

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, SEPTEMBER 10, 2013  
7:00 PM**

***(RDN Board Chambers)***

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 3            **Dan Hurley, Dr. Nicole Vaugeois, Vancouver Island University**, re BC Regional Innovation Chair in Tourism and Sustainable Rural Development.
- 4            **Diane Cornish, Gabriola Historical and Museum Society**, re 2012 Society Operations and Finances.
- 5            **Brian Humber, Nanaimo Marine Rescue Society**, re 2012 Society Operations and Finances.
- 6-16        **Jesse Foreman, Community Policing, Oceanside RCMP**, re Proposed funding for Community Policing.
- 17          **Ross Peterson, Ramona deGraff**, re Seaweed harvesting effects on coastline.
- 18-34       **Eileen Becker**, re Preserving the diversity of sea life on beaches of Qualicum Beach, French Creek, and Parksville.
- 35          **June Ross, Vancouver Island Water Watch Coalition**, re 2013 UBCM Resolutions concerning watersheds.

**MINUTES**

- 36-41       Minutes of the Regular Committee of the Whole meeting held Tuesday, July 9, 2013.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**FINANCIAL SERVICES**

- 42-46       Proposed Schedule to approve the 2014 to 2018 Financial Plan.

47-52 Dashwood Volunteer Fire Department – Rescue Truck Purchase Approval Request.

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

### **BUILDING, BYLAW, AND EMERGENCY PLANNING**

53-61 3560 Allsop Road – Electoral Area ‘C’ – Building and Zoning Bylaw Contraventions.

62-67 3272 Roper Road – Electoral Area ‘A’ – Building and Zoning Bylaw Contraventions.

68-73 351 Oakdowne Road – Electoral Area ‘H’ – Unsightly Premises.

## **REGIONAL AND COMMUNITY UTILITIES**

### **WASTEWATER SERVICES**

74-75 Reduction of Sewer Development Cost Charges for the proposed Pacifica Housing Development at 6025 Uplands Drive, Nanaimo.

76-82 Bylaw 975.60 – Pump and Haul Local Service Establishment Amendment to Exclude Lot 43, Section 8, Plan 24916, Wellington Land District.

83-85 Greater Nanaimo Pollution Control Centre - Control Building HVAC Replacement Construction Award.

## **ADDENDUM**

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

#### **NEW BUSINESS**

#### **IN CAMERA**

*That pursuant to Section 90 (1) (f) of the Community Charter the Board proceed to an In Camera meeting for discussions related to law enforcement.*

## **ADJOURNMENT**

**Re: BC Regional Innovation Chair in Tourism & Sustainable Rural Development**

**From:** Sara Abraham

**Sent:** Tuesday, August 06, 2013 9:28 AM

**To:** O'Halloran, Matt

**Cc:** Dan Hurley; Nicole Vaugeois

**Subject:** Confirmation re VIU for Tuesday, Sept 10

I would like to confirm that a delegation from VIU will appear to make a funding request at the Tuesday, September 10, 2013 meeting of the RDN Committee of the Whole. I expect that members of the delegation will be Dan Hurley, VIU's Executive Director of University Relations, and Dr Nicole Vaugeois, BC Regional Innovation Chair in Tourism & Sustainable Rural Development, and that they will most likely require a computer/projector for their presentation.

-best, Sara

Research and Grants

Advancement & Alumni Relations Office

Vancouver Island University

Nanaimo, British Columbia, CANADA

Phone: 250-740-6601 Fax: 250-740-6491

**We've moved to campus**

Our new location is:

Building 310, 900 Fifth St., Nanaimo BC V9R 5S5

**Re: 2012 Gabriola Historical Society operations and finances**

**From:** Diane Cornish

**Sent:** Wednesday, August 21, 2013 12:55 PM

**To:** O'Halloran, Matt

**Subject:** Gabriola Historical and Museum Society

I am the President of the Gabriola Historical and Museum Society. As you know, we are the (grateful) recipient of an annual grant from the RDN.

I understand that the Museum provides a report to the RDN outlining how it has spent the funds. I also understand that this report is given at a meeting in September.

Diane Cornish

**Re 2012 Nanaimo Marine Rescue Society Operations and Finances**

**From:** Brian Humber

**Sent:** Wednesday, August 21, 2013 2:00 PM

**To:** O'Halloran, Matt

**Subject:** Meeting Confirmation

As requested here is a confirmation that members of the Nanaimo Marine Rescue Society will be meeting with the Regional District of Nanaimo board during their meeting of September 10th.

Brian

**Re : Proposed Funding for Community Policing**

From: Jesse FOREMAN  
Sent: Friday, August 23, 2013 6:02 PM  
To: Idema, Wendy  
Subject: Re: FW: Community Policing Funding

Wendy, thank you for the opportunity, I will be there on the 10th.

Begin forwarded message:

From: Jesse FOREMAN <[Jesse.Foreman@rcmp-grc.gc.ca](mailto:Jesse.Foreman@rcmp-grc.gc.ca)<mailto:Jesse.Foreman@rcmp-grc.gc.ca>>  
Date: 21 August, 2013 10:20:37 PDT  
Subject: Community Policing Funding

We had discussed the need for annual Community Policing funding at the Stakeholders meeting in February. Since then I have established an independent board of governance that is looking forward to helping advance Community Policing in the Communities of Oceanside and will ensure appropriate and transparent use of funds.

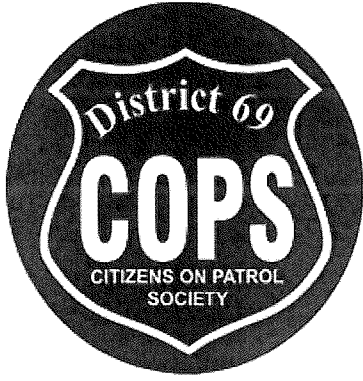
As also discussed at the meeting, there is little to no outside funding (gaming grants) available now and therefore, monies for operational needs has been exhausted.

Mr. Thorkelsson, you had asked for a detailed budget for the end of August in order to base a decision. I think you will all find the attached document useful and self explanatory.

Thank you all for your continued support, I think we all share a vision for the future of Community Policing. A vision I will work hard to bring forward.

Please feel free to call or e-mail any time with questions, comments or concerns.

Cpl. Jesse Foreman  
NCO i/c Community Policing  
Oceanside RCMP  
727 West Island Highway, Parksville BC



## FUNDING PROPOSAL FOR CRIME PREVENTION PROGRAMS IN OCEANSIDE

Prepared by:

Corporal Jesse Foreman

Non-Commissioned Officer in Charge of Community Policing

Oceanside RCMP

*“Police, at all times, should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.” - Sir Robert Peel*

**Author Introduction:**

My name is Corporal Jesse Foreman. I am the R.C.M. Police officer in charge of Community Policing for the communities of Oceanside. I am writing this application on behalf of the 138 dedicated volunteers who run the two Community Policing Offices and the Crime Prevention Programs in the Oceanside area.

**Mission Statement:**

Oceanside Community Policing is focused on encouraging and helping Oceanside residents to be engaged and active in promoting a safe community. Community Policing is a partnership between the Royal Canadian Mounted Police and the Communities of District 69.

**Background:**

After attending a stakeholders meeting on February, 19<sup>th</sup>, 2013 it was apparent that officials of the Regional District of Nanaimo (RDN), the Town of Qualicum Beach and the City of Parksville wanted to expand and promote Community Policing in the Oceanside area. The stumbling block (as with most initiatives) is funding. There was a preliminary group consensus reached determining that, sustainable, annual funding was needed in order to grow and expand Crime Prevention initiatives. It was apparent that stakeholders did not want to be approached randomly and every time funding was needed for a specific program or initiative. Rather, the stakeholders wanted to be approached annually with a full operations budget proposal for Crime Prevention Programs and Community Policing Initiatives.

The other item that became apparent was the fact that there was confusion as to what Community Policing means and what programs are offered. Stakeholders did not distinguish between Citizens on Patrol (COPS) and Community Policing Office (CPO)volunteers. Stakeholders often wondered why these different groups were both requiring funding and grants in aid.

**Overview:**

The RCMP in Oceanside has been involved with organized Community Policing since 1994. There are two Community Policing offices in the Oceanside area, one in Parksville and one in Qualicum Beach.

**“Community Policing Offices of District 69”** is a registered charitable Organization BN# 867509176RR001. The other major Society in Oceanside offering crime prevention is the **“Citizens on Patrol Society of District 69”** (COPS). Although the COPS are a separate society that work closely with the volunteers at the Community Policing Offices, they operate under their own budget and Board of Governance.



A total budget requirement of **\$40,220 dollars** is required in order to maintain and enhance all Community Policing initiatives. This budget is based on the current model in which the Town of Qualicum Beach and the City of Parksville continue to offer the in-kind donation of office space for their respective Community Policing Offices.

In order to avoid confusion the budget will be broken into two (2) separate proposals that describe the programs and why the funding is needed.

## **Oceanside Community Policing (OCP): Funding needed \$30,220**

### **Brief Program descriptions and services provided by Oceanside Community Policing.**

MEDICAL ALERT KIT: These Kits act as a storage area for people to leave their important medical information so it is readily available for Emergency Responders. The kits are made and provided through the Community Policing Offices. The importance of this program has been enhanced by the presentations being done by an ambulance attendant and volunteer Firefighters in our district. The Kit is an essential tool for anyone taking prescription medications, and is modelled after the Vial of Life program. OCP is also working with Emergency preparedness Program to include the MAK pack in Grab and Go bags in all emergency kits. Local pharmacies have asked for demonstrations in their store, and at local events.

BLOCK WATCH: This Crime Prevention Program has increased again this year, with education and promotion we anticipate including a great many more housing areas in the program. With an increase in vandalism and petty crime in the area the value of Block Watch has been reinforced. Household Insurers offer a reduction in insurance rates to residents taking part in a Block Watch program. Blockwatch is starting to expand into all areas of Oceanside.

CHILD IDENTIFICATION: This valuable program is available for all children, including teens. OCP holds Child ID clinics as often as 5 times per year, and will arrange to do the printing in our office in special circumstances. OCP volunteers continue to fingerprint approximately 300 - 400 children each year.

KEEPING IN TOUCH: Daily contact is made to seniors who live alone, have had medical problems, and often to people who have no other contact with the community. Calls are done EVERY day of the year. The Program is responsible for providing medical assistance to clients who have had falls or medical emergencies, and therefore has perhaps saved lives.

GATEKEEPERS PROGRAM: This 24 hr. Hot Line is available to persons, who know of, or suspect that someone they know is the victim of abuse be it financial, physical, mental or self abuse. Responders will refer to appropriate designated agencies to get immediate help. Our volunteers monitor the phone during business hours and a team share the afterhours monitoring. The program has had excellent rapport with the Victims Services, and the Ambulance Services who work with us to curb the cycle of abuse.

