 2011 meeting minutes.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED G. Holme, SECONDED R. Orr, that the following Correspondence be received:

- E. McCulloch, RDN, to Schooner Ridge Strata Association, Re: Licence to Use Agreement – Emergency Access Lane Rockhampton Road and Sinclair Place.
- F. Van Eynde, POSAC 'E', to Schooner Ridge Strata Association, Re: Licence to Use Agreement – Emergency Access Lane Rockhampton Road and Sinclair Place.

CARRIED

REPORTS

Committee Member Information Binder Updates

Ms. McCulloch provided the following handouts to update POSAC member's information binders: Member Contact List (2011), RDN Park Staff Contact List, "So Now You're a Commission Board Member", Terms of Reference – Nanoose Bay POSAC, Regional Parks and Trails map, Parks and Open Space Plan for Nanoose Bay May 2001, Park Inventory for Area E – 34 Parks.

Review of POSAC Terms of Reference and POSAC Roles.

Ms. McCulloch reviewed the Electoral Area 'E' Parks and Open Space Advisory Committee Terms of Reference and roles for the Committee.

MOVED P. Law, SECONDED G. Holme, that the RDN Parks Department organize a workshop of District 69 Parks and Open Space Advisory Committees for the purpose of sharing experiences in developing and implementing projects for their areas.

CARRIED

Monthly Update of Community Parks and Regional Parks and Trails Projects September to November 2010.

Ms. McCulloch briefly reviewed the Community Parks and Regional Parks and Trails Projects for the Committee.

Committee members requested an update on the status of the Timberstone Development's \$20k performance bond; specifically whether the funds are available for the Regional District to complete the required park improvements associated with the development. Ms. McCulloch will confirm the status of the development.

Five Year Project Plan: 2011 – 2015

Ms. McCulloch reviewed the Final Five Year Project Plan for 2011 through to 2015.

2011 Annual Community Parks Budget Review

Ms. McCulloch reviewed the Electoral Area 'E' Community Parks 2011 Budget.

Mr. Wroe stated the \$5,000 cost allocated for a potential boat ramp site seemed high. Mr. Holme indicated he would enquire of staff how the cost was determined.

Schooner Ridge Footpath Entrance Update

Ms. McCulloch presented a verbal update and map of the Schooner Ridge footpath entrance. She stated two letters (authored by F. Van Eynde and E. McCulloch) had been sent to the Schooner Ridge strata requesting permission (Licence of Use Agreement) for public access. A response from the Schooner Ridge Strata Association has not been received to date.

Ms. McCulloch stated a cost estimate of \$18,000 has been received to develop an access to the park, if the strata association declines the request.

Fairwinds Update

Ms. McCulloch provided a brief summary of the January 2011 submission by Fairwinds. She noted the following as some of the revisions made to the parks component of the submission include:

- A reduction in the area designated as Community Park from 31.96 to 2.74 hectares. Most of the area reduction has been area shifted to a Regional Park designation.
- Most public pathways have been designated as Regional Park.
- A park management plan will be developed.
- Park dedication will be phased in according to a Phased Development Plan as part of the zoning amendment process.

Mr. Holme provided a summary of the January 31 and February 1, 2011, Fairwinds Public Information meetings, noting both meetings were well attended and comments were received regarding the proposed neighbourhood plans. He noted there were many issues raised about the project. Mr. Holme stated the information provided at the public meetings and any subsequent correspondence received from the public will form the package of information made available to the Electoral Area Directors when they meet in March or April of this year to decide if and when the OCP amendment applications will proceed to public hearing. Mr. Holme indicated after a revised submission is received from Fairwinds the Regional District may require another set of public information meetings, however, he did not make any promises that this will be the case.

MOVED R. Orr, SECONDED G. Cartlidge, that the Reports be received.

CARRIED

NEW BUSINESS

MOVED S. Wroe, SECONDED G. Holme, that the RDN Parks staff submission concerning the Fairwinds OCP amendment be made available to the Electoral Area 'E' Parks and Open Space Advisory Committee for information.

