

REGIONAL DISTRICT OF NANAIMO

**INAUGURAL BOARD MEETING
TUESDAY, DECEMBER 11, 2012
(Immediately following NRHD Board meeting)**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**

The Chief Administrative Officer will call the meeting to order.
- 5 - 9 Notifications from the City of Nanaimo, District of Lantzville, City of Parksville, and Town of Qualicum Beach advising of their Council appointments to the Board for the year 2013.

ELECTION OF BOARD CHAIRPERSON

ELECTION OF DEPUTY CHAIRPERSON
- 2. PRESENTATION**

Carol Ross, Knox United Church, re Fundraising for Moorecroft Regional Park.

DELEGATIONS

10 **Rosemary Bonanno and Adrian Maas, Vancouver Island Regional Library**, re Offer to Purchase 90 Commercial Street, Nanaimo, BC Air Space Parcel 1, Section 1, Plan VIP 65336 Land District 32.
- 3. BOARD MINUTES**

11 - 27 Minutes of the regular Board meeting held Tuesday, November 27, 2012.
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**

28 - 33 **Rosemary Bonanno, Vancouver Island Regional Library**, re VIRL Facility Policy.

34 - 38 **Laurie Gourlay, Mid Island Sustainability & Stewardship Initiative**, re Sustainable Development & Nanaimo Proclamation, 'A Day for Our Common Future'.

- 39 **Trudy Coates, Town of Qualicum Beach**, re Town of Qualicum Beach Appointment to the District 69 Recreation Commission.

6. UNFINISHED BUSINESS

BYLAW THIRD READING

- 40 - 53 **Zoning Amendment Application No. PL2011-070 Bylaw 500.372 – 639582 BC Ltd. – 1395 Island Highway West, Electoral Area ‘G’** (Electoral Area Directors Except EA ‘B’ – One Vote).

BYLAW ADOPTION

- 54 - 55 **Bylaw No. 1004.06 – A Bylaw to amend the boundaries of the Duke Point Sewer Service to include the property at 500 Duke Point Highway** (within the City of Nanaimo) (All Directors – One Vote).

That “Duke Point Sewer Service Amendment Bylaw No. 1004.06, 2012” be adopted.

- 56 - 60 **Bylaws No. 889.63 and 1021.09 – Inclusion of Lot 6, DL 22, Nanoose Land District, Plan 10012 into the Pacific Shores Sewer Service, Electoral Area ‘E’** (1536 Terrien Road, P Vining) (All Directors – One Vote).

1. *That “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No.889.63, 2012” be adopted.*
2. *That “Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.09, 2012” be adopted.*

Oceanside Hospice (from November 13 Committee of the Whole) (All Directors – One Vote).

That the Regional District of Nanaimo support Oceanside Hospice as a regional service provider.

7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

7.3 COMMISSIONS

7.4 SCHEDULED ADVISORY AND SELECT COMMITTEES

- 61 - 63 **District 69 Recreation Commission**
Minutes of the District 69 Recreation Commission meeting held Thursday, November 15, 2012 (for information) (All Directors – One Vote).

That the minutes of the District 69 Recreation Commission meeting held Thursday, November 15, 2012 be received for information.

Track and Field Sports Complex Report

That staff be directed to meet with representatives from School District #69, Town of Qualicum Beach and the City of Parksville to review the 2009 Track and Field Facility Feasibility Study and to discuss further the possibility to use existing School District 69 property for an upgraded track and field facility, and that staff review the Feasibility Study with the steering committee in addition to requesting comments from track and field user groups on the current relevancy of the document.

District 69 Community Justice Select Committee

- 64 - 65 **Minutes of the District 69 Community Justice Select Committee meeting held on Monday, November 26, 2012** (for information) (All Directors – One Vote).

That the minutes of the District 69 Community Justice Select Committee meeting held on Monday, November 26, 2012 be received for information.

(Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G' and 'H' - Weighted Vote)

- 1. That the 2013 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs be approved at \$77,500.*
- 2. That a 2013 grant in the amount of \$5,160 for the Citizens on Patrol Society, District 69 be approved.*
- 3. That a 2013 grant in the amount of \$1,632.27 for the Corcan Meadowood Residents Association be approved.*

Fire Services Advisory Committee

- 66 - 68 **Minutes of the Fire Services Advisory Committee meeting held on Wednesday, November 28, 2012** (for Information) (All Directors – One Vote).

That the minutes of the Fire Services Advisory Committee meeting held on Wednesday, November 28, 2012 be received for information.

Fire Apparatus Fleet Servicing by RDN

That staff be directed to examine the servicing requirements of RDN-owned fire department equipment and the feasibility of this servicing being undertaken by RDN Transportation Services.

Regulations of Fireworks in the RDN

That staff review options relating to the sale and use of fireworks, and report back to the RDN Board.

8. ADMINISTRATOR'S REPORTS

- 69 - 81 2013 Proposed Budget Overview - *Appendices distributed as a separate enclosure.*
(All Directors – One Vote).
- 82 - 96 2012 Departmental Accomplishments & Activities (All Directors – One Vote).
- 97 - 101 Revised Voting Strength – 2011 Census Figures (All Directors – One Vote).
- 102 - 104 Board and Standing Committee Meeting Schedule for 2013 (All Directors – One
Vote).
- 105 - 115 2013 AVICC Resolutions (All Directors – One Vote).

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

12. BOARD INFORMATION

- 116 - 124 Items received for Board Information, Nov-Dec, 2012.

12. ADJOURNMENT

13. IN CAMERA

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

From: Shawna Griffin [mailto:Shawna.Griffin@nanaimo.ca]
Sent: Wednesday, December 05, 2012 2:55 PM
To: Hill, Jacquie
Subject: Appointments to the Regional District of Nanaimo

Hi Jackie

I have attached a copy of the resolution for you. Would you like the original mailed to you or is this sufficient?

Have a great day

*Shawna Griffin
City of Nanaimo
Legislative Services
455 Wallace Street
Nanaimo BC V9R 5J6
Phone: 250-755-4405
Fax: 250-755-4435*

REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING

2012 NOVEMBER 26

5. CORPORATE SERVICES:

(b) Appointments to the Regional District of Nanaimo Board

It was moved and seconded that Council:

1. appoint the following seven Directors to the Regional District of Nanaimo Board: Mayor Ruttan, Councillor Bestwick, Councillor Brennan, Councillor Kipp, Councillor Anderson, Councillor Greves and Councillor Johnstone;
2. assign five votes to each of the following six Directors: Mayor Ruttan, Councillor Bestwick, Councillor Brennan, Councillor Kipp, Councillor Anderson and Councillor Greves;
3. assign four votes to Councillor Johnstone; and,
4. appoint and establish a schedule for Primary and Secondary Alternate Directors as follows:

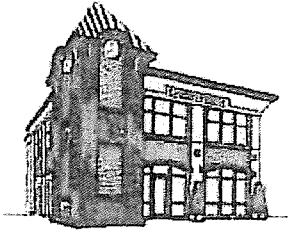
Month	Primary Alternate Director	Secondary Alternate Director
January 2013	Councillor McKay	Councillor Pattje
February 2013	Councillor Pattje	Councillor McKay
March 2013	Councillor McKay	Councillor Pattje
April 2013	Councillor Pattje	Councillor McKay
May 2013	Councillor McKay	Councillor Pattje
June 2013	Councillor Pattje	Councillor McKay
July 2013	Councillor McKay	Councillor Pattje
August 2013	Councillor Pattje	Councillor McKay
September 2013	Councillor McKay	Councillor Pattje
October 2013	Councillor Pattje	Councillor McKay
November 2013	Councillor McKay	Councillor Pattje
December 2013	Councillor Pattje	Councillor McKay

The motion carried unanimously.

CERTIFIED CORRECT:



T. Samra,
CORPORATE OFFICER



District of Lantzville

Incorporated June 2003

November 20, 2012

Via email: jhill@rdn.bc.ca

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

Attention: Jacquie Hill, Manager, Administrative Services

Dear Ms. Hill

Re: Appointment of Municipal Director & Alternate Municipal Director

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

We trust this is the information you require.

Yours truly

Donna Smith
Deputy Director of Corporate Administration
District of Lantzville

File: 0470-20-RDN

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

C: T. Graff, Chief Administrative Officer

December 4, 2012

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

Dear Sir/Madam:

**2013 Council Appointments to Board of Directors
File No: 0400-60**

At the regular meeting of Council held December 3, 2012, Councillor Marc Lefebvre was appointed as Council's voting representative to the Regional District of Nanaimo Board of Directors for the year 2013. Mayor Chris Burger was appointed as Council's alternate representative.

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

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

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

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

Sincerely,



AMANDA WEEKS
Deputy Corporate Officer

cc: Councillor Lefebvre
Mayor Burger

From: Trudy Coates [mailto:TCoates@qualicumbeach.com]
Sent: Thursday, December 06, 2012 12:12 PM
To: Hill, Jacquie
Cc: Heather Svensen
Subject: RE: December 3 Council Agenda follow up items

Regarding the appointments to the RDN...there was no new motion/appointment at the November 19, 2012 meeting when other appointments were considered.

Therefore the motion from the December 5, 2011 Inaugural meeting remains in effect:

THAT Council appoints Councillor Dave Willie as the Municipal Director on the Regional District of Nanaimo Board; AND FURTHER THAT Council appoints Councillor Scott Tanner as alternate.

Trudy Coates
Corporate Administrator
Town of Qualicum Beach
201 - 660 Primrose Street
PO Box 130
Qualicum Beach, BC V9K 1S7
Direct: 250.738.2202
Cell: 250.927.5012
Fax: 250.752.1243

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November 29, 2012

Chair Joe Stanhope and Board
Nanaimo Regional District
6300 Hammond Bay Rd
Nanaimo, BC
V9T 6N2

Dear Sirs/Madams:

**RE: Offer To Purchase 90 Commercial Street Nanaimo BC
Air Space Parcel 1, Section 1, Plan VIP 65336 Land District 32**

At the last regular meeting of the Vancouver Island Regional Library Board held on Saturday November 24, 2012 the following motion was approved:

“That the Regional District of Nanaimo be requested to source borrowing using the alternative approval process an amount not to exceed \$9.5 million upon having the October 2nd contract of purchase and sale entered into”

The contract for purchase is now subject principally to financing which requires:

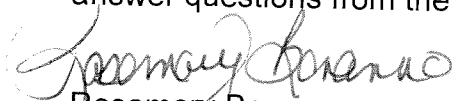
- Elector approval on or before April 24th, 2013
- Interim borrowing on or Before May 15th, 2013
- Municipal Finance Authority approval on or before May 25, 2013

The parties have agreed to advance the completion date of May 30, 2013 if possible.

Purchase of the Downtown Harbourfront Library is important strategically for Vancouver Island Regional Library as:

- Debt Servicing costs will be the same as or lower than current expenditures for the leasing of the building (assuming 25 year term at 4%).
- A revenue stream for VIRL will result from a portion of the building being leased to the private sector.
- Vancouver Island Regional Library will build equity annually in an average amount of \$380,000.
- Market appreciation will accrue to VIRL.

Staff of Vancouver Island Regional Library would appreciate the opportunity to make the funding request to the Regional District on December 11th, 2012 and will be prepared to answer questions from the board.



Rosemary Bonanno
Executive Director



Adrian Maas CGA
Director of Finance

Strong Services • Strong Communities

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 27, 2012 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

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

Also in Attendance:

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

DELEGATIONS

Jeanette Pongratz-Doyle and Karen Gogo, re City of Nanaimo Water Treatment Plant on South Forks Road.

Ms. Pongratz-Doyle and Ms. Gogo gave a verbal presentation regarding a request to the City of Nanaimo by the residents of South Forks road to have fire hydrants installed on South Forks road.

LATE DELEGATIONS

MOVED Director Kipp, SECONDED Director Holme, that late delegations E. Sangster-Kelly, B. Sangster-Kelly, Mr. Moore, P. Makow and M. Delves be permitted to address the Board.

CARRIED

EnidMary Sangster-Kelly, re Island Corridor Foundation Request for Funding.

Ms. Sangster-Kelly spoke in opposition to the Island Corridor Foundation's Request for Funding.

Brian Sangster-Kelly, re Island Corridor Foundation Request for Funding.

Mr. Sangster-Kelly spoke in opposition to the Island Corridor Foundation's request for funding.

Mr. Moore, re Island Corridor Foundation Request for Funding.

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

Phil Makow, re Island Corridor Foundation Request for Funding.

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

Mike Delves, re Island Corridor Foundation Request for Funding.

Mr. Delves spoke in favour of the Island Corridor Foundation's request for funding.

BOARD MINUTES

MOVED Director Holme, SECONDED Director Bestwick, that the Minutes of the regular Board meeting held October 23, 2012, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Jeanette Pongratz-Doyle, re Final South Forks Community Letter to the City of Nanaimo.

MOVED Director Fell, SECONDED Director Holme, that the correspondence from J. Pongratz-Doyle regarding Fire Hydrants for South Forks be received.

CARRIED

Bill Bennett, Minister of Community, Sport and Cultural Development, re RDN Delegation at 2012 UBCM Convention.

MOVED Director Fell, SECONDED Director Holme, that the correspondence from Minister Bill Bennett of the Ministry of Community, Sport and Cultural Development regarding the Regional District of Nanaimo's delegation at the 2012 Union of British Columbia Municipalities convention be received.

CARRIED

Faye Smith, Mid Vancouver Island Habitat Enhancement Society, re Groundwater Mapping and Education in the Englishman River Watershed.

MOVED Director Fell, SECONDED Director Holme, that the correspondence from F. Smith regarding groundwater mapping and education in the Englishman River Watershed be received for information.

CARRIED

Donna Smith, District of Lantzville, re Appointment of Municipal Director & Alternate Municipal Director.

MOVED Director Fell, SECONDED Director Holme, that the correspondence from D. Smith, District of Lantzville regarding appointment of a Municipal Director and Alternate Municipal Director be received for information.

CARRIED

Correspondence from the Public – November, 2012, re Island Corridor Foundation Request for Funding.

MOVED Director Fell, SECONDED Director Holme, that correspondence from the public regarding Island Corridor Foundation's request for funding be received for information.

CARRIED

Correspondence from the Public– November, 2012, re Island Corridor Foundation Request for Funding.

MOVED Director Holme, SECONDED Director Ruttan, that further correspondence from the public regarding Island Corridor Foundation's request for funding be received for information.

CARRIED

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

MOVED Director Holme, SECONDED Director Ruttan, that the correspondence from R. Hill and W. Hill regarding Development Variance Permit Application No. PL2012-149 be received.

CARRIED

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

MOVED Director Holme, SECONDED Director Ruttan, that the correspondence from D. Davis and R. Davis regarding Development Variance Permit Application No. PL2012-149 be received.

CARRIED

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

MOVED Director Holme, SECONDED Director Ruttan, that the correspondence from P. Relph and G. Relph regarding Development Variance Permit Application No. PL2012-149 be received.

CARRIED

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

MOVED Director Holme, SECONDED Director Ruttan, that the correspondence from M. Jessen regarding Development Variance Permit Application No. PL2012-146 be received.

CARRIED

Lee-Ann Kelly and Bruce Fong, re Development Variance Permit and Frontage Relaxation Application No. PL 2012-146 – Shepherd – 853 Miller Road, Electoral Area 'G'.

MOVED Director Holme, SECONDED Director Ruttan, that the correspondence from L. Kelly and B. Fong regarding Development Variance Permit and Frontage Relaxation Application No. PL2012-146 be received.

CARRIED

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

MOVED Director Holme, SECONDED Director Ruttan, that the correspondence from L. Watson regarding Development Variance Permit and Frontage Relaxation Application No. PL2012-146 be received.

CARRIED

Lorelei Birchett, re Development Variance Permit Application No. PL2012-147 – Gray – 1815 Settler Road, Electoral Area 'F'.

MOVED Director Holme, SECONDED Director Ruttan, that the correspondence from L. Birchett regarding Development Variance Permit Application No. PL2012-147 be received.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

Minutes of the Electoral Area Planning Committee meeting held Tuesday, November 13, 2012

MOVED Director Holme, SECONDED Director Fell, that the Minutes of the Electoral Area Planning Committee held November 13, 2012 be received for information.

CARRIED

CORRESPONDENCE

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

MOVED Director Holme, SECONDED Director Ruttan, that the correspondence from R. Arnold and M. Arnold regarding Development Variance Permit Application No. PL2012-149 be received.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

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

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

CARRIED

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

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

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

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

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

CARRIED

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

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

CARRIED

MOVED Director Holme, SECONDED Director McPherson, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lot A, be approved.

CARRIED

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

MOVED Director Holme, SECONDED Director McPherson, that Development Variance Permit Application No. PL2012-149 to increase the maximum permitted dwelling unit height be denied.

CARRIED

Development Variance Permit and Frontage Relaxation Application No. PL 2012-146 – Shepherd – 853 Miller Road, Electoral Area 'G'.

MOVED Director Holme, SECONDED Director Young, that Development Variance Permit Application No. PL2012-146 be tabled.

CARRIED

OTHER

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

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

CARRIED

Alternative Forms of Rural Development Study.

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

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

Minutes of the Committee of the Whole meeting held Tuesday, November 13, 2012.

MOVED Director Willie, SECONDED Director Lefebvre, that the Minutes of the Committee of the Whole meeting held Tuesday, November 13, 2012 be received for information.

CARRIED

COMMUNICATION/CORRESPONDENCE

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

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

CARRIED

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

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

CARRIED

Correspondence September – November, 2012, from the Public re ICF Request for Funding.

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

CARRIED

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

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

CARRIED

ADMINISTRATION

Island Corridor Foundation – Request for Funding.

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

A recorded vote was requested.

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

Recorded Vote Weighted: In Favour – 37, Opposed – 24

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

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

CARRIED

FINANCIAL SERVICES

Request from the Nanaimo Community Hospice Society for Financial Support.

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

CARRIED

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

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

CARRIED

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

CARRIED

MOVED Director Holme, SECONDED Director Fell, that "Planning Service Reserve Fund Establishment Bylaw No. 1665, 2012" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Fell, that "Planning Service Reserve Fund Establishment Bylaw No. 1665, 2012" be adopted.

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

MOVED Director Lefebvre, SECONDED Director Veenhof, that “Regional Parks and Trails Service Reserve Fund Establishment Bylaw No. 1670, 2012” be adopted.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that “Gabriola Island Recreation Service Reserve Fund Establishment Bylaw No. 1671, 2012” be introduced and read three times.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that “Gabriola Island Recreation Service Reserve Fund Establishment Bylaw No. 1671, 2012” be adopted.

CARRIED

Dashwood Firehall Redevelopment Update and Approval to Continue.

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

CARRIED

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

CARRIED

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

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

PLANNING

Nanaimo Airport Land Use Planning Process.

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

CARRIED

Agricultural Area Plan Action Plan.

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

CARRIED

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

CARRIED

BUILDING, BYLAW & EMERGENCY PLANNING

District of Lantzville Service Agreements 2013/2014.

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

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

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

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

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

CARRIED

Biosolids Management Program Agreement.

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

CARRIED

WATER AND UTILITY

Westurne Heights Water Utility – Petition for Engineering Assessment.

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

CARRIED

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

Solid Waste Management Regulation Bylaw No. 1531.04, 2012 Tipping Fees.

MOVED Director Holme, SECONDED Director Bestwick, that "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.04, 2012" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Bestwick, that "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.04, 2012" be adopted.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Grants-In-Aid Advisory Committee.

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

CARRIED

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

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

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

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

District 69 Recreation Commission.

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

CARRIED

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

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

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

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

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

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the Regional District submit an application to the Western Economic Diversification Canada Community Infrastructure Improvement Fund for 50% of the eligible costs in replacing the lighting fixtures to a higher efficiency lighting system at the Howie Meeker and Victor Kraatz Arenas at Oceanside Place.

CARRIED

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

CARRIED

COMMISSIONS

SCHEDULED ADVISORY AND SELECT COMMITTEES

Transit Select Committee.

Minutes of the Transit Select Committee meeting held Thursday, October 18, 2012.

MOVED Director Brennan, SECONDED Director McPherson, that the minutes of the Transit Select Committee meeting held Thursday, October 18, 2012 be received for information.

CARRIED

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

MOVED Director Brennan, SECONDED Director Willie, that staff prepare a report on the structure of licensing for Greyhound.

CARRIED

2013/2014 Proposed Transit Service Expansion – Financial Analysis.

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

CARRIED

New Year's Day Transit Service (2013).

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

CARRIED

ADMINISTRATOR'S REPORT

Cost of Holding EAPC in Each Electoral Area Once Annually.

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

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the Board consider including \$10,000 in the 2013 budget for rural area meetings.

CARRIED

Expense Reimbursement for Volunteers.

MOVED Director Veenhof, SECONDED Director Johnstone, that the Mileage Reimbursement for Volunteers and the information provided in this report be included in the 2013 – 2017 Financial Plan discussions for consideration with other funding requirements of the Regional District of Nanaimo.

CARRIED

Community Works Fund Agreement Amendment.

MOVED Director McPherson, SECONDED Director Veenhof, that the Chairperson and Corporate Officer be authorized to execute the Community Works Fund Agreement Amendment as shown in Attachment 1 to expand the definition of eligible recipients.

CARRIED

Operating Results for the Period Ending September 30, 2012.

MOVED Director Holme, SECONDED Director Brennan, that the summary report of financial results from operations to September 30, 2012 be received for information.

CARRIED

Web Streaming for Board Meetings.

MOVED Director Anderson, SECONDED Director Veenhof, that the Board direct Regional District of Nanaimo Staff to proceed to a Request for Proposal in 2013 for the acquisition and implementation of a full featured Web streaming solution for Regional District of Nanaimo Board meetings in 2013.

CARRIED

Board Room Audio Visual Improvements.

MOVED Director Brennan, SECONDED Director Johnstone, that the Board direct Regional District of Nanaimo Staff to proceed with a Request for Proposal for the acquisition and installation of Board Room and Committee Room audio visual systems in 2013.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Jeanette Pongratz-Doyle and Karen Gogo, re City of Nanaimo Water Treatment Plant on South Forks Road.

MOVED Director Young, SECONDED Director Anderson, that the Board request the City of Nanaimo to consider the installation of fire hydrants on South Forks road for the safety and protection of the residents residing on South Forks road.

CARRIED

NEW BUSINESS

Regional District of Nanaimo Core Review.

MOVED Director Veenhof, SECONDED Director Kipp, that Staff be directed to determine the costs of conducting a core review for the Regional District of Nanaimo.

CARRIED

MOVED Director Willie, SECONDED Director Veenhof, that the issue of conducting a core review for the Regional District of Nanaimo be referred to the Executive Committee for the purpose of having discussions regarding the intent and scope of the review.

CARRIED

MOVED Director Brennan, SECONDED Director Veenhof, that direction to Staff to investigate costs of a core review be delayed until after consultation with Executive Committee.

CARRIED

ADJOURNMENT

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

CARRIED

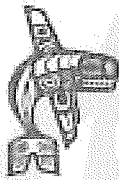
10:15 P.M.

ADJOURNMENT

The meeting was called adjourned at 10:31 P.M.

CHAIRPERSON

CORPORATE OFFICER



November 23, 2012

Chair Joe Stanhope
Nanaimo Regional District
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

RDN CAO'S OFFICE			
CAO		GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
NOV 26 2012			
DCS	<input checked="" type="checkbox"/>	BOARD	
CHAIR			

Dear Chair Stanhope,

Vancouver Island Regional Library is pleased to advise you that the Board of Trustees has revised its' Facility Policy, which includes a Facility Decision Process. For your convenience, we have attached a copy.

To assist VIRL in our future facility planning process, we would appreciate knowing if your community:

- has any plans or suggestions regarding the provision of library space;
- if so, when your community might be considering the development of a new facility and
- any other pertinent information that might affect our planning process.

Vancouver Island Regional Library is vitally interested in being part of your planning process where library facilities are concerned.

When responding, please consider that Vancouver Island Regional Library has several files already open for new or expanded branches:

- Campbell River – expressed interest
- Chemainus – in negotiations
- Cortes Island – in negotiations
- Cowichan Lake – at building permit stage
- Cumberland – under construction
- Masset – expressed interest
- Nanaimo North – at building permit stage
- Port Renfrew – planning stage
- Sooke / Juan de Fuca – planning stage
- Sidney / North Saanich– investigating opportunities for improvement

Vancouver Island Regional Library's priorities for facility development are being continually refined both in relation to budget capacity and local priorities/opportunities. Your response, even if you have no current plans or concerns, would be appreciated as it will aid us in our planning processes.

Sincerely,

Rosemary Bonanno, BA, MLS
Executive Director

Cc: Paul Thorkelsson, CAO

Title:	Facilities
Approved:	June 2011
Revised:	September 2012

The purpose of this policy is to ensure facilities meet the mission of the Vancouver Island Regional Library (VIRL) Board by maintaining and further developing an integrated network of service points, underpinned by designated resource hub libraries offering and supporting the delivery of in-depth information and readers' advisory services system-wide. Together, these approaches are designed to be responsive to the needs and expectations of VIRL customers. Facilities are designed to best meet the community needs. Ideally, library facilities are flexible, functional, attractive and adaptable.

Development of a Permanent Service Delivery Location

It is the responsibility of the associated political jurisdiction to make a request in writing to the Board to consider the development of a permanent service delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board. If the Board approves the request, it is the associated political jurisdiction's responsibility to conduct a public consultation process.

Service Model

To maximize efficiencies and effectiveness VIRL offers a multi-tiered service delivery model. Requests for contracting library services from VIRL will be between the political jurisdiction and the Board of the Vancouver Island Regional Library. Discussions will be undertaken with individual or local interest groups.

Books-by-Mail

Books-by-Mail is an individualized serviced offered to communities of less than 799 people. All requests are handled at the nearest resource hub. The associated political jurisdiction can make a request in writing to the Board to consider the development of a permanent delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board.

Core Library

The Core Library is located in a concentrated area of expressed need. The physical size of the Core Library is a target of 2,750 square feet serving a population up to and including 4,600. The service is valued as a focal point of the community identity, a community meeting place and a destination for all. It may be co-located. It provides convenient access to the resources of the entire library system.

Core children's services (including programming) and services to targeted groups such as teens or seniors may be stressed. The collection may contain up to 15,000 popular items. Electronic information resources provide access to a broad range of reference and support materials. Access to the Internet will be provided in relation to the population served.

Community Library

The Community Library is a local community focal point and is a gathering place and an intentional destination. It may be co-located. The Community Library is up to 18,000 square feet. The building should support the growth of the community for 20 years. These libraries focus their services on recreational and informational needs, providing access to a full range of print and non-print items. Their collections, based upon demand, support browsing and general information. The base core collection is further developed to support a broader range and scope of information. The Community Library delivers information and reader's advisory services, programming for all targeted groups, outreach, reading lounge, designated study space and multipurpose meeting space are all part of their mandate. Access to the Internet will be provided in relation to the population served.