SENIORS SAFETY: As a community with a large population of seniors, our focus is on providing programs and information to enhance the lifestyle of seniors. Presentations are delivered to OAP groups, Legions, Apartment buildings, and Newcomer groups. A recent addition to the Seniors Safety Awareness is a Safe Driving event for Scooter riders, and continuing presentations with regard to frauds and scams geared to the senior population.

SCOOTER RODEO(s): The Oceanside Community Policing Offices and the RCMP now organize, sponsor and implement a Scooter Rodeo Program. The focus of the event is to promote, inform and demonstrate safe practices for seniors operating scooters and electric wheelchairs. The second annual event held in June of 2012 was a huge success and included partnerships with local businesses and ICBC. There are plans to keep growing the event as our aging population has a need for this information and exposure. With growing the event, the need for advertising, prizes and the printing of a large quantity of materials will become a necessity. There will also be the need to devote a significant amount of volunteer hours to make these events successful.

BICYCLE RODEO(s): The Oceanside Community Policing Offices and the RCMP now organize, sponsor and implement bicycle safety rodeos within the District 69 area. The events focus on bicycle safety including how to ride safe, helmet use and hand signals. Since getting involved with promoting bicycle safety there has been an overwhelming desire from schools, community groups, parks and recreation and service clubs to do more events. The RCMP has conducted 3 bicycle safety rodeos in the first half of 2013. These events need volunteers as there are several staging areas and courses for children to ride through. In consultation with the volunteers, it was decided that a large scale bicycle rodeo should be an annual event. On August 10<sup>th</sup> the first annual Oceanside Summer bike Rodeo was conducted. The event was offered to every child in the Oceanside area between 3-11 years of age. It was extremely well attended!

FANOUT PROGRAM: This program is vital to ensuring the Businesses of District 69 (Oceanside) are alerted in a timely fashion to criminal activity in their area of business. A copious amount of volunteer hours are contributed to ensure the business file is up-to-date with contact information and the program is continually being promoted to bring more businesses on line. Currently there are over 400 businesses registered with the Fanout program. The program is in the midst of a full re-vamp in which the database is being updated and changed from a fax based system to an e-mail system. This way, the Oceanside RCMP can use this database to get real time information, warnings and alerts to the business community. The program went 'live' in July of 2013 with the first business e-mail sent.

BUSINESS PROPERTY REFERENCE: This program is managed by RCMP and supported by Community Policing Volunteers by obtaining and maintaining Business Property profiles to aid the RCMP in emergency response. As well, the program provides police with current updated information on emergency contact information for business representatives.

SAFETY BEAR: The Safety Bear program is an important community participation in schools, pre schools, and community events. It is a symbol of safety for children and a valuable learning tool.

The Safety Bear also attends Special Events held by Community Policing for children in the community.

## Request for Funding of Operating Expenses for

### Community Policing Offices of District 69 AKA Oceanside Community Policing (OCP)

#### Projected In-Kind

|  | Proposed<br>2014 & Beyond |
|--|---------------------------|
| Office Space QB & PV   | \$ 105,000                |
| Utilities (QB & PV) phones, fax                                | \$ 3,500                  |
| Weekly advertising Oceanside Star (Bluenose motors) 52 x \$200 | \$ 10,400                 |
| <b>Total of In-Kind</b>  | <b>\$ 118,900</b>         |

#### Projected Revenue

|                                      | Proposed<br>2014 & Beyond |
|--------------------------------------|---------------------------|
| Donations                            | \$ 1,400                  |
| Other Income (primarily GST rebates) | \$ 220                    |
| <b>Total of Revenue</b>              | <b>\$ 1,600</b>           |

#### Projected Expenses:

|   | Proposed<br>2014 & Beyond |
|---|---------------------------|
| <b>Administration:</b>                                |                           |
| Bank Charges <sup>1</sup>                             | \$40                      |
| Directors' & Officers' Insurance <sup>2</sup>         | \$400                     |
| Computer Supplies <sup>3</sup>                        | \$200                     |
| Computing/Internet/Website                            | \$1,500                   |
| Meetings <sup>4</sup>                                 | \$400                     |
| Licences & Dues <sup>5</sup>                          | \$400                     |
| Office Supplies <sup>6</sup>                          | \$500                     |
| Photocopying (paper and cartridges)                   | \$500                     |
| QB Photocopier maintenance agreement                  | \$400                     |
| Postage   | \$50                      |
| Repairs & Maintenance <sup>7</sup>                    | \$80                      |
| Telephone <sup>8</sup>                                | \$560                     |
| Capital Asset Purchases <sup>9</sup>                  | \$200                     |
| Program and Event Vehicle and Insurance <sup>10</sup> | \$6,000                   |
| New Banner and Promo material with logo               | \$1,000                   |

#### Volunteer Management:

|  |         |
|--|---------|
| Awards <sup>11</sup>                                     | \$400   |
| Volunteer Recognition <sup>12</sup>                      | \$1,600 |
| Supplies – Non-capital <sup>13</sup>                     | \$450   |
| Training Travel & Accommodation <sup>14</sup>            | \$2,000 |
| Development & Printing of training manuals <sup>15</sup> | \$600   |
| Volunteer Orientation Package                            | \$400   |
| Volunteer ID photo cards                                 | \$100   |
| Uniforms and safety vests                                | \$1,100 |

**Operational Programs:**

|  |         |
|--|---------|
| Blockwatch: Dues, Printed Materials and Office Supplies                          | \$1,450 |
| Medical Alert Kit: Forms, brochures, labels, vials and bags                      | \$535   |
| Keeping in Touch: Brochures, advertising, Event-hall, supplies, cards, & postage | \$400   |
| Crime Prevention & Safety for Seniors 50 @ \$2.00                                | \$100   |
| Gatekeepers: 24 hour monitored phone   | \$480   |
| Child Identification Program: handouts and cleanup materials                     | \$ 50   |
| Fanout Business Alerts: Pamphlets/emails/stamps/office supplies                  | \$200   |
| Business Property: Paper, envelopes, printer ink:                                | \$100   |

**Special Community Events:**

|  |               |
|--|---------------|
| Newspaper advertisements: 4 @ \$175.00                                 | \$700         |
| Volunteer care – refreshments  | \$1,000       |
| Children’s prizes, pins, stickers, etc. for special events.            | \$1,800       |
| <br>   |               |
| Bike Rodeo: supplies traffic cones and signage                         | \$200         |
| Scooter Rodeo: Ads, food for participants                              | \$100         |
| Volunteer Fair: Registration   | \$ 25         |
| Safety Bear: suit cleaning, cooling vest and maintenance               | \$500         |
| Parades, Family days, kidfest, kitefest and other community events     |               |
| <b>20% Contingency and future development of programs and expenses</b> | <b>\$5300</b> |

**Total of Expenditures** **\$ 31,820**

**FUNDING REQUIRED (Projected Expenses – Projected Revenue) **\$30,220****

- <sup>1</sup> Bank Charges – cheques ordered for the account
- <sup>2</sup> Directors’ & Officers’ Insurance – liability coverage for members of the Board of Directors in the event of a lawsuit.
- <sup>3</sup> Computer Supplies – printer cartridges, toner, and software.
- <sup>4</sup> Meetings – coffee and snacks for general meetings for members, including the annual general meeting
- <sup>5</sup> Licences & Dues – memberships in the BC Crime Prevention Association and the Oceanside Volunteer Association, filing fee for the society annual report, domain name renewal fee and web hosting fee

- <sup>6</sup> Office Supplies – stationery and other supplies, printing crime prevention notices, printing the Society’s brochure that promotes the society and is used in recruiting new members
- <sup>7</sup> Repairs & Maintenance – minor repairs to office equipment
- <sup>8</sup> Telephone: PV office main phone
- <sup>9</sup> Capital Asset Purchases – purchase of items such as printer/fax, office furniture, phones or computers that are classified as capital assets.
- <sup>10</sup> Vehicle Lease and Insurance, Grant of \$5600 received from City of Parksville for Aug 2013 renewal date.
- <sup>11</sup> Awards - primarily service awards recognizing 5, 10, 15 and 20 years
- <sup>12</sup> Volunteer Recognition – a catered dinner for active members (based on 60 members at \$25 per person)
- <sup>13</sup> Supplies – Non-capital – safety vests, flashlights, first-aid kits, flares, etc used in patrol kits, but excluding any items that are capital assets
- <sup>14</sup> Training – cost of sending a number of members to seminars or conferences related to crime prevention and aimed at enhancing our members’ skills
- <sup>15</sup> Design and Publishing of Training Manual.

## **CITIZENS ON PATROL (COPS): Funding needed \$10,000**

### **Brief Program descriptions and services provided by Citizens on Patrol.**

COPS are a well organized and highly motivated group of over 100 volunteers in the Oceanside area. They work in 5 geographical groups (patrol zones) which include, Nanoose, Parksville, Qualicum Beach, Arrowsmith and Bowser. They truly are the ‘eyes and ears’ of the community. COPS work closely with the Oceanside RCMP and patrol areas and ‘hot-spots’ indentified to have problems. They also work on road safety initiatives and projects with ICBC. COPS perform 2 person vehicle patrols, foot patrols and work on other special projects. All COPS have passed an RCMP criminal records check as a requirement for membership and inclusion.

### **Request for Funding of Operating Expenses**

Citizens on Patrol Society, District 69 (the Society) is requesting \$5,000.00 on an annual basis, with these funds to be used toward general operating expenses. This requested amount is over and above funds currently requested through the Regional District of Nanaimo’s Community Safety Grants-in-Aid Program, where these funds are used to compensate the Society members for the gasoline usage in their personal vehicles during patrols (this additional grants-in-aid funding is projected to be approximately \$5,000 per year).

The RDN grants-in-aid program has been used by the Society since 2006 to provide gasoline compensation to its members, and this expense continues to be the largest single operating expense for the Society. The Society remains hopeful that future applications for these grants-in-aid will continue to be successful since the loss of such funding could have a major negative impact on the Society’s ability to get patrols out.

In addition to the grants-in-aid funding, the Society has received volunteer recognition grants from ICBC. These grants are not, however, assured on an annual basis, and they are not intended to cover general operating expenses.

The remainder of our society's funding is through unsolicited donations. None of these donations are assured on an annual basis, and the recent downturn in the economy has seen a decrease in the donations as well. Our society has also, at times, made applications to the City of Parksville and the Town of Qualicum Beach for funding to send members to a training conference held annually for several years in Nanaimo; but, again, such funds cannot be used toward general operating expenses. Thus, it would be highly desirable to have an ongoing source of funds for general expenses.

Bank Balance: The Society's year-end bank balance fluctuates somewhat from year to year depending on the level of donations and the expenditures required, but we have been fortunate to maintain this balance in the range of \$14,000 for several years, with the balance at December 31, 2012 being \$14,222.49. While this balance is reasonably healthy, the Society feels it is prudent to have sufficient funds on hand to cover one year of operating expenses should donations and grants be unavailable to us. The average of our operating expenses from 2010 to 2012 was \$11,555.71 and thus the balance on hand at December 31, 2012 would be sufficient to cover this level of operating expenses.