CARRIED

The Committee discussed how the Parks and Open Space Advisory Committee meeting agenda is organized. Chair Van Eynde noted there is no opportunity at the beginning of the meeting to bring forward new agenda items. Ms. McCulloch advised that new agenda items may be added to the agenda at the beginning of the meeting with the support of the Committee. Furthermore, an opportunity to add agenda items is extended to the committee prior to the agenda being set.

The Committee requested both the agenda and minutes of the meetings be made available on the RDN website.

Ms. McCulloch will investigate the possible change to the existing agenda format and the possibility to provide both the agenda and minutes on the RDN website.

COMMITTEE ROUND TABLE

Mr. Law requested that an invitation to appear as a delegation at an upcoming meeting be extended to the person within the Fairwinds Community Association who oversees park issues.

Mr. Orr requested that the Regional District provide the POSAC members with a large format, ortho photo map showing Electoral Area 'E' parks.

ADJOURNMENT

MOVED G. Cartlidge, SECONDED S. Wroe, that the meeting be adjourned at 8:45pm.

CARRIED

Chair

APPENDIX 1

ELECTORAL AREA 'E' PARKS AND OPEN SPACE COMMITTEE
REVIEW AND COMMENTS FAIRWINDS NEIGHBOURHOOD PLAN "PARKLAND" PROPOSAL

To:

Elaine McCulloch and Leysa Fesiak, Parks Planners – RDN Parks and Recreation

CC: Susan Cormie, Senior Planner - RDN Development Planning Department

Re: Nanoose Bay Parks and Open Spaces Committee's Review and Comments on the Fairwinds Neighbourhood Plan "Parkland" Proposal.

During a recent meeting of the Nanoose Bay POSAC (July 5th), the committee members were provided with a review of the Lakes District Neighbourhood Plan by Mr. Russell Tibbles and the Fairwinds Land Development consulting team . Members are very interested in the proposed Plan, and had many questions during the presentation by the team. To ensure that Fairwinds Real Estate Management Inc. receive feedback from this committee, along with RDN Parks and Community Planning Departments, the NBPOSAC met on July 26th to review the Plans (Lakes and Schooner Cove) and discuss items that represent a consensus of opinion within the Committee concerning various Parks and Open Space issues that have been raised in the Neighbourhood Plans.

Committee members present:

Geo Holme, Frank Van Eynde, Gabrielle Cartidge, Stephen Watson, Peter Law (minute taker)

Generally, the committee sees the Plan(s) as having a progressive approach to the use of Parks and Open Space concepts and policies in protecting environmentally sensitive areas in the proposed development areas. We did not have time to discuss specific Policy statements in the meeting, but rather attempted to gather common concerns about various issues and approaches being proposed.

The following issues were discussed during our review of the Lakes Neighbourhood Plan:

1) Regional Parks

In section 3.2.2 (and shown on a map in schedule A2), the Plan dedicates 96.88 hectares of land to the RDN as Regional Park. The Committee is pleased that Fairwinds have recognized the importance of several of the highly valued landscape features for designation as "Park". Many of these areas were identified in the May 2001, Nanoose Bay Parks and Open Spaces Plan. The Notch, the Lookout (east of Enos Lake), Gary Oak Ecosystems (generally) and Enos Lake and associated beaver ponds have been identified as "high to medium" priority in the 2001 Parks Plan. Trails for people that link these landscape features will be an asset and are supported by the Committee. We did not discuss the exact location of the (Regional Parks) polygons or trails, as we view these maps as for general display at this time.

We did have a number of general comments associated with Regional Parks as proposed:

- The Committee generally supports the proposal to designate these lands as Regional Parks, however there is a real concern that the RDN will not have the (staffing) capacity, the (\$)

resources nor the expertise to “manage” the trails and other public assets on these sensitive lands over time. We are aware of agreements in other Electoral Areas between not for profit “Land Trust” organizations, developers and local governments that allow more flexibility in managing sensitive environmental features over time.

Question: Has there been discussions about a land management agreement between RDN, a Land Trust (such as Nature Trust of BC) and Fairwinds ?