Resource (Hub) Library

The Resource (Hub) Library underpins the delivery of information and readers' advisory services throughout the Board's service area. Further to that it provides community needs to the local area. It may be co-located. The Resource Library exceeds 18,000 square feet based on population. The building should support the growth of the community for 20 years. Its extensive collections serve the recreational and informational needs through a mix of circulation and electronic materials. Local or special collections may also be developed and housed in hub libraries. The resource hub library has an important role in supporting the print and nonprint infrastructure of the library system through the development and provision of specialized in-depth collections and staff expertise. It provides the full range of services for children and adults, programming, outreach, distribution centre for the hub, and multipurpose meeting space are all part of its mandate.

eLibrary

It is the vision of the Vancouver Island Regional Library to become a provincial leader in the integration of technology into library services. Electronic resources and technological access to information and services will not result in the demise of the library as a destination. Rather, technology will be expanded and used to enhance customer access to library services, whether from within library branches or from home, place of work, or other locations within the community.

Using new tools customers and staff will access information resources more effectively and communicate in new and innovative ways. Services offered electronically will be tailored to the individual needs of customers, recognizing the diversity of the community, social and economic barriers faced by all its members.

Standards

Standards may be defined as a degree or level of requirement, excellence or attainment that serve as a point of reference. They are a framework for planning and achieving best practices and excellence in the management and provision of library service. At the same time, standards provide a baseline measure for the development of facilities.

VIRL will:

- Establish and maintain libraries according to the service delivery model.
- Locate facilities as best possible utilizing site selection criteria.
- Use a recognized source (PCensus or Stats Canada) to access population and demographic information on which to base needs for new or expanded facilities.
- Implement a minimum target size of 2,750 sq ft or 0.6 sq ft per capita.
- Recognize the difference between urban and rural delivery by:
 - Grandfathering existing sites in their present geographic location until such time as population increases warrant replacement, and that grandfathered branches be maintained with a focus on WCB and health & safety issues subject to funding provided by the additional maintenance levy above, and that priority maintenance be given to the rural branches as identified in the CFMP report.
 - Base rural priorities on a weighted basis (10% population 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition) as outlined in this report.
 - Consider one or more rural branches and one urban branch per year be considered by the Board for expansion or replacement when requested by the local jurisdiction.
- An additional levy of 1.25% per year for facilities over a 10 year period, and an additional levy of 1% per year for maintenance over a 10 year period, is required to implement this policy.
- Implement as opportunities arise the preferred ownership model.
 1. VIRL ownership
 2. Public sector ownership
 3. Private sector ownership

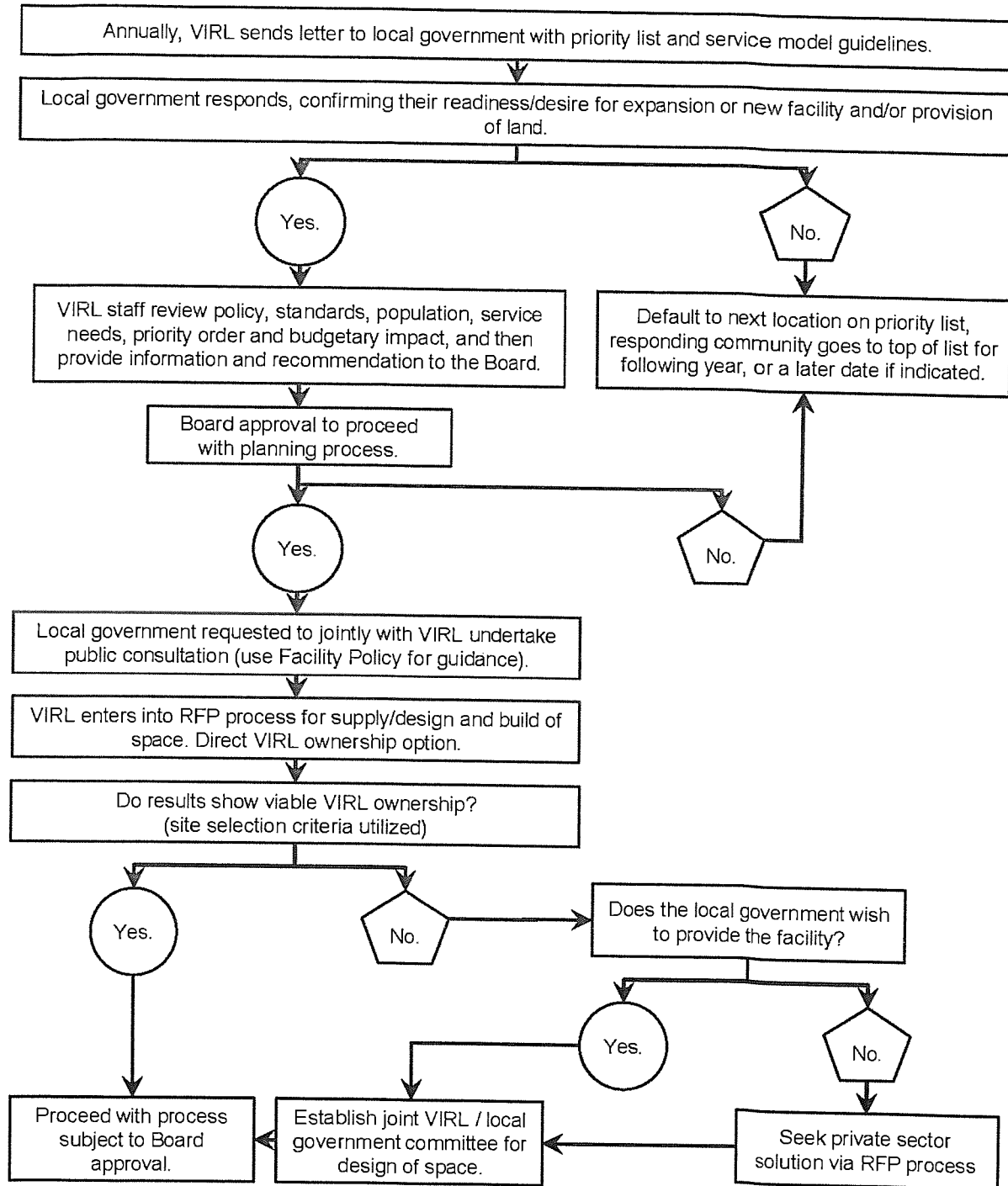
Prototype Library Program / Minimum 2,750 Square Feet

	Total Area (SF)	Description / Standard
Collection Space	1,000	15,000 books @ 15bk/sf
Circulation Desk	150	
Public Access Catalogues	40	
User Seating	240	8 seats x 30sf
Children's Area	300	12% of area
Teen Area	100	4% of area
Public Access Computer Space	100	4 users
Work / Storage Room	250	11% of library area
Washrooms	80	1 male 1 female
Circulation	490	19% of net area
Total	2,750	

Site Selection

		Site 1	Site 2	Site 3	Site 4	Site 5
Physical Site						
1	Site accommodates facility which meets area standard for catchment area					
2	Central to catchment area					
3	Site is in future growth area					
4	High visibility within community					
5	Close to commercial node / activity					
6	Close to other community facilities					
7	Site restrictions (ie flood plane or restrictive covenants)					
8	Library use permitted by existing zoning					
Site Access						
9	Accessible by public transit					
10	Vehicle parking is maximum permitted by zoning					
11	Bicycle parking is provided (as per zoning if applicable)					
12	Access for service and delivery vehicles					
Building						
13	Meets minimum area requirement (for branch size)					
14	Meetings building code standards					
15	Barrier free access					
15	Access to telephone, Internet, cable, communication infrastructure					
17	Overall premise / building is in good condition					
18	Available for long term period (20 years)					
19	Affordable					
20	Separate entrance					
Total (maximum score = 100)						

Facility Decision Process



O'Halloran, Matt

From: Thistle <Thistle@shaw.ca>
Sent: Wednesday, December 05, 2012 10:40 AM
To: O'Halloran, Matt
Subject: Request to RDN Board re: City Proclamation A Day For Our Common Future
Attachments: Bkgnd to Proclamation rqst to City COW, MISSI, n26'12.doc; City of Nanaimo, Proclamation - 'A Day for Our Common Future', d11'12.pdf

Re: Sustainable Development & Nanaimo Proclamation, 'A Day For Our Common Future'

Dear Directors,

In late November we presented before the CoW of the City of Nanaimo, to provide background information with respect to our request to have the City proclaim 'A Day For Our Common Future'.

I have attached the proclamation which the City of Nanaimo has signed, along with the background paper we provided to the City.

Given the significance of December 11th MISSI would ask that you, as elected representatives of the Regional District of Nanaimo, consider supporting the proclamation - and in particular consider taking initiatives that will see the local opportunities advanced to establish a Green Gateway to Vancouver Island.

Essentially we asked that 'Council act to be the first city in the world to declare December 11th 'A Day For Our Common Future' - in recognition of global goals for sustainable development, first raised 25 years ago by the Brundtland Commission. And in doing so we also ask Council to recognize the potential of our City and region to declare itself the 'Green Gateway to Vancouver Island'.

With the World Bank's report in late November, raising a warning that development will be undermined by climate change, we are similarly asking the RDN Board to consider practical positive steps that will support local solutions - some of which we have noted in the Proclamation.

Our thanks for your consideration. Since MISSI is celebrating its 5th anniversary on December 11th we will not be able to present this proposal at the Board meeting - but encourage you to be in touch if you have questions or require further information.

Thank you,

Laurie Gourlay
President, MISSI

Mid Island Sustainability & Stewardship Initiative P.O. Box 333, Cedar, B.C., V9X 1W1 (250 722-3444)

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~~~~~ "All would be better off if each person took into account the effect of his or her acts upon others."