#### Projected Revenue

|   | Proposed<br>2014 & Beyond |
|---|---------------------------|
| Donations                                 | \$1,000                   |
| <b>RDN Community Safety Grants-in-Aid</b> | <b>\$5,000</b>            |
| ICBC Volunteer Recognition Grant          | \$500                     |
| Interest Income                           | \$30                      |
| Other Income (primarily GST rebates)      | \$165                     |
| Total                                     | \$6,695                   |

#### Projected Expenses

|   | Proposed<br>2014 & Beyond |
|---|---------------------------|
| Awards <sup>1</sup>                           | \$400                     |
| Bank Charges <sup>2</sup>                     | \$40                      |
| Batteries                                     | \$40                      |
| Computer Supplies <sup>3</sup>                | \$200                     |
| Gasoline Compensation <sup>4</sup>            | \$5,000                   |
| Directors' & Officers' Insurance <sup>5</sup> | \$400                     |
| Licences & Dues <sup>6</sup>                  | \$300                     |
| Volunteer Recognition <sup>7</sup>            | \$2,000                   |
| Meetings <sup>8</sup>                         | \$400                     |
| Office Supplies <sup>9</sup>                  | \$500                     |
| Photocopying                                  | \$100                     |

|                                       |          |
|---------------------------------------|----------|
| Postage                               | \$25     |
| Repairs & Maintenance <sup>10</sup>   | \$80     |
| Supplies – Non-capital <sup>11</sup>  | \$450    |
| Telephone <sup>12</sup>               | \$560    |
| Training <sup>13</sup>                | \$1,000  |
| Capital Asset Purchases <sup>14</sup> | \$200    |
| Total                                 | \$11,695 |

**FUNDING REQUIRED (Projected Expenses – Projected Revenue) \$5000 total  
\*if RDN Community Safety Grants in Aid remains consistent at \$5000\***

- <sup>1</sup> Awards - primarily service awards recognizing 10, 15 and 20 years
- <sup>2</sup> Bank Charges – cheques ordered for the account
- <sup>3</sup> Computer Supplies – printer cartridges, toner, software
- <sup>4</sup> Gasoline Compensation – member drivers are compensated on a kilometre basis to cover the cost of the gasoline used in the personal vehicles while on patrol
- <sup>5</sup> Directors’ & Officers’ Insurance – liability coverage for members of the Board of Directors in the event of a lawsuit.
- <sup>6</sup> Licences & Dues – memberships in the BC Crime Prevention Association and the Oceanside Volunteer Association, filing fee for the society annual report, domain name renewal fee and web hosting fee
- <sup>7</sup> Volunteer Recognition – a catered dinner for active members (based on 80 members at \$25 per person)
- <sup>8</sup> Meetings – coffee and snacks for general meetings for members, including the annual general meeting
- <sup>9</sup> Office Supplies – stationery and other supplies, printing crime prevention notices, printing the Society’s brochure that promotes the society and is used in recruiting new members
- <sup>10</sup> Repairs & Maintenance – minor repairs to equipment used in patrols
- <sup>11</sup> Supplies – Non-capital – safety vests, flashlights, first-aid kits, flares, etc used in patrol kits, but excluding any items that are capital assets
- <sup>12</sup> Telephones – one-year pay and talk cards purchased for five cell phones
- <sup>13</sup> Training – cost of sending a number of members to seminars or conferences related to crime prevention and aimed at enhancing our members’ patrolling skills
- <sup>14</sup> Capital Asset Purchases – purchase of items such as cell phones or computers that are classified as capital assets.

**Future Considerations:**

There is so much room for growth and further programming with Community Policing. Every new and reinvigorated program has been met with significant budget shortfalls. All funds that existed due to the past acquisition of Gaming Grants is now gone. Community policing was not successful in acquiring a Gaming Grant this year (new and stringent conditions) and has therefore run out of funds.

The community, local government and partners have repeatedly asked Cpl. Foreman why certain programs are not being done in this area? The answer is simple, there is no money to work with.

With adequate annual funding there can be expansion of programs, implementation of new programs, training and recognition of volunteers. Oceanside is in need of this model of funding. A model that works well in the neighbouring communities of Nanaimo, Port Alberni, The Comox Valley and the regions of Cowichan.

The funding proposed allows for growth and accommodation of future needs.

Thank you very much for your consideration!

Corporal Jesse Foreman



**Re :** Seaweed harvesting effects on the coastline

**From:** Ross Peterson [mailto:grpeter1@shaw.ca]

**Sent:** Monday, August 26, 2013 10:12 AM

**To:** O'Halloran, Matt; Bill Veenhof

**Cc:** foragefish.bc@gmail.com; Ian Birtwell; hay.doug@shaw.ca

**Subject:** Seaweed Harvest on East Coast of vancouver Island

We wish to appear as a delegation at the Sept. 10<sup>th</sup> meeting of the Committee of the Whole. We wish to bring the following to the attention of the Committee:

1. The ecological importance of our coastline and its vulnerability to the effects of seaweed harvesting and other economic activities, and,
2. A suggested role for the Regional District of Nanaimo in ensuring the protection of our coastline and its valuable resources.

Ramona deGraff

Ross Peterson

**Re: Preserving the diversity and abundance of sea life on the beaches of Qualicum beach, French Creek, and Parksville**

**From:** eileenbecker

**Sent:** Thursday, August 29, 2013 10:54 AM

**To:** Harrison, Joan

**Cc:** O'Halloran, Matt

**Subject:** delegation to Sept 10th meeting committee as the whole

Further to our telephone conversation with Joan Harrison we are requesting the opportunity to deliver a presentation to the Regional District. The presenters are myself Eileen Becker and Monica Stuart. I reside in Qualicum Beach, Monica resides in French Creek.

The context of our presentation is "Preserving the diversity and abundance of sea life on the beaches of Qualicum beach, French Creek, and Parksville."

We have delivered this presentation to Qualicum Beach Council and the Parksville Council. When presenting this to the councils we advised them we would also request the opportunity to present it to the regional District. We did deliver our speaking notes and supporting information to Mr. Stanhope director for French Creek.

Thank you for the opportunity to do this

Preserving the diversity and abundance of marine life on the beaches of Qualicum Beach , French Creek and Parksville

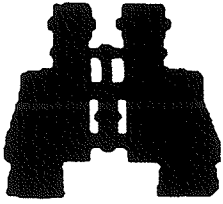
- The designation of a “Wild Life Managed Area” was established by the Provincial Government April 2<sup>nd</sup> 1993 covering the beach just west of Little Qualicum River south to Parksville up to and including Madrona Park. This area encompasses little Qualicum River, Englishman River, Grandon Creek, French Creek, Morningstar Creek, Carey Creek, Craig Creek, and Beach Creek.
- The area and designation when first established was apparently being managed to some degree but over the years the interest appears to have fallen off. Fisheries with cutbacks find themselves hard pressed to monitor the area
- The beaches of Parksville, French Creek and Qualicum Beach area are very unique, with an abundance and diversity of natural habitats and species within this area.
- The area is now being plundered with shellfish harvesting; much of it is being done illegally without licenses and also during red tides. When we have approached some of these individuals they tell us they have a license which is untruthful as licenses haven't been issued in some areas for some time due to a red tide. They often leave large open holes which is death sentence for the baby clams. We have been told by others they have been seen harvesting at night with flashlights. Some come along in groups or individuals who seem to have no respect for limits or closures.



- Marine Biologists have repeatedly stated that the removal of one species of marine life affects all other species. Many beaches on Vancouver Island as well as other Gulf Islands and the mainland have seen marine life on their beaches decimated.
- The other area of concern is removal of seaweed; again this is part of the eco system as a number of species rely on it for food. The comment from the harvester that it's releasing damaging methane into our environment is questionable. We believe this should cease immediately until proper process and consultation has taken place
- Once again we ask who is actively managing this area? Without proper protection in a short time it will be nothing more than a dead beach? Our Oceanside beaches are unique attracting tourists from all over the world, not only for swimming but also for the living diversity of marine life.
- We have contacted Fisheries and the Regional B.C. Environmental Office, both of whom are aware of what's happening; unfortunately they are dealing with severe cutbacks to staffing. The RCMP has been contacted and has gone down to the beach and confronted these individuals. We want to thank them for their assistance in this regard. We recognize that they can not take on the full responsibility of ongoing enforcement.
- A way forward would be to give this entire area a Provincial Park Designation which may increase funding and provide better enforcement.

- Immediate enforcement is critical as it's going to take time elevating this to a provincial level and then allowing them time to consider recommending a new designation.
- Since our presentation to the Qualicum Beach Council we have discovered new information on Provincial Park Designations. The designation of the Juan de Fuca Park is not the only designation available. Juan de Fuca area designation as a "Protected Park" and under the Provincial Park Act; Shellfish, Plants and Animals can not be harvested. This designation does not affect commercial or recreational fishing.
- Given that there are different designations for a provincial park it is very important that consultation from the community at large and all levels of government work together to determine the best designation for our area. You can go into the Park Act under B.C parks to get information on the different park designations.
- We are confident that a park designation and better enforcement could be implemented with support and lobbying from our local councils and our regional district. The provincial government has the authority to change the park designation. I can assure you if the province does not see clear evidence that the majority of council and our regional district support this initiative nothing will happen.
- We feel time is of the essence to keep our beaches healthy and productive for the future. If left over a lengthy period it will be too late and our beaches will join others that have been decimated.

- We realize that extensive public consultation has to take place prior to any change in the designation of our beach.
- There is also an immediate need for larger defined visible signage. The signage has to educate the public of existing limits for harvesting shellfish and red tide warnings. This signage should also emphasize to the public the need to respect this unique and sensitive eco system.
- To summarize; do you want a dead beach or a living one? If it's the latter, then it is time for some action. A handful of individuals will not be able to do it. It will require involvement of the community at large and a strong endorsement from local government. We all need to work together in partnership to achieve the ultimate success that we feel the community is asking for. We have delivered this message to both Parksville and Qualicum Beach councils.
- I thank you for your attention in this regard.
- Eileen Becker
- 784 Windward Place
- Qualicum Beach
- V9K2K7
- 250-738-0324



## Parksville-Qualicum Beach Wildlife Management Area

[return to home page](#)



[Detailed Map](#) note - this may take some time to load!!

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There is a series of [wildlife management area](#) brochures.



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### General Information

The abundance and diversity of natural habitats and species found within the Parksville-Qualicum Beach Wildlife Management Area (PQBWMA) are outstanding. The 1,029 ha (2542 ac) PQBWMA consists of about 830 ha of intertidal habitats (beaches, mudflats and estuaries) and 43 ha of uplands. The management area was officially established on April 2, 1993. It stretches 17 km along the foreshore from just west of the Little Qualicum River estuary to Madrona Point, and includes the public foreshore areas of Qualicum Beach and Parksville.