- Under item 3.2.5 the subject of “Future Development Reserve” is brought forward in the context of residential development potential within or adjacent to Regional Park polygons (as shown on Sched. A2). The Committee members expressed concern that these “reserve” lands were given this designation, as they are located in areas designated as having high ecological values.

Question: How can Fairwinds promote this “fragmentation” approach to land use inside lands designated as Regional Park without regard for negative impacts to the Gary Oak ecosystems where the “reserves” are located ?

- On Schedule A2, we note the designation of lands around Enos Lake as being within the Regional Park designation. Recognizing that Enos Lake represents a significant feature (from an environmental and recreational context) in the area, Committee members expressed concern that the lake (surface area) should also form part of the Regional Park designation. We understand that Fairwinds own a water licence on the lake, however we are not sure if they own the bottom of the lake. Tenure of the lake bottom in the public domain will ensure access to the lake and control over developments in the Park. This form of tenure will, when included with the surrounding lands, provide a larger and more diverse Park (which may interest a partnering land trust).

Question: Has there been any discussion about the land tenure of (bottom) Enos Lake being considered as Regional Park?

- The Plan identifies a policy for providing wildlife corridors in Regional Parks. The Committee members struggled with this concept, as these lands have an abundance of wildlife, which the map (Sched. A2) seems to be confined to green strips (30 to 50 meters wide ?) located between intensively developed lands. Deer are abundant, and do not limit their use to forests in Fairwinds .

Question: How will these “green corridors” provide the necessary elements for wildlife movement in the Plan area? Are the corridors wide enough and located in areas of intense wildlife use?

- Trails within the wildlife corridors are identified for the public. Trails and wildlife corridors are not seen by the Committee as mutually inclusive.

Question: Will these wildlife corridors be larger in areas where public trails are going to be developed to ensure no conflict?

2) Community Parks

The committee notes the designation of two forms of Community Parks, passive and active.

- Concerning the passive Community Parks (item 3.2.3), we see this designation covers a large area, with much of these lands associated with setbacks or buffers to environmentally sensitive areas such as streams/ponds and (Garry Oak) meadows. Again, there are trails identified in many of these Parks. Members are concerned with the costs of maintenance of these areas and trail systems, along with the ongoing monitoring of hazard trees and invasive plants.

Question: Will Area E residents pay for the costs associated with managing (passive) Community Parks? As there are trails located in these Parks, will these Parks be of sufficient size to ensure people and environmental protection are feasible?

- Concerning Active Community Parks (item 3.2.4), the Committee note the Plan identifies (approximately) six small parks.

Question: Has there been consideration for combining these small parks to provide 1 larger active park (w/sport field)?

3) Parkland Dedication

The committee discussed the issue of whether Park dedication and associated legal agreements may change over the phases (20 to 30 year lifetime) of this Plan and whether all of these parkland assets (as shown on Schedule A1) should become "Park" in phase 1.

Question: When will the Regional and Community Parks in the Lakes District be dedicated to the public?

4) Long Term Parkland Monitoring

Much of the "Rationale and Policies" of Regional and (passive) Community Parks within the Lakes District Neighbourhood Plan, are based on the premise that these sites require protection as they are ecologically important to the Region and the Nanoose Peninsula. Many of the policies recommend a soft approach to public use (if at all) and nearby residential development to ensure long term preservation of these sensitive ecosystems. The Plan does not provide any statement or commitment about (long term) monitoring of the "condition(s)" in these Parks to ensure that many of the policies are working. As an example, we bring forward the importance of Enos Lake water quality. This small lake will be surrounded by residential development that will discharge rainwater runoff (stormwater) into a small basin that has seen little change to water quality for thousands of years. The lake is home to a Species at Risk.

Question: How will Fairwinds , (along with other partners) monitor environmental conditions in the proposed parks to ensure long term ecological integrity of these areas remains high over time? If no monitoring, how will we know if this Plan's Parks designations have succeeded?

5. Trails and Waterfront promenades

The following issue was discussed during our review of the Schooner Cove Neighbourhood Plan:

- The committee generally support the development of the trails and waterfront walking promenades. The issue of maintenance and costs were seen as more than an RDN Parks function could hope to maintain.