World Commission on Environment & Development  
~~~~~ Our Common Future, 1987 ~~~~~

*"Each generation is entitled to the interest on the natural capital,
but the principal should be handed on unimpaired."
- Canadian Conservation Commission, 1915*

...MISSI has been before Council previously, in June, looking for your support.

Our organization has been campaigning to have the Nanaimo River, the largest estuary on Vancouver Island, included within the proposed Southern Strait of Georgia 'National Marine Conservation Area' (1)

Last week we received a letter from BC's Minister of the Environment, the Honourable Terry Lake, saying that NMCA boundaries are still to be determined – and thanking MISSI for its ongoing input (2; available on rqtst).

MISSI has similarly heard from Minister Kent federally, and expressed our firm belief that this NMCA initiative, along with similar efforts for sustainability and stewardship ...will help to restore an ecological balance, with economic benefits, for the marine areas, shoreline and coastal waters of the Nanaimo River and estuary - as well as the coastal waters around Gabriola and our mid-Island region.

In this light it is our understanding that Council may be re-considering its position of last month, given the recently announced intentions of the Snuneymuxw First Nation to assert their interests in these coastal waters ...and to see the establishment of a Nanaimo Harbour and Estuary Stewardship Plan. (3)

We think there are good reasons to consider the many benefits to Nanaimo and region by considering its natural assets. Our mid island location, and ferry connections to Vancouver, offer unique attributes that could serve our long-term economic, ecological, social and cultural goals.

And these goals are in fact the four pillars of sustainable development, which were first formally accepted by the UN General Assembly 25 years ago, as of December 11th 1987 (4). That was when *'Our Common Future'*, the World Commission on Environment and Development report led by Norwegian Prime Minister Gro Harlem Brundtland, first offered a new and cooperative approach for the world's future - one based on a balance between human and nature's needs. I am referenced in that report, fortunate to have recommendations recognized on ways to achieve sustainable community development - local applications that complement Brundtland's global goals.

MISSI would like to see Nanaimo recognize this 25th anniversary, by declaring December 11th 'A Day For Our Common Future'. And, we would similarly like Council to consider recognizing the world in our backyard - the greenbelt, resource and biodiversity ring that surrounds our region, that reflects the resilience of the City and the four pillars of sustainable development. We've noted three local components below (ABC).

Since the time you have today is short however we will not go into detail, though we have provided an appendix that references these recommendations, and can provide further information at your request.

We are making this submission because it is our belief that Nanaimo has a chance to recognize, and to further, global goals for sustainable development. We also believe that Nanaimo's best interests, and those of all residents of the region, can be substantially advanced by a few simple steps in this direction at this important time.

With last week's report from the President of the World Bank, warning that adverse effects of global warming are likely to undermine development efforts and goals - and recommending increased support for adaptation, mitigation, inclusive green growth and climate-smart development (5), we would note that Nanaimo is fortunate to be surrounded by a resilient resource base, and a long-term, secure, food and water supply ...if it adheres to the practices of sustainable development.

A) In this respect we would urge measures to protect our local fisheries, shores and marine habitat, via a Nanaimo Marine Conservation Area (6) - a local NMCA that Council could support as a complement to the National Marine Conservation Area that is proposed for the Strait.

B) As an essential component of our estuary Council could also consider measures that will complement goals of the 'Nanaimo River Watershed Roundtable', that will formally announce itself and intentions to achieve sustainability and stewardship goals on December 5th (7).

C) ...and should Council be willing to support an alpine habitat and biodiversity corridor, from the Nanaimo River watershed to the Mt Arrowsmith Biosphere Reserve, this would greatly assist MABR as they struggle to retain their UNESCO status – which is in jeopardy this December because UNESCO believes that regional development is now out of balance with the ecology of the RDN (8).

With these few links, between areas that are already in process of being protected for conservation, sustainability and stewardship attributes, Nanaimo would begin to strengthen the green belt ringing our coastal City and region, and could claim recognition as the 'Green Gateway to Vancouver Island'. (9)

Residents and visitors could then enjoy the 'Gateway's' outdoor and ecotourism opportunities – while water and food security, resource harvesting and responsible development benefits are also achieved.

By recognizing our City and region as a 'Green Gateway to Vancouver Island' we would in effect be acting locally while thinking globally; and honouring the 25th anniversary of 'Our Common Future' - working to achieve a balanced and fiscally sound approach to our environment and development.

This is then a unique and high-profile opportunity for Nanaimo to put its best foot forward, to become known across the country and around the world for practicing the art of sustainable development.

Just as the City of Nanaimo declared World Oceans Day this spring, and Rivers to Oceans Week in September, and in past years celebrated Canadian Environment Week and similar efforts for conservation, we would then request you to consider this legacy for our children's children's children.

As outlined in the attached Proclamation we are asking Council to be the first City in the world to declare December 11th, 'A Day For Our Common Future' - in recognition of global goals for sustainable development, first raised 25 years ago by the Brundtland Commission. And in doing so we also ask Council to recognize the potential of our City and region to declare itself the 'Green Gateway to Vancouver Island.'

For the earth, and the world in our backyard.

Laurie Gourlay
President, MISSI

Mid Island Sustainability & Stewardship Initiative, P.O. Box 333, Cedar, B.C., V9X 1W1, www.missimidisland.com info@missimidisland.com

MISSI request to Proclaim December 11th 'A Day For Our Common

References:

1) Plan to put Nanaimo River Estuary on the map could be key to sustainability

Dustin Walker, Nanaimo Daily News, Saturday, February 25, 2012

<http://www2.canada.com/nanaimodailynews/news/story.html?id=a7f5f0fc-8326-413a-a577-4a93f2198461>

2) Correspondence to MISSI, from BC Minister of Environment, Honourable Terry Lake, re. NMCA proposal to extend boundaries, November 15/12

3) Snuneymuxw to launch strategy to address harbour, estuary issues, Toby Gorman - Nanaimo News Bulletin November 07, 2012 <http://www.nanaimobulletin.com/news/177294701.html>

4) United Nations, General Assembly, A/RES/42/187, 96th plenary meeting, 11 December 1987

5) Climate Change Report Warns of Dramatically Warmer World This Century, World Bank, November 18 2012, <http://climatechange.worldbank.org/content/climate-change-report-warns-dramatically-warmer-world-century>

6) Group Wants Gabriola and Estuary Added to NMCA, JUNE 25/12, <http://www.ckay.ca/news.php>

& ...**NANAIMO'S ESTUARY & GABRIOLA ISLAND'S COASTAL WATERS**, MISSI Newsletter, September 2012, www.missimidisland.com/web_documents/nmca_newsletter_s_12.pdf

7) NEWS FROM NALT, Newsletter of the Nanaimo & Area Land Trust Society, November 2012

8) RDN says Arrowsmith biosphere service is too costly, Walter Cordery, Nanaimo Daily News, August 1, 2012

9) Mid-Island should brand itself as the Green Gateway, Nanaimo Bulletin, Rachel Stern, Sept. 29, 2012
www.nanaimobulletin.com/news/171734061.html

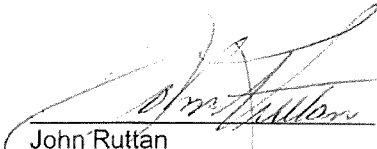


**PROCLAMATION
'A DAY FOR OUR COMMON FUTURE'
DECEMBER 11TH, 2012**

- WHEREAS:** our long-term economic, ecological, social and cultural goals form the four pillars of sustainable development; and
- WHEREAS:** sustainable development was first formally accepted by the UN General Assembly 25 years ago, on December 11th 1987 when Norwegian Prime Minister Gro Harlem Brundtland presented the report, '*Our Common Future*', on behalf of the World Commission on Environment and Development (WCED); and
- WHEREAS:** sustainable development is defined as "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs"; and
- WHEREAS:** Canada played a critical role in fostering and writing *Our Common Future*; and
- WHEREAS:** the World Bank has just released a report, '*Turn Down the Heat*', warning that adverse effects of global warming are likely to undermine sustainable, and all development efforts and goals - and recommends increased support for adaptation, mitigation, inclusive green growth and climate-smart development; and
- WHEREAS:** Nanaimo is fortunate to be surrounded by a resilient resource base; with a long-term, secure, food and water supply available by practicing sustainable development; and
- WHEREAS:** residents and businesses and governments of the mid island communities of Vancouver Island have opportunity to implement recommendations for sustainability and stewardship, as defined by our common future - local applications that balance human and nature's needs while furthering Brundtland's global goals for sustainable development; and
- WHEREAS:** local measures to protect our coastal lands and waters could include recognition of a regional green belt that integrates renewable resources, climate-smart and sustainable development initiatives such as...
- a 'Nanaimo Marine Conservation Area' that complements a federal and provincial proposal for a National Marine Conservation Area for the Southern Strait of Georgia,
 - a 'Nanaimo River Watershed Roundtable', that works with public and private partners to achieve sustainability and stewardship goals,
 - an alpine biodiversity and habitat corridor, linking the Nanaimo River watershed to the Mt Arrowsmith Biosphere Reserve; and
- WHEREAS:** a healthy approach to sustainable development will find ways to bring a balanced growth to the mid-Island that meets economic, social, environmental and cultural goals for everyone's benefit.

NOW THEREFORE, I, John Ruttan, Mayor of the City of Nanaimo, do hereby proclaim December 11th 2012, be known as:

"A DAY FOR OUR COMMON FUTURE"
in the City of Nanaimo.


John Ruttan
MAYOR

DATED THIS 27TH DAY OF NOVEMBER, 2012.



TOWN OF QUALICUM BEACH

INCORPORATED 1942

201 - 660 Primrose St.
P.O. Box 130
Qualicum Beach, B.C.
V9K 1S7

Telephone: (250) 752-6921
Fax: (250) 752-1243
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

November 27, 2012

Emailed: tosborne@rdn.bc.ca
Tom Osborne, General Manager
Regional District of Nanaimo
District 69 Recreation Commission
830 West Island Highway
Parksville, BC V9P 2X4

Dear Tom Osborne:

Town of Qualicum Beach Appointment to the District 69 Recreation Commission

Council, at their November 19, 2012 regular Council meeting passed a motion appointing to the District 69 Recreation Commission Councillor Scott Tanner as the Town of Qualicum Beach member and Councillor Bill Luchtmeijer as his alternate, for a term, ending April 30, 2013.

We understand that your contact information and meeting schedule is as follows:

- Meetings: held 3rd Thursday of each month @ 2:00 p.m. @ Oceanside Place
- Contact Tom Osborne, General Manager
- Email: tosborne@rdn.bc.ca
- Phone: 250.248.3252 (office)

Correspondence or agendas for the appointee should be forwarded to the Town's postal address or via the Councillor's email: stanner@qualicumbeach.com and bluchtmeijer@qualicumbeach.com.

Please contact me at 250.738.2202 if any of the above information is incorrect or you require any additional information.

Yours truly,

Trudy Coates
Corporate Administrator

c. Councillor Tanner
c. Councillor Luchtmeijer
N:\Letters\2012\appointments council mtg Nov 19.docx
File: 0360-20-D69RC



| | |
|--|-------------------------------------|
| RDN REPORT | |
| CAO APPROVAL <input checked="" type="checkbox"/> | |
| EAP | <input type="checkbox"/> |
| COW | <input type="checkbox"/> |
| DEC 05 2012 | |
| RHD | <input type="checkbox"/> |
| BOARD | <input checked="" type="checkbox"/> |

MEMORANDUM

TO: Jeremy Holm
Manager, Current Planning

DATE: November 27, 2012

FROM: Lainya Rowett
Senior Planner

FILE: PL2011-070

SUBJECT: Zoning Amendment Application No. PL2011-070 – Bylaw 500.372 - 639582 BC Ltd.
Lot A, District Lot 28, Nanoose District, Plan VIP60624 – 1395 Island Highway West
Electoral Area 'G'

PURPOSE

To receive a summary of the minutes and submissions received at the Public Hearing held on October 15, 2012, and to consider Amendment Bylaw No. 500.372, 2012, for third reading.

BACKGROUND

Amendment Bylaw No. 500.372 (see Attachment 1) was introduced and given first and second reading on October 2, 2012. This was followed by a Public Hearing held on October 15, 2012. The summary of the minutes and submissions is attached for the Board’s consideration (see Attachment 2).

The purpose of this Zoning Amendment Bylaw is to increase the maximum permitted Floor Area Ratio (FAR) in the Commercial 3 (CM3) Zone from 0.1 to 0.2 for the subject property located at 1395 Island Highway West. The additional 0.1 FAR would be permitted only for “outdoor sales” use within a building or structure, up to a total maximum FAR of 0.2 for the property. The increased FAR would allow a proposed building addition (1169 m² in floor area) to an existing commercial building (Central Builders Supply Parksville), and would enclose a portion of the existing outdoor sales/storage area at the rear of the building (see Attachment 3 for Subject Property Map and Attachment 4 for Site Plan).

ALTERNATIVES

1. To receive the report of the Public Hearing and give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.372, 2012.”
2. To receive the report of the Public Hearing and deny “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.372, 2012.”

SUMMARY/CONCLUSIONS


The purpose of Amendment Bylaw 500.372 is to increase the maximum permitted Floor Area Ratio in the Commercial 3 (CM3) Zone from 0.1 to 0.2 for the subject property located at 1395 Island Highway West in order to allow the enclosure of an existing outdoor storage/sales area within an expansion to an existing commercial building. The Bylaw was introduced and given first and second reading on October 2, 2012 and it proceeded to Public Hearing on October 15, 2012. The requirements set out in the Conditions of Approval (see Attachment 5) are to be completed by the applicant prior to the Board's consideration of the Bylaw for adoption. The Bylaw must also be approved by the Ministry of Transportation and Infrastructure prior to adoption. Therefore, staff recommends that Bylaw No. 500.372, 2012, be considered for third reading.

RECOMMENDATIONS

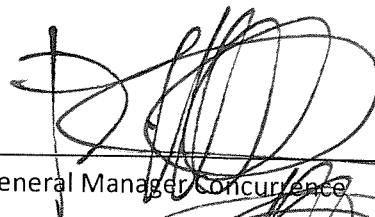
1. That the report of the Public Hearing held on October 15, 2012 on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.372, 2012" be received.
2. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.372, 2012" be read a third time.



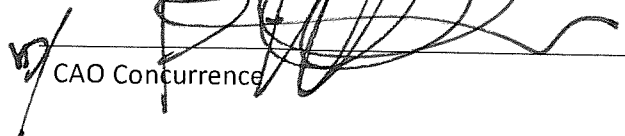
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Attachment 1
REGIONAL DISTRICT OF NANAIMO
Bylaw No. 500.372
A Bylaw to Amend "Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987"

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.372, 2012".
- B. "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987", is hereby amended as follows:
 - 1. Under **Part 3 Land Use Regulations, Section 3.4.13** by adding the following provision after "Parcel Coverage" in subsection "Maximum Number and Size of Buildings and Structures":

Notwithstanding the Floor Area Ratio noted in this zone, an additional FAR of 0.1 is permitted for outdoor sales within a building or structure, up to a total maximum FAR of 0.2 for the property legally described as Lot A, District Lot 28, Nanoose District, Plan VIP60624.

Introduced and read two times this 2nd day of October 2012.

Public Hearing held this 15th day of October 2012.

Read a third time this _____ day of _____ 201__.

Approved by the Minister of Transportation and Infrastructure pursuant to the **Transportation Act** this ___ day of _____ 201__.

Adopted this ___ day of _____ 201__.

Chairperson

Corporate Officer

Attachment 2

**Summary of the Public Hearing
Held at Oceanside Place
830 Island Highway West, Parksville
October 15, 2012 at 7:00 pm
To Consider Regional District of Nanaimo Land Use and Subdivision
Amendment Bylaw No. 500.372, 2012**

Summary of Minutes and Submissions

Note that these minutes are not a verbatim recording of the proceedings, but summarize the comments of those in attendance at the Public Hearing.

PRESENT:

| | |
|--|---|
| Joe Stanhope, RDN | Chairperson, Director, Electoral Area 'G' |
| Lainya Rowett, RDN | Senior Planner |
| Kristy Marks, RDN | Planner |
| Carsten Jensen, Carsten Jensen Architect | Agent |
| Paul Sigurdson | Applicant |

Twenty-five members of the public attended the meeting.

The Chairperson called the Hearing to order at 7:00 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the Hearing.

The Senior Planner provided an explanation of the proposed amendment bylaw including a description of the proposed addition to the existing commercial building.

The Chairperson called for formal submissions with respect to Bylaw No. 500.372, 2012.

Jan Schultz, 1499 Sumar Lane, submitted written correspondence and said that she would like the applicant to provide a substantial fence along the property line to mitigate noise and protect adjacent properties, including hers, from any accidental spills involving building materials as occurred with a lumber spill in February 2012. She also expressed concerns about the potential for increased noise, air pollution, and traffic as a result of the proposed increase in floor area.

Graham Avers, 1510 Dalmation Drive, said that the applicant should provide a noise barrier between the site and adjacent residences. He said he hears noise (trucks honking) from the property between the hours of 6:50 am and 6:00 pm seven days a week.

Mary Stokes, 1496 Sumar Lane, submitted written correspondence and said they have lived beside the subject property for five years. She said that in the past materials blew over the fence from the site onto their property and damaged their utility trailer. She said there are traffic issues with trucks leaving the site and not stopping properly at Sumar Lane. She noted the lumber spill that occurred in February 2012 and said they would like to see a sound reduction and safety fence installed along the property

boundary, as they are concerned about materials coming over their existing fence into their property. She said the landscaping installed on their property has not helped mitigate the noise from the site and another sound barrier is needed.

Carsten Jensen, Agent for application, commented that the proposed building addition would enclose the sources of noise and the materials to be stored in the addition should mitigate noise further. With regards to blowing insulation and the lumber spill he advised that lumber would no longer be stored along the north property line. He also said that the Landscape Architect confirmed that mature vegetation would need to be removed on the west property line if a new fence was to be constructed in that location. Finally, he confirmed that the location of the loading area would be secured through a development permit.

Mel Semmler, 1425 Sumar Lane, expressed concerns about the traffic through the adjacent residential area, noting that the B-train trucks are not stopping at the stop sign. He said it is not safe and another exit from the site needs to be considered.

Gord Bacon, 1491 Sumar Lane, said he lives a few lots away from the site but can still hear people talking on site, and he can hear noise from the trucks being loaded starting at 6:30 am. He was concerned that there will be more noise as a result of the trucks backing into the proposed loading area.

Mike Jessen, 1266 Jukes Place, requested the inclusion of his written submission (an email) as circulated to staff on October 1, 2012.

Jan Schultz, 1499 Sumar Lane, said the building supply store was established when she bought her home across the street.

Mary Stokes, 1496 Sumar Lane, said that the money to be provided for additional landscaping within Sumar Lane as an amenity contribution is a nice gesture but should instead be used to pay for a noise attenuation fence.

Cliff Bowles, 651 Johnstone Road, said he has lived near the site for 11 years and has observed the B-trains struggle to exit the subject site at Drew Road and Johnstone Road, particularly in the winter when the roads are slippery. He said an alternate access should be provided.

Greg Higgins, 664 Meadow Drive, spoke in support of the proposed amendment application.

The Chairperson called for further submissions for the second time.

The Chairperson called for further submissions a third and final time.

There being no further submissions, the Chairperson adjourned the Hearing at 7:28 pm.

Certified true and accurate this 27th day of November, 2012.



Lainya Rowett
Recording Secretary

Rowett, Lainya

From: M Jessen <mjessen@telus.net>
Sent: Monday, October 01, 2012 8:45 AM
To: Rowett, Lainya
Cc: Holm, Jeremy; Joe Stanhope, Dir.
Subject: Zoning Amendment Application No. PL2011-070 — Home Building Centre

From: French Creek Residents' Association

Ms. Rowett:

Further to our telecon this past Friday the following are our concerns with respect to this application which we understand to be considered at Oct. 2 RDN Board meeting. Our questions and concerns were posed below are in reference to the staff report presented at the early September EAPC.

1. Please provide drawings that clearly show the formal vehicle corridor in the NE corner of the property and distinguish it from any landscaped buffer that is (still to be ?) provided between it and the fence. The drawing on Page 12 seems inconsistent with the drawings on Pages 7 and 8.

2. On Page 3 of the same report the following comment is made:
".....the existing landscaping (trees and shrubs) and fencing (chain link fence with hedge slats) will be maintained around the perimeter of the site, with additional planting along the west and north properties lines where there has been some plant loss over the years since DP No. 76 was approved (see Schedule 4 for Landscaping Plan)."

Perhaps the issue of any necessary new development permits could also be contingent on the rejuvenation of all landscaped buffers required in DP 76 - if not completed already.

3. Further on Page 3 it is stated:

"Planting will generally include a hedge and groundcover in addition to the existing trees to be retained within the right-of-way (see Schedule 4). The proposed landscaping improvements will require a separate permit from the Ministry of Transportation & Infrastructure; existing utilities within the right-of-way will need to be considered in reviewing the landscaping proposal."

An application should be made to MOTI for at least its written approval in principle before the Board takes any further action on this application for zoning amendment.

4. MOTI apparently has no concerns. We find this disappointing as the society has pointed out on numerous occasions that this commercial property should be served by an entrance/exit from 19a that provides for all vehicular traffic visiting the store. In particular, we have pointed out that heavy traffic both in terms of numbers and size of vehicles should not be required to use the residential streets of Sumar Lane and Johnstone Road. It seems MOTI is in a conflict of interest to render an opinion on streets in developments that they approved.

5. Schedule 1. We find the requirements of this schedule have not been met, therefore the Board should not be considering the application. We recognize that there is an interesting play on the word "adoption" which in other jurisdictions is referred to as Fourth Reading. We would rather see volunteers develop the treed buffer on the north side of the property in the Sumar right of way, and the funding ordinarily needed for the work used to

build a proper entry/exit for all traffic onto 19a. We remain confused as to how work that is required in a Development Permit is supervised/inspected by the RDN. It is our understanding that local government inspection of construction is invoked upon issue of a building permit. All current landscaping requirements in DP 76 shall be met. We ask that it be mentioned, as a reminder if nothing else, that the requirements of a Development Permit endure for the life of a project.

6. As per previous submissions we ask that drawings be provided to demonstrate that all movements of heavy vehicles, delivery trucks, 18 wheelers and B-trains can be accommodated in the proposed plan.

7. Attachment 3, Minutes of PIM. The meeting was not held at Errington War Memorial Hall. Our records show the meeting place as St. Columba Church Hall.

8. On behalf of the residents on Sumar Lane, and some in the main body of Columbia Beach, we remain very concerned about material handling on this property. Over the years we have heard complaints about exhaust fumes and noise outside normal business hours. We hope that the RDN and the operator have sufficiently canvassed the community to ensure that any changes provided in the design and plot plan will not exacerbate the conditions and will be consistent with any agreements that have been reached between the operator and the society.

We hope that all these issues can be resolved before the Board considers the matter.

Sincerely,

Michael C. Jessen, P.Eng.
Secretary, French Creek Residents' Association

Ms. Rowett:

We note some inconsistencies between the drawings provided as backup to the staff report. In particular there appear to be differences in the buffer/landscaping detail and vehicle corridor in the North-North East portion of the parcel between the drawings on Pages 61/62 and Page 66 of the EAPC meeting earlier in Sept.

Would it be possible to obtain clearer copies of any diagrams that would precisely show what is planned for just that portion of the property?

Michael Jessen, P.Eng.
Secretary, French Creek Residents' Assn.

To: Nanaimo Regional District Planning Department and Board of Directors

Thank you for permitting us the time to make comment on the proposed amendment to the Bylaw.

We are Wayne and Mary Stokes residing at lot 9, 1496 Sumar Lane, sharing the side fence with Central Builders Supply.

We understand the need for shelter of building materials especially when faced with the weather we are currently experiencing. As neighbours of Central Builders for 5 years we are fully aware that their business has increased. In the last few years we have experienced some personal loss because of bulk insulation materials stored at the back fence of Central Builders flying over the fence in high winds. I have since repaired the crack in the roof of my utility trailer. It took a number of such reported incidences occurring until the insulation material was moved to another location and replaced with steel materials. .

The business appears to be increasing in bulk materials evidenced by the number of truck trains pouring through the Sumar Lane exit. In discussion today a friend remarked how he had to stop suddenly because one of those trains did not stop before entering Sumar lane from the store parking lot. I am concerned when I head out from my home that we may be there when one of these huge vehicles is travelling through the stop sign.

In the summer of this year the bulk lumber was piled so high against the side fence on Sumar Lane that a forklift caused the load to spill right across Sumar Lane.