The intertidal habitats provide critical staging grounds for the internationally important Brant sea goose. These habitats are vital to over 60 waterfowl species. The estuaries and foreshore zones also provide vital rearing habitat to all 5 Pacific salmon species as well as Steelhead and Coastal Cutthroat Trout. Millions of Pacific Herring spawn each spring, attracting marine mammals which come to feed in these productive foreshore waters.

Two large rivers (Little Qualicum and Englishman) and six creeks (Grandon, French, Mörningstar, Carey, Craig and Beach) drain into PQBWMA. The expansive sandflat intertidal zone of Parksville Bay and Craig Bay is a result of long shore currents depositing fine sand particles in these protected bays. These deposits are a relatively uncommon feature along the east coast of Vancouver Island.

For additional information on this management area contact the Regional BC Environment office in Nanaimo [(250) 751-3100; 2080 Labieux Road, Nanaimo, B.C. V9T 6J9].

#### **Management Area Boundaries**

The boundaries of the Parksville-Qualicum Beach Wildlife Management Area are very intricate. Generally, the area consists of most of the intertidal foreshore. The northern boundary is

marked by the low tide line. The high tide line marks the land boundary. However, there are many private in-holdings along the shoreline and at estuaries which are not part of the management area.



## Brief History

Prior to European settlement in the 1860s, this region was inhabited by the Coast Salish. The discovery of many middens indicates that seasonal native encampments were common. The first European contact was likely by Captain Vancouver who explored this coastal area in 1792.

The first permanent European settler was John Hirst who settled on the southeastern bank of the Englishman River in 1873. Parksville became an official settlement in 1889, and in 1920 the Nanaimo Railway (E & N) connected the area to Nanaimo. Man began altering the natural environment of the management area back in the early 1870's when 65 ha of the west half of the Englishman River were dyked and then farmed.

The Englishman River estuary has been the subject of several development proposals, including a golf course, condominiums and a campground. To help ensure that the significant habitat values of this special area were maintained, a series of individual land acquisitions and reserve designations were undertaken.

In 1981, a 16.2 ha reserve for wildlife conservation was established over unsurveyed Crown land. During the period from 1981 to 1984, The Nature Trust of British Columbia (TNT) purchased 4 adjacent parcels totalling about 11.6 ha. These parcels were subsequently leased to the Ministry of Environment, Lands and Parks (MELP) for management purposes.

Another key acquisition was the 1992 purchase of 64 ha of the Parksville Flats by the Pacific Estuary Conservation Program. This program is a partnership between several government and non-government agencies and groups, including TNT, Ducks Unlimited Canada, Wildlife Habitat Canada, the Habitat Conservation Trust Fund, MELP, Fisheries and Oceans Canada and the Canadian Wildlife Service. This last acquisition led to the designation of the Parksville-Qualicum Beach Wildlife Management Area in 1993. Over the past several years, a wide range of management activities has been undertaken including the return of wetlands to tidal circulation and the development of wildlife viewing platforms.

### Brant Wildlife Festival

This annual event was first held in 1991 to celebrate the migrating Brant sea goose. This three day weekend event also focuses on the return of spring and the flood of migratory birds as they travel along the eastern coast of Vancouver Island. Visitors may see 20,000 Brant (the "talkative little sea goose") and 250 other species in a variety of habitats. Festival highlights include the Big Day Birding Competition, workshops, photography exhibitions, dinner/auction, special guests and the very popular Wildlife Carving Competition. More information is available in the [festival and special events](#) section.



## Access and Facilities



All access to the area is by foot. No motorized vehicles are permitted within the management area. Much of the area can be accessed off the Old Island Highway (Highway 19A), especially in Qualicum Beach where much of the waterfront east of the highway has been acquired by the town for public use. There is a viewing platform and interpretive sign at the Brant Viewing Pull-Out located about 1 km north of Qualicum Beach.

The management area can be accessed from several beach locations, including through the municipal park adjacent to Parksville Bay off Corfield Street, through Rathtrevor Beach Provincial Park and via the Mine Road dyke at the junction of Plummer Road and Shorewood Drive.

The Englishman River estuary can be accessed from trails on both sides. There is a viewing tower and interpretive kiosk on the west side and a viewing platform on the east side. To access the west side trails turn on to Shelly Road from Island Highway 0.6 km west of the orange bridge over the Englishman River. Continue straight to the end of the road. Park here and walk out to the viewing tower.

To access the east side of the Englishman River estuary turn on to Plummer Road, located 0.3 km east of the orange bridge and 0.4 km west of the entrance to Rathtrevor Beach Provincial Park. Continue 1.2 km to Shorewood Drive. Park here and walk the short distance out to the viewing platform.



## Recreation

Popular activities include walking, nature appreciation, wildlife viewing, beach combing, clam digging, swimming, fishing, scuba diving, sailing, kayaking, boating and wind surfing. The Brant Wildlife Festival in early April attracts thousands of people and demonstrates the rapidly growing interest in tourism-related wildlife viewing and nature appreciation.

To prevent harassment of wildlife, dogs and other pets must be kept on a leash within the management area. Wildlife harassment can affect the health and reproduction of various species and damage critical habitat. In this area, for example, it can interfere with the essential resting and refuelling activities of Brant geese on their long distance migration from South America to Alaska. Pet owners should be aware that if they allow their pets to chase wildlife they can be charged under the Wildlife Act.

There are 17 km of coastline within the management area. For more information on recreational shellfish openings and harvesting regulations contact Fisheries and Oceans Canada at (250) 754-0230 or (250) 954-1354.



## Viewing Highlights

PQBWMA is an excellent area to observe a wide range of wildlife species throughout the year. At least 252 bird species plus mammals, amphibians and reptiles live, breed or migrate through this coastal area.

The following are some of the viewing highlights.

- **Trumpeter Swans** - Seen regularly from November to April, but not in large numbers.
- **Waterbirds** - The largest concentrations of waterbirds occur from October to April, especially during the migration periods. The most common species are scoters, scaup, goldeneye and wigeon.
- **Brant** - Migrating Brant arrive in early March and depart as late as May. Peak numbers usually occur in the first 2 weeks of April. The Brant Wildlife Festival is usually held during this peak period.
- **Bald Eagles** - Large numbers of eagles come to feed on spawning salmon. One of the best viewing locations is along the lower reaches of the Little Qualicum River. A number of eagles reside throughout the year.
- **Shorebirds** - The migration periods are best for viewing shorebirds, especially yellowlegs, Dunlin, Black Turnstone and Western Sandpiper.
- **Gulls** - Many gull species can be observed along the foreshore areas, with some of the largest concentrations visible during the Pacific Herring spawn in March.
- **Songbirds** - In the upland areas flycatchers, warblers, tanagers, grosbeaks, swallows, chickadees and sparrows are found.
- **Marine Mammals** - The foreshore areas are used by many marine mammals. Killer Whales are occasionally seen from March to October, and California Sea Lions from November to March. Harbour Seals are very common year round. Northern Sea Lion and Harbour Porpoise may also be viewed.
- **Herring** - Most of the intertidal foreshore within the management area provides excellent spawning grounds for Pacific Herring. In early March spawning occurs in the intertidal eel grass, algae and rocky areas. The annual spawn attracts much attention as thousands of gulls and waterfowl congregate in a feeding frenzy that is joined by sea lions and seals.
- **Salmon** - All 5 species of Pacific salmon have been recorded in the Englishman River and Little Qualicum River systems. Chum, Coho and Chinook Salmon occur in significant numbers. Chum Salmon spawn from October to December, and primarily use the lower stream reaches within the management area. Pink Salmon runs are a remnant of former years, and Sockeye Salmon occur only as stragglers.
- **Invertebrates** - When the tide goes out many marine invertebrates can be observed on the sandflats, including large beds of sand dollars.



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Juan de Fuca Prov Park, South Coast Vancouver Island, BC

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Juan de Fuca Provincial Park offers scenic beauty, spectacular hiking, marine and wildlife viewing, and roaring surf along the Pacific coastline of the Strait of Juan de Fuca on southern Vancouver Island.

A major feature of this magnificent coastal park is the Juan de Fuca Marine Trail, a popular 47-kilometre wilderness hiking trail stretching along the western shoreline of southwest Vancouver Island.

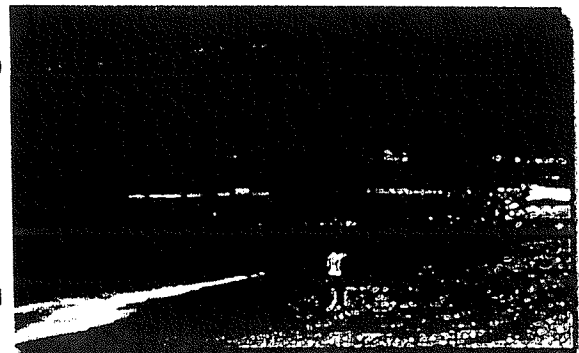


Mystic Beach Waterfall, Juan De Fuca Park

This ambitious trail has only been opened since 1995 and is still in its formative stages. Intended to be an alternative to the increasingly popular West Coast Trail, long stretches of the Juan de Fuca Marine Trail lead through cedar-cut slopes above the Strait of Juan de Fuca. This 707-hectare park extends from China Beach, just west of the community of Jordan River, to Botanical Beach near Port Renfrew. The park protects black bear and cougar habitat, and significant marine tidal pool life at Botanical Beach.

There are four trailheads to the Juan de Fuca Marine Trail, at China Beach, Sombrio Beach, Parkinson Creek and Botanical Beach. Although most of the Juan de Fuca Marine Trail is designed for strenuous day or multi-day hiking in this rugged and isolated area, some easy to moderate day hiking opportunities to the beach, or along the trail, are available from any of the four trailheads.

Parkinson Creek trailhead provides access to begin or end a day-long hike westward to Botanical Beach (10 km), or a 9 km hike eastwards to Sombrio Beach. This is a moderate section of the Juan de Fuca Marine trail, through beautiful mature forest. Watch for the marine animals that frequent this area. Sombrio Beach is a large cobble beach and an easy 10 -minute walk (one way) along the trail from the parking lot. Explore the beach, camp, surf or hike along the beach.



Sombrio Beach, Juan de Fuca Provincial Park

Shellfish or other plants and animals may not be harvested. They form an important part of the area's natural environment and are protected under the Provincial Park Act. Remember this is a wilderness area, black bear and cougar may be present. As a precaution, it is recommended that you leave pets at home. Keep young children from wandering alone into brush areas.



*No harvesting of any marine life on the beach & Tidal Pools*

Terrific views can be seen from many points along the Juan de Fuca Marine Trail, particularly at the Loss Creek Suspension Bridge and the Minute Creek Suspension Bridge.

The Juan de Fuca Marine Trail also offers spectacular views of the coastline, the Juan de Fuca Strait, and the Olympic Mountains in Washington State in the US. Marine birds and other wildlife can be seen in the park, and whales can be viewed from the park coastline.