Question: Will the development and maintenance of these trails be seen as a cost share between the developer and the strata owners in the Schooner Cove?

6. Future Costs associated with Parks Management in Fairwinds and Area E Residents

The Committee is aware that Parks ownership & management (in the Lakes and Schooner Cove) is currently being reviewed with the RDN Parks & Recreation staff through the NP process. Various concepts are being considered. Committee members are willing to assist in these discussions if (a local perspective) is needed.

At our meeting, members expressed a real concern that this is the largest land development planning process in Area E (or perhaps the RDN) in recent history. There are many questions about “who will pay?” for many of the “Parks” proposals being considered. A clear understanding of the cost implications to Area E residents is a high priority to NBPOSAC members.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, FEBRUARY 28, 2011, 7:00PM
AT ERRINGTON WAR MEMORIAL HALL**

Attendance: Lou Biggemann, Director, RDN Board
Reg Nosworthy
Linda Tchorz
Alfred Jablonski
Kebble Scheaff

Staff: Elaine McCulloch, Parks Planner

Regrets: Lela Perkins
Barbara Smith

CALL TO ORDER

Ms. McCulloch called the meeting to order at 7:00pm.

ELECTION OF OFFICERS

Ms. McCulloch called for nominations for the position of Chair.

MOVED K. Scheaff, SECONDED A. Jablonski, that Mr. Nosworthy be nominated as Chair.

As there were no other nominations, Ms. McCulloch declared Mr. Nosworthy Chair.

Ms. McCulloch called for nominations for the position of Secretary.

MOVED R. Nosworthy, SECONDED A. Jablonski, that Ms. Tchorz be nominated as Secretary.

As there were no other nominations, Ms. McCulloch declared Ms. Tchorz as Secretary.

Ms. McCulloch passed the Chair to Mr. Nosworthy.

MINUTES

MOVED K. Scheaff, SECONDED A. Jablonski, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held October 18, 2010, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED K. Scheaff, SECONDED A. Jablonski, that the Correspondence W. Worland Arrowsmith Agriculture Association, re: Grant Complete Report, and L. Smith, re: Concerns Proposed Trails, be received.

CARRIED

REPORTS

Review – POSAC Terms of Reference and POSAC Roles

Ms. McCulloch briefly reviewed the Parks and Open Space Advisory Committee Terms of Reference and the role of the Committee.

Community Parks and Regional Parks and Trails Projects

Ms. McCulloch presented a brief summary the Community Parks and Regional Parks and Trails projects for September through to January 2011.

2011 Annual Community Parks Budget Review

Ms. McCulloch presented an overview of the 2011 Annual Community Parks Budget.

Ms. McCulloch clarified confusion regarding the \$15,000 in trail development funds which were originally earmarked for the Meadowood CP concept design. She noted that at the October 2010 meeting, the Committee had agreed to postpone the Meadowood CP project and to use a portion of the funds to develop the Kopernick connector to Errington Elementary School and the remaining \$5,000 for stairs at Malcolm Rd. CP.

Mr. Jablonski provided two conceptual plans developed by the Meadowood Resident's Association. Planning procedure documentation will be provided to Mr. Nosworthy and Mr. Jablonski to clarify the process.

The Committee discussed the possible development of the Romain Road property, however, on McCulloch's recommendation, agreed to not proceed with the project at this time.

MOVED K. Scheaff, SECONDED L. Biggemann, that the Electoral Area 'F' Parks and Open Space Advisory Committee supports the 2011 Annual Budget for Electoral Area 'F' Community Parks, as presented.

CARRIED

Five Year Project Plan: 2011 – 2015

The Five Year Project Plan will be emailed to the Committee members for their review.

Electoral Area 'F' Community Trails Project Update

The Committee discussed the Electoral Area 'F' Community Trails Projects. Members noted the Arrowsmith Community Enhancement Society will be hiring a second part-time Activities Coordinator who could liaise with the Parks and Open Space Advisory Committee and assist with the working group.