After some discussion with the owner and his architect a year ago we were hopeful that our request for a sound reduction-safety fence would be included as a recommendation in this latest report. Although the site of loading and unloading has been temporarily moved to the center of the property there is no assurance that this will not be changed to the position in Central Builder last proposal (which was immediately behind our the side fence) .We are disappointed in the amenity that has been offered the NRD. It provides nothing to mitigate the sound and danger to residences of Sumar. Our residence is below the operating grade of Central Builder as is our neighbour across the street at 1499 Sumar.

Because of the potential harm caused by inadequately operated warehouse vehicles too close to current fences and the pressure of increased business for highly loaded trucks to disobey traffic laws, we are asking the RDN to reconsider this application for amendment to the zoning bylaw.

I want to state that I installed a barrier of Leylandii Cypress trees at my property line and Central Builder's. It is now 10 feet high and very thick. It affords little sound deterrent. I can clearly hear conversation in the Central Builder yard when I am in my driveway.

I doubt addition of landscaping trees inside their fence will provide any assistance in the way of sound mitigation for anyone on Sumar Lane.

We would request our safety and quiet enjoyment of our property be maintained.

Respectfully, Wayne and Mary Stokes
1496 Sumar Lane
Parksville, BC
250-5942422

October 15, 2012

Rowett, Lainya

From: Jan Schultz <jpecho8@hotmail.com>
Sent: Monday, October 15, 2012 11:18 AM
Subject: Proposed Ammendment to Bylaw No. 500.372, 2012
Attachments: homehardwareaccident.jpg

Dear Director Stanhope and Members of the Regional District of Nanaimo Planning Department,

I am writing regarding the proposed amendment of Bylaw No. 500.372, 2012. My family and I live next door to the Central Builders Supply. I have an energetic three year old who loves playing in our front and back yards. I understand that the Central Builders Supply has proposed to increase their floor area ratio from 0.1 to 0.2 in order to build a sheltered area for weather sensitive building supplies.

While I appreciate that the applicant has included plans to landscape the Sumar Lane right of way with a cedar hedge and ground cover, I would suggest that in light of the accident that occurred on February 20th, 2012 (see attached photo) and consistent noise pollution, a sturdier, noise mitigation fence would be more appropriate.

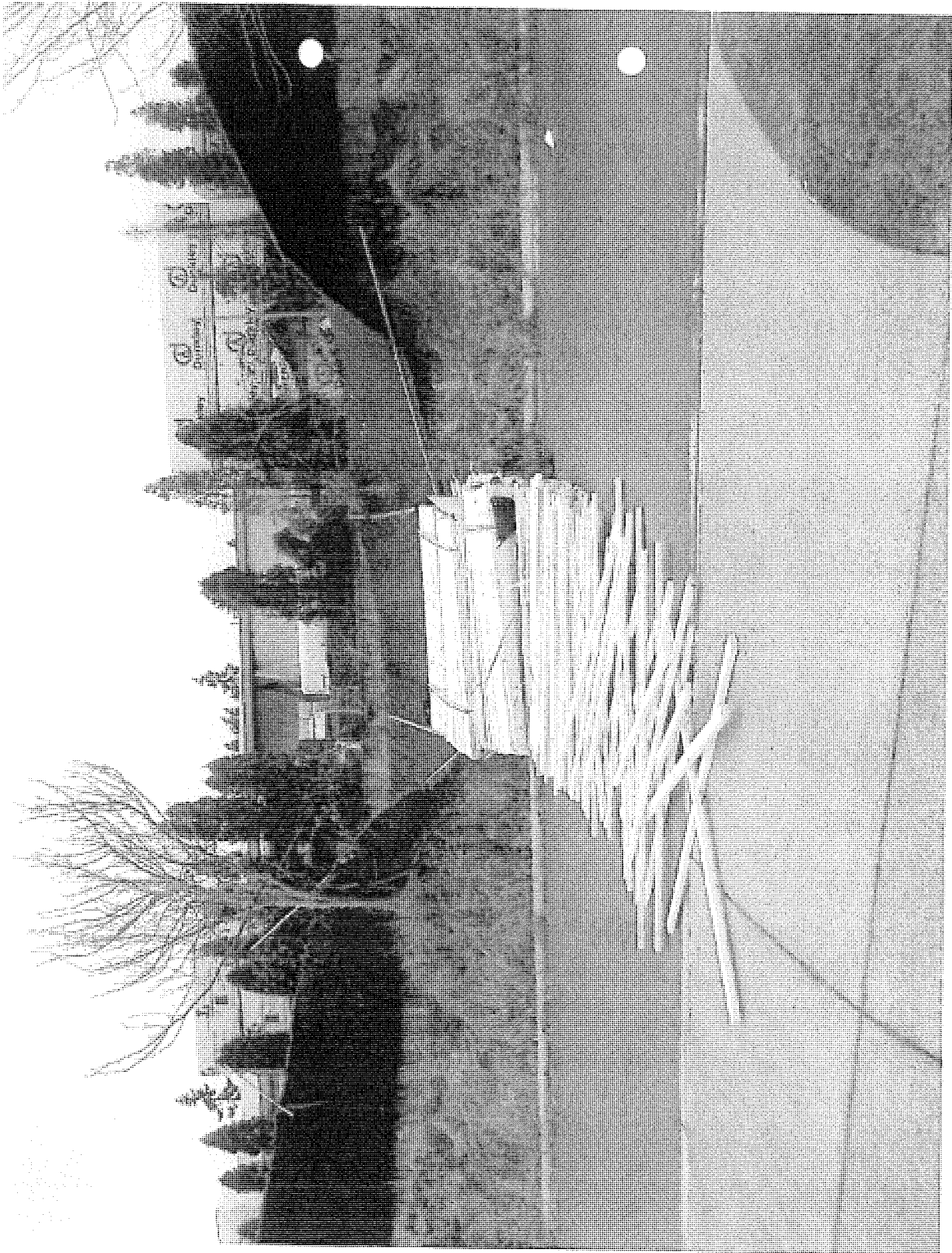
Personally this change in Bylaw No. 500.372, 2012 will mean increased noise and air pollution and greatly increase risk of future accidents as forklift, car and truck loads of building materials drive within metres of my daughters tricycle path.

My hope is that the Planning Department Board of the Regional District of Nanaimo will insist that Central Builders Supply install a noise mitigation fence to keep our community safe.

Thank you for your kind attention.

Sincerely,

Janice Schultz
1499 Sumar Lane
Parksville, BC
V9P 2E7
250-594-3141



10/15/2012 14:33 FAX 2502484894

HANCON HOLDING

- RDN PLANNING

001/002

Lost Lake Properties Ltd.
#4-1080 Industrial Way,
Parksville, BC, V9P 2W8
Tel: 250 248 2381 Fax: 250 248 4894
Email: hancon@shawcable.com

15th October 2012
2 Pages

By Fax: 250 390 7811
RDN Planning Department
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2

Dear Sir Madam:

Re: Bylaw No. 500,372, 2012

We are the owners of Lots 26-31 to the east, and the original Developer of the subdivision to the east.

We fully support the Bylaw.

Separately, we also support the future reconstruction and the re-alignment of the Johnstone Road intersection including signal lights, if it is not as roundabout, and ASAP.

We also support Central Builders Supply getting their own future full turn highway intersection for their business, ASAP.

Both of these other matters were to occur long ago, and are part of the original discussions with the MoT, dating back to about 1993.

It is really all a part of the same package.

A proper outdoor storage area is needed and makes economic sense, just like the other future intersection and highway improvements are still needed, and make economic sense for everyone involved.

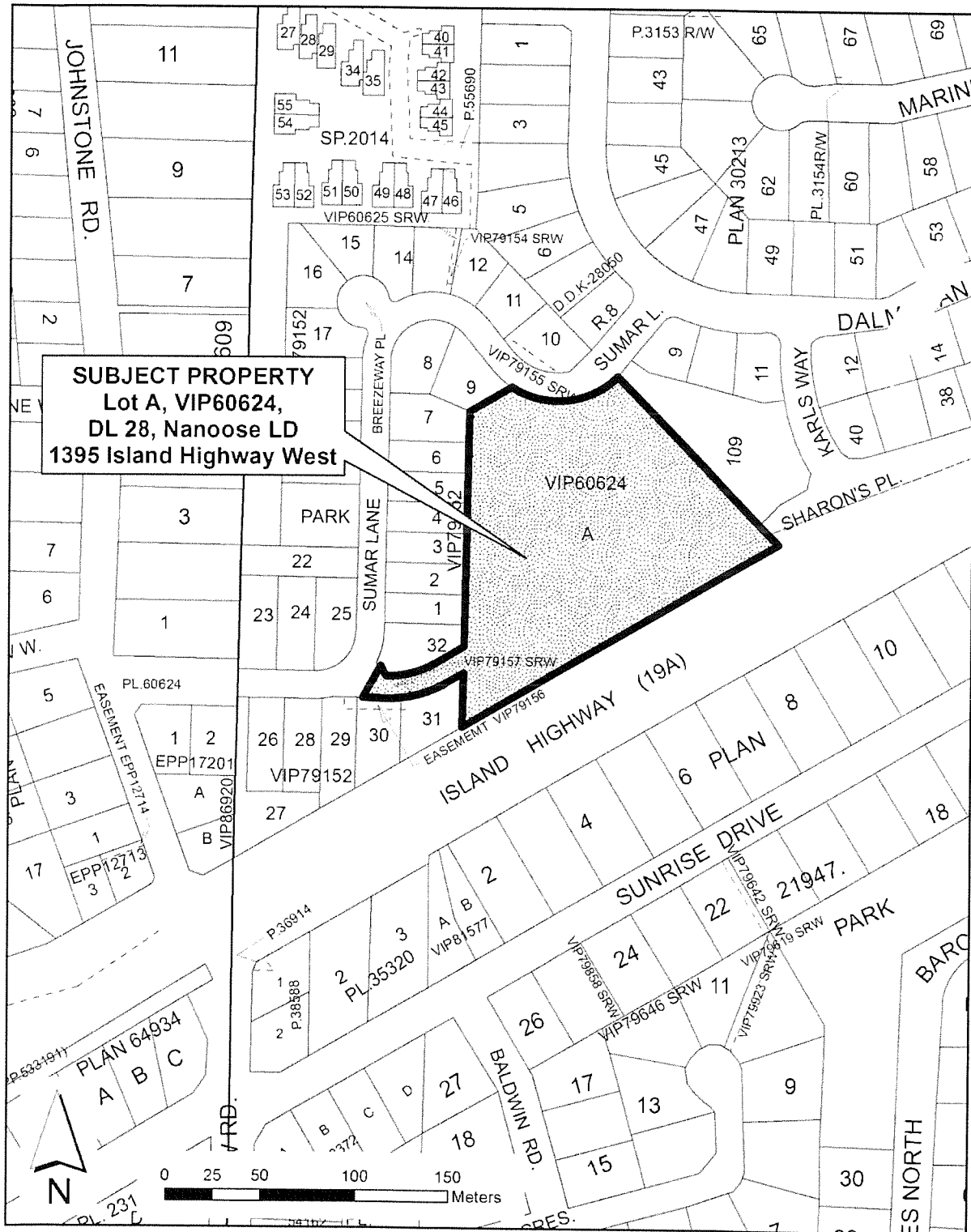
And you can't have one without the others.

Regards,


Hans Heringa P. Eng.

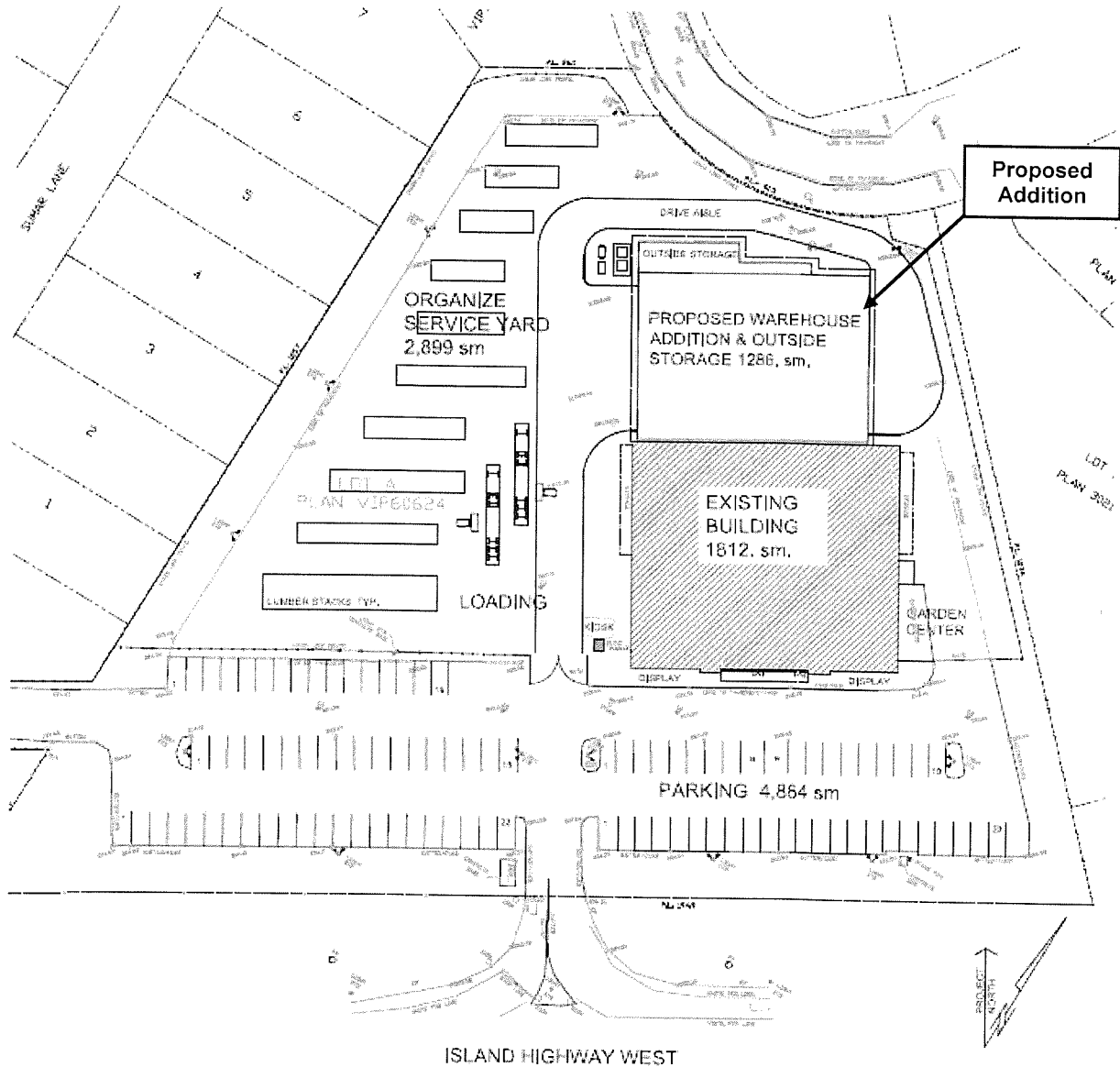
HH/skt

Attachment 3
Location of Subject Property



BCGS MAPSHEET: 92F 039.1.3

Attachment 4
Site Plan



2 SITE STRATEGY
TADC

Attachment 5
Conditions of Approval for Zoning Amendment Application

The following is required prior to the Amendment Bylaw No. 500.372, 2012 being considered for adoption:

1. The proposed building addition shall be sited in accordance with the site plan prepared by Carsten Jensen Architect Inc. dated May 3, 2012 and revised on August 28, 2012.
2. The proposed building addition shall be constructed in accordance with the elevation drawings prepared by Carsten Jensen Architect Inc. dated March 22, 2011, and revised on April 21, 2011.
3. The applicant shall provide landscaping improvements as a community amenity contribution within Sumar Lane right-of-way along the northern property boundary in general compliance with the Landscaping Plan prepared by Macdonald Gray dated April 16, 2012. The landscaping improvements shall be secured prior to adoption.
4. The applicant shall remove any structures or materials on display within the setback area along the highway frontage (Island Highway West) to comply with the requirements of Development Permit No. 76 and the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987".
5. The applicant shall register a Section 219 restrictive covenant on the property title containing the hydrogeological assessment prepared by Waterline Resources Inc. dated August 23, 2010 to ensure the site is developed in accordance with the recommendations of this report. The covenant shall also require the applicant to submit a spill prevention, response and management plan at the building permit stage with measures to limit or prevent potential contaminants from entering into the rainwater management system and to ensure there are no negative downstream impacts of run-off from the subject property. This plan shall be prepared by a qualified professional to the satisfaction of the General Manager of Strategic and Community Development.
6. Prior to issuance of a building permit application, the applicant shall install or secure an oil/water separator in accordance with the recommendations contained in the letter from Parks City Engineering dated June 26, 2012.

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1004.06

**A BYLAW TO AMEND THE BOUNDARIES OF THE
DUKE POINT SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the Duke Point Sewer Service pursuant to Bylaw No. 1004, cited as "Duke Point Sewer Local Service Area Establishment Bylaw No. 1004, 1996";

AND WHEREAS the boundaries of the Duke Point Sewer Service include properties within the City of Nanaimo and Electoral Area 'A';

AND WHEREAS the Board of the Regional District of Nanaimo has been requested by the property owner to amend the boundaries of the service area to include and additional property within the City of Nanaimo, legally described as follows:

- Lot 23, Plan 37924, Sections 8 & 9, DL 370 and 429, Nanaimo Land District (500 Duke Point Hwy);

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

"Duke Point Sewer Local Service Area Establishment Bylaw No. 1004, 1996" is hereby amended as follows:

By deleting Schedule 'A' of Bylaw 1004 and replacing it with the new Schedule 'A' attached to this bylaw.

2. Citation

This bylaw may be cited for all purposes as "Duke Point Sewer Service Amendment Bylaw No. 1004.06, 2012".

Introduced and read three times this 2nd day of October, 2012.

Adopted this _____ day of _____, 2012.




CHAIRPERSON

CORPORATE OFFICER


**Schedule 'A' to accompany
"DUKE POINT SEWER LOCAL SERVICE
AREA AMENDMENT BYLAW NO. 1004.06, 2012."**

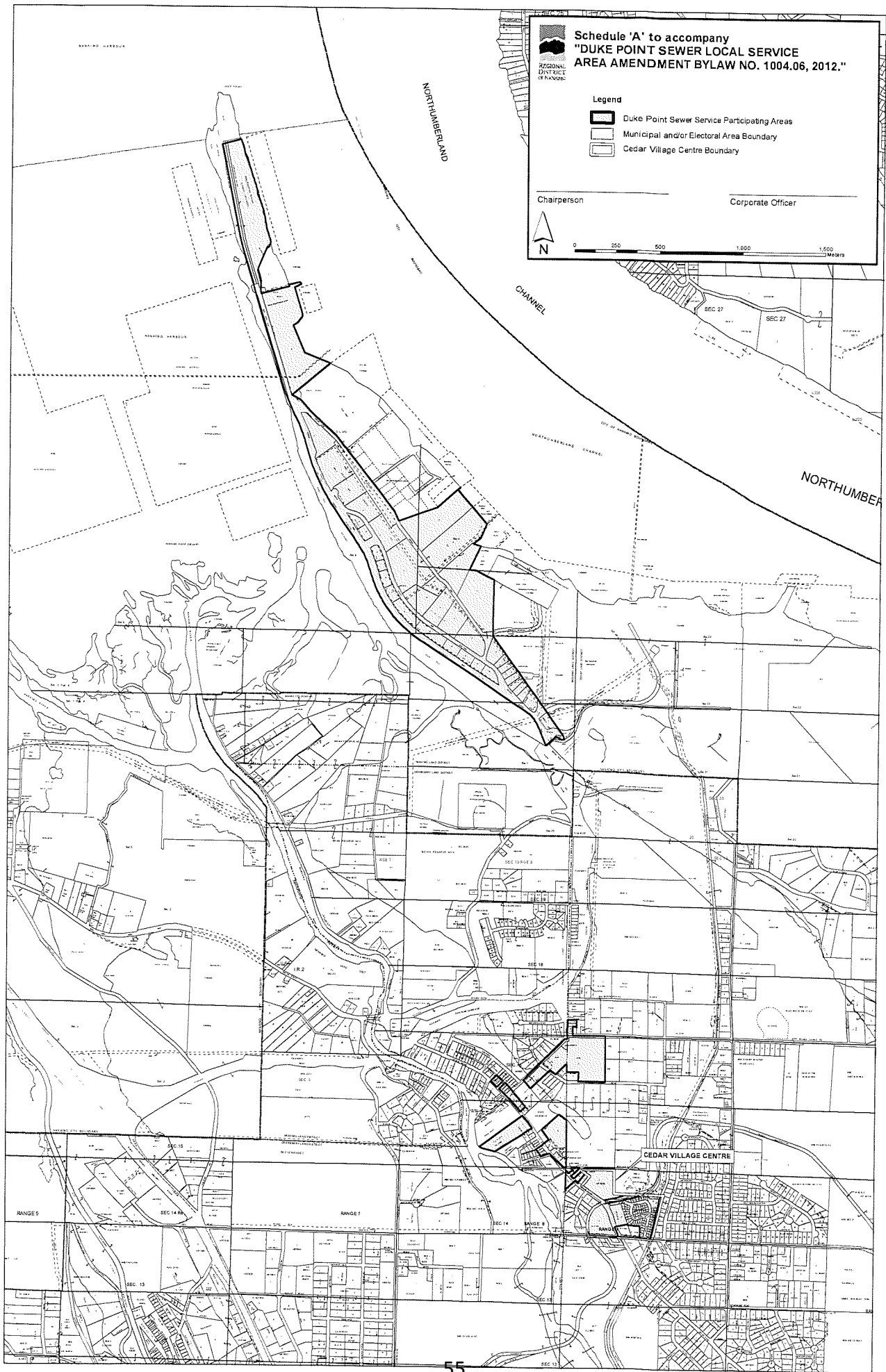
REGIONAL DISTRICT OF FRASER

Legend

-  Duke Point Sewer Service Participating Areas
-  Municipal and/or Electoral Area Boundary
-  Cedar Village Centre Boundary

Chairperson _____ Corporate Officer _____

 0 250 500 1,000 1,500 METERS



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.63

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

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

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

- Lot 6, District Lot 22, Nanoose Land District, Plan 10012.

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

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

1. Amendment

“Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993” is amended as follows:

By deleting Schedules ‘C’ and ‘D’ of Bylaw No. 889 and replacing them with the Schedules ‘C’ and ‘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. 889.63, 2012”.

Introduced and read three times this 23rd day of October, 2012.

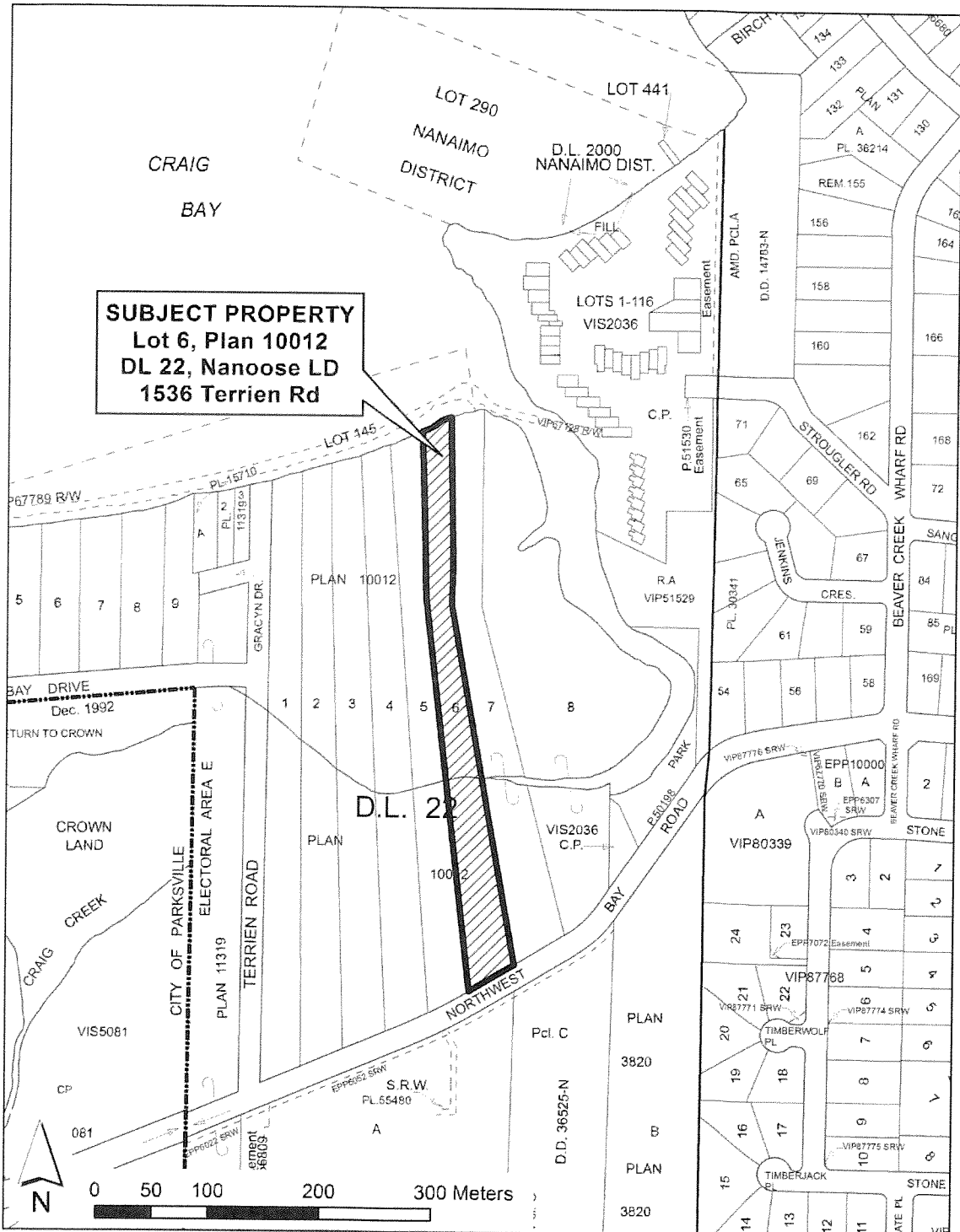
Adopted this ____ day of _____, 2012.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1021.09

**A BYLAW TO AMEND THE PACIFIC SHORES
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 1021**

WHEREAS "Pacific Shores Sewer Local Service Area Establishment Bylaw No. 1021, 1996" establishes the Pacific Shores Sewer Local Service Area;

AND WHEREAS the Board has been petitioned to extend the boundary of the local service area to include the property shown outlined in black on Schedule 'B' of this bylaw;

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

1. The boundaries of the Pacific Shores Sewer Local Service Area, established by Bylaw No. 1021, are hereby amended to include the property shown outlined on Schedule 'B' attached hereto and forming part of this bylaw.
2. Schedule 'A' of Bylaw No. 1021 is hereby deleted and replaced with the Schedule 'A' attached to and forming part of this bylaw.
3. This bylaw may be cited for all purposes as "Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.09, 2012".

Introduced and read three times this 23rd day of October, 2012.

Adopted this ____ day of _____, 2012.

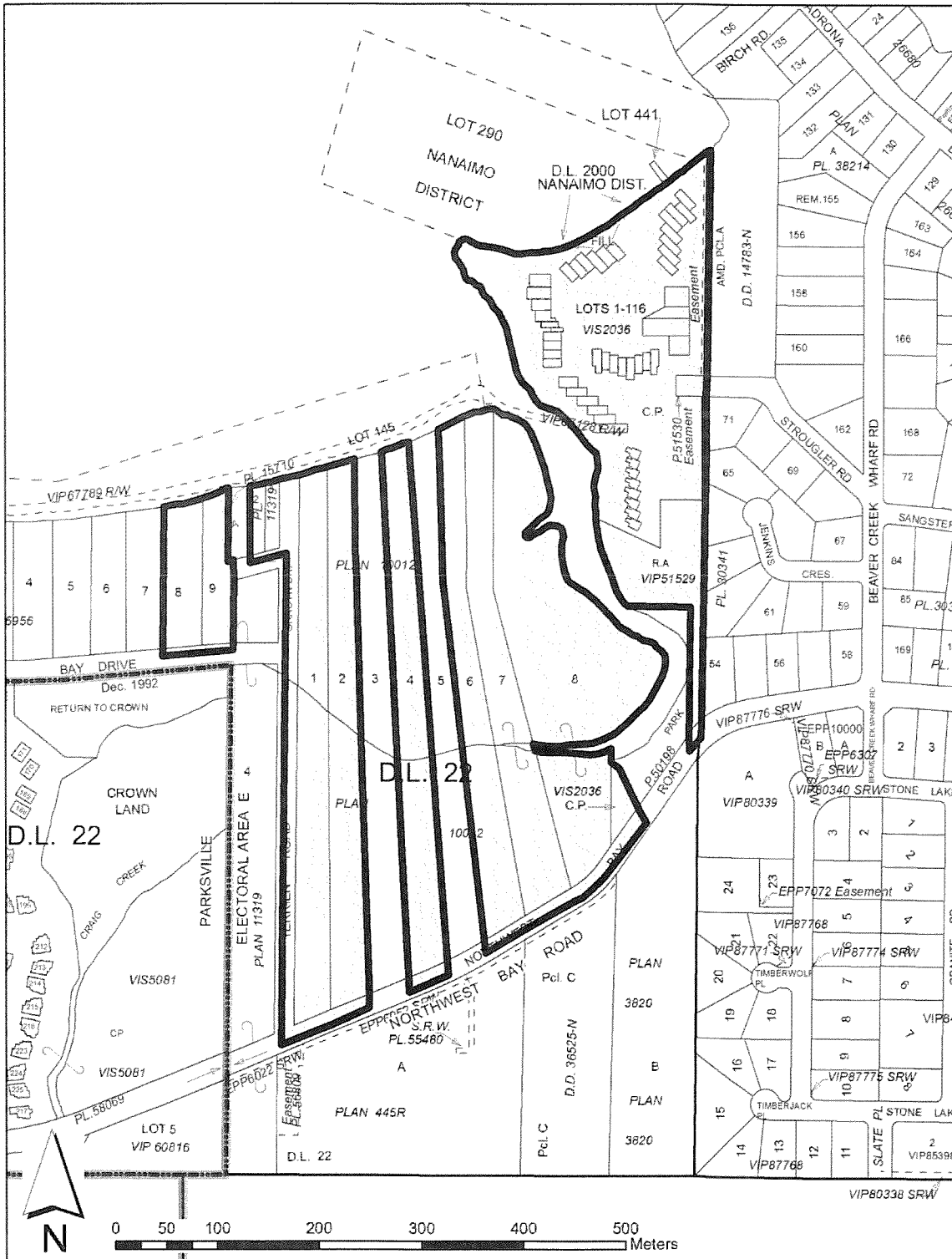
CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Pacific Shores Sewer
Local Service Area Boundary Amendment Bylaw
No. 1021.09, 2012"

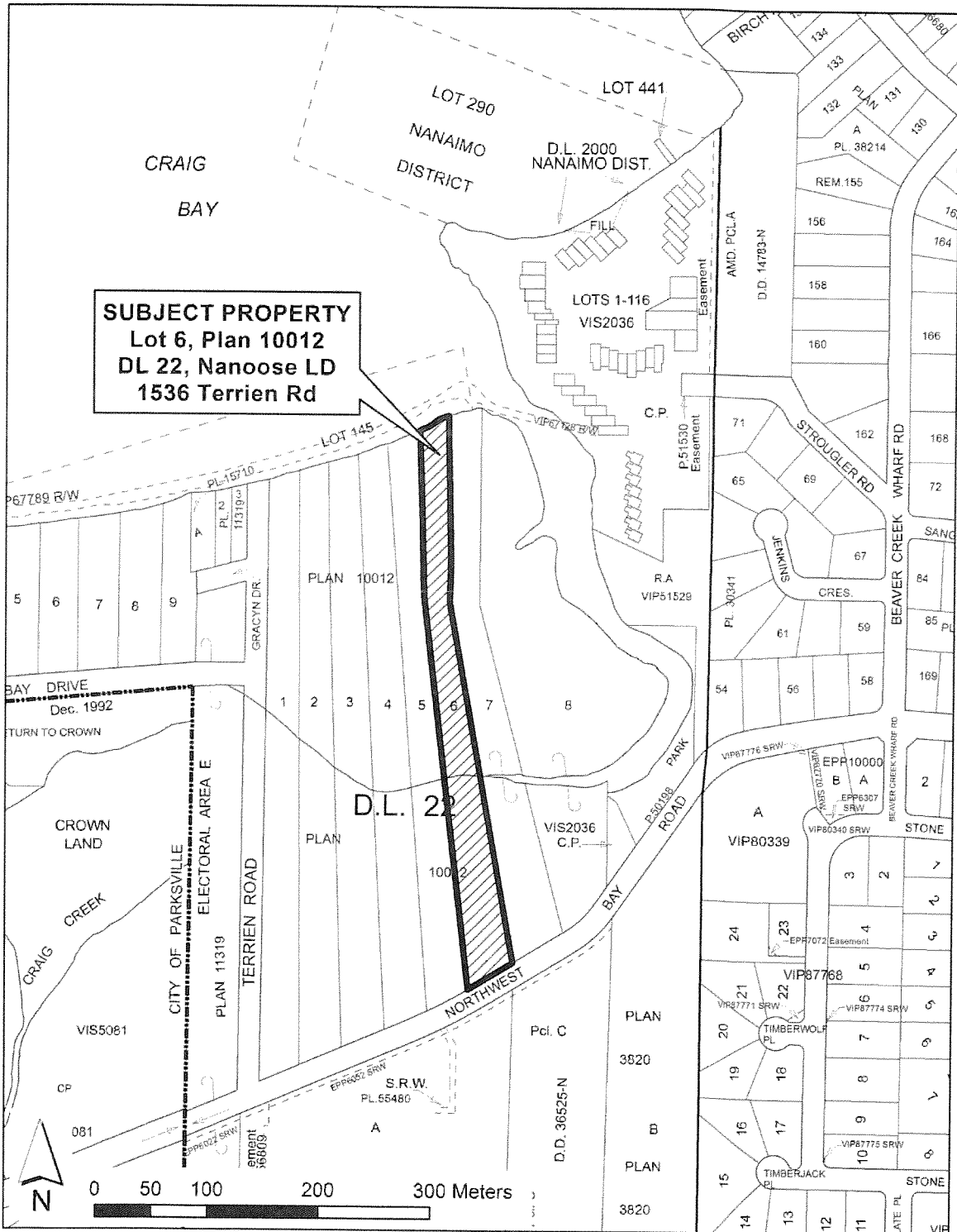
Chairperson

Corporate Officer



Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, NOVEMBER 15 , 2012
AT OCEANSIDE PLACE**

Attendance: Reg Nosworthy, Chair, Electoral Area 'F'
Scott Tanner, Deputy Chair, Councillor, Town of Qualicum Beach
Ross Milligan, Trustee, District #69 School Board
Bill Veenhof, Director, RDN Board, Electoral Area 'H'
Gordon Wiebe, Electoral Area 'E'
Richard Leontowich, Electoral Area 'H'
Joe Stanhope, Director, RDN Board, Electoral Area 'G'
Peter Morrison, Councillor, City of Parksville

Staff: Tom Osborne, General Manager of Recreation and Parks
Dean Banman, Manager of Recreation Services
Ann-Marie Harvey, Recording Secretary

CALL TO ORDER

Chair Nosworthy called the meeting to order at 2:02pm.

MINUTES

Commissioner Tanner indicated that his name in the October 18, 2012 minutes be corrected to read Commissioner Tanner, not Commissioner Scott.

Commissioner Milligan asked to have added to the minutes the Commissions' request to have the remaining grant funds rolled over to 2013 budget.

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that the Minutes of the District 69 Recreation Commission Regular Meeting held October 18, 2012 be approved as amended.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Mr. Banman clarified that upon request from Commission members, staff can assist with written motions for the members that can be used to advance Commission directives. He stated that they are merely a suggestion and may be changed or not brought forth based on the Commissions' discussion. Upon future requests for written motions, staff will circulate these motions to all members prior to the meeting.

MOVED Commissioner Veenhof, SECONDED Commissioner Tanner, that a request from the Bard to Broadway grant recipients that they may use their funds towards the Spring Break a Leg program instead of the B2Glee Show be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Veenhof, SECONDED Commissioner Milligan that the following Correspondence be received:

K.Mowat, Parksville Elementary PAC to RDN, Re: Silent Auction Donation Thank you.

CARRIED

REPORTS

Monthly Update – Oceanside Place – October 2012

Mr. Banman reviewed some highlights of the Oceanside Place – October Update and reported the Oceanside Place now has WIFI.

Monthly Update – Ravensong Aquatic Centre – October 2012

Mr. Banman reviewed some highlights of the Ravensong Aquatic Centre – October Update.

Monthly Update – Northern Recreation Program Services – October 2012

Mr. Banman reviewed some highlights of the Northern Recreation Program – October Update.

Monthly Update of Community and Regional Parks and Trails Projects – October 2012

Mr. Osborne updated the Commission on the applicable Community and Regional Parks and Trail Projects, highlighting the northern portion of the Regional District for October 2012.

Track and Field Sports Complex Report

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that staff be directed to meet with representatives from School District #69, Town of Qualicum Beach and the City of Parksville to review the 2009 Track and Field Facility Feasibility Study and to discuss further the possibility to use existing School District 69 property for an upgraded track and field facility, and that staff review the Feasibility Study with the steering committee in addition to requesting comments from track and field user groups on the current relevancy of the document.

CARRIED

RAC Assessment Survey Report

Mr. Banman reported that due to an unforeseen delay, this report was not ready for this Commission meeting as planned and will be distributed to Commissioner members prior to the next Commission meeting.

MOVED Commissioner Stanhope, SECONDED Commissioner Veenhof, that the Reports be received.

CARRIED

COMMISSIONER ROUNDTABLE

Commissioner Milligan stated his desire to see a training track at Kwalicum Secondary School.

Commissioner Stanhope asked staff if there is a grant available from Fortis for the boiler replacement at RAC. Mr. Stanhope offered his assistance if needed. Mr. Osborne stated that there is a grant program through Fortis in place and the RDN will apply for pre-approvals so that the reimbursement criteria are met before the replacement takes place.

Commissioner Tanner reported that the Town of Qualicum Beach is in the process of reviewing their areas of responsibility for their elected officials.

Commissioner Wiebe reported the Blueback Community Park survey will be taking place with the Open House on November 24 for developing the park for Scuba Divers.

ADJOURNMENT

MOVED Commissioner Veenhof the meeting be adjourned at 3:05pm.

CARRIED

Performance Recognition Reception followed at 4:00pm with the Commissioners in attendance.

Reg Nosworthy, Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 COMMUNITY JUSTICE
SELECT COMMITTEE MEETING
HELD ON MONDAY, NOVEMBER 26, 2012 AT 1:00 PM
IN THE OCEANSIDE PLACE MEETING ROOM, PARKSVILLE, BC**

Present:

| | |
|------------------------|------------------------|
| Director Marc Lefebvre | Chairperson |
| Director Dave Willie | Town of Qualicum Beach |
| Director George Holme | Electoral Area E |
| Director Julian Fell | Electoral Area F |
| Director Joe Stanhope | Electoral Area G |
| Director Bill Veenhof | Electoral Area H |

Also in attendance:

| | |
|-------------------------|------------------------------|
| Paul Thorkelsson | Acting CAO |
| Wendy Idema | Director of Finance |
| Tiffany Moore | Manager, Accounting Services |
| Staff Sgt. Brian Hunter | Oceanside RCMP Detachment |
| Cpl Jesse Foreman | Oceanside RCMP Detachment |

CALL TO ORDER

The Chairperson called the meeting to order at 1:06pm.

DELEGATION

Victim Services, Restorative Justice and Community Dispute Resolution Program Update

Staff Sgt. Brian Hunter, Oceanside RCMP Detachment, and Cpl. Jesse Foreman, Community Policing NCO, updated the Committee regarding the Victim Services and Restorative Justice Programs. He indicated they are requesting the same amount of funding for both programs for 2013 and that the funding amounts are matched by the Provincial Government for these programs. He provided examples of how the funds assist the RCMP in being able to meet the needs of the community. He also discussed the significant contributions being made by the two staff members working in the Victims Services and Restorative Justice programs in terms of the quality of service they provide and the extra hours they contribute.

Director Lefebvre requested a letter from Staff Sgt. Hunter with more information on the staff members so recognition of their service can be provided.

MINUTES

MOVED Director Holme, SECONDED Director Veenhof, that the minutes of the District 69 Community Justice Select Committee meeting held November 22, 2011, be adopted.

BUSINESS ARISING FROM THE DELEGATION

MOVED Director Stanhope, SECONDED Director Veenhof, that the report of the delegation be received.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the District 69 Community Justice Select Committee recommend that the 2013 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs be approved at \$77,500.

CARRIED

ADMINISTRATION

Community Safety Grant-in-Aid Applications

MOVED Director Holme, SECONDED Director Veenhof, that a 2013 grant in the amount of \$5,160 for the Citizens on Patrol Society, District 69 be approved.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that a 2013 grant in the amount of \$1,632.27 for the Corcan Meadowood Residents Association be approved.

CARRIED

MOVED Director Stanhope, SECONDED Director Willie, that a grant application in the amount of \$2,439.36 for the Oceanside Community Arts Council be denied as the building requires extensive capital upgrades and is jointly owned with another organization.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 1:39 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE FIRE SERVICES ADVISORY COMMITTEE
MEETING HELD ON WEDNESDAY, NOVEMBER 28, 2012 AT 2:00 PM
IN THE RDN COMMITTEE ROOM**

Present:

| | |
|----------------------|---|
| Director G. Holme | Chairperson |
| Director M. Young | Electoral Area C |
| Director J. Fell | Electoral Area F |
| Director J. Stanhope | Electoral Area G |
| Director B. Veenhof | Electoral Area H |
| Dave Willie | Town of Qualicum Beach |
| Brad Knorr | D/Chief, Errington Volunteer Fire Department |
| Troy Baxter | Fire Chief, Errington Volunteer Fire Department |
| Don Alberg | Chairperson, Dashwood Fire Department |
| Nick Acciavatti | Fire Chief, Dashwood Fire Department |
| Gerry Caille | Trustee, Bow Horn Bay Fire Department |
| Steve Anderosov | Fire Chief, Bow Horn Bay Fire Department |
| Doug Penny | Fire Chief, Nanoose Bay Fire Department |
| Will Geselbracht | Nanoose Fire Protection Society |

Also in Attendance:

| | |
|------------------|---|
| Paul Thorkelsson | Acting Chief Administrative Officer |
| Wendy Idema | Director of Finance |
| Tom Armet | Manager, Building, Bylaw & Emergency Planning |
| Kathy Sihota | Recording Secretary |

Regrets:

| | |
|-----------------|--|
| Bill Grose | Trustee, Extension Volunteer Fire Department |
| Brandon Britt | Deputy Fire Chief, Extension Fire Department |
| Jeff Hein | Captain, Extension Fire Department |
| Dave Neden | Chair, Coombs Hilliers Fire Department |
| Steve Stahley | Director, Coombs Hilliers Fire Department |
| Patti Whittaker | Chairperson, Errington Fire Department |
| Eric Lacey | Acting Fire Chief, Coombs Hilliers Fire Department |

CALL TO ORDER

The meeting was called to order at 2:10 pm and the attendees introduced themselves.

MINUTES

MOVED Director Veenhof, SECONDED Director Stanhope, that the minutes of the Fire Services Advisory Committee meeting held March 15, 2012 be adopted.

CARRIED

CORRESPONDENCE

Email from Nick Acciavatti, Fire Chief Dashwood Volunteer Fire Department

Fire Chief Nick Acciavatti sent correspondence for discussion regarding several items. These items were discussed individually as noted below.

REPORTS

Fire Services Act Review – Response from the Office of the Fire Commissioner

MOVED Director Veenhof, SECONDED Director Fell, that the report, Improving Fire Services – the Office of the Fire Commissioner’s Response to the FSLG Report, be received for information.

CARRIED

Draft Regulatory Bylaw Template

Wendy Idema advised that Nancy Avery had drafted a Regulatory bylaw for review by each fire department and if they approved it, would customize it for each fire service area. Revisions to the draft were suggested. Staff to make revisions and bring back to Committee.

Draft Burning Bylaw (update) (verbal)

Committee members agreed to delay further discussions on Burning Bylaws until after the Regulatory Bylaws are finalized.

MIA Information on Liability Insurance for Volunteer Fire Departments (verbal)

Wendy Idema advised that changes to the MIA liability insurance coverage for volunteer firefighters will come into effect January 2013. Coverage will only be applied to firefighters carrying out activities included under contract with the local government. Board members for fire department societies will not have coverage. There was discussion around some of the changes and staff will seek further information on the application of the policy and the possibility of liability coverage through other insurance providers.

Items from Fire Chief Acciavatti’s email

Fire Apparatus Fleet Servicing by RDN

Chief Acciavatti asked whether it is possible for the fire departments to utilize RDN mechanical fleet services. Wendy Idema advised that it has been discussed with Dennis Trudeau General Manager of Transportation and Solid Waste Services. There was general discussion around whether this would be useful for departments, and that the use of these services would be at the discretion of the fire department.

MOVED Director Stanhope, SECONDED Director Fell, that staff be directed to examine the servicing requirements of RDN owned fire department equipment and the feasibility of this servicing being undertaken by RDN Transportation Services.

CARRIED

RDN Information Technology Support for Fire Departments

Discussion on seeking IT support from RDN for all fire departments interested. Staff to follow up and report back to Committee.

Advertising and Public Information Dissemination

Discussion on how fire departments can utilize the RDN to get information to public. Suggestions included use of the RDN Website, quarterly newsletters, inserts in utility billing and Eyes on BC website. Staff to follow up with Adrienne Mercer, RDN Communications Coordinator for future publications.

Incentives for Encouraging Retention of Volunteer Firefighters

Discussion on retention incentives and recruiting of volunteer firefighters such as recreation passes and group benefits. Director Veenhof noted programs such as this would have applicability to all volunteer groups providing service. Staff to research options available for such programs and how they could be funded.

Regulations of fireworks in the RDN (verbal)

Tom Armet advised that RDN has no fireworks bylaws. Regional Districts do not have authority under *Local Government Act* to legislate discharge of fireworks but can regulate sales. District 68 has regulation but it is a Provincial Regulation.

MOVED Director Veenhof, SECONDED Director Stanhope that staff review options relating to the sale and use of fireworks and report to the RDN Board.

CARRIED

NEW BUSINESS

Fire Chief Steve Anderosov raised the concern of visibility of house numbers from the street. Staff will include reminders in newsletters and other publications for residents to ensure they have visible house numbers in case of emergency.

Discussion around Agreements between fire departments and the North Island 911 Corporation. Agreements to be approved by the RDN. Wendy Idema to follow up regarding the insurance clauses in the agreements.

Director Veenhof asked whether this committee's information could be shared with Improvement District Fire Departments. It was agreed that it could and that Improvement District Fire Departments within RDN boundaries would be invited to attend the meetings as well.

ADJOURNMENT

The Chair thanked all in attendance advising that the next meeting will be at the call of the Chair.

MOVED Director Stanhope, SECONDED Director Veenhof, that this meeting be adjourned.

TIME: 3:25 PM

CARRIED

CHAIRPERSON



| | |
|---------------------------------|---|
| RDN REPORT | |
| CAO APPROVAL <i>[Signature]</i> | |
| EAP | |
| COW | |
| DEC 05 2012 | |
| RHD | |
| BOARD | ✓ |

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: November 27, 2012

FROM: Wendy Idema
Director of Finance

SUBJECT: 2013 Proposed Budget Overview

PURPOSE:

To provide background information and obtain direction on the proposed 2013 budget.

BUDGET OVERVIEW:

Local governments are required to prepare five year budget forecasts. These financial plans are intended to guide the development of annual operating budgets. The 2013 to 2017 financial plan which will be presented over the course of the next few months reflects refinements to the forecasts which were initiated in the fall of 2011 and adopted in March of 2012.

The Regional District of Nanaimo provides and manages a large number of public services including water, sewer collection and treatment, solid waste collection and disposal, public transit, and recreation facilities and services. The primary focus for Regional District budgets is to demonstrate fiscal responsibility within the context of maintaining the service infrastructure, ensuring public health and safety as well as making progress toward achievement of our strategic plan goals.

The Regional District was incorporated in 1967 and is now 45 years old. Many Regional District facilities are more than 30 years old – meaning mechanical and electrical equipment is at the mid-point or later in their useful life. Annual costs have generally increased over the last several years in order to maintain and extend those useful lives. In some cases outright replacement with newer, more energy efficient equipment will be the recommended choice.

The remainder of this report will refer to pages in the Director’s budget binders and appendices provided in a separate handout.

Year over Year Change

There are now 101 different services which form the Regional District’s budget, 34 of those services are shared among multiple member jurisdictions. Examples of multi-jurisdiction regional services are Wastewater Management, Solid Waste Management, Electoral Area Planning, Regional Growth Strategy, Recreation and Parks Services and Transit.

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

The following table illustrates the consistency of the 2013 proposed budget with the previous plan – items shown in brackets are comparative values from 2012. The 2013 proposed budget is very consistent with the previous forecast, which reflects both the predictability of operating expenditures as well as the general accuracy of staff in forecasting year over year changes.

| Number of Services
(operational
budgets) | Same as forecast | Lower than
forecast | Higher than
forecast | Consistency with
previous plan
(Same as or Lower
than) |
|---|-------------------------|--------------------------------|---------------------------------|---|
| 34
Multi-participant
Services | 23 | 3 | 8 | 76% (79%) |
| 67
Single participant
Services | 52 | 10 | 5 | 93% (88%) |
| Total
101 | 75 | 13 | 13 | 87% (84%) |

The consolidated summary of the Regional District 2013 budget (Appendix A/Binder Pg. 5), projects almost \$101 million dollars in expenditures in 2013, a decrease of 6.7% from 2012. The primary change is a reduction in the capital expenditures budget line at this time. Currently the budget includes new projects anticipated in 2013 and those that are known carry forwards from 2012. The value of capital expenditures will increase once final year end results are known and costs for in-stream projects will be re-budgeted as 2013 expenditures.