Sombrio Beach, Juan de Fuca Provincial Park

Botanical Beach offers one of the richest tidal areas found along the west coast, and opportunities for viewing in these tide pools is excellent. A low tide of 1.2 meters or less is best for viewing. When visiting Botanical Beach, please look in the tide pools only - do not touch the marine life. Do not remove, collect or disturb any tide pool life, shells, plants, flowers, kelp, etc. Even touching the water in a tide pool with sunscreen on your hands can create an 'oil slick' that could kill the vulnerable creatures in this sensitive ecosystem.

Wilderness/walk-in campsites are provided, but no designated group campsites are available. Overnight camping in your vehicle is allowed at China Beach, Sombrio Beach and Parkinson Beach. Day-use recreation facilities at the four trailheads include parking and pit toilets. Small fires are only permitted on beaches below high tide mark. No fires are permitted at Botanical Beach. Use driftwood for fires - do not cut trees or snags. Portable campstoves for cooking will be required at some campsites.



China Beach, Juan de Fuca Provincial Park

**Juan de Fuca Trail:** No vehicle accessible camping except at three of the trailhead parking lots - Juan de Fuca East (China Beach), Sombrio Beach and Parkinson Creek. These areas are for self-contained units only. Open all year. Fees collected year round for wilderness walk-in camping. Self-registration envelopes and safes are located at each trailhead for depositing your camping fee. Fees collected at China Beach (Juan de Fuca East), Parkinson Creek, Sombrio Beach and Botanical Beach trailheads.

**China Beach Campground:** This area offers vehicle accessible campsites. The campground is located in a forested area with open understory just east of the China Beach day-use area and Juan de Fuca East trailhead. Open and fees for services collected May 15 to September 15. On October 1, campground gate is locked. Check in for reservation holders is 1:00 p.m. to 10:00 p.m. Check out time is 11:00 a.m. Gates open 7:00 a.m. and close at 11:00 p.m.



China Beach, Juan de Fuca Provincial Park

Note that there is no camping permissible at the western trailhead of the Juan De Fuca Marine Trail at **Botanical Beach**.

**Beach Sites:** Camping at Mystic Beach, Bear Beach, Chin Beach and Sombrio Beach (East) is available on the beach. Please use camping pads at West Sombrio camping area; otherwise there are no designated sites. Remember to camp on the beach to prevent degradation of the forest vegetation.

**Forest Sites:** Camping at Little Kuitsche Creek and Payzant Creek is in the forest and away from the beach. There is limited shoreline access at Little Kuitsche Creek and no shoreline access at Payzant Creek. Fires are not permitted at these sites. A portable campstove will be required for cooking. Camp only on designated tent pads.

Juan de Fuca Provincial Park is located between Victoria and Port Renfrew on Southern Vancouver Island. The park is accessed by vehicle at various points along West Coast Highway 14, between Jordan River and Port Renfrew.

### Nearby Regions & Towns

- Port Renfrew
- West Coast Hwy 14
- Jordan River
- Sooke
- Western Communities

### Nearby Services

#### • Amazing Vacation Homes, Sooke

[Listing Details](#)

Amazing Vacation Homes provides a high-caliber service in property and holiday management of vacation homes and cottages in Victoria, Sooke and southwest Vancouver Island, including waterfront properties with incredible ocean and mountain views. We have homes available for wedding venues and honeymoons as well as corporate retreats and even filming locations.

#### • Hartmann House B & B, Sooke

[Listing Details](#)

Hartmann House is one of the finest accommodations on Vancouver Island. This artisans cottage is surrounded by an acre of exquisite gardens with lily ponds overlooking Sooke Harbour. Luxurious and well-appointed, self-contained suites with private entrances, handcarved king size beds, wood burning fireplaces, whirlpool tubs, kitchenettes, multi-course gourmet breakfasts, and romance packages. Experience luxury and tranquility at this beautiful retreat.

#### • Sooke Harbour House, Sooke

[Listing Details](#)

Sooke Harbour House is a luxury boutique hotel on the edge of the Pacific Ocean, featuring a spa, fine dining, and an art gallery. The 28 cozy and romantic guest rooms feature ocean views, balcony or terrace, private bath with luxurious deep soaker tub and/or misting shower, wet bar, and a wood-burning fireplace. Enjoy the live beachfront entertainment; sunbathing seals, frolicking otters, and visiting whales. Located 45 minutes from Victoria.

#### • Sooke Harbour Resort & Marina, Sooke

[Listing Details](#)

Cresting on the shores of the Pacific Ocean lies a truly west coast resort. Sooke Harbour Resort & Marina welcomes guests with its luxury accommodations and exhilarating outdoor activities. Here you can indulge in year round sport fishing, world-class golf, kayaking, whale watching, winery tours, hiking and eco-tours.

#### • Westburn Seaside Cottages, Sooke

[Listing Details](#)

Westburn Seaside Cottages are located on Billings Spit in beautiful Sooke Harbour, only 35 minutes from Victoria. Take pleasure in the natural beauty of Vancouver Island while you relax on our peaceful beachfront acreage. Our two self-contained, cedar-shake cottages are available year round, and come complete with everything you need to make your stay with us a dream vacation come true.

### Park Notices

- Park User Fees (Parking Fees and Camping Fees)
- Current Updates and Notices for this Park

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letter to both local papers from E. Becker  
Summer 2012

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### Preserving the diversity and abundance of marine life on Qualicum Beach

In the past few weeks, I have noticed individuals with shovels and large pails harvesting shellfish on our public beach and leaving large unsightly holes in the sand. I was interested in whether these individuals needed a license and if there was a limit to the amount of shellfish they could harvest.

I phoned the Department of Fisheries and was informed that a red tide warning was in effect, no licenses were being issued, and these individuals were illegally digging for clams. I was told by the Fisheries Department to call their number, 1-800-465-4336, if I saw this activity again, and they would immediately send someone out. I did phone the following weekend and the fisheries department said they would send the RCMP to investigate. Since my initial call to fisheries, I have consistently seen the same groups of individuals digging for clams each time I have been walking along the beach near Judges Row.

This beach has a sign designating it a "Provincial wildlife management area to provide protection to wildlife and marine life." If all marine life is not protected I encourage our City Councils and local environmental groups to lobby our provincial government to enact total protection of noninvasive wildlife and marine species on this beach. In the meantime I encourage citizens of Qualicum Beach to report any illegal harvesting of shellfish on our beach.

I am concerned that if there is no monitoring of our public beach we will end up with a beach depleted of certain types of shellfish like other beaches along the West Coast. When you eliminate a species it has a negative impact on the ecosystem. It is the different species that we find on our beach that make for a healthy ecosystem for residents and visitors alike to enjoy.

E. Becker  
Qualicum Beach

## SHELLFISH PLUNDER

Over the last few weeks and weekends there have been visitors from near and afar enjoying the sunshine and our wonderful sandy beaches.

We know some are from afar as many have mainland licensed plates such as Alberta, to name but one. These groups also come to enjoy and taste the local delicacies such as oysters and clams that are on some of the beaches near Parksville, Ladysmith and French Creek.

However each year we notice that these groups appear to be more than family groups out for a day on the beach. And they are collecting as many

oysters and clams that look edible. If challenged about having a license, they say it is in the car. If asked do they know how many they are allowed to gather at any one time, they then ask how many is it? Well, if they had a license they would have known. Some groups even have a patrol car and mobile phones to detect Department of Fisheries appearing.

This rush to the seaside is not a one-off just because the sun is shining — it happens every year. The news has spread that out there is a free meal to be had if you know where to look. Well, you may think, not everyone likes eating shellfish (I don't), but the way the shellfish are being taken home like free booty does not look good for the future of free lunches for anyone.

Not only do the mature shellfish get taken, but anything that looks about ready goes to. It is very distressing and distasteful (sorry about the pun) to watch adults and children wading through the rock pools, smashing and beating up the beach in the hope of finding something worth taking. There appears to be a total lack of understanding or respect of Mother Nature's bounty, or the time scale that is involved for shellfish to mature.

We get concerned about the effects on commercial fishing on the high seas for local communities, yet we ignore this annual destruction going on in front of us. Once the visitors leave and the locals take a stroll along the beach, it is pitiful to see all the debris as almost every shell has been broken up and discarded.

We know that the federal Department of Fisheries and Oceans is under-manned and underfunded, as our calls and information are not being addressed. Why are there no beach notices to say that you need a license before you collect your quota of shellfish? We have an annual notice for 'no dogs on the beach' when the Brant fly into town.

Perhaps when most of the shellfish have totally disappeared we won't need to be calling them anymore, so there will be no more free-for-all for locals or our visitors.

MONICA STUART  
*Parksville*



## FROM THE DESK OF THE DIRECTOR

BILL VEENHOF, Regional Director, Area H  
billveenhof.com • ph: 778-424-2810 ♦ bill.veenhof@shaw.ca

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Arlene and I are enjoying the great weather and our wonderful natural surroundings. Due to the summer vacation schedule at the RDN, I will not be publishing a newsletter in the September issue of EyesOnBC Magazine. In the meantime, there have been some significant events in the last month and an update on them follows.

### SEAWEED HARVESTING

Last year, the Ministry of Agriculture (MoA) licensed a few organizations to harvest seaweed between Qualicum Bay and Deep Bay. This licensing and subsequent harvesting happened without any public consultation. I expect that they are considering doing the same thing again this year, but I haven't heard anything from the MoA. From my perspective there were/are several issues associated with seaweed harvesting, the most significant are:

Negative impacts to the local ecosystem, (a coalition of Vancouver Island biologists have produced an excellent study on this issue.),

Lack of public engagement, and social impacts.

I made a motion, that the Board passed, asking that staff arrange a meeting between the Minister responsible for MoA and elected RDN officials. Thus, I hope to have an opportunity to meet with MoA and discuss our concerns before licenses are issued.

### WASTE TO ENERGY (WTE)

The City of Vancouver is looking for sites on which to build an incinerator in order to burn their excess garbage. Duke Point is one of several potential locations. I was very surprised to find out that both the City of Nanaimo and the RDN will have very little influence over the approval of the site, largely, it is the Province that decides. This lack of control has in its

roots, the same challenges that we face in Seaweed Harvesting (above). As the local Government, the RDN is responsible for administering a very large territory, but at the same time, there are a great many organizations of "higher" government that can operate and influence independently in that territory. Occasionally, that influence happens without public dialogue or Regional District involvement. For me, this challenge is becoming the theme of my tenure. As a consequence of this, I sponsored a motion at the Association of Vancouver Island Communities (AVICC) that asked that the province improve its communication with local government. It passed and should now go to the Union of British Columbia Municipalities, (UBCM).

Our MLA, Scott Fraser has been a strong advocate for our local issues.

I hasten to add, that the WTE site selection is in its early days and I do not know what level of dialogue the Province is planning to have. I assume that the dialogue will be significant and meaningful if Duke Point is shortlisted.

On the specific issue of WTE, while I am not entirely certain, I do not think there are any Directors in the RDN that are for incineration at Duke Point. I am very much opposed. Director Brennan made the motion that the RDN indicate that we are against any siting of a WTE facility within the RDN, (this is paraphrased). The motion passed unanimously.