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

CARRIED

ADJOURNMENT

MOVED A. Jablonski, that the meeting be adjourned at 8:50pm.

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
WEDNESDAY, JANUARY 26, 2011
9:30AM**

Attendance: Dave Bartram, Director, RDN Board
Barry Ellis
Valerie Weismiller
Patty Biro
Marguerite Little

Staff: Elaine McCulloch, Parks Planner

Regrets: Michael Procter

CALL TO ORDER

Mr. Bartram called the meeting to order at 9:30am.

ELECTION OF CHAIR AND SECRETARY

Mr. Bartram called for nominations for the position of Chair.

MOVED D. Bartram, SECONDED B. Ellis, that Mr. Procter be nominated for the position of Chair.

CARRIED

As no other nominations were received and as Mr. Procter had consented prior to the meeting that he would be willing to stand for the position, Mr. Bartram declared Mr. Procter, Chair.

Mr. Bartram called for nominations for the position of Secretary.

MOVED D. Bartram, SECONDED P. Biro, that Ms. Little be nominated for the position of Secretary.

CARRIED

As no other nominations were received Mr. Bartram declared Ms. Little as Secretary.

In the absence of Chair Procter, Mr. Bartram proceeded with the meeting as Chair.

MINUTES

MOVED V. Weismiller, SECONDED P. Biro, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held April 28 and October 13, 2010, be approved.

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects

Ms. McCulloch presented a brief summary of the Community Parks and Regional Parks and Trails projects for September through to November 2010. Ms. McCulloch noted page three of the report, under the heading *Area H*, should read *Deep Bay Community Park* rather than *Gainsberg Road Community Park*.

An onsite meeting, possibly in March, will be scheduled to provide the neighbours of the Dunsmuir Community Park an opportunity to discuss the continued vandalism and the costs incurred for replacement of damaged equipment such as picnic tables, chairs and washroom facilities.

Five Year Project Plan: 2011 - 2015

Ms. McCulloch presented the Five Year Project Plan for the Committee's information, noting the following items:

- Henry Morgan Community Park, site survey complete. Project will move ahead in a timely manner. The initial draft plan to include input from Bowser youth and to be presented at May meeting.
- McColl Road Community Park residents have expressed an interest to be involved in the planning process. A stewardship meeting will be set for September.
- Water access signs are required at all RDN managed water accesses as identified by the Municipal Insurance Authority.
- Oakdowne Community Park trail signage is required. Confirmation of trail locations by GPS is required. Project to move forward to 2011.
- Deep Bay Community Park entrance is scheduled have trees planted in September.
- Rose Park Community Park signage is required. Staff to confirm if \$1,500 designated from adjacent subdivision on Lynx Road is still available for this project.

MOVED V. Weismiller, SECONDED P. Biro, that the Five Year Project Plan be received as presented.

CARRIED

2011 Annual Community Parks Budget Review

Ms. McCulloch presented the 2011 Annual Community Parks Budget for review.

MOVED B. Ellis, SECONDED P. Biro, that the Electoral Area 'H' Parks and Open Space Advisory Committee supports the 2011 Annual Budget for Electoral Area 'H' Community Parks, as presented.

CARRIED

COMMITTEE ROUND TABLE

Mr. Bartram noted the following items of interest:

- The E & N Rail Trail Agreement should be signed soon.

- The completed Lighthouse Regional Trail has received good reviews from the Community.
- A Bluegrass Festival will be held at the Lions Community Park this summer.
- There has been a good response to the transit survey.

Ms. Biro suggested the trails and bridges in the Thames Creek area be promoted and noted trees should be planted in the Lighthouse Rec yard and on the school connector, Hebro Trail etc.

ADJOURNMENT

MOVED V. Weismiller, SECONDED P. Biro, that the meeting be adjourned at 10:50am.