Approximately 67% (\$67 million) of total 2013 expenditures are applied to operating costs, 7% of the budget goes toward existing long term debt, 6% will be contributed to various capital reserves with the remainder applied to capital replacements and projects in 2013 (20%) (vehicles, equipment and structures).

Total revenues (excluding prior year surpluses) total \$97 million versus \$101 million in 2012. The reduction is a reflection of a lower budget for capital reserve fund transfers to fund capital projects in 2013.

The 2012 to 2016 financial plan forecast property tax revenues in 2013 of \$40 million dollars, an overall change of 5.3%. The proposed 2013 budget is consistent with the overall forecast at 5.7%. There are new services included in 2013 which were not known when the previous plan was prepared.

Year over Year Changes (Appendix B/Binder Pg. 1)

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

New/Changed Service Levels - 2.5% (Appendix L4/Binder Pg. 14)

| | | |
|--------------------------------------|-------------------|--|
| Electoral Areas | 10,240 | Possible additional cost for full participation at FCM conference in Vancouver |
| Nanaimo Search & Rescue | 2,665 | New agreement effective 2013 |
| Marine Search & Rescue | 11,326 | New agreement effective 2013 |
| Drinking Water/Watershed Protection | 27,572 | New municipal participation/changed rates |
| Emergency Planning | 7,447 | Maintain programs with end to federal funding |
| Regional Growth | 45,000 | Commercial Lands Study |
| Regional Parks | 26,000 | Moorecroft implementation plan |
| Regional Parks | 10,000 | Guardians of the Estuaries funding |
| EA H Community Parks | 5,000 | Lighthouse Community Hall field lighting |
| Area A Recreation | 21,500 | Revised agreement with CSCES |
| Wastewater Project Engineer | 53,000 | Annualization of position |
| Southern Community Wastewater | 30,000 | Departure Bay Force Main routing study |
| Transportation Services | <u>542,106</u> | 5,000 hours additional conventional & 3,750 hours additional custom service |
| Total for New/Changed Service Levels | \$ <u>791,856</u> | |

Other Jurisdictions - 0.5% (Appendix L5/Binder Pg.15)

While not in itself representing a large change relative to overall tax revenues, the amount for Other Jurisdictions is an increase of \$168,368 based on preliminary estimates. Both E911 services are impacted by costs related to the new RCMP contract. The Vancouver Island Regional Library levy (5.6% increase) includes debt servicing costs for the proposed purchase of the downtown library location and construction of the Administration headquarters on Hammond Bay Rd. which will add public library services to that location.

Existing Services – 2.8% (Appendix L6/Binder Pg.16)

The cumulative property tax change year over year for Existing Services is \$868,794 or 2.8%. Of this change, 54% (\$466,179) arises from planned increases in the two major wastewater treatment plant budgets to support the future expansions and upgrades of those facilities.

Summary of Tax Revenues/Municipal Participation Agreements (Appendices C1 to C3/Binder Pgs. 2-4)

These pages list each individual service outlining the proposed 2013 requisition and summarizing the change from 2012.

BUDGET SPECIFICS:

Corporate Services (Appendices D1 to D2 /Binder Pgs. 45-60)

Corporate Administration

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

The requisition for Corporate Administration increases as forecast to \$879,195, an increase of \$26,837 or 3% (Appendix D1/Binder Pg. 45). This change is as forecast and includes the requisition for Legislative Services and Grants in Aid.

\$819,835 of this requisition is used to support the Legislative Services component of the budget which covers Board remuneration, web site development & maintenance, Regional District publications such as the Regional Perspectives and Electoral Area Updates as well as allocations of support staff costs for those activities. At the present time the expenditures for Legislative Services total \$1,021,631 (3% increase from 2012) with the remainder of the costs funded by interdepartmental recoveries.

The Grants in Aid portion of the requisition is currently \$59,360 pending inclusion of possible additions after budget discussions are completed. Funding for \$945,000 to the Island Corridor Foundation (ICF) was approved at the November 27, 2012 Board Meeting conditional on ICF obtaining an agreement with VIA Rail to re-establish passenger service on Vancouver Island. This funding as well as any other grants that are approved will need to be added to this requisition prior to final budget approvals.

Overall expenditures for Corporate Administration increase by 4.8% over 2012 to \$5,611,235. This includes the Legislative Services and Grants in Aid spending noted above as well as expenditures for Information Technology, GIS/Mapping, Finance, Human Resources and General Administration.

The Corporate Administration capital budget totals \$446,000. This includes \$227,000 for centralized computer services equipment replacements, a fleet vehicle replacement and the purchase of new software tools for budgeting and financial reporting.

Electoral Areas Administration/Building Policy & Advice

The requisition for Electoral Area Administration is forecast at \$381,990, an increase of \$57,470 or 17.7% over 2012 as forecast. The District of Lantzville contracts with the RDN for the Building Policy & Advice portion of this budget which contributes \$18,295 to this area as well. This budget provides funds for Local Government Elections, Electoral Area Director attendance at annual conferences, Electoral Area Director allowances, Electoral Area newsletters as well as the costs of administering building policy, information and advice services in the Electoral Areas.

In 2009, the Board approved a separation of the Building Policy & Advice component of the budget from direct building inspection services which are deemed recoverable through permit fees only. The projections presented at that time indicated it would take about five to six years to fully absorb the Building Policy & Advice costs and develop the requisition base for it. To support the costs of Building Policy & Advice, \$198,000 will be transferred from Building Inspection net revenues.

The Electoral Areas budget includes a carryover of \$8,000 for the remainder of the 2012 toilet rebate program budget. The program was not fully utilized in 2012 resulting in this carryover. No additional funds have been added to this program for 2013, and it is being replaced by the cistern rebate program under Drinking Water/Watershed Protection.

Fire Departments (Appendices E1 to E3/Binder Pgs. 70-82)

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

| Name | | Name | |
|---|------------------|---|--|
| Bow Horn Bay Volunteer Fire Department | Society Contract | Cassidy Waterloo Fire | Municipal Contract (Cranberry Fire Department) |
| Coombs Hilliers Volunteer Fire Department | Society Contract | Wellington Fire | Municipal Contract (City of Nanaimo) |
| Errington Volunteer Fire Department | Society Contract | Parksville Local | Municipal Contract (City of Parksville) |
| Extension Volunteer Fire Department | Society Contract | French Creek Fire (up to Drew Rd) | Municipal Contract (City of Parksville) |
| Dashwood Volunteer Fire Department | Society Contract | French Creek Fire (Drew Rd to Qualicum Beach) | Municipal Contract (Town of Qualicum Beach) |
| Nanoose Bay Volunteer Fire Department | Society Contract | | |

Tax requisitions for these operating entities are proposed to increase on average 6% over 2012. All of the Societies are facing the challenges of aging infrastructure and volunteer turnover which has an impact on training and equipment costs. In an effort to retain volunteers, fire departments have steadily increased per diem rates for attending practices and fires.

The following amounts have been included in 2013 based on preliminary discussions with certain departments who have expressed interest to undertake work to review building strategies for their services. The amounts would be drawn from reserve funds on hand should this work commence in 2013.

| | |
|-----------------|---|
| Coombs Hilliers | \$30,000 (overall review strategy) |
| Dashwood | \$100,000 (design development – Hobbs Rd. firehall) |
| Errington | \$20,000 (building addition) |
| Bow Horn Bay | \$92,000 (portion of \$400,000 design/construction budget for satellite firehall in Spider Lake area. Balance will require elector assent for borrowing.) |

Strategic and Community Development (Appendices F1 to F3/Binder Pgs. 84-113)

Electoral Area Current & Long Range Planning

The requisition for community planning services is projected at \$1,373,115 – a change of \$52,630 or 4.0%. This is \$20,000 less than forecast. Several 2012 projects will carry over into 2013 – the Nanaimo airport planning arising from the Electoral Area 'A' OCP review, completion of the Cedar Main Street plan, completion of the Secondary Suites Review, development of an implantation plan for the Area Agricultural Plan and the Bylaw 500 review. New initiatives for 2013 include the rezoning of Regional Parks to appropriate zoning and the review of Regulatory Barriers to Affordable Housing project. The tax requisition is increased because this budget has relied on prior year surpluses to reduce tax increases; however, over the longer term, these prior year surpluses will be used and the requisition increase will be needed to fund the program. This was reflected in the 2012 to 2016 financial plan.

Regional Growth Management

This budget supports the development, maintenance and implementation of the growth management strategy. The tax requisition for this service will increase by \$31,440 to \$424,440 as forecast. The next several years will be focused on recommended studies and action items contained within the newly adopted strategy. The 2013 budget includes funds (\$65,000) for a Commercial Lands Study and the Airport Planning Process.

Energy & Sustainability

This department has total expenditures of \$274,620 and is funded partially through the General Administration service and partially by interdepartmental recoveries from Strategic and Community Development. The activities of the department are overseen by the General Manager of Strategic and Community Development.

In 2012 departmental communications, including newsletters and learning events for staff and the general public, reached an estimated 20,294 households. The Regional District as a signatory to the Climate Action Charter is poised to achieve the status of carbon neutrality by the end of 2012. Through the work of this department, an estimated 3,500 tons of carbon dioxide emissions reductions have been identified.

The target for 2013 includes continued focus on tracking corporate and community energy use, and identifying and implementing practical approaches within the organization and across RDN communities to conserve energy and other resources, reduce emissions, lessen expenditures on energy and enhance local self-sufficiency. This information will be key to understanding what expenditures would be required to maintain the carbon neutral objective of the Climate Action Charter as well as the implications of investing in regional and corporate emission reduction projects as an alternative to purchasing carbon offsets.

The Energy & Sustainability service also manages the Northern Community Economic Development program with \$35,000 disbursed in 2012 through grants to organizations in the Northern Communities.

Building Inspection Services

Building permitting and inspection services are fully funded by permit revenues and there is no tax requisition. Permit revenues for 2013 are forecast at \$976,000, an increase of 5.5%. 2012 revenues are expected to exceed the \$926,560 budget with an estimated 620 permits (2012: 624 permits) and \$80 million in construction values.

The department focuses continuously on streamlining permit processes and has achieved a 95% success rate for issuance of single family residential permits within three weeks of application. The Building Code underwent revisions in 2012, and in 2013 the department will direct its attention to making those changes known as widely as possible.

Emergency Planning

The tax requisition is forecast to increase by \$20,020 or 8.8% to \$248,625, which is \$7450 greater than forecast. This is a result of a loss of funding from the federal government as they have cancelled the JEPP program, however, the Emergency Program Act requires operational readiness to respond to emergency events which requires ongoing funding for training and resourcing of response centres.

The operating budget for the department is a base of approximately \$285,000. This base budget includes an amount of \$13,000 to undertake continuing studies for hazard mitigation strategies. This department has been very successful obtaining grants to support many of its program and capital purchasing activities. Provincial grant funds provided through the Union of BC Municipalities have covered more than 50% of the costs of Hazard Vulnerability studies, Community Wildfire Plans and fuel management strategies covering most of the Regional District. Those program funds have now been considerably reduced adding to the cost of completing actions identified in those plans. Particularly affected will be fuel management work in interface areas of the Regional District. There is no clear indication at this time, how some of that future work will be completed within the current base budget.

The department has been restructuring its ESS and NEP volunteer program during 2012 and is moving to an alternative approach which entails a single volunteer coordinator contract providing supervision to ESS teams in District 68 as well as coordinating the Neighbourhood Preparedness Program in all Electoral Areas and Lantzville. The 2013 budget for volunteer coordination services includes \$32,000 for this program.

The thrust of capital expenditures since 2010 has been the installation of backup generators in emergency reception centres. Regional District purchased generators have now been installed at the Lighthouse Community Centre (Electoral Area 'H'), the Rollo Seniors Centre on Gabriola Island and 2012's budget includes a generator installation at the Cedar Reception Centre. These installations were previously funded in part by JEPP grants which are no longer available. The increase to the tax requisition incorporates maintenance of this capital program for generators (2014 Arrowsmith – Electoral Area 'F' and 2015 Gabriola Island – Electoral Area 'B'). The purchase of a new vehicle for Emergency Planning originally planned for 2013 has been deferred as well in order to maintain the generator program.

Bylaw Enforcement (Appendices G1 to G2/Binder Pgs. 97-109)

Bylaw enforcement staff costs are recovered through allocations to other budgets including Noise Control (A,B,C,E,G, Lantzville), Animal Control (All Electoral Areas), Hazardous and Unsightly Premises (A,B,C,E,G,H and Lantzville), Planning, Building Inspection and Parks. The District of Lantzville receives bylaw enforcement services under contract with the Regional District and contributes \$16,800 to this budget.

Significant changes in 2013 include a \$10,000 reduction in the requisition for Animal Control for Electoral Area 'F' following resolution of a difficult case.

Recreation & Parks Services (Appendices H1 to H3//Binder Pgs. 116-146)

The major departmental requisitions under this division are lower than or as forecast and range between 0.4% to 8.2% as follows:

| | | |
|--|----------------------|------|
| Regional Parks Operations | as forecast | 8.2% |
| Regional Parks Capital
(the combined change for Regional Parks is 4.6%) | as forecast | 0.4% |
| Northern Community Recreation | as forecast | 6.3% |
| Oceanside Place Arena/Multiplex | higher than forecast | 5.0% |
| Ravensong Aquatic Centre | as forecast | 3.5% |

The requisitions for Northern Community Recreation, Oceanside Place and the Ravensong Aquatic Centre reflect increases necessary to sustain the current level of service in the face of declining operating surpluses from prior years. Wherever practical, Regional District budgets draw on prior year unexpended operating funds to reduce potential tax increases. The two operating facilities (Oceanside Place and Ravensong Aquatic Centre) require a significant financial commitment for maintenance and capital renewal and operate very close to budget. The portion of operating expenditures funded by operating revenues for both facilities is relatively small (Ravensong – approx. 42%; Oceanside Place approx. 41%) and are not expected to change significantly over the future.

Northern Community Recreation includes transfers to the Arrowsmith Community Enhancement Society (\$46,320) for their programs and to Qualicum Beach and Parksville (\$248,000) for sports field maintenance. Operating revenues at \$185,700 make up 16% of operating expenditures in this area net of these transfers.

The \$1,098,965 requisition for Southern Community Recreation is largely made up of the \$1,074,160 transfer to Nanaimo for facilities and sports fields and is based on an average of usage surveys performed every five years.

Regional Parks Operating and Capital

The operating budget is increased with the ongoing implementation of the Moorecroft Regional Park plan as well as for increases for maintenance and development costs in existing parks. The requisition for the capital section of the budget is funded by a \$12.00 per property parcel tax.

Electoral Area A & B Recreation Services

Both requisitions reflect directions provided by the individual Electoral Areas.

Community Parks (Appendices I1 to I3/Binder Pgs. 132-140)

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

Regional & Community Utilities (Appendices J to J2/Binder Pgs. 149-194)

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

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

| | |
|---------------------------------------|--|
| Southern Community Wastewater | Total expenditures \$13.3 million dollars
Operating expenditures \$5.9 million; Capital program \$7.4 million
\$4.65M of capital plan funded by Development Cost Charges |
| Northern Community Wastewater | Total expenditures \$6.0 million dollars
Operating expenditures \$3.3 million, Capital program \$2.6 million
\$765K of capital plan funded by Development Cost Charges |
| Drinking Water & Watershed Protection | Total expenditures \$549,165
\$100,000 – Professional Fees –for regional water “budgets”, data collection and watershed management planning
Continued support (\$75K) to Team WaterSmart education program
\$60,000 for rainwater harvesting incentives |

Water Services

There are no significant new initiatives in 2013 with the exception of the ongoing work for the fire protection improvements to the San Pareil Water Service. Elector assent was obtained in November 2011 to borrow up to \$1.36 million dollars to make improvements for fire protection purposes within the San Pareil Water Service area. There are no financial implications for 2013 as funds will be borrowed on a temporary basis through the Municipal Finance Authority and interim financing costs will be collected through future years’ taxes.

Tax requisition changes for the operational water service areas vary from 2.0% (Decourcey) to 11% (Surfside). These values generally are a result of decreasing year end surpluses which have been used to date to reduce the full impact of balancing revenues to the expenditures required to maintain the current levels of service. Additionally, some of these requisitions are quite small so a relatively small

dollar amount can create a large percentage increase, e.g., Surfside Water's increase of \$1,343 is an 11% increase to the \$12,210 requisition.

Transportation & Solid Waste (Appendices K to K1/Binder Pgs. 197-208)

Transportation Services

The Southern and Northern Community Transit Service requisitions are forecast to increase by \$440,805 (6.6%) and \$101,299 (12.8%) respectively. Both increases are larger than previously forecast as a result of service expansions in both areas.

The requisitions account for a further 5,000 hour expansion of the conventional system and 3750 hours in the custom service in 2013. The service expansion will occur in both the Northern and Southern Community service areas and includes hourly service between Parksville and Nanaimo and service every one to two hours between Parksville and Qualicum. Ridership in 2012 is projected at approximately 2.7 million riders and the objective for 2013 is to reach 2.8 million riders for conventional transit. The custom transit expansion is expected to increase passengers carried to 94,500 in 2013 from a current performance of 72,080.

The capital budget for 2013 for Transit includes \$2 million towards the cost of land for a new downtown exchange with \$1.5 million of this funded through interdepartmental reserve fund borrowing.

A major risk to the operating budget continues to be the lack of stability in fuel prices. Fuel costs represent 12% of the expenditures in the 2013 budget at approximately \$2.1 million. The budget includes \$1.26 per litre per the BC Transit agreement; however, a contingency is also included that allows for a maximum fuel price of \$1.47 per litre.

Solid Waste Management

The Solid Waste Management service tax requisition rises by 2% or \$6,840 as forecast. The tax requisition of \$348,875 partially supports planning and enforcement activities related to disposal bans, illegal dumping and waste stream licensing. The total budget for these activities is \$496,000.

Total 2013 expenditures for this service are \$12.1 million dollars. Tipping fee revenues are forecast at \$8.3 million dollars and capital reserves of \$3.1 million will be used to support the capital program. Tipping fees for 2013 reflect the newly approved rate of \$120 per tonne versus the \$115 per tonne rate in 2012.

Tipping fees have steadily declined since reaching a peak of \$8.5 million dollars in 2008. This decline has occurred both as a result of additional disposal bans (commercial and residential organics for example) as well as the recent peaks and valleys of the economy. 2012 revenues are projected to be in the range of \$7.8 million versus the budget estimate of \$8.3 million and above the 2011 final revenues of \$7.6 million.

The regional landfill site will be the focus of significant improvements in the coming year. Design work to convert a portion of the original landfill to a nature park amenity is underway, with construction anticipated in 2013.

Garbage & Recycling Collection

The food waste separation program has been underway since 2011 with food waste collection occurring weekly throughout most of the Regional District and garbage and recycling occurring every other week. (one week food waste/recycling, one week food waste/garbage collection). The collection rate for 2013 will rise from \$134 (after 10% prompt payment discount) to \$148 (after 10% prompt payment discount) per household.

Resource Implications Summary

To help achieve the business plan objectives for 2013 and beyond, the only new full time equivalent staffing additions are within the Transit Service for the expansion and include 2.5 conventional drivers and 2 handyDART drivers. Other service areas are maintaining staffing levels at the 2012 amounts.

New 2013 funding requests

The 2013 budget currently does not include the following requests:

- Island Corridor Foundation - \$945,000 conditional approval dependent on re-establishment of passenger rail service
- Nanaimo Hospice Society - \$25,000 (request from delegation)
- Nanaimo & Area Land Trust - \$20,000 (annual request)
- Arrowsmith Community Enhancement Society - \$9,700 (additional funding request)
- Mid Vancouver Island Habitat Enhancement Society – funding request to support \$160,000 work plan
- Reimburse committee volunteers for mileage - \$11,500 (Board motion)
- Meetings held in communities - \$10,000 (Board motion)
- Web streaming Board meetings - \$25,000 to \$30,000 capital + \$12,000 to \$17,000 annual operating (Board motion)

The \$945,000 for the Island Corridor Foundation was approved at the November 27, 2012 Board meeting and will be added to the budget. The other items will be included in the Board's budget deliberations over the next month or two and will be added if approved.

There has been some discussion at the Board about reducing the tax requisition increases to levels closer to annual inflation amounts particularly as they relate to existing services. Because of the way Regional District services are established and funded where very few services are actually funded by all residents of the RDN, it is difficult to identify where to make adjustments to achieve an equitable sharing of reductions to all areas. As noted above the cumulative property tax change year over year for Existing Services is \$868,794 or 2.8%. Of this change, 59% (\$512,763) arises from planned increases in the two major wastewater treatment plant budgets to support the future expansions and upgrades of those facilities.

Staff are able to review existing requisitions to identify and recommend possible reductions. These reductions need to be considered within the context of maintaining the five year plans for services and infrastructure replacements. The preliminary budget as presented represents the Board's strategic priorities as established in the RDN Long Range Financial Plan. Further refinement of the 2013 budget and 2013 – 2017 Financial Plan will require prioritized direction to staff from the Board.

ALTERNATIVES:

1. Receive and approve the proposed 2013 budget as presented and proceed to finalize the 2013 to 2017 financial plan.
2. Make amendments to the proposed 2013 budget and proceed to finalize the 2013 to 2017 financial plan.
3. Receive this report for information, provide direction to staff and forward it to a Special Committee of the Whole for further discussion.

FINANCIAL IMPLICATIONS:

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

Member Participation (Appendices L1 to L3/Binder Pgs. 11-13)

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

Referring to Appendix L1(Binder Pg. 11) for an example of the information in this Appendix, the City of Nanaimo would have a 2013 requisition of \$13.8 million, an increase over 2012 of \$801,869. The primary reason for the change is \$562,262 identified as New/Changed Service Levels – details are shown on Appendix L-4 (Binder Pg.14).

Appendices L4 to L6 (Binder Pgs. 14-16) present in more detail the services with significant changes which are summarized under the three headings New/Changed Service Levels, Other Jurisdictions and Existing Services.

Appendix M (Binder Pg. 17) shows for each jurisdiction, the estimated year over year change in general services property taxes for properties valued between \$100,000 and \$400,000, including the Regional Parks and Drinking Water/Watershed Protection parcel taxes.

The remaining pages of the handout (Binder Pgs. 21-42) are three year historical summaries for each member jurisdiction showing the details of participation in the general services applicable to that jurisdiction.

Local service tax requisitions – those for fire, water, sewer and streetlighting – are unique to an individual property owner and often have a greater impact than all other services combined. These

requisitions and tax rates are shown below the general services table. As outlined earlier, fire protection requisitions continue to increase in order to train and retain qualified volunteers.

SUMMARY/CONCLUSIONS:

This report and appendices outline the changes arising from the proposed 2013 budget as they affect each member jurisdiction, as well as describing some of the major initiatives planned in 2013. The 2013 proposed budget is largely consistent with the forecasts developed for the 2012 to 2016 financial plan.

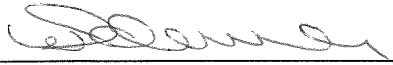
Improvements to the regional transit system represent the single largest change in tax requisitions year over year, affecting taxpayers in the four municipal jurisdictions as well as Electoral Areas A, C, E, G and H.