### WATER BUDGET STUDY

For some time now, the RDN has been developing a water budget study. This is to look at our various aquifers and analyze if water going into the aquifers is less than or greater than what is going out, (like your bank account balance). A conceptual study was released recently and can be found on the RDN web site at <http://rdn.bc.ca/events/attachments/ev1D6475evatt1D1619.pdf>. It is the first step in developing a water budget model for the RDN. The report looks at the region broadly, and is, "not designed to be used for quantitative land use and

design". This said, the report suggests that all the aquifers in our area are under low or low to moderate stress with the following exceptions:

Aquifer 421 (bounded by Thames and Nile Creek) which is assessed at high-very high risk, and

Aquifer 661 (within less than 1 km of Spider Lake), which is assessed at moderate risk.

Again, this is conceptual data and this information should not be used to determine land use. I will let you know when the report is available locally.

### SHELLFISH AQUACULTURE MANAGEMENT ADVISORY COMMITTEE (AMAC)

The Union of British Columbia Municipalities nominated me as one of 2 local government representatives on the DFO Chaired Shellfish Aquaculture Management Advisory Committee. On 27 Jun I attended my first meeting in Courtenay. The purpose of the AMAC is to link industry and FNs to Government (DFO). It was a good meeting. Due to a court ruling some time back, the province was forced to give up regulation of the shellfish industry to DFO. On the East Coast, shellfish farming is still regulated by the provinces. The challenge I am beginning to see is that DFO regulates fisheries and shellfish farming is just that, farming. I sense that there needs to be more provincial engagement in the shellfish farming industry.

### BAYNES SOUND INVESTMENTS CONSULTATION PLAN

The RDN Staff have produced a public consultation plan for the development proposed in Deep Bay by Baynes Sound Investments, (BSI). This plan is available at page 37 of <http://www.rdn.bc.ca/events/attachments/ev1D6295evatt1D1614.pdf>. Staff has worked hard on this plan and it reflects the various Board votes, Board conversations, Public dialogue and my direction to staff. You should look at this as setting your expectations for the informed conversation that is to take place between you and Baynes Sound Investments in the coming months.



# Council learns vital lessons about beaches

LYNN WELBURN OCEANSIDE STAR

Parksville City Council got a lesson on the importance of protecting beaches when marine biologist Ramona de Graaf and Cowichan Valley Regional District planner Ann Kjerulf put on presentations on the topic at Monday's council meeting.

Mayor Chris Burger introduced the presenters saying he had heard the information in the past and was amazed at just how important shorelines were for the environment, economy and for the citizens who lived near the beaches.

De Graaf's presentation – More Than Just a Pretty Beach – said she'd been giving the talk for seven years now and that people were always coming up to her afterwards and saying they just didn't realize how important beaches were for wildlife, for fish spawning and other aspects of the environment.



Marine biologist Ramona de Graaf, left, and Cowichan Valley regional district planner Ann Kjerulf spoke to Parksville City Council about shoreline protection on Monday night. [LYNN WELBURN PHOTO]

"This information is especially important for civic planners like yourselves," she told council. "The beaches are critical marine habitats that need to be protected."

Forage fish including sand lance, anchovies, herring, capelin and others, she said, require the right kinds of beaches for spawning and for the survival of their young and

that these fish were the "cornerstone of the food chain" providing food for salmon, seals, porpoises, whales and many others.

"About 72 per cent of the chinook diet is small sand lance and herring," she said.

Among the ways to protect the beaches for fish survival, she said, included maintaining overhanging shade trees and plants, keeping the water clean, leaving seaweed on the shore where it serves as a spawning area for some species and being very careful about development of property along the shoreline.

Protecting beaches, she added, was also a help to humans as natural beaches protect the land best against storms and rising sea level damage, keeps erosion down, provides a water quality buffer and keeps slopes stable. Kjerulf said that coastal areas are valuable to the ecology, the economy and have a socio-cultural value as well.

When local governments are

looking at ways to protect shorelines, tools that can help get people on board include financial incentives for protecting the shoreline, creating good policies for any programs or developments of the area, offering mapping and inventory of the shoreline, having clear and helpful regulations for landscaping, subdivision and zoning.

"When doing this (in the Cowichan Regional District) we learned that there are always lots of opportunity for public education and engagement, that you need to be flexible and strive for compromise, to use science and fact to inform policies and bylaws and that it's vital to partner with other groups in the area and other levels of government.

Mayor Chris Burger said that the women's presentations would be linked to the city's website soon ([www.parksville.ca](http://www.parksville.ca)) for residents wishing to learn more about shoreline protection.

### Support from local government necessary

I have attended both meetings with Qualicum Beach council and Parksville council regarding shellfish harvesting on our beaches and the need to look at immediate enforcement and the potential for a park designation.

The last meeting I attended, the emphasis from council was that park designation is the responsibility of the provincial and federal governments. We are well aware that the final decision can be made by the provincial government under the B.C. Parks Act. We were also being encouraged to contact other environmental committees for help.

While we appreciated the feedback, a key part of our endeavours in approaching local governance was to determine if we had support from them. Motions can be passed to elevate this to a provincial level, who can then begin to study the feasibility of this and bring it back to our communities for detailed public consultation. Additionally, lobbying from our local governance has to take place.

If these two initiatives are not implemented, it is doubtful that any efforts from the community at large will bring about any change. The current designation of Wildlife Management Area on our beach is largely a symbolic gesture.

We have sent the speaking notes and package that we have presented to council to Joe Stanhope, Chairman of the Regional District of Nanaimo. We are endeavouring to do our presentation at their September meeting.

We recognize that individual harvesting has been going on

for centuries and we continued to have a healthy population of marine life. The type of harvesting that has been going on in the last decade or so has without question left many of the beaches in B.C. decimated.

There are really only two choices: leave things as is and gamble that we will continue to have a healthy marine ecosystem or act now and take affirmative action to protect our unique beach. If it's the latter, immediate action has to take place to ensure our beach does become another one of the many decimated beaches in B.C.

Kent Becker,  
Qualicum Beach

**Re: 2013 UBCM Resolutions Concerning Watersheds**

**From:** June Ross

**Sent:** Tuesday, September 03, 2013 10:02 AM

**To:** O'Halloran, Matt

**Cc:** June Ross

**Subject:** Re: September 10th - Committee of the Whole Meeting

I want to talk with them about four resolutions that will be coming up at the UBCM on September 16th and the importance of supporting them and share with them a document we gave to government at a meeting we had with government on August 29th.

June

Temporary Chair - VIWWC

Editor- [www.vancouverislandwaterwatchcoalition.ca](http://www.vancouverislandwaterwatchcoalition.ca)

**From:** June Ross

**Sent:** Saturday, August 31, 2013 9:27 AM

**To:** corpsrv

**Cc:** June Ross

**Subject:** RE: September 10th - Committee of the Whole Meeting

I would like to appear before the Board of Directors on September 10th concerning our Watersheds.

June Ross

Vancouver Island Water Watch Coalition

Nanaimo Resident

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR COMMITTEE MEETING OF THE WHOLE  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JULY 9, 2013 AT 7:01 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       |
| Alternate             |                        |
| Director F. Van Eynde | Electoral Area E       |
| Director J. Fell      | Electoral Area F       |
| Director B. Veenhof   | Electoral Area H       |
| Alternate             |                        |
| Director J. de Jong   | District of Lantzville |
| Director J. Ruttan    | City of Nanaimo        |
| Director G. Anderson  | City of Nanaimo        |
| Alternate             |                        |
| Director B. McKay     | City of Nanaimo        |
| Director D. Johnstone | City of Nanaimo        |
| Director J. Kipp      | City of Nanaimo        |
| Director M. Lefebvre  | City of Parksville     |
| Director D. Willie    | Town of Qualicum Beach |

Regrets:

|                      |                        |
|----------------------|------------------------|
| Director G. Holme    | Electoral Area E       |
| Director B. Dempsey  | District of Lantzville |
| Director B. Bestwick | City of Nanaimo        |
| Director T. Greves   | City of Nanaimo        |

Also in Attendance:

|               |   |
|---------------|---|
| D. Trudeau    | A/Chief Administrative Officer              |
| J. Harrison   | Director of Corporate Services              |
| W. Idema      | Director of Finance                         |
| R. Alexander  | Gen. Mgr. Regional & Community Utilities    |
| G. Garbutt    | Gen. Mgr. Strategic & Community Development |
| D. Banman     | Mgr. of Recreation Services                 |
| M. O'Halloran | Legislative Coordinator                     |
| C. Golding    | Recording Secretary                         |

## **CALL TO ORDER**

The Chairperson called the meeting to order and welcomed Alternate Directors Van Eynde, de Jong and McKay to the meeting.

## **DELEGATIONS**

**Nancy Grenier, Belcorp Environmental Services Inc., re Belcorp capabilities in solid waste management.**

Russ Black, Vice President of Belcorp Environmental Services Inc., in place of Nancy Grenier, provided a slide presentation with regard to alternatives to incineration.

## **LATE DELEGATIONS**

MOVED Director Anderson, SECONDED Director Lefebvre, that late delegations be permitted to address the Committee.

CARRIED

**Diana Meyer, and Linda Skogstad, re Bylaws No. 813.51, 889.65, 1686, and 1687 – Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw, and Loan Authorization Bylaw.**

Linda Skogstad raised concerns to the Board regarding the end of life status of some septic fields in the Hawthorne Rise area and the urgency of proceeding immediately with design, tender and construction before another system failure and the possibility of health hazards in terms of contaminated storm water due to failing systems.

**Ian MacDonell, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area ‘H’.**

Mr. MacDonell provided a slide presentation showing the consequences regarding the lack of parking space available for trucks and trailers at the boat launch area in Deep Bay.

## **COMMITTEE OF THE WHOLE MINUTES**

MOVED Director Johnstone, SECONDED Director Lefebvre, that the minutes of the Committee of the Whole meeting held June 11, 2013, be adopted.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

**Premier Christy Clark, re meetings with the Premier at the 2013 UBCM convention.**

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from Premier Christy Clark regarding meetings with the Premier at the 2013 UBCM convention, be received.

CARRIED

**G.M. Odsen, Greyhound Canada, re Removal of Route Point.**

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from G.M. Odsen, Greyhound Canada, regarding the Removal of Route Point, be received.

CARRIED

**Jim and Eva Manly, re Metro Vancouver Waste-to-Energy Site Identification.**

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from Jim and Eva Manly, regarding the Metro Vancouver Waste-to-Energy Site Identification, be received.

CARRIED

**Kris King, City of Nanaimo, re Municipal Security Issuing Resolution – Water Treatment Plant.**

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from Kris King, City of Nanaimo, regarding Municipal Security Issuing Resolution – Water Treatment Plant, be received.

CARRIED

**Coralee Oakes, Minister of Community, Sport and Cultural Development, re Meetings with the Minister at the 2013 UBCM Convention.**

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from Coralee Oakes, Minister of Community, Sport and Cultural Development, regarding meetings with the Minister at the 2013 UBCM Convention, be received.