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES FROM THE REGULAR MEETING OF THE DRINKING WATER WATERSHED PROTECTION ADVISORY COMMITTEE

HELD ON THURSDAY, MARCH 31, 2011 AT 12:30 PM
IN THE RDN BOARDROOM

Present:	Director J. Stanhope	Chairperson
	Joe Burnett	Director Electoral Area A
	David Bartram	Director Electoral Area H
	Gisele Rudischer	Director Electoral Area B
	Deb Ferens	Islands Trust Representative
	Gilles Wendling	General Public Representative (South)
	Gordon Buckingham	General Public Representative (North)
	Pat Lapevic	Ministry of Environment
	Faye Smith	Environment Community Representative
	Alan Gilchrist	Academic Community Representative (VIU)
	Ken Epps	Forest Industry Representative
	Shelley Bayne	Hydrogeology Representative
	Mike Donnelly	Manager of Water Services, RDN
	Christina Metherall	Drinking Water/Watershed Protection Coordinator, RDN
	Bonaventure Thorburn	Water Purveyors' Representative
	Greg Keller	Senior Planner, RDN
	Domenico Iannidinaro	Forest Industry Representative
	Cavan Gates	Special Projects Assistant / Recording Secretary, RDN
Regrets:	Oliver Brandes	Academic Community Representative

CALL TO ORDER

The Chair called the meeting to order at 12:30.

MINUTES

MOVED J. Burnett, SECONDED D. Bartram, that the minutes of the Drinking Water Watershed Protection Advisory Committee meeting of November 23, 2010 be adopted. CARRIED

REPORTS (verbal)

Electoral Area A OCP Update – Water Conservation Development Permit Area (G. Keller)

G. Keller reviewed the Electoral Area A Official Community Plan (OCP) with the Committee. The following points were noted:

- A groundwater vulnerability assessment was prepared and public consultation was carried out; community concerns concentrated on quantity and quality of groundwater.
- The draft OCP has been scheduled for third reading.
- The OCP has been linked with work done on Drinking Water Watershed Protection.
- DWWP staff provided research for the OCP and aided with public outreach. The OCP includes a section on DWWP policies for further research, advocacy, rezoning conditions and rainwater management.

- A Development Permit Area (DPA) is included in the OCP for all land above the Yellowpoint aquifer which requires a hydrogeological assessment and the installation of a rainwater harvesting system compatible with indoor use for new buildings.
- Future opportunities for collaboration were determined to be the alignment of groundwater studies with planning projects like the OCP review, and the sharing of information between departments.
- This OCP may serve as a template for other OCPs.

Community Surface Water Quality Monitoring (C. Metherall)

C. Metherall reviewed the Community Surface Water Quality Monitoring project. Past surface water monitoring activities include the Ministry of Environment's (MOE) water quality objective attainment monitoring on French Creek and the Englishman River as well as monitoring by community stewardship groups such as Streamkeepers. Proposed actions include working with existing community stewardship groups and providing them with high quality equipment, training and a long-term data collection strategy. The RDN will provide the equipment and pay for quality control and quality assurance. The MOE will provide training, technical resources and data storage in their environmental monitoring system. This year's schedule includes an introductory workshop in May, training in early August, low flow data collection in late August and fall flush data collection in October and November; stewardship groups have indicated their interest in the program. The RDN has yet to discuss obtaining water quality data for hatcheries on the Little Qualicum River from the Department of Fisheries and Oceans.

Ground Water Quality Survey – Cassidy and South Wellington (C. Metherall)

C. Metherall reviewed the Ground Water Quality Survey project in Cassidy and South Wellington. Approximately 600 letters inviting participation in the sampling project were distributed to property owners, of which approximately 100 answers were received. There will be a report published after the results are analyzed. The forestry companies have not been approached for participation in the project.

Gabriola Island – Well Locates (C. Metherall)

C. Metherall outlined the current situation on Gabriola Island regarding locating wells. Presently, the well driller that performs the majority of work on the island does not submit any well records creating record gaps for recently drilled wells. In response, the RDN is proposing a "Well Records for Groceries" incentive program whereby new well record submissions would enter the property owner into a draw for a gift certificate for a grocery store; details have yet to be determined.