Municipal member jurisdictions will contribute between 3.5% to 7.2% more for Regional District services in 2013. Taxpayers residing in Electoral Areas A, B and C (School District 68) will see general services property taxes rise between \$13 and \$34 for a property valued at \$400,000. Taxpayers residing in Electoral Areas E, F, G and H (School District 69) will see general services property taxes rise between \$28 and \$34 for a property valued at \$400,000.

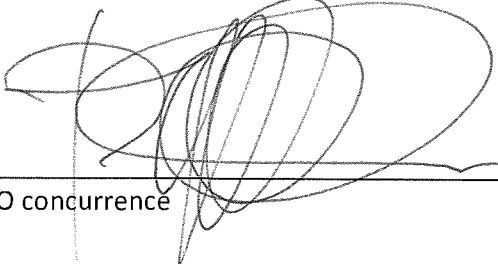
Should the Board wish to consider further adjustments to the 2013 budget it is recommended that this report be received, staff be given direction on requested reductions and the budget be forwarded to a Special Committee of the Whole meeting on January 15, 2013.

RECOMMENDATION:

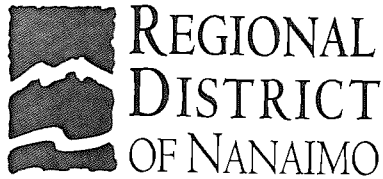
That the report on the proposed 2013 budget be received and the 2013 budget be further reviewed at a Special Committee of the Whole meeting on January 15, 2013.



Report Writer



t/ CAO concurrence



| | |
|--------------|-------------------------------------|
| RDN REPORT | |
| CAO APPROVAL | |
| EAP | |
| COW | |
| DEC 03 2012 | |
| RHD | |
| BOARD | <input checked="" type="checkbox"/> |

MEMORANDUM

TO: Paul Thorkelsson
Deputy Chief Administrative Officer

DATE: November 28, 2012

FROM: Linda Burgoyne
Administrative Coordinator

SUBJECT: 2012 Departmental Activities and Accomplishments

PURPOSE:

To provide the Board with a summary of departmental activities and accomplishments for 2012.

BACKGROUND:

Each year at the Board Inaugural meeting staff provide the Board of Directors with a compilation of departmental activities and accomplishments that occurred throughout the year. Many of these activities include the continuation and implementation of the strategic priorities and action areas of the Board’s Strategic Plan.

The following information is a summary of departmental activities and accomplishments, including works in progress, for 2012.

CAO

- Completed the Southern Community Economic Development Service Agreement between the RDN and the Nanaimo Economic Development Corporation to facilitate RDN participation in NEDC initiatives.
- Implemented new RDN organizational structure.
- Completed the new Memorandum of Understanding to facilitate staff partnerships between the RDN and the Gabriola Island Local Trust Committee.

CORPORATE SERVICES

Administrative Services:

- Enhanced RDN website calendar and expanded public online access for committee and commission minutes and agendas.
- Distributed regular Grants-In-Aid funding to 13 organizations for social programs and services.
- Responded to Board direction on the feasibility and distribution of special Grants-In-Aid funding to the Island Corridor Foundation for passenger rail service.
- Completed an alternative approval process in Electoral Area 'A' to facilitate the establishment of a Community Policing Office Contribution Service in Cedar.
- Implemented paperless agenda plan, including agreements with municipalities for the provision of iPads to RDN Directors.

Communications:

- Produced Spring and Fall *Electoral Area Update* newsletters (two each for six of the seven Electoral Areas).
- Coordinated three *Regional Perspectives* publications—Budget 2012 (March distribution), Summer 2012 (June distribution), and Fall/Winter 2012 (December distribution).
- Assisted Water & Utility Services with production of four editions of *WaterNews*.
- Assisted with publicity and communications planning for all major RDN projects and announcements, including the Lighthouse Country Regional Trail accessible trail opening, the Church Road Transfer Station LEED Gold Certification announcement, October 2012 ShakeOut BC participation, and the Transit Future Bus event to promote the 25-Year RDN Service Plan.
- Provided ongoing support to all departments for communications initiatives.
- Produced 35 media releases (to date) for RDN departments and liaised with media as required.
- Continued to maintain and build media relations with all local media outlets.

Human Resources:

- Completed 36 recruitment and selection panels. Posted for 87 positions and interviewed 124 people.
- Revised and implemented the RDN's health and safety program.
- Created and distributed booklets outlining the provisions of the RDN's health and safety program to all worksites.
- Created and distributed separate booklets for managers and supervisors with general information on health and safety.
- With the assistance of Information Services staff, developed and implemented a "Health and Safety" library on Sharepoint for access by staff.
- Coordinated monthly Joint Health and Safety Committee meetings.
- Followed-up on WorkSafeBC claims and employee health and safety concerns.
- Facilitated approximately seven successful return to work plans for staff who had been off from work for an extended period of time on an accepted WorkSafeBC or Long Term Disability claim.
- Coordinated three training sessions in which 77 employees participated.
- Provided assistance to Recreation and Parks department on personnel management during the Ravensong Aquatic Centre shutdown period for annual upgrades.
- As of November 28, 2012, worked with the Union to resolve nine grievances.
- At an arbitration hearing, the Employer was successful in its argument that a grievance filed by the Union pertaining to casuals and their seniority rights for being appointed to permanent positions was not arbitrable.

Information Services:

- Completed the migration of the Information Services and Utilities departmental file systems into the SharePoint environment, redesigning the way departmental information is stored and retrieved thereby increasing departmental efficiencies in accessing and retrieving pertinent information. The systems currently deployed include:
 - Information Systems department file storage / retrieval system;
 - Utilities department file storage / retrieval system;
 - Bylaw Enforcement document records database retrieval system;
 - Health and Safety information;
 - Liquid Waste Treatment Plant material data safety sheets system;
 - Transit complaint tracking system;
 - Intranet Document Search and Home Page;

- Calendar bookings for RDN Administration (Board Calendar, Meeting Rooms, Vehicles and some departmental equipment).
- Virtualized eight physical servers under two host servers. Those servers now share a common disk storage platform thereby increasing performance and redundancy of critical District computing resources.
- Completed upgrades to e-mail and fire-wall security system and have improved security filtering and message storage and retrieval.
- Completed Windows 7 and Office 2010 deployment to all facilities.
- Issued request for proposals pertaining to five specific areas of communications:
 - Wide Area Network Services;
 - Internet services;
 - Local phone line services;
 - Long Distance services;
 - Wireless device services.
- Contract signed with Telus for Communication Services. Implementation has begun and will be completed in early 2013.
- Deployed iPads to key senior staff and Board members to begin accessing agendas and other key corporate documents.
- Implemented a wireless service (or Wi-Fi) on three separate networks throughout the RDN's main office to allow wireless access for the Board using their new iPads, the general public and secured internal staff devices.

Geographic Information Systems (GIS):

- Continued to maintain base GIS layers (parcels, addresses, roads) in a current and accurate status.
- Continued to provide regular services including Subject Property Maps, Notification lists, mapping RAR report locations, incidental maps, public enquiries, assigning addresses, working with other departments to resolve problems and issues with properties and addressing.
- Supported the Drinking Water and Watershed Protection project by providing mapping and data compilation and analysis. GIS input to the planning and deployment of the water budget projects were/are significant.
- Supported the Regional Growth Strategy program by providing mapping and data compilation and analysis for the Agricultural Lands Study and the Industrial Lands Study.
- Supported the Cedar Main Street project by providing mapping and data compilation and analysis services.
- Provided build-out density analysis for Village studies.
- Provided mapping and analysis for the Little Qualicum River Regional Park and Meadowood Park Management Plans.
- Provided mapping and data compilation and analysis support for the Mass Carcass Disposal Project.
- Supported the Finance department to resolve minor tax code issues with BCAA in a project to improve the accuracy of the code assignment.
- Continued to map utility infrastructure (sewer, water and street lighting services) using GPS point capture as control:
 - GPS of hydrants to have full data set of the entire RDN for 911;
 - GPS of water system valves;
 - GPS of water meters in French Creek;
 - GPS of new street lights;
 - GPS of new sewer lines in various areas;

- Maintenance of CityView program for addressing with Building Inspection's department;
- Continue to work with the Asset Management System to update information and link the data for the Wastewater and Water Services.
- Negotiated for digital aerial photography capture and production of ortho photograph.
- Added further layers to the staff web map that include a mobile home layer, GPS park layers, and utility infrastructure layers with references to drawings and identification numbers.
- Completed mapping of historical boundaries which included researching archived maps and documents to map and record boundary changes to municipal and electoral areas.
- Assisted various departments with secondary suite analysis, community watershed monitoring network, ICC odour complaints, and electric vehicle charging sites.

FINANCE

Financial Reporting

- Completed a review of options, tender and evaluation of new budget software tool.
- Met all statutory financial reporting deadlines with a clean audit opinion.
- Reviewed asset management software strategy.
- Completed a review of alternative commercially available financial reporting tools to replace current in-house developed tools for monthly and year end reports.
- Continue to provide project accounting, reporting and eligibility advice for grant funded projects for all departments (Community Works, other Gas Tax funded projects, Strategic Investment Grant agreement, Emergency Planning projects).
- Continue to provide special reports to assist Energy & Sustainability regarding Carbon Action Revenue Incentive Program and Climate Action Charter.
- Held two meetings of the Electoral Area Fire Services Advisory Committee.
- Worked with consultants and the Nanoose Bay Volunteer Fire Department to complete construction of the Nanoose Bay Firehall.
- Worked with the Dashwood Volunteer Fire Department to review construction options and begin the design process for a new firehall.

Accounting Services

- Completed tender for property appraisal service, worked with vendor to revise appraised asset values, updated insurance requirements/database for allocation and costing.
- Completed a review with Transit and Information Services to identify a new transit scheduling and timesheet system.
- Completed annual utility billings as scheduled for 16,900 customers.
- Began work with software providers to develop an interface for Solid Waste scale transactions to finance system.
- Reviewed the web based payroll entry in use in the Finance Department for applicability to other departments.

Finance General

- Provided financial analysis support to Regional & Community Utilities for possible new services in Hawthorne Rise Sewer and Westerne Heights Water.
- Completed the consolidation of the 2013 provisional budget for the Board's review.

STRATEGIC AND COMMUNITY DEVELOPMENT

Building Inspection

- The new Electoral Area 'H' site office continues to generate community interest with approximately 40 permit inquiries.
- Approximately 620 building permits were issued with an estimated construction value of \$80M.
- Field Inspectors conducted approximately 3,500 inspections on new construction sites.
- Permit turn-around time reduced to an average of 3-weeks (95% of time) on major projects and 2-weeks or less on smaller projects. The addition of two Building Inspectors in 2011 contributed to efficiencies with our permit processing.
- Public use of department web pages for general information, updates and permitting statistics continued to rise.
- Approximately 90% of identified building bylaw infractions were resolved prior to enforcement action being required.

Bylaw Enforcement

- Two Bylaw Enforcement Officer's investigated approximately 320 bylaw complaints and responded to over 1,600 public and agency inquiries.
- Legal action on several complex enforcement files continued in 2012. Seventeen staff reports were brought forward to the Board on various issues (unsafe buildings, unsightly premises, noise control, zoning, animal control).
- Considerable staff time was allocated to ongoing District of Lantzville legal files (urban agriculture, unsafe buildings, zoning issues).
- Staff participated in two emergency planning exercises as well as ongoing training courses.
- Public use of website for complaints and general information continues to rise.
- 95% of files were resolved by voluntary compliance.

Emergency Planning

- Two Emergency Management Select Committee meetings were held with seven staff reports presented.
- Emergency Operations Centre (EOC) Training – staff attended the following sessions: EOC Information Officer, Community Recovery, EOC Essentials, EOC Applied Training, and EOC III Planning.
- RDN wide participation in BC Shake Out earthquake drill in October – six RDN work sites and Transit buses participated.
- Emergency Preparedness Week events around the region included a Rapid Damage Assessment course attended by Neighbourhood Emergency Preparedness (NEP) volunteers and Emergency Social Services (ESS) volunteers, as well as RDN staff from several work sites, and two Electoral Area Directors.
- An inventory of all Emergency Reception Centre supplies and equipment was completed. New totes were purchased for the Oceanside Reception Centres.
- A generator installed at the Cedar Community Hall Reception Centre.
- Emergency Preparedness event was held at Cedar Hall and co-hosted by Nanaimo-Cedar Farmer's Institute.
- A display booth was coordinated at the Lantzville Minetown Day.
- Emergency communications amateur radio antennas were installed on the Bowser Legion and Coombs Reception Centres. This was the last JEPP project before the program was cancelled.
- 15 new volunteers joined the Oceanside ESS with a new Director who is very effective with recruitment and retention.

- Six new volunteers joined the Gabriola ESS together with a new Team Leader who has revitalized the team.
- ESS Level I call outs: Oceanside: 4, Gabriola: 2. The Emergency Coordinator also provided mutual aid ESS to the Nanoose First Nation following a house fire with fatalities.
- Six new NEP groups.
- Operational Fuel Management Treatment carried out in Errington using 90% provincial funding.
- Completed Phase II of Geographic Information System (GIS) study to determine potential sites for mass livestock carcass burial/composting. Study ongoing into 2013.
- The draft Emergency Livestock Evacuation Plan is near completion.
- Participation in two Canadian Forces Maritime Experimental & Test Ranges (CFMETR) exercises – practiced evacuation planning and public information role.
- Establishment of Regional Community Recovery Working Group.
- Draft Recovery Plan in process.

Current Planning:

- Reviewed and processed over 100 new applications including 12 rezoning files, 45 development permits, 15 development variance permits, and 27 new subdivisions. This includes the ongoing review of two significant zoning amendment and phased development agreement applications for the Lakes District and Schooner Cove following the adoption of neighbourhood plans.
- Reviewed and processed in-stream development applications. Of particular note, this included approval of a development permit for French Creek Landing, rezoning of Oceanside Ministorage, and final approval of lots in the Cedar Estates subdivision.
- Supported Bylaw Services in response to general complaints and complex legal enforcement action related to land use.
- Supported Long Range Planning with several major projects including the Cedar Main Street Plan, Alternative Forms of Rural Development and Rural Village Centres studies.
- Commenced research on a number of initiatives including cell tower siting protocol, panhandle lot policy, and zoning bylaw general amendments.
- Completed a Memorandum of Agreement with the Ministry of Agriculture for the undertaking of the Agricultural Land Use Inventory and Water Demand Model. This project is ongoing and is expected to be completed in the first quarter of 2013.
- Updated the website to include new application forms and application process information packages. Currently working on a new section that will be devoted to the Board of Variance.
- Completed public consultation, stakeholder and Committee engagement, and reported to the Board on the development of the Draft Agricultural Area Plan leading to the Board's adoption of the Plan in October 2012.
- Prepared the Agricultural Area Plan Action Plan. Plan approved by the Board in November 2012.

Energy and Sustainability:

- Held the third annual RDN Green Building Series and Open House Tour.
- Provided Green Building Incentives to over 180 residents in the Electoral Areas and Lantzville.
- Completed the BC Community Charging Infrastructure Planning Study to add 12 electric vehicle charging stations in the region.
- Published the Rainwater Harvesting Best Practices Green Building Guidebook.
- Developed outreach and communications materials for LEED Gold Certification of the Church Road Transfer Station.
- Assisted with LEED Certification of the RDN Administration and Transit Administration Buildings.
- Provided interdepartmental liaison and support for implementation of Green Building Policy for all facilities.

- Drafted and coordinated execution of a Memorandum of Agreement between all RDN jurisdictions to identify and implement regional emission reduction projects.
- Collaborated with the Finance department to develop bylaws to establish a statutory Corporate Climate Action reserve fund and a Carbon Neutral Initiatives reserve fund.
- Coordinated disbursement of \$84,500 in efficiency upgrades, emission reductions and related initiatives out of the Corporate Climate Action reserve fund.
- Outreach to all staff through staff meetings in all departments on energy management, carbon neutral operations and related issues.
- Served as pilot community for private sector development of CIMS, a community emissions forecasting and modeling tool. Presented information to the Building Sustainable Communities 2012 Conference.
- Assisted the provincial Green Communities Committee with the development of a Forest Carbon Offset Protocol for local governments.
- Provided support for the planning and delivery of the Board Strategic Planning Session, as well as drafting and editing of the Board Strategic Plan.
- Developed and delivered all programs relating to the Northern Community Economic Development service.
- Coordinated agendas, presentations and information reports for the Sustainability Select Committee Meetings.
- Developed newsletter content regarding Electric Vehicle Planning, Rainwater Harvesting Best Practices and Green Building Incentive for editions of the Electoral Area Updates and Regional Perspective Newsletter.

Long Range Planning:

- Cedar Main Street Village Plan process included the following activities:
 - Developed a design brief for the community design charette. The brief contained design elements, design themes, previously identified community preferences and background information on the plan area.
 - Conducted a four day community design charette in late January which resulted in a visual representation of what the plan area could look like in the future based on community input. (*The charette process won an award from the Planning Institute of BC for outstanding planning practice for a small town or rural area.*)
 - Produced a set of design guidelines for consideration and inclusion in the Cedar Main Street Plan.
 - Prepared a draft plan for the Cedar Main Street area based on the results of the charette and subsequent community input.
 - Established a citizen's advisory group to provide advice on the Cedar Main Street Plan.
- Completed the first of three phases of the Nanaimo Airport Land Use Planning Process which included a consultant's report on jurisdiction over land use at BC airports, results of community and stakeholder consultation, and recommendations on a process and principles for developing a MOU and subsequent Master Development Plan for the airport.
- Commenced with Phase 2 of the Nanaimo Airport Land Use Planning process by adopting the terms of reference for a Citizens Advisory group that will provide advice during Phases 2 and 3.

Regional Growth Strategy

- The review of the Regional Growth Strategy (RGS) was completed and a new RGS was adopted in 2011. Activities in 2012 included:

- Completed a study on Alternative Forms of Rural Development in accordance with RGS Policy 5.13. A number of options were identified based on density rather than minimum parcel size. This information is now available for use in OCP reviews should an electoral area choose to do so.
- Completed a study on the viability of the Rural Village Centre's (RVC) in accordance with RGS Policy 4.11. The study provided an objective evaluation on the potential for each RVC and two study areas to evolve into complete compact communities. The results of the study will be used to inform decision-making on the future of each of the RVC's.
- An Industrial Land Supply and Demand Study was completed. The main objective was to answer the question of whether there is enough of the right type of land in the right place for industrial use. The results of the study will be used to inform decision-making on policies and regulations related to industrial land.
- Initiated a process to develop targets to achieve key RGS policies.
- Initiated a process to develop a monitoring and reporting system on regional economic, population, social and environmental trends and progress towards achieving RGS goals.
- Prepared an annual report for 2012 on implementation of the RGS.
- Long Range Planning staff made presentations and/or provided information to interested groups and high schools.
- A meeting was held with municipal staff to update them on activities related to the RGS implementation.
- Regular updates were made to the RGS web site.

Affordable Housing:

- An Affordable Housing Action Plan was approved in 2011 that identified actions for the RDN and its partners to undertake over the next few years. In 2012 the following projects were initiated:
 - Completed a report on secondary suites that is the first phase of a process to consider where secondary suites should be supported in the RDN's electoral areas. The report included information on benefits and concerns, issues to consider when drafting regulations and an assessment of RDN policies and bylaws related to secondary suites.
 - Drafted a community engagement strategy to gather feedback from the community on secondary suites which will begin in 2013.
 - Developed a web based resource guide on affordable housing for renters, homeowners and housing providers. The guide includes a comprehensive list of contacts for a wide range of housing topics from market rental to emergency homeless shelters to homeowner grants. This is the only resource of this type in the region.
 - Took part in homelessness initiatives organized by member municipalities.

First Nations:

- Met with a number of First Nations in relation to regional growth, community planning, parks and utilities.
- Continued efforts on establishing and maintaining relationships with First Nations who have interests in the RDN.

Other Items/Projects:

- Planning staff worked with a group of community members in Electoral Area 'H' to implement the Bowser Village Centre Plan.
- Planning staff provided support to Parks Department staff on development of parks plans and recreation facilities.
- Planning staff provided support to Transportation Services staff on the development of the Transit Future Plan.

- Provided support to Current Planning staff on items related to community planning and sustainability including review of the Fairwinds neighbourhood plans.
- Provided support to Energy and Sustainability staff on the integration of sustainability with land use and development.
- Represented the RDN at various meetings and on committees related to land use planning, transportation, affordable housing, economic development and water supply.
- Staff met with several land owners/developers to discuss potential developments and RDN support and requirements.

RECREATION AND PARKS SERVICES

Community Parks:

- Boat launch and parking area was constructed at Quennell Lake/Ridden Road (EA A).
- Cedar Skate and Bike Park was successful with a grant application in the amount of \$439,410 from the Province (EA A).
- South Road water access stairs were constructed (EA B).
- Completion of the 707 Community Park sign installation (EA B).
- Completed the Rollo McClay Community Park irrigation pond upgrade (EA B).
- Initiated the Mudge Island beach access online survey (EA B).
- Finalized the Anders Dorritt Community Park estate donation and preliminary site preparations were undertaken (EA C).
- An open house was held for the Blueback Community Park redevelopment plan (EA E).
- Parking lot upgrades were completed at the Jack Bagley Community Park in partnership with School District #69 (EA E).
- Official opening of Arrowsmith Community Trail (EA F).
- A grant application to the provincial government for the Meadowood Community Park development was successful in the amount of \$54,500 (EA F).
- Developed a concept plan for the Meadowood Community Park (EA F).
- Completed the French Creek/Miller Road Community Park bank stabilization and habitat improvement (EA G).
- Successful provincial grant application for the Henry Morgan Community Park development in the amount of \$85,000 (EA H).
- Completed a detailed design and tendering for the Henry Morgan Community Park development (EA H).
- Ongoing support to Community Park Advisory Committees (All EAs).
- Ongoing support for review of subdivisions, park land dedications and acquisitions (All EAs).

Regional Parks and Trails:

- Completed repairs to the caretaker cabin and removed a barn at Coats Marsh Regional Park.
- Installed a porta potty with a surround at Beachcomber Regional Park.
- Upgrades were completed at Descanso Bay Regional Park, including road and fencing repairs, and resurfacing of select sites.
- Development of Moorecroft Regional Park Management Plan.
- Moorecroft Regional Park Upgrades including boardwalk, parking area and flood mitigation.
- Developed the Little Qualicum River Regional Park Management Plan.
- Land tenure agreements were secured for Witchcraft Lake Regional Trail (Mt. Benson Regional Park).
- Installed a kiosk at the Mount Benson Regional Park.

- A request for proposals for the Horne Lake Regional Park Operator was issued.
- Upgraded water system and road at the Horne Lake Regional Park.
- Completed the covenant and lease registration for the Little Qualicum River Regional Conservation Area.
- Completed the Lighthouse Country Regional Trail and held the official opening.
- Permit applications were processed and issued for community events, tours and commercial filing for parks and trails system.

Recreation Programs and Facilities:

- Served 2,136 preschool, children and youth participants through high quality summer camps and programs. Eight Canada Summer Jobs students were placed with the department.
- Leaders In Training (LIT's): 37 LIT's were trained for summer leadership volunteer opportunities, with 7 LIT's returning from 2011. LIT's completed 13.5 hours of training July 3, 4 and 5 for a total of 499.5 training hours, and completed 2,027 hours of volunteering in July and August.
- Year two of the implementation of the Youth Recreation Strategic Plan, with:
 - Second year of financial support to additional staffing for youth events at Oceanside Place;