CARRIED

**Dianne Eddy, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area ‘H’.**

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from Dianne Eddy; including a number of petitions regarding Official Community Plan Application No. 2011-060, be received.

CARRIED

**CORPORATE SERVICES**

**ADMINISTRATION**

**Bylaw 1688 – A Bylaw to Secure Long Term Debt for the City of Nanaimo Water Treatment Plant.**

MOVED Director Ruttan, SECONDED Director Brennan, that the Board consent to the borrowing of \$13.3 million dollars from the Municipal Finance Authority of British Columbia over a 20 year term for the purpose of funding the City of Nanaimo's Water Treatment Plant construction project.

CARRIED

MOVED Director Ruttan, SECONDED Director Brennan, that the "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013" be introduced and read three times.

CARRIED

MOVED Director Ruttan, SECONDED Director Brennan, that "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1688, 2013", be adopted.

CARRIED

**FINANCIAL SERVICES**

**Bylaw No. 1685 – Alberni-Clayoquot Regional District – 2014 Permissive Tax Exemption.**

MOVED Director Van Eynde, SECONDED Director Ruttan, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1685, 2013" be introduced and read three times.

CARRIED

MOVED Director Van Eynde, SECONDED Director Ruttan, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1685, 2013", be adopted.

CARRIED

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

### ***LONG RANGE PLANNING***

Director de Jong left the meeting at 7:36 PM due to a perceived conflict of interest.

#### **District of Lantzville Official Community Plan Regional Context Statement.**

MOVED Director Anderson, SECONDED Director Fell, that the District of Lantzville Regional Context Statement be accepted by the Regional District of Nanaimo Board.

CARRIED

Director de Jong returned to the meeting at 7:38 PM.

#### **Consultation Plan – RGS Amendment PL2011-060 – Baynes Sound Investments Ltd.**

MOVED Director Veenhof, SECONDED Director Houle, that the Consultation Plan in Attachment '1' of the staff report, be received.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that staff be directed to proceed with implementing the Consultation Plan in Attachment '1' of the staff report.

CARRIED

## **REGIONAL AND COMMUNITY UTILITIES**

### ***WASTEWATER SERVICES***

#### **Wastewater Services 2013 Open House Summary.**

MOVED Director Anderson, SECONDED Director Houle, that the report on Wastewater Services' French Creek Pollution Control Centre and Greater Nanaimo Pollution Control Centre 2013 Open Houses, be received for information.

CARRIED

#### **Liquid Waste Management Plan Amendment – Consultation Plan Update.**

MOVED Director Lefebvre, SECONDED Director Houle, that the Board approve the Liquid Waste Management Plan Amendment — Consultation Plan Update dated June 2013.

CARRIED

#### **Greater Nanaimo Pollution Control Outfall Replacement Strategy (*staff to provide presentation*).**

MOVED Director Anderson, SECONDED Director Houle, that the Board approves advancing the schedule for replacement of the Greater Nanaimo Pollution Control Centre outfall in a single stage approach with project completion by 2015.

CARRIED

### ***UTILITIES***

#### **Bylaws No. 813.51, 889.65, 1686, and 1687 – Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw, and Loan Authorization Bylaw.**

MOVED Director Veenhof, SECONDED Director Anderson, that Regional District of Nanaimo "Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1686, 2013", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Veenhof, SECONDED Director Anderson, that Regional District of Nanaimo "Hawthorne Rise Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1687, 2013", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Veenhof, SECONDED Director Anderson, that Regional District of Nanaimo "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.51, 2013", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Anderson, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.65, 2013", be introduced and read three times.

CARRIED

## **TRANSPORTATION AND SOLID WASTE**

### ***SOLID WASTE SERVICES***

Waste-To-Energy Meeting with Metro Vancouver Staff.

MOVED Director Brennan, SECONDED Director Johnstone, that the report on the staff meeting with Metro Vancouver regarding Metro Vancouver's process for developing a waste-to-energy facility, be received

CARRIED

MOVED Director Brennan, SECONDED Director Houle, that the Board direct staff to advise Metro Vancouver that the RDN does not support a waste-to-energy facility within the boundaries of the RDN.

CARRIED

## **COMMISSION, ADVISORY & SELECT COMMITTEE MINUTES AND RECOMMENDATIONS**

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

**Minutes of the District 69 Recreation Commission meeting held Thursday, June 20, 2013.**

MOVED Director Veenhof, SECONDED Director Willie, that the minutes of the District 69 Recreation Commission meeting held Thursday, June 20, 2013, be adopted.

CARRIED

### **Family Day Services OP/RAC Report**

MOVED Director Willie, SECONDED Director Van Eynde, that Ravensong Aquatic Centre and Oceanside Place be opened for four hours each at offsetting times on Family Day holidays at the special admission rates of \$2.50 child/student, \$3.00 Adult/Senior and free admission for families and that staff pursue sponsorship opportunities for both facilities that will reduce operating expenses for the day.

CARRIED

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

MOVED Director Veenhof, SECONDED Director Anderson, that the topic of Multiplex and Ballenas track be separated and have staff report back about the options and costs for Ballenas track resurfacing.

CARRIED



**BC Government Executive Council – Potential Correspondence**

MOVED Director Anderson, SECONDED Director Van Eynde, that a letter be written on behalf of the Board to MLA Stillwell and provincial Minister Offices relevant to sport and health extending the opportunity to become familiar with the local sport and health initiatives taking place within District 69.

CARRIED

**NEW BUSINESS**

**NOTICE OF MOTION – ELECTORAL ‘A’ LOCAL GOVERNANCE RESTRUCTURE STUDY.**

Director McPherson noted that the following motions will be brought forward to the July 23, 2013 Board Agenda:

That the Regional District of Nanaimo supports the Electoral Area ‘A’ desire to have a local governance restructure study completed in respect of the Electoral Area and requests that the Province of B.C. provide the staff support and/or funding necessary to enable such a study to be undertaken and;

That Staff be directed to forward correspondence to the Local Government Structure Branch of the Ministry of Community, Sport and Cultural Development communicating the Board’s support for a restructure study for incorporation in Electoral Area ‘A’ and the request for funding / provincial resourcing for the study.

**BOARD INFORMATION**

MOVED Director Anderson, SECONDED Director Brennan, that Board Information items for June - July 2013, be received for information.

CARRIED

**IN CAMERA**

MOVED Director Ruttan, SECONDED Director Van Eynde, that the Board proceed to an In Camera meeting pursuant to Section 90 (1) (f) of the *Community Charter* for discussions related to law enforcement.

CARRIED

TIME: 8:09 PM

**ADJOURNMENT**

MOVED Director Anderson, SECONDED Director Van Eynde, that this meeting terminate.

CARRIED

TIME: 8:47 PM

---

CHAIRPERSON

---

CORPORATE OFFICER



|              |   |             |
|--------------|---|-------------|
| RDN REPORT   |   | [Signature] |
| CAO APPROVAL |   |             |
| EAP          |   |             |
| CCW          | ✓ |             |
| SEP 03 2013  |   |             |
| BHD          |   |             |
| BOARD        |   |             |
|              |   |             |

**MEMORANDUM**

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** August 30, 2013

**FROM:** Wendy Idema  
Director of Finance

**File:**

**SUBJECT: Proposed Schedule to Approve the 2014 to 2018 Financial Plan**

**PURPOSE:**

To identify meeting and publication dates related to the review and approval of the 2014 to 2018 financial plan.

**BACKGROUND:**

Local governments are required to publicize and provide opportunities for members of the public to provide input and to comment on the financial plan. This report is intended to identify for the Board, the public and staff the times and places at which the 2014 to 2018 financial plan will be reviewed and approved by the Regional Board.

The Regional District undertakes its financial plan review in two stages. During the fall of the year prior to the first year of the next plan, a preliminary budget for each service area for the next year is introduced to the Board. This preliminary budget will be based on the 2014 amounts included in the 2013 to 2017 Financial Plan approved under Bylaw No. 1676 (copy attached) and updated to reflect new work plan and capital project changes.

The proposed budget document is posted to the Regional District web site for public access. In January, as 2013 year end results are known, the budget amounts will be updated to reflect those results as well as carry forward projects and the allocation of surpluses to each service area which keeps the funds raised within the service they were collected for.

Late in January the Board receives an overview of the full five year financial plan as well as identifying any further changes to the new annual budget. A budget edition of the Regional Perspectives is published in mid to late February to provide residents with information by service area and by electoral area. Any remaining changes and updates are completed during February, and the final plan with any amendments is returned to the Board in March for adoption. The meeting dates are published in local newspapers and on the website in advance of each open Board meeting, and the opportunity to make a presentation and ask questions is provided at those meetings.

**ALTERNATIVES:**

1. Approve the proposed schedule of meetings to review and approve the 2014 to 2018 financial plan.
2. Provide other directions regarding the review and approval process of the 2014 to 2018 financial plan.

**FINANCIAL IMPLICATIONS:**

The 2013 to 2017 Financial Plan Bylaw predicted a \$2.5 million overall increase to property taxes in 2014. Some of the largest components of this increase were in the areas noted below. There will be many changes made to these budgets between September and February in order to reflect current information and revised estimates for 2013 year end surplus carry forwards; however, the 2013 to 2017 plan forms the basis for the next five-year plan.

|                              |           |  |
|------------------------------|-----------|--|
| Transit – Southern Community | \$708,440 | Costs for CNG facility and downtown transit exchange                                 |
| Wastewater - Southern        | \$280,435 | Maintain reserve contributions for secondary treatment costs and outfall replacement |
| Wastewater – Northern        | \$247,930 | Maintain reserve contributions for future expansion                                  |
| Nanoose Bulk Water           | \$70,430  | Reserve contributions for Englishman River Water System treatment and expansion      |
| Regional Parks Operations    | \$83,890  | Offset carry forward surplus reduction in 2013                                       |
| Grants In Aid                | \$59,140  | Remainder of increase re: Island Corridor Foundation second year of grant            |
| Dashwood Fire Department     | \$62,315  | Increase reserve fund contribution for new building and vehicles                     |

The only costs for the actual financial planning process are newspaper advertising and publication costs for the Regional Perspectives, all of which are included in the annual budget.

**SUMMARY/CONCLUSIONS:**

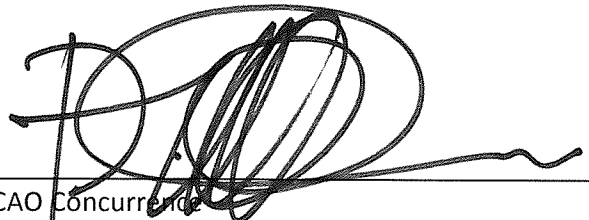
Local governments are required to establish a public process for the review and approval of the five year financial plan. Commencing with the Board meeting on November 26, 2013 staff will publish budget documents to the Regional District web site, arrange the publication of the budget edition of the Regional Perspectives in mid-February and ensure that all meetings are advertised to provide members of the public an opportunity to attend the meetings to provide comments and input. The preliminary budget will be based on the 2014 amounts included in the 2013 to 2017 Financial Plan approved under Bylaw No. 1676 (copy attached) and updated to reflect new work plan and capital project changes.