Observation Wells – Phase 1 Complete (M. Donnelly)

Mike Donnelly reported on the status of the expansion of the provincial observation well network in the RDN. Money was received from senior levels of government for new wells. Eleven new wells are in place or in progress and four were drilled in March. The new well in the Town of Qualicum Beach is located close to the intersection of the highway and the river; it is an old municipal well that is not being used due to poor quality. These wells will be used as part of the provincial well network.

GSC Project Update (P. Lapcevic)

P. Lapcevic provided an update on the Geological Survey of Canada's (GSC) project in the region. It is a collaboration between the Ministry of Forests, Lands and Natural Resource Operations, the RDN, the Cowichan Valley Regional District and the Geological Survey of Canada to assess the groundwater resources in the region. The new observation well on Holden Corso Road was cored as it was drilled and the cores were sent to the GSC. Overburden cores of other wells were cost prohibitive. Provincial staff have been reinterpreting pump test records to allow for chronological comparison. A graduate student from the University of Calgary is studying groundwater surface water interactions on the Englishman River. The following points were noted:

- There is a new GSC superficial map of the region.
There is not yet a monitoring well on the Timberlands Road Right-of-Way.
- The well drilling rig that can do overburden cores regularly visits Vancouver Island; they need to be contacted to discuss the possibility of cost reduction by piggy-backing jobs when they are on the island.
- A report on groundwater vulnerability is forthcoming and workshops will be presented to planning staff.
- The groundwater vulnerability maps are available for all of Electoral Area A on iMap BC.
- In the event of a 7.0 or higher magnitude earthquake surface infrastructure would be damaged, but the actual well yield would be minimally affected.

Team WaterSmart 2011 (C. Metherall)

C. Metherall outlined the planned actions for Team WaterSmart. There are eight workshops focusing on rainwater and greywater reuse scheduled for the spring. The workshops are advertised in local newspapers and attendance statistics will be maintained. In addition, the irrigation review program will be implemented on a larger scale in 2011.

Watershed Snapshot Report – Public Comments (C. Metherall)

C. Metherall reviewed public input on the Snapshot Report; there were twelve submissions by members of the public. Items that were not adequately addressed in the report were summarized and presented to the Committee for discussion. Unconfirmed and potential issues will be added to the list of concerns in the report. After the comments are finalized, the report will be submitted to the Board of Directors for approval.

It was also noted that resources from salmon enhancement projects may be used to monitor water quality; a DFO community advisor may be able to provide assistance. In addition, the school climate monitoring network is being utilized for this project.

Composting Toilets for Primary Use (M. Donnelly)

Discussion postponed to a later date.

RDN Water Services Website Demonstration (C. Metherall)

C. Metherall demonstrated the new RDN Water Services site including the web based GIS Water Map. The following points were discussed about the website:

- Climate change information will be linked to the Energy and Sustainability page.
- The GIS database is independent.
- Staff are currently working on a protocol for updates.
- There will be dedicated technical support as the DWWP function funds a portion of a GIS position.
- The fish bearing watercourses layer could be added.

Upcoming Technical Committee Meeting to assist with:

Terms of Reference for Water Budgets

Present information and information gaps need to be assessed.

Phase 2 of the Observation Well Program

To be discussed at the next meeting of the Technical Committee.

Water Resource Indicators

More data needs to be collected about which indicators to use and how to assess them including which ones are already used and assessed by different organizations. The following suggestions were made:

- The indicators and any information gaps to be added to the web map.
- Snowpack could be used as an indicator as well as average daily temperature.
- Community water systems and aquaculture operations may have information on raw water quality that would be useful.
- Groundwater extraction could be estimated based on type of development and quantity of development.
- Work with water suppliers to determine water usage.
- Impermeable surface area is not necessarily a good indicator of watershed health if good rainwater management practices are in place.
- Rainwater catchment could be measured if new installations are recorded.
- Need to limit the number of indicators so that the data can be properly analyzed.

NEW BUSINESS

The Committee agreed to a presentation by the Mid Vancouver Island Habitat Enhancement Society at the next meeting of the Drinking Water Watershed Protection Advisory Committee.

ADJOURNMENT

Chair Stanhope thanked the committee for their contributions noting in particular and how often the importance of water is raised as a concern by residents.

Chairperson