 - First year of financial support for additional staff for youth events at Ravensong Aquatic Centre;
 - Second year of grants (\$1,000 each) to three middle schools for recreation initiatives at their schools;
 - First year of grants (\$1,000 each) to two secondary schools for recreation initiatives at their schools;
 - First year of grants (\$1,000) to rural organizations for recreation initiatives in their communities;
 - Development of new youth recreation website;
 - Second year of Youth Recreation Advisors (12) initiative to advise programmer on new website development and social media, communications with youth, youth events, and review grant applications. YRA's receive honorarium and receive valuable leadership experience.
- New agreement with VIHA – Integrated Health Network (IHN) to provide seated fitness programs to IHN (and public clients). VIHA–IHN also sponsors their clients with two or more designated chronic illnesses with access to RDN recreation services including registered programs and membership/passes to Ravensong Aquatic Centre and Oceanside Place Arena.
- Electoral Area 'H' four year service review and report to the Commission. Completed fifth year of service delivery in EA 'H', working collaboratively with Lighthouse Recreation Commission.
- Inclusion clients served 31 participants and 992 hours of inclusion support. The majority of participants receive assistance in the summer with 21 full time weeks and 11 part-time weeks.
- Reduced the fall season cancellation rate for preschool and children's programs from 44% in 2010 and 2011, to 15% in 2012.
- Implemented a mentoring program at Parksville Elementary School to assist the school with their noon hour sports for students.
- Completed facilities vending/pouring RFP and interview process.
- Completed new commission orientation for new members of both District 69 Recreation and Electoral Area 'A' Parks, Recreation and Culture Commissions.
- Completed 2012 Cedar Heritage Centre capital projects as planned.
- Active involvement and support with District 69 events (Qualicum Beach Day (new), QB Family Day, Kite Festival, Kidfest, Terry Fox Run, Youth Week, Volunteer Week, various BLT events).
- Continuation of the Financial Assistance Program to enable low-income individuals and families to access facilities and programs. 145 households received subsidies this year.

- Active Living Guide 15,000 delivered semi-annually by unaddressed ad mail; 18,500 produced twice per calendar year.
- 36 projects and initiatives were supported by the District 69 Recreation Commission Community and Youth Grants, totaling \$51,132.
- Coordinated over 3,800 field bookings in District 69 with 149 field use contracts completed.
- Third year of RDN Performance Recognition Awards program with 33 athletes recognized for their gold medal performances in 2012.
- Recreation programmers received certification through Pacific Sport on the Fundamental Movement Skills and incorporating physical literacy in recreation programs.
- Completed fifth year of Recreation Services Agreement with Arrowsmith Community Enhancement Society for Electoral Area 'F'.
- Review and implementation of 2012 Fees and Charges policy.
- Active partnership meetings with School District 69. New partnership agreement for providing Work Experience placements for grade 11 and 12 students in District 69.
- Continued support as a founding member of the Vancouver Island Sport Tourism Council and Oceanside Sport Tourism initiatives.
- Complete Electoral Area 'A' Parks, Recreation and Culture Commission planning session.
- Obtain approval from local medical sponsor to implement Public Access Defibrillation (PAD) program for RDN Recreation facilities in District 69. The PAD program allows AED units to be installed in public areas for general use.
- Submitted a grant application to Western Economic Diversification Canada for the Canadian Infrastructure Improvement Fund. Funding, if approved, to be used for upgrades to the lighting at Oceanside Place.
- Continued operation of regional aquatic complex (Ravensong Aquatic Centre) providing over 4,700 hours of use and 89,000 admissions for public sessions.
- Provided learn to swim programs for 2,496 children.
- Replaced entire pool deck tile at Ravensong Aquatic Centre.
- Provided higher level aquatic leadership instruction to 92 learners.
- Aquatic programs offered and supported away from Ravensong within the community included; Qualicum Beach Mile Swim, School Salmon Observation, Polar Bear Swim at Parksville Beach, various school district 69 outings to the beach, Horne Lake Summer First Aid, and Little Qualicum River Hatchery.
- Completed maintenance shut down for Meeker arena to replace and upgrade rink dasher boards, sills, gates and rink board lexan.
- Developed and implemented additional programs designed to enhance hockey and skating skills through camps for female hockey players, birthday parties for youth, and public skate sessions for Adults.
- Created skating sessions available to groups and individuals within the community that allows access to rentals within prime time without affecting regular users.
- Developed and implemented new facility rental Terms and Conditions.
- Coordinated with the Parksville Panter's hockey organization in the development of a four-team league for Seniors Hockey players 55+.
- Continued to increase Sport Tourism by attracting two major Skate Canada events to the community.
- Installed wireless internet services at Oceanside Place.
- Developed and implemented programs and events through the Youth Services Plan which has resulted in an increase in youth participation.

- Continued operation providing over 9,800 hours of arena use and over 25,000 in attendance for public skating sessions.
- Continue to host local and regional tournaments involving youth, adults and seniors.

REGIONAL AND COMMUNITY UTILITIES

Wastewater Services:

- Entered into a three party Biosolids Management Program Agreement between the Regional District of Nanaimo, Vancouver Island University and SYLVIS Environmental Inc., for the management of RDN biosolids in Vancouver Island University's Forest Fertilization Program.
- Successfully passed third party surveillance audit for Wastewater Services' ISO 14001 certified Environmental Management System.
- Upgraded automation system at wastewater treatment plants and pump stations to improve reliability and efficiency.
- Completed an asset condition assessment for determining replacement costs and dates of all significant assets.
- Completed review of the GNPCC Odour Strategy and installed odour control equipment at the Chase River Pump Station.
- Completed a Performance Evaluation and Upgrading Plan to confirm the date of the FCPC Stage 4 expansion.
- Commenced the Hall Road Pump Station Upgrade construction project and, the GNPCC outfall replacement design.
- Awarded the FCPC outfall diffuser replacement tender.
- Beneficially reused 100% of biosolids from the RDN treatment facilities and FCPC effluent at the Morningstar Golf Course.
- Held public open houses at the GNPCC & FCPC.
- Completed manhole repairs and camera inspections on the northern and southern interceptor lines and conducted dye calibrations on all flow meters at the treatment plants and collection system.
- Continued construction on the digester #3 expansion project and commenced construction of the sedimentation tank expansion at the GNPCC.
- Completed the FCPC Seacrest Place forcemain replacement construction project and trickling filter foul air reversal and effluent header replacement project.
- Developed/implemented the BC Ferries Pump Ashore program for the Nanaimo side of the Gabriola ferry terminal.
- Completed the 2012 SepticSmart program.
- Completed a Mandatory Maintenance Feasibility study to consider the potential for a program requiring the mandatory maintenance of private onsite systems in the RDN.

Water Services – Utilities:

- Completed construction of the Nanoose Bay Peninsula Water Treatment Plant.
- Completed well automation and well upgrades associated with the Water Treatment Plant.
- Completed unidirectional watermain flushing program.
- Expanded and updated the service area Standard Operating Procedures.
- Finalized the GWUDI report for San Pareil (to confirm whether the new San Pareil well is under the direct influence of surface water).
- Completed reservoir cleaning program.

- Acquired the maintenance and operation responsibilities associated with the RDN Parks water systems in Descanso Bay, Rollo McClay, and Horne Lake.
- Upgraded the process control panel at the Whiskey Creek raw water station.
- Upgraded the process controller in the Melrose Terrace pump house.
- Replaced the charcoal filtration media in the Melrose Terrace reaction chambers.
- Expanded the French Creek and Northern Community Sewer Service boundaries.
- Completed the annual water system reports for submission to VIHA.
- Updated and expanded the Water Services website.
- Updated and expanded the Water Services Emergency Response Plan to include the three RDN Parks' water systems.
- Closed the abandoned San Pareil Well #2.
- Carried out annual maintenance on San Pareil #1 well.
- Added additional water sampling stations in most water systems.
- Expanded the Streetlighting Service in the French Creek/Morningstar area.
- Reviewed Development Cost Charge and Capital Charge structures for NBPWSA.
- Carried out comprehensive review off all sanitary sewer collection systems.

Water Services - Drinking Water/Watershed Protection:

- Completed integration of the Municipalities into the DWWP program.
- Initiated Water Budget studies for regional district.
- Continued with the Community Watershed Monitoring program.
- Updated the Water Use Reporting Tool for use in the RDN.
- Partnered with Development Services and Agriculture Canada to develop an agricultural water demand model.
- Initiated phase two of the observation well drilling program in partnership with the Federal and Provincial governments.
- Completed the Team WaterSmart education outreach program including workshops, community events and school visits.
- Carried out the Municipal/School District Irrigation roundtable.
- Completed 36 irrigation audits with a focus on multi-family units.
- Completed three WellSmart and five SepticSmart workshops.
- Carried out the low-flush toilet and rainwater harvesting incentive program.
- Updated the DWWP Advisory Committee Terms of Reference to include Municipal partners.
- Held two sessions with the Small Water Systems working group.
- Provided an annual update to DWWP municipal partners.

TRANSPORTATION & SOLID WASTE SERVICES

Transportation Services:

- Provided a 100% accessible fleet.
- Started the update to the 2008 Transit Business Plan, titled RDN Transit Future Plan.
- Implemented a 5,000 hour annual conventional transit expansion.
- Implemented a new Transit route called #99-Deep Bay.
- Completed building a transit fuel island, bus wash, mechanical high bay and body bay.
- Completed two full paint bus paint jobs.
- Implemented a 'Z-card' bike/transit route map in conjunction with the City of Nanaimo.
- Updated the HandyDART software to Stratagen 6.1 version 4.

- Provided service to passengers on cruise ships through a partnership with the Downtown Nanaimo Partnership group.
- Installed posters with QR codes, allowing anyone with a smartphone to instantly get the transit schedule.
- Purchased first transit electric crew vehicle and installed two new electric vehicle charging stations.
- Purchased a new heavy duty shop recovery truck which is capable of pushing a broken down bus into the transit mechanical shop or out of an intersection.
- Established a new fuel, bus and kilometers management system that allows for better managing.
- Designed and prepared infrastructure for compressed natural gas buses.
- Performed side wall repairs on 1994 and 1995 New Flyer buses.
- Completed a bus refurbishment for a 1996 New Flyer.

Solid Waste Services:

Zero Waste Programs:

- Completed a waste composition study to determine changes in the regional solid waste stream resulting from the implementation of the Zero Waste Plan.
- Expanded the commercial food waste by: maintaining a data base of over 800 commercial food waste generators; visited or directly corresponded with 140 commercial establishments to provide education and the commercial food waste disposal ban and to follow up on compliance concerns.
- Developed options for a North Nanaimo yard waste drop-off site including collaboration with City of Nanaimo and Nanaimo Recycling Exchange (NRE).
- Processed two new Waste Stream Management License (WSML) applications for privately operated recycling facilities for total of 12 licenses; processed three WSML amendments to existing licenses; two license applications and three amendment requests are still in progress
- Established an inspection schedule with periodic inspections/reports completed for all licensed facilities; proceeded with legal action against two unlicensed locations.
- Compiled recycling data from licensed facilities to establish 2011 region-wide diversion rate for industrial, commercial, institutional and residential waste generators of 67% with a disposal rate of 379 kg per capita per year (one of lowest in Canada).
- Issued 15 material disposal ban violation notices including follow-up action with the hauler and/or generator.
- Investigated 195 zero waste compliance files including 115 illegal dumping complaints with 43 tonnes of waste cleaned up by RDN contractors or community groups:
 - 18 files resulted in names being located and individuals directed to clean-up or warned about their actions;
 - Two individuals were uncooperative and are scheduled for future court appearances;
 - Five additional illegal dumping signs were erected in historical illegal dumping areas as well as problematic RDN park site (total now 60 signs);
 - GPS mapping of all sign locations was completed;
 - Supported numerous community clean-ups with approval of 15 disposal waivers;
 - Promotion of the illegal dumping program through Shaw Cable as well as several radio/newspaper outlets.
- Completed 32 Finance property inspection requests to confirm curbside collection servicing requirements.

Curbside Collection Program:

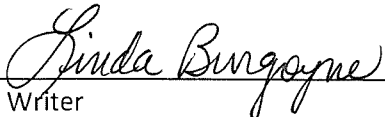
- Reviewed and amended Bylaw No. 1591, the Curbside Collection Bylaw, to reflect the rates in the 2012-2016 financial plan.
- Completed the development and implementation of a consolidated service address data base.
- Produced and distributed three RDN Curbside Collection Program newsletters.
- Participated in the National Solid Waste Benchmarking Initiative by collating and submitting curbside program data and attending two workshops.
- Participated in province-wide consultations on the design and implementation of a provincial stewardship program for packaging and printed paper.
- Obtained Board endorsement of the UBCM Packaging and Printed Paper Working Group policy paper.

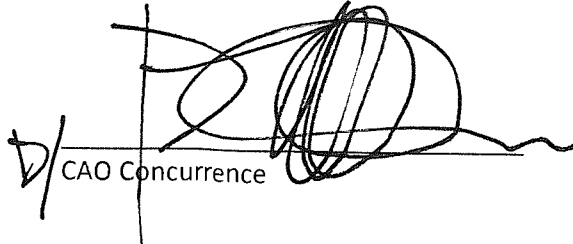
Solid Waste Facilities:

- Reviewed and amended RDN Solid Waste Management Regulation Bylaw No. 1531 to increase tipping fees.
- Received LEED Gold Certification for the 2010-11 retrofit, redevelopment and expansion of the Church Road Transfer Station.
- Completed the Cell One Nature Park Phase 1 Project Summary report and commenced stakeholder consultation in advance of detailed design and construction.
- Completed pre-design work on: the new landfill operations building; update and redevelopment of the self-haul area; relocation of the maintenance building; and the Cell Two North Berm
- Completed re-configuration and commissioning of the landfill gas control system (SCADA and blower) for integration of Cedar Road Bioenergy Phase 2 gas utilization.
- Installed five additional dual landfill gas and leachate extraction wells to enhance landfill gas collection efficiency.
- Purchased and installed three new leachate pumps for dual leachate landfill gas extraction wells.
- Installed 10,000m² of geo membrane interim cover system on Cell Two to reduce leachate generation and enhance landfill gas collection efficiency.
- Collaborated with the Green Municipal Corporation to prepare a Project Information Document (PID) for submission to Pacific Carbon Trust to negotiate a carbon offset purchase for 2013-15 greenhouse gas emission reductions from the RDN landfill gas collection system.

RECOMMENDATION:

That the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2012.


Report Writer


D/ CAO Concurrency



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MEMORANDUM

TO: Joan Harrison
Director, Corporate Services

DATE: November 30, 2012

FROM: Jacquie Hill
Manager, Administrative Services

SUBJECT: Revised Voting Strength – 2011 Census Figures

PURPOSE

To advise the Board of revisions to the voting strength for the Regional District of Nanaimo based on the recently certified 2011 Canada Census figures for the participating municipalities and electoral areas.

BACKGROUND

On November 15, 2012, the Province advised that as a result of the new population figures, the Board voting strength will be amended effective December 1, 2012 (see Attachment 1). These population figures determine voting rights in accordance with Section 783 of the *Local Government Act* and the District’s letters patent. As a result of these changes the revised voting strength is as follows:

| <i>Jurisdiction:
(Voting Unit:
2,500 population)</i> | <i>Population
2006 Census</i> | <i>Population
2011 Census</i> | <i>2006
Number of
Directors</i> | <i>2011
Number of
Directors</i> | <i>2006
Voting
Strength</i> | <i>2011
Voting
Strength</i> |
|--|-----------------------------------|-----------------------------------|---|---|-------------------------------------|-------------------------------------|
| Nanaimo | 78,692 | 83,810 | 7 | 7 | 32 | 34 |
| Parksville | 10,993 | 11,977 | 1 | 1 | 5 | 5 |
| Lantzville | 3,661 | 3,601 | 1 | 1 | 2 | 2 |
| Qualicum Beach | 8,502 | 8,687 | 1 | 1 | 4 | 4 |
| <i>Electoral Areas:</i> | | | | | | |
| A | 7,030 | 7,195 | 1 | 1 | 3 | 3 |
| B | 4,050 | 4,045 | 1 | 1 | 2 | 2 |
| C | 2,787 | 3,211 | 1 | 1 | 2 | 2 |
| E | 5,653 | 5,878 | 1 | 1 | 3 | 3 |
| F | 6,680 | 7,422 | 1 | 1 | 3 | 3 |
| G | 7,023 | 7,158 | 1 | 1 | 3 | 3 |
| H | 3,560 | 3,590 | 1 | 1 | 2 | 2 |
| <i>Totals:</i> | 138,631 | 146,574 | 17 | 17 | 61 | 63 |

*Population figures for the 2011 Census include people residing on Indian Reserves and boundary extensions to December 31, 2011

As a result of the change in population figures in the 2011 Census, there is no change to Director representation on the Regional District Board; however, the voting strength for the City of Nanaimo has increased by 2 votes on weighted vote issues from 32 in 2006, to 34 effective December 1, 2012.

While the 2011 Census population figures do not require a change in Director representation on the Board, population projections based on a 1% annual growth rate¹ indicate that the 2016 Census could require changes to Director representation and voting strength that may result in the Board considering an application to the Province to request a change to the voting unit for the Regional District.

To provide some historical information, upon incorporation of the Regional District of Nanaimo in August of 1967, the voting unit was 3,000. Subsequent changes to the voting unit were made as follows: in February of 1973 the voting unit was amended to 2,000; in February of 1975 the voting unit was amended to 1,500; and in November of 1982 the voting unit was amended to 2,500 where it has remained to this day.

The following Table shows a population projection for the 2016 Census and illustrates the potential effects on Director representation and voting strength based on the current 2,500 voting unit. The results would require the addition of two Directors to the Board, one for the City of Nanaimo and one for the City of Parksville, and would add two votes for Nanaimo and one for Parksville and each of the following electoral areas: A, F, and G.

| <i>Jurisdiction:
(Voting Unit:
2,500 population)</i> | <i>Population
2011 Census</i> | <i>*Projected
Population
2016 Census</i> | <i>2011
Number of
Directors</i> | <i>*Projected
2016
Number of
Directors</i> | <i>2011
Voting
Strength</i> | <i>*Projected
2016
Voting
Strength</i> |
|--|-----------------------------------|--|---|--|-------------------------------------|--|
| Nanaimo | 83,810 | 88,085 | 7 | 8 | 34 | 36 |
| Parksville | 11,977 | 12,588 | 1 | 2 | 5 | 6 |
| Lantzville | 3,601 | 3,785 | 1 | 1 | 2 | 2 |
| Qualicum Beach | 8,687 | 9,130 | 1 | 1 | 4 | 4 |
| <i>Electoral Areas:</i> | | | | | | |
| A | 7,195 | 7,562 | 1 | 1 | 3 | 4 |
| B | 4,045 | 4,251 | 1 | 1 | 2 | 2 |
| C | 3,211 | 3,375 | 1 | 1 | 2 | 2 |
| E | 5,878 | 6,178 | 1 | 1 | 3 | 3 |
| F | 7,422 | 7,801 | 1 | 1 | 3 | 4 |
| G | 7,158 | 7,523 | 1 | 1 | 3 | 4 |
| H | 3,590 | 3,783 | 1 | 1 | 2 | 2 |
| <i>Totals:</i> | 146,574 | 154,061 | 17 | 19 | 63 | 69 |

¹ BC Stats – The BC population has an average annual growth rate of 1% which was extrapolated over 5 years to provide a population projection for the 2016 Census figures for the RDN

The following Table shows a population projection for the 2016 Census and illustrates the potential effects on voting strength based on a revision to the voting unit to 2,800. The result would not effect Director representation, but would reverse the changes that occurred to voting strength as a result of the 2011 Census figures by reducing the voting strength for Nanaimo by 2. No other changes for other member municipalities or electoral areas would be required.

| <i>Jurisdiction:
(Voting Unit:
2,800 population)</i> | <i>Population
2011 Census</i> | <i>*Projected
Population
2016 Census</i> | <i>2011
Number of
Directors</i> | <i>*Projected
2016
Number of
Directors</i> | <i>2011
Voting
Strength</i> | <i>*Projected
2016
Voting
Strength</i> |
|--|-----------------------------------|--|---|--|-------------------------------------|--|
| Nanaimo | 83,810 | 88,085 | 7 | 7 | 34 | 32 |
| Parksville | 11,977 | 12,588 | 1 | 1 | 5 | 5 |
| Lantzville | 3,601 | 3,785 | 1 | 1 | 2 | 2 |
| Qualicum Beach | 8,687 | 9,130 | 1 | 1 | 4 | 4 |
| <i>Electoral Areas:</i> | | | | | | |
| A | 7,195 | 7,562 | 1 | 1 | 3 | 3 |
| B | 4,045 | 4,251 | 1 | 1 | 2 | 2 |
| C | 3,211 | 3,375 | 1 | 1 | 2 | 2 |
| E | 5,878 | 6,178 | 1 | 1 | 3 | 3 |
| F | 7,422 | 7,801 | 1 | 1 | 3 | 3 |
| G | 7,158 | 7,523 | 1 | 1 | 3 | 3 |
| H | 3,590 | 3,783 | 1 | 1 | 2 | 2 |
| <i>Totals:</i> | 146,574 | 154,061 | 17 | 17 | 63 | 61 |

ALTERNATIVES

1. That the report regarding the revised voting strength for the Regional District of Nanaimo based on the 2011 Census figures be received for information.
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

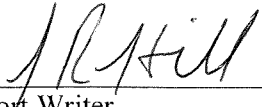
There are no financial implications.

SUMMARY


As a result of the 2011 Census figures, the voting structure for the Regional District Board has been revised by the addition of 2 votes for the City of Nanaimo which takes effect on December 1, 2012. As a result of potential population projections for the 2016 Census, the Board may wish, upon receipt of the official 2016 Census figures, to consider submitting a request to the Province to amend the Regional District voting unit to 2,800 to avoid the required addition of Directors to the Board.

RECOMMENDATION

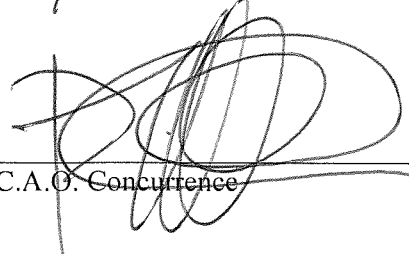
That the report regarding the revised voting strength for the Regional District of Nanaimo based on the 2011 Census figures be received for information.



Report Writer



Director Concurrence



C.A.O. Concurrence

Regional District of Nanaimo
(incorporated August 24, 1967)
Voting Unit: 2,500 population

| | 2011 Census
including
subsequent
population
changes
certified by the
Minister ¹ | Number of
Directors
(voting
strength/5) | Voting
Strength
(population/
voting unit) |
|-----------------------------|--|--|--|
| Cities: | | | |
| Nanaimo | 83,810 | 7 | 34 |
| Parksville | 11,977 | 1 | 5 |
| District: Lantzville | 3,601 | 1 | 2 |
| Town: Qualicum Beach | 8,687 | 1 | 4 |
| Electoral Areas: | | | |
| A | 7,195 | 1 | 3 |
| B | 4,045 | 1 | 2 |
| C | 3,211 | 1 | 2 |
| E | 5,878 | 1 | 3 |
| F | 7,422 | 1 | 3 |
| G | 7,158 | 1 | 3 |
| H | 3,590 | 1 | 2 |
| Totals: | 146,574 | 17 | 63 |

Populations certified by the Minister of Community, Sport and Cultural Development under section 783 of the Local Government Act as per the definition of population in the Schedule to the Community Charter.
Effective December 1, 2012.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves and boundary extensions to December 31, 2011.



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MEMORANDUM

TO: Jacquie Hill
Manager of Administrative Services

DATE: November 29, 2012

FROM: Matt O'Halloran
Legislative Coordinator

FILE: 0570

SUBJECT: Board and Standing Committee Meeting Schedule for 2013

PURPOSE

To advise Board members on the meeting schedule for 2013.

BACKGROUND

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

Consistent with Board Policy, there are no EAPC or COW meetings in August, and business normally dealt with at these meetings is accommodated at the next Board meeting. Also per Board Policy, in September the regular Board meeting is delayed one week, until October 1, to accommodate Directors' attendance at the annual conference of the Union of British Columbia Municipalities. The list of meeting dates is provided to the Board on Appendix I for information.

ALTERNATIVES

1. That the 2013 meeting schedule be approved as presented.
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

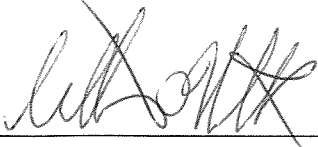
There are no financial implications.

CONCLUSIONS

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

RECOMMENDATION

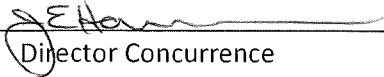
That the 2013 meeting schedule be approved as presented.



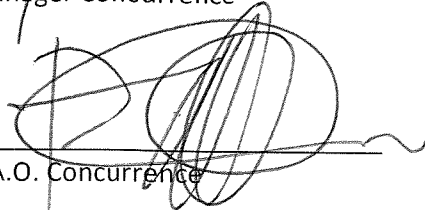
Report Writer



Manager Concurrence



Director Concurrence



C.A.O. Concurrence

APPENDIX I

Board & Standing Committee Meeting Dates – 2013

Meeting Location: Regional District of Nanaimo Board Chambers, 6300 Hammond Bay Rd, Nanaimo.

Electoral Area Planning Committee: 6:30 pm, 2nd Tuesday of the month (except August/December).

Committee of the Whole: 7:00 pm, 2nd Tuesday of the month (except August/December).

Board: 7:00 pm, 4th Tuesday of the month (Delayed one week in September for UBCM, and held early in December).

| | |
|--------------|-----------------------------|
| January 8 | EAPC/Committee of the Whole |
| January 22 | Board Meeting |
| February 12 | EAPC/Committee of the Whole |
| February 26 | Board Meeting |
| March 12 | EAPC/Committee of the Whole |
| March 26 | Board Meeting |
| April 9 | EAPC/Committee of the Whole |
| April 23 | Board Meeting |
| May 14 | EAPC/Committee of the Whole |
| May 28 | Board Meeting |
| June 11 | EAPC/Committee of the Whole |
| June 25 | Board Meeting |
| July 9 | EAPC/Committee of the Whole |
| July 23 | Board Meeting |
| August 27 | Board Meeting |
| September 10 | EAPC/Committee of the Whole |
| October 1 | Board Meeting |
| October 8 | EAPC/Committee of the Whole |
| October 22 | Board Meeting |
| November 12 | EAPC/Committee of the Whole |
| November 26 | Board Meeting |
| December 10 | Board Meeting |

2013 Conferences:

AVICC Conference – April 12 - 14 (Sooke)

FCM Conference – May 31 – June 3 (Vancouver)

UBCM Conference – September 16 - 20 (Vancouver)



| | |
|--------------|---|
| RDN REPORT | |
| CAO APPROVAL | |
| EAP | |
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| DEC 05 2012 | |
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| BOARD | ✓ |

MEMORANDUM

TO: Joan Harrison
Director, Corporate Services

DATE: December 3, 2012

FROM: Jacquie Hill
Manager, Administrative Services

SUBJECT: 2013 AVICC Resolutions

PURPOSE

To advise the Board of the Association of Vancouver Island and Coastal Communities (AVICC) Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive.

BACKGROUND

The attached information from the AVICC states that the deadline to submit nominations and resolutions for consideration at the 2013 Annual General Meeting is **Monday, February 25, 2013** (see Attachment 1).

Staff have not been advised of any topics that the Board would like to have considered at this year's AVICC Convention, and request that the Board identify and provide direction to Staff to review topics and/or issues that the Board wishes Staff to draft resolutions for their consideration. Upon direction from the Board, Staff will then work on researching and compiling information on the topics identified and will follow up with a report to the January 22, 2013 Board Meeting which will provide the Board with the opportunity to adopt resolutions to forward to the AVICC in advance of the established deadline.

ALTERNATIVES

1. That the Board receive the 2013 AVICC Resolutions Notice/Request for Submissions for information.
2. That the Board receive the 2013 AVICC Resolutions Notice/Request for Submissions and identify topics for which the Board wishes Staff to draft resolutions, and further that the Board direct Staff to present the resolutions to the Board at the January 22, 2013 Board Meeting for consideration of adoption and submission to the AVICC Annual General Meeting.

FINANCIAL IMPLICATIONS

There are no financial implications.


SUMMARY

The Association of Vancouver Island and Coastal Communities (AVICC) Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive deadline is Monday, February 25,


2013. Staff request that the Board advise of topics/issues that the Board wishes Staff to draft resolutions that will be presented to the Board for consideration of adoption at its January 22, 2013 Board Meeting and submission to the AVICC Annual General Meeting.

RECOMMENDATION

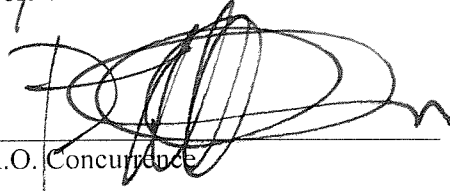
- 1. That the Board receive the 2013 AVICC Resolutions Notice/Request for Submissions and identify topics for which the Board wishes Staff to draft resolutions.
- 2. That the Board direct Staff to present the resolutions to the Board at the January 22, 2013 Board Meeting for consideration of adoption and submission to the AVICC Annual General Meeting.



Report Writer



Director Concurrence



D/ C.A.O. Concurrence



MEMORANDUM

TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Joe Stanhope

DATE: November 1, 2012

RE: **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Monday, February 25, 2013**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate. Both organizations continually seek ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates. Twice each year, following both the AVICC AGM & Convention and the UBCM Convention, AVICC Executive reviews the resolutions process to see if there are any opportunities for improvement. This year, Executive wishes to bring three issues forward and two recommendations to its members.

Review of the 2012 Resolutions Process

This past year, AVICC had the dubious honour of having the second highest number of resolutions submitted to UBCM, but the lowest percentage considered by the Area Association in advance. AVICC members also submitted five of the 16 late resolutions to the UBCM Convention.

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

Following is an excerpt from the UBCM Report of the 2012 Resolutions Committee that shows the statistics for the past 5 years resolutions presented in advance for all five area associations:

This year, 206 resolutions appear in the Resolutions Book; 203 of those submitted by UBCM members. However, only 54% of those resolutions were first debated at Association conferences. In total, 109 resolutions were endorsed by Area Associations for consideration at the UBCM Convention.

AREA ASSOCIATION CONSIDERATION LOWER

| Areas | 2012 | | | 2011 | 2010 | 2009 | 2008 |
|----------------|-----------------------|-----------------|--|------|------|------|------|
| | Resolutions from area | Presented to AA | % Presented to Area Association Convention | | | | |
| AVICC | 51 | 20 | 39% | 54% | 34% | 52% | 58% |
| LMLGA | 48 | 29 | 60% | 34% | 55% | 76% | 76% |
| AKBLG | 14 | 9 | 64% | 82% | 70% | 88% | 81% |
| SILGA | 36 | 19 | 53% | 71% | 82% | 71% | 38% |
| NCLGA | 54 | 32 | 59% | 67% | 80% | 79% | 69% |
| Overall | 203 | 109 | 54% | 61% | 61% | 65% | 65% |

525 Government St, Victoria, BC V8V 0A8

Email: avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca

According to the UBCM Resolutions Committee Procedures, members are urged to submit resolutions first to Area Associations for consideration. A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. Endorsement by the Area Association offers sponsors the benefit of having greater support than one that is sent directly with only the support of an individual Council or Board.

Number of Resolutions

In terms of numbers of resolutions, more is not necessarily better. Members are encouraged to bring new issues of regional or provincial interest forward by resolution. However, we note that resolutions have, more often than necessary, come back year after year on the same topic.

Late Resolutions

Last year, AVICC received five resolutions after the regular resolutions deadline of February 24. Only two were admitted for debate as a result of meeting the late resolutions criteria. At the recent UBCM Convention, AVICC members submitted five resolutions after UBCM's June 30 deadline. Only two were admitted for debate as a result of meeting the late resolutions criteria.

Request of Our Members:

All three issues noted above will be significantly improved by implementing the following two recommendations:

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Monday, February 25, 2013**.
- ✓ Focus resolution on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.



2013 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 25, 2013**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

- One copy of the resolution by regular mail and one copy by email to avicc@ubcm.ca (Word version of the resolution itself preferred);
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 10, 2013**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

AVICC
525 Government Street, Victoria, BC V8V 0A8
Telephone: 250-356-5122 Fax: 250-356-5119 Email: avicc@ubcm.ca

AVICC AGM & Convention – April 12-14, 2013 - Sooke

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. *Address one specific subject in the text of the resolution.*

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. *Use simple, action-oriented language and avoid ambiguous terms.*

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. *Provide factual background information.*

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. *Construct a brief, descriptive title.*

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. *Check legislative references for accuracy.*

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. *Focus on issues that are province-wide.*

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. *Avoid repeat resolutions.*

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. *Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.*

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122 Fax: 250-356-5119
Email: avicc@ubcm.ca

AVICC AGM & Convention – April 12-14, 2013 - Sooke



2013 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca.

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at www.avicc.ca).

The Chair of the 2013 Nominating Committee will be named at the January 18, 2013 regular meeting of Executive.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 25, 2013**

4. FINAL COMMENTS

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at www.avicc.ca.

All other inquiries should be directed to:

**President Joe Stanhope, Chair
2013 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Fax: (250) 356-5119

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2013-14 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 25, 2012**.

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca.
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be sent to avicc@ubcm.ca.

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**

AVICC AGM & Convention – April 12-14, 2013 – SOOKE

Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 3010.01 / PJ 12 10

December 5, 2012

The Honourable Christy Clark, MLA
Premier of British Columbia
Box 9041 Station Prov Govt
Victoria, BC V8W 9E1

Sent via email only: premier@gov.bc.ca

The Honourable Rich Coleman, MLA
Minister of Energy, Mines and Natural Gas and
Minister Responsible for Housing and Deputy Premier
PO Box 9060 Stn Prov Govt
Victoria, BC V8W 9E2

Sent via email only: EMH.Minister@gov.bc.ca

The Honorable Dr. Terry Lake, MLA
Minister of Environment
PO Box 9047 Stn Prov Govt
Victoria, BC V8W 9E2

Sent via email only: ENV.minister@gov.bc.ca

The Honourable Steve Thomson, MLA
Minister of Forests, Lands and Natural Resources
P.O. Box 9049 Stn Prov Govt
Victoria, BC V8W 9E2

Sent via email only: FLNR.Minister@gov.bc.ca

The Honourable Peter Kent, MP
Minister of the Environment
House of Commons
Ottawa, ON K1A 0A6

Sent via email only: Minister@ec.gc.ca

The Honourable Keith Ashfield, MP
Minister of Fisheries and Oceans
House of Commons
Ottawa, ON K1A 0A6

Sent via email only: Min@dfp-mpo.gc.ca

Dear Premier and Ministers:

Re: Raven Underground Coal Mine Project


The Comox Valley Regional District (CVRD) board passed a resolution (appendix A) at its November 27, 2012 meeting, to advise elected representatives and appropriate agencies of the federal and provincial governments that it is opposed to the further processing of the application from the Compliance Coal Corporation to develop the Raven Underground Coal Mine in the Comox Valley until the Province of British Columbia conducts comprehensive mapping of the aquifers that may be impacted by this project. The board is also requesting that the Province of British Columbia conduct an independent baseline study of the Baynes Sound intertidal and subtidal benthic infauna community adjacent to the proposed Raven

Underground Coal Mine Project, and is calling upon the federal Minister of the Environment to refer the environmental assessment of the Raven Underground Coal Mine Project to an independent review panel with public hearings.

If you have any questions or comments on this letter, please contact Kevin Lorette, general manager of property services, at 250-334-6028 or klorette@comoxvalleyrd.ca.

We look forward to your response on this very important matter.

Sincerely,



Edwin Grieve
Chair

Enclosure: Appendix A - CVRD Ravel Coal resolution dated November 27, 2012

cc: Don McRae, MLA, Comox Valley
John Duncan, MP, Vancouver North Island
Sheila Malcolmson, chair, Islands Trust
Joe Stanhope, chair, Regional District of Nanaimo
Kevin Lorette, general manager of property services branch, Comox Valley Regional District
Debra Oakman, chief administrative officer, Comox Valley Regional District

APPENDIX A

The Comox Valley Regional District board, at its regular board meeting of November 27, 2012, passed the following resolution:

“WHEREAS the operations of the proposed Raven Underground Coal Mine could impact the aquifers used by the surrounding communities for their potable water;

AND WHEREAS the operation of this mine could impact the fin fish, shellfish, and other fisheries in Baynes Sound and the considerable economic value derived from these fisheries;

AND WHEREAS the Comox Valley Regional District previously passed a resolution requesting the Province of British Columbia conduct a comprehensive mapping of the aquifers in the areas that could be affected by the Raven Underground Coal Mine Project proposed by Compliance Coal Corporation and such mapping has not been completed as a requirement of the Environmental Review process;

AND WHEREAS the Comox Valley Regional District supported a letter sent to the BC Ministry of Environment requesting a baseline study of the Baynes Sound intertidal and subtidal benthic infauna community adjacent to the proposed mine;

AND WHEREAS our additional request that the Federal Government conduct an independent Environmental Assessment of the project has gone unheeded;

THAT the Comox Valley Regional District advise the elected representatives and the appropriate agencies of the Federal and Provincial government that it is opposed to the further processing this application until the Province of British Columbia conduct a comprehensive aquifer mapping of the aquifers that could be affected by the Raven Underground Coal Mine Project;

AND THAT the Province of British Columbia conduct an independent baseline study of the Baynes Sound intertidal and subtidal benthic infauna community adjacent to the proposed Raven Underground Coal Mine Project;

AND THAT the Federal Minister of the Environment refer the environment assessment of the Raven Underground Coal Mine Project to an independent review panel with public hearings.”

Gas Tax/Public Transit Management Services

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

December 3, 2012

Chair & Board
Regional District of Nanaimo
6300 Hammond Bay Rd
Nanaimo, BC V9T 6N2

| RDN CAO'S OFFICE | | | |
|------------------|-------------------------------------|---------|-------------------------------------|
| CAO | <input checked="" type="checkbox"/> | GM R&P | <input type="checkbox"/> |
| GMS&CD | <input type="checkbox"/> | GM T&SW | <input type="checkbox"/> |
| GM R&CU | <input type="checkbox"/> | DF | <input checked="" type="checkbox"/> |
| DEC - 4 2012 | | | |
| DCS | <input type="checkbox"/> | BOARD | <input checked="" type="checkbox"/> |
| CHAIR | <input type="checkbox"/> | Info. | <input type="checkbox"/> |

Dear Chair & Board:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2012/2013. An electronic transfer of \$519,262.04 is expected to occur on **December 5, 2012**. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see Addendum #1 of your Agreement).

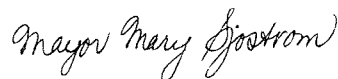
CWF are made available to eligible local governments by the Government of Canada pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues between UBCM and the governments of Canada and British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories and that are in keeping with the Agreement's intended outcomes of reduced greenhouse gas emissions, cleaner air and cleaner water.

Local governments are also reminded that there is a Communications Protocol (Schedule G) for the use of Gas Tax Funds. The protocol requires that the parties to the agreement be notified 21 days in advance of the distribution of a news release or a media event. If you are planning communications to highlight a project, please contact Paul Taylor, Relationships and Communications Advisor, at 250-356-2938 and he will provide notice to the other parties and provide support for your planning. Formal communications that involve federal and provincial elected officials are critical for maintaining long-term support for the Gas Tax Fund.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and on our web site at www.ubcm.ca.

For further information, please contact Brant Felker, Gas Tax Policy and Program Manager, by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Sincerely,



Mary Sjostrom
President

cc: Wendy Idema, Chief Financial Officer

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Administration provided
By UBCM

Funding provided by:
Government of Canada



In partnership with:



Gas Tax/Public Transit
Management Services
Secretariat

Local Government House
525 Government
Victoria BC V8V 0A8

Phone: 250 356-5134
Fax: 250 356-5119

Website:

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

REMINDER

NOMINATIONS FOR THE QUEEN'S DIAMOND JUBILEE

The Diamond Jubilee marks the 60th anniversary of Her Majesty Queen Elizabeth II's accession to the Throne as Queen of Canada. The Medal Program is the centrepiece of a year-long series of Jubilee year celebrations organized by the Government of Canada. It is anticipated that some 60,000 deserving Canadians will be recognized with a Jubilee medal.

The new deadline for nominations is December 31, 2012. All communities in Canada are invited to nominate candidates to receive the Medal. Please advise all members of council and all municipal officials of this expanded opportunity to honour deserving members of your community.

Nominations are made by completing the online nomination form.

To obtain the online nomination form, please send a request to diamondjubilee@fcm.ca

| RDN CAO'S OFFICE | | | |
|------------------|-------------------------------------|---------|-------------------------------------|
| CAO | <input checked="" type="checkbox"/> | GM R&P | |
| GMS&CD | | GM T&SW | |
| GM R&CU | | DF | |
| NOV 28 2017 | | | |
| DCS | | BOARD | <input checked="" type="checkbox"/> |
| CHAIR | | Info | |

RAPPEL

MISES EN CANDIDATURE POUR LE JUBILÉ DE DIAMANT DE LA REINE

Le Jubilé de diamant marque le 60e anniversaire de l'accession au trône de Sa Majesté la Reine Elizabeth II. Le programme de Médailles du Jubilé constitue la pièce maîtresse d'une série d'activités de célébration du Jubilé qui ont eu lieu pendant toute l'année. Ces activités ont été organisées par le gouvernement du Canada. Il est prévu que quelque 60 000 Canadiens émérites recevront cette distinction honorifique.

La nouvelle date d'échéance des mises en candidature est le 31 décembre 2012. Toutes les collectivités du Canada sont invitées à présenter des candidats récipiendaires. Je vous recommande fortement d'informer les membres de votre conseil et les représentants municipaux de cette nouvelle possibilité.

Vous pouvez soumettre vos candidatures en remplissant le formulaire électronique de mise en candidature.

Pour obtenir le formulaire électronique, veuillez nous faire parvenir une demande au diamondjubilee@fcm.ca

PITCH-IN BRITISH COLUMBIA

Volunteers in Action!

c/o National Head Office
Box 45011, Ocean Park R.P.O.
White Rock, B.C. V4A 9L1
Website: www.pitch-in.ca

| RDN CAO'S OFFICE | | | |
|------------------|-------------------------------------|---------|-------------------------------------|
| CAO | <input checked="" type="checkbox"/> | GM R&P | <input type="checkbox"/> |
| GMS&CD | <input type="checkbox"/> | GM T&SW | <input checked="" type="checkbox"/> |
| GM R&CU | <input type="checkbox"/> | DF | <input type="checkbox"/> |
| NOV 26 2012 | | | |
| DCS | <input type="checkbox"/> | BOARD | <input checked="" type="checkbox"/> |
| CHAIR | <input type="checkbox"/> | Info | <input type="checkbox"/> |

1-877-474-8244
pitch-in@pitch-in.ca

Patron, PITCH-IN CANADA
The Governor General of Canada

Dear Head and Members of Council,

PITCH-IN British Columbia would like to acknowledge your involvement in past years with the PITCH-IN WEEK Campaign. **Our success in cleaning up over 4.5 million tonnes of garbage and recycling last year was made possible by dedicated volunteers like you.** Over 18,000+ action projects were completed nationally during the 2012 week long event.

We cannot express how grateful we are to have your participation and involvement again this year and would like to encourage you to become a Municipal Patron.

A cost effective and tax deductible commitment, PITCH-IN Patrons enjoy many benefits and resources to aid in individual municipal PITCH-IN WEEK campaigns and also in community involvement and education year round.

PITCH-IN British Columbia provides volunteers with the materials and ideas to undertake the often unpleasant and definitely challenging tasks of cleaning-up and beautifying our communities – **all for FREE.**

This year, our PITCH-IN WEEK focus, in partnership with our community clean-up and recycling campaign, is **tree Awareness – we are developing in-school programs that educate our children and youth not only on taking care of our communities, but also planning for the future.** The programs will focus on; tree Growth, tree Care, tree Regrowth and tree Planting.

With the help of our Campaign Sponsors, partners and communities like yours, we are able to continue with this important and worthy cause. Youth and community involvement is key - become a Patron now by calling or filling out the attached application form. If you have any questions please contact Erika at Erika@pitch-in.ca.

"The City's involvement in PITCH-IN CANADA Week, Operation: Clean Sweep, is a benefit to the community as it provides assistance in city-wide clean-ups, builds upon Communities In Bloom initiatives and promotes environmental awareness. This enhances both the urban and natural environment and develops a strong sense of community pride and responsibility. The estimated value.. of our PITCH-IN volunteers' hours IN 2008 is \$340,000 to \$612,000."
Sandra Kranc, City of Oshawa.

PITCH-IN BRITISH COLUMBIA.... VOLUNTEERS IN ACTION!!

Sincerely,

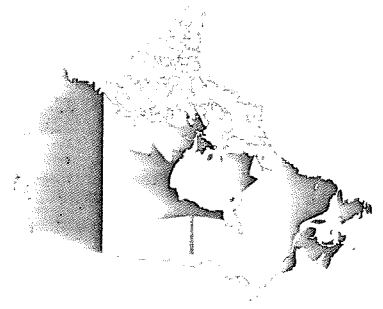
Bob Puls

Bob Puls
Volunteer Chair, PITCH-IN British Columbia



MISSION

We are dedicated to the preservation and sustainable growth of our natural ecosystems and communities. PITCH-IN CANADA falls outside of the science, business and research criteria, but represents hard working Canadian volunteers and consumers who care about making environmental change in their area and improving communities nation-wide for future generations.



PROGRAMS

NATIONWIDE VOLUNTEER SUPPORT & EDUCATION

There are a number of programs that we operate year round featuring; educational speakers, informative displays, poster contests, Litterless Lunch Programs, tree planting, recycling programs/projects, educational videos/DVDs, The Green Shopper Program, composting educational programs and energy efficiency and conservation programs. Each is customized for age, organizational size and implementation, and volunteer participation.

PITCH-IN WEEK & OPERATION CLEAN SWEEP

The PITCH-IN WEEK program is the largest environmental improvement campaign in Canada. It is a partnership between governments, the media, industry and the public. Volunteers and partners participate in a wide range of PITCH-IN WEEK activities with volunteer numbers totalling more than 622,000. This event is organised by more than 1,200 local volunteer coordinators.

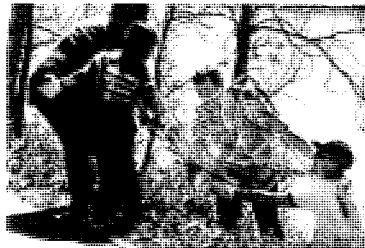
The results from this project are incorporated in the world-wide 'Clean-Up The World' statistics and is supported by the United Nations Environment Program. UNEP.

THE PROGRAM OBJECTIVES INCLUDE:

- Involve millions of Canadians, young and old, in local projects which clean-up, restore and/or preserve the environment, thereby promoting environmental sustainability and involving both young and 'older' people in local partnerships which benefit and enhance their communities.
- Clean up, restore and beautify the environment by cleaning up litter and other garbage from urban, rural and wilderness areas and by initiating local projects such as habitat preservation and restoration and urban renewal activities, thereby promoting respect for Canada's natural and urban environments.
- Encourage voluntary action as a means of resolving environmental problems.
- Stress the value of waste as a resource by encouraging Canadians to refuse, reuse, recycle and properly dispose waste.
- Educate Canadians to pack-in/pack-out their waste when they enjoy the natural environment.
- Encourage civic pride and develop long-term working relationships for the future which will help local communities develop in an environmentally friendly and sustainable manner, thereby leaving lasting benefits.



School group, BC



Shopping cart removal, AB



School group, ON



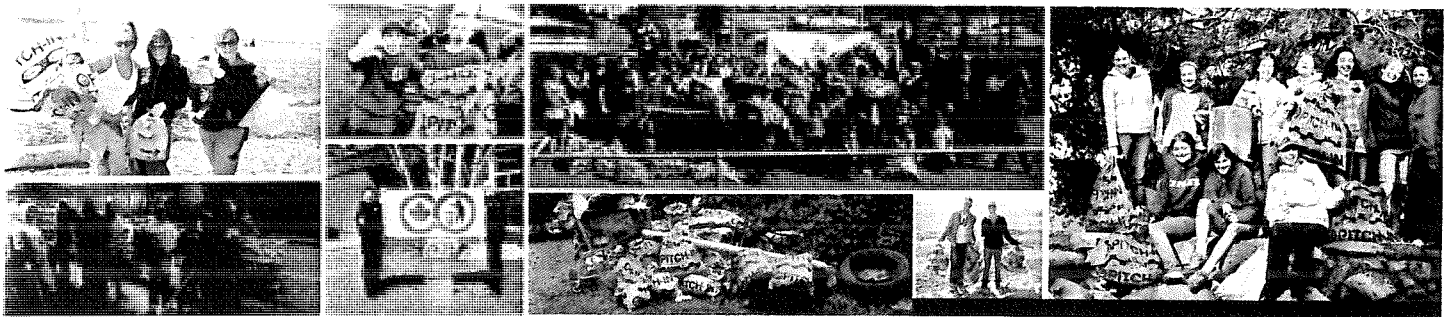
London, ON

PARTICIPATION & VOLUNTEERS

HOW AND WHERE WE OPERATE

Currently, there are over 622,000 volunteers that participate with PITCH-IN CANADA every year through local and environmental action projects of varying length. Projects can range from annual events to year long sustainable programs. We focus on the clean-up of business and commercial areas, wildlife areas, parks and ravines, schools and neighborhoods, highways/roadside, sports fields, shorelines and waterways and nature and recreational trails.

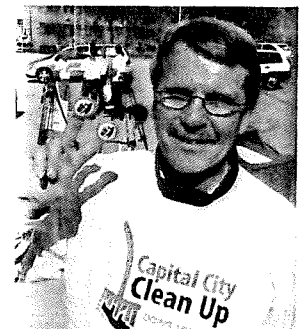
Our success depends on the education of Canadian youth and the continued support from individuals, municipalities, businesses and government groups. We use your monetary donations to ensure programs are being taught in schools across the nation and to provide FREE clean-up materials to thousands of community groups of varying size and location. We operate with minimal expenses and less than 5% of donations are allocated to administrative costs. Please help us to beautify our nation and work towards a litter free, safe environment for all to live in.



PATRON PARTNERSHIP

BENEFITS OF BECOMING A PATRON

- Priority registration in the annual PITCH-IN WEEK Program
- Priority access to free garbage/recycling bags for participating groups and schools in your community
- Detailed Action + Communication Plan for PITCH-IN CANADA Week
- Use of the PITCH-IN trademark and 20 Minute Makeover logo
- **FREE** PITCH-IN WEEK promotional DVD
- **\$125 Discount** on the official SEMAINE PITCH-IN WEEK flag
- **FREE** DVDs promoting litter control programs for use in your community
- Receive **FREE** materials, including a detailed Communication + Action Plan for The 20-Minute Makeover Program
- Access to The Civic Pride Program, a comprehensive, year-round, litter control and waste management program (manual, workshop materials, DVD, use of logo, etc...)
- **FREE** application for The National Civic Pride Recognition Program (SAVE \$750)
- Listing on the PITCH-IN CANADA Website as a Patron
- Reciprocal link from our website to your community's website
- Secure login/access to the Patron Section of the PITCH-IN website - download free materials, logos and more
- Reduced registration fee for workshops
- Access to PITCH-IN CANADA staff as you design local litter control + beautification programs
- Feel good that you are supporting a great program in your community and ensure it is able to continue!



Edmonton, AB



PATRON PARTNERSHIP

REGISTRATION AND INVOLVEMENT

Dependent on your community size and population we have developed a Patron Donation Scale so that even the smallest of towns or hamlets can participate.

Send this form to:
 PITCH-IN CANADA National Office
 Box 45011, Ocean Park PO,
 White Rock, BC V4A 9L1

Name of Community _____
 Mailing Address _____
 City/Town/Village _____ Province/Territory _____
 Postal Code _____ Telephone () _____ Fax () _____
 Contact Person _____
 Title _____
 Email _____
 Community Website www. _____
 Most Recent Census Population _____ Amount of Patron Fee Included \$ _____
 We need an invoice. Our Purchase Order Number (please attach PO) is: _____

| Population In Your Community | Patron Fee |
|------------------------------|------------|
| 1-500 | \$125 |
| 501-1,000 | \$175 |
| 1,001-2,500 | \$225 |
| 2,501-5,000 | \$350 |
| 5,001-10,000 | \$425 |
| 10,001-25,000 | \$550 |
| 25,001-50,000 | \$675 |
| 50,001-100,000 | \$750 |
| 100,001-250,000 | \$1,250 |
| 250,001-500,000 | \$1,500 |
| 500,000+ | \$2,000 |

If your community registers for PITCH-IN CANADA Week you are guaranteed free garbage bags for participating groups and schools in your community if you register by the March 15, 2013 deadline.

PATRON PITCH-IN WEEK REGISTRATION

Email (print clearly please) _____
 Name (Mr/Mrs/Ms) _____ Title _____
 Municipality/Village/Town _____



STREET DELIVERY ADDRESS

Delivery Address _____
 Village/Town/City _____ Province _____
 Postal Code _____ Telephone () _____ Fax () _____
 Number of people estimated to participate in your campaign _____

(This is very important because it helps us determine the quantity of FREE materials we send you)

Will you be organizing a clean-up event? Yes No

If yes, please let us know what areas you plan to clean-up (Check off as many as apply.)

- | | | |
|---|---|--|
| 01 <input type="checkbox"/> Schoolyard | 05 <input type="checkbox"/> Shoreline/Waterway | 09 <input type="checkbox"/> Wildlife Conservation Area |
| 02 <input type="checkbox"/> Neighbourhood | 06 <input type="checkbox"/> Highway/Road | 10 <input type="checkbox"/> Trail |
| 03 <input type="checkbox"/> Park/Playground | 07 <input type="checkbox"/> Business | 11 <input type="checkbox"/> Sports Fields |
| 04 <input type="checkbox"/> Ravine | 08 <input type="checkbox"/> Cemetery/Churchyard | 12 <input type="checkbox"/> Other (Please Specify) |

Date(s) of You Clean-up Project(s)? _____

Please provide more details about your clean-up project(s):



**PITCH-IN
 CANADA**

Do you plan to separate and recycle debris collected? Yes No

DOWNLOAD YOUR CERTIFICATE OF PARTICIPATION

at www.pitch-in.ca - go to "Hot Links" Save as a Word Document and individualize for each participant.

PLEASE EMAIL US A LIST OF YOUR PARTICIPANT'S EMAIL ADDRESSES.