**RECOMMENDATIONS:**

That the following schedule for the review and adoption of the 2014 to 2018 financial plan be approved:

- |                   |   |
|-------------------|---|
| November 19, 2013 | Information seminar to Board for 2014 preliminary budget                              |
| November 26, 2013 | Presentation of 2014 preliminary budget at Board Meeting                              |
| January 30, 2014  | Presentation of 2014 to 2018 financial plan at Special Committee of the Whole Meeting |
| February 11, 2014 | Presentation of financial plan at Committee of the Whole Meeting                      |
| February 17, 2014 | Publication of budget edition of Regional Perspectives                                |
| March 11, 2014    | Introduce bylaw to adopt the 2014 to 2018 financial plan                              |
| March 25, 2013    | Adopt financial plan bylaw  |

  
Report Writer

  
CAO Concurring

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1676

A BYLAW TO ADOPT THE 2013  
TO 2017 FINANCIAL PLAN

WHEREAS the Regional District of Nanaimo shall, pursuant to Section 815 of the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

**1. Definitions**

“Emergency” means a present or imminent event that:

- a) is caused by accident, fire explosion or technical failure or by the forces of nature; and
- b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

**2. Financial Plan**

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2013 to December 31, 2017.

**3. Financial Plan Amendments**

- a) Funds may be reallocated in accordance with the Regional District of Nanaimo’s purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.

**4. Citation**

This bylaw may be cited as the “2013 to 2017 Financial Plan Bylaw No. 1676, 2013”.

Introduced and read three times this 26th day of March, 2013.


Adopted this 26th day of March, 2013.



CHAIRPERSON



CORPORATE OFFICER



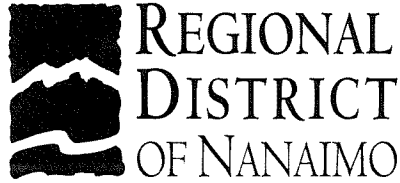
Chairperson



Corporate Officer

CONSOLIDATED FINANCIAL PLAN  
2013 to 2017

|  | 2012 Budget         | 2013 Proposed Budget | 2014                | 2015                | 2016                | 2017                | Total                |
|--|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>Operating Revenues</b>                        |                     | 5.4%                 | 6.3%                | 3.9%                | 5.4%                | 5.4%                |                      |
| Property taxes                                   | (33,982,340)        | (36,059,156)         | (38,285,939)        | (39,767,644)        | (41,954,192)        | (44,233,025)        | (200,299,956)        |
| Parcel taxes                                     | (3,833,870)         | (3,751,262)          | (4,031,914)         | (4,206,216)         | (4,427,123)         | (4,645,081)         | (21,061,596)         |
| Municipal agreements                             | (281,993)           | (330,566)            | (338,654)           | (354,581)           | (362,632)           | (371,862)           | (1,758,295)          |
|  | <u>(38,098,203)</u> | <u>(40,140,984)</u>  | <u>(42,656,507)</u> | <u>(44,328,441)</u> | <u>(46,743,947)</u> | <u>(49,249,968)</u> | <u>(223,119,847)</u> |
| Operations                                       | (2,496,230)         | (2,328,459)          | (2,373,728)         | (2,399,929)         | (2,425,366)         | (2,460,458)         | (11,987,940)         |
| Interest income                                  | (150,000)           | (150,000)            | (150,000)           | (150,000)           | (150,000)           | (150,000)           | (750,000)            |
| Transit fares                                    | (4,088,680)         | (4,254,765)          | (4,297,313)         | (4,340,286)         | (4,424,689)         | (4,468,936)         | (21,785,989)         |
| Landfill tipping fees                            | (8,106,390)         | (7,885,000)          | (8,279,250)         | (8,693,213)         | (9,127,874)         | (9,401,710)         | (43,387,047)         |
| Recreation fees                                  | (407,945)           | (400,690)            | (412,711)           | (425,092)           | (437,845)           | (450,980)           | (2,127,318)          |
| Recreation facility rentals                      | (547,950)           | (538,245)            | (554,392)           | (571,024)           | (588,154)           | (605,798)           | (2,857,613)          |
| Recreation vending sales                         | (10,300)            | (11,700)             | (11,700)            | (11,700)            | (11,700)            | (11,700)            | (58,500)             |
| Recreation concession                            | (4,500)             | (4,000)              | (4,000)             | (4,000)             | (4,000)             | (4,000)             | (20,000)             |
| Recreation - other                               | (363,475)           | (388,060)            | (399,702)           | (411,693)           | (424,043)           | (436,764)           | (2,060,262)          |
| Utility user fees                                | (4,679,404)         | (5,085,265)          | (5,220,734)         | (5,354,905)         | (5,503,131)         | (5,655,576)         | (26,819,611)         |
| Operating grants                                 | (5,764,900)         | (6,097,405)          | (5,966,994)         | (6,021,077)         | (6,190,857)         | (6,246,335)         | (30,522,668)         |
| Planning grants                                  | (494,000)           | (302,000)            | (114,000)           | (114,000)           | (114,000)           | (114,000)           | (570,000)            |
| Grants in lieu of taxes                          | (161,180)           | (144,145)            | (144,145)           | (144,145)           | (144,145)           | (144,145)           | (720,725)            |
| Interdepartmental recoveries                     | (5,954,625)         | (6,201,568)          | (6,309,826)         | (6,404,728)         | (6,500,717)         | (6,593,871)         | (31,310,710)         |
| Miscellaneous                                    | (4,957,165)         | (4,468,041)          | (4,663,470)         | (4,541,535)         | (4,422,234)         | (4,462,958)         | (22,558,238)         |
| <b>Total Operating Revenues</b>                  | <u>(76,284,947)</u> | <u>(78,400,327)</u>  | <u>(81,558,472)</u> | <u>(83,915,768)</u> | <u>(87,212,702)</u> | <u>(89,757,199)</u> | <u>(420,656,468)</u> |
| <b>Operating Expenditures</b>                    |                     |                      |                     |                     |                     |                     |                      |
| Administration                                   | 3,782,487           | 3,996,335            | 4,007,482           | 4,018,741           | 4,012,359           | 4,018,513           | 20,053,430           |
| Community grants                                 | 44,603              | 517,916              | 507,917             | 35,417              | 35,417              | 35,417              | 1,132,084            |
| Legislative                                      | 378,535             | 412,345              | 453,622             | 425,312             | 426,719             | 468,140             | 2,186,138            |
| Professional fees                                | 3,093,043           | 2,431,159            | 2,216,859           | 2,132,551           | 2,090,405           | 2,052,756           | 10,923,730           |
| Building Ops                                     | 2,792,422           | 2,914,463            | 2,939,224           | 2,967,645           | 3,001,353           | 3,033,677           | 14,856,362           |
| Veh & Equip ops                                  | 6,707,380           | 7,504,324            | 7,870,754           | 7,972,892           | 8,145,364           | 8,286,360           | 39,779,694           |
| Operating Costs                                  | 15,127,984          | 15,314,288           | 15,558,458          | 15,871,204          | 17,824,914          | 19,506,991          | 84,075,855           |
| Program Costs                                    | 693,544             | 639,693              | 615,590             | 621,722             | 627,970             | 634,337             | 3,139,312            |
| Wages & Benefits                                 | 25,625,979          | 27,329,345           | 27,875,907          | 28,468,397          | 29,039,288          | 29,663,843          | 142,376,780          |
| Transfer to other govt/org                       | 5,392,507           | 5,898,225            | 5,954,983           | 6,104,780           | 6,277,673           | 6,453,107           | 30,500,768           |
| Contributions to reserve funds                   | 5,373,911           | 5,356,933            | 4,842,607           | 6,255,786           | 6,636,272           | 6,505,358           | 29,596,956           |
| Debt interest                                    | 3,891,257           | 3,755,276            | 206,001             | 206,001             | 206,001             | 206,001             | 4,579,280            |
| <b>Total Operating Expenditures</b>              | <u>72,903,652</u>   | <u>76,070,302</u>    | <u>73,049,404</u>   | <u>75,080,448</u>   | <u>78,323,735</u>   | <u>80,864,500</u>   | <u>383,200,389</u>   |
| <b>Operating (surplus)/deficit</b>               | <u>(3,381,295)</u>  | <u>(2,330,025)</u>   | <u>(8,509,068)</u>  | <u>(8,835,320)</u>  | <u>(8,888,967)</u>  | <u>(8,892,699)</u>  | <u>(37,456,079)</u>  |
| <b>Capital Asset Expenditures</b>                |                     |                      |                     |                     |                     |                     |                      |
| Capital Expenditures                             | 29,585,777          | 19,360,572           | 12,692,343          | 23,485,784          | 36,072,233          | 43,462,372          | 135,073,304          |
| Transfer from Reserves                           | (17,815,636)        | (14,200,121)         | (6,799,861)         | (14,143,167)        | (23,128,328)        | (20,976,908)        | (79,248,385)         |
| Grants and Other                                 | (1,163,985)         | (870,637)            | (666,000)           | (479,000)           | (392,450)           | 0                   | (2,408,087)          |
| New Borrowing                                    | (4,919,545)         | (1,245,000)          | (2,263,921)         | (6,482,441)         | (10,237,117)        | (20,904,734)        | (41,133,213)         |
| <b>Net Capital Assets funded from Operations</b> | <u>5,686,611</u>    | <u>3,044,814</u>     | <u>2,962,561</u>    | <u>2,381,176</u>    | <u>2,314,338</u>    | <u>1,580,730</u>    | <u>12,283,619</u>    |
| <b>Capital Financing Charges</b>                 |                     |                      |                     |                     |                     |                     |                      |
| Existing Debt (principal)                        | 4,289,072           | 3,833,495            | 6,677,872           | 6,904,593           | 6,677,436           | 6,581,181           | 30,674,577           |
| New Debt (principal + interest)                  |                     |                      | 218,897             | 191,587             | 520,225             | 813,103             | 1,743,812            |
| <b>Total Capital Financing Charges</b>           | <u>4,289,072</u>    | <u>3,833,495</u>     | <u>6,896,769</u>    | <u>7,096,180</u>    | <u>7,197,661</u>    | <u>7,394,284</u>    | <u>32,418,389</u>    |
| <b>Net (surplus)/deficit for the year</b>        | <u>6,594,388</u>    | <u>4,548,284</u>     | <u>1,350,262</u>    | <u>642,036</u>      | <u>623,032</u>      | <u>82,315</u>       | <u>7,245,929</u>     |
| Add: Prior year (surplus)/deficit                | (10,860,007)        | (9,077,070)          | (4,528,786)         | (3,178,524)         | (2,536,488)         | (1,913,456)         | (9,077,487)          |
| (Surplus) applied to future years                | (4,265,619)         | (4,528,786)          | (3,178,524)         | (2,536,488)         | (1,913,456)         | (1,831,141)         | (1,831,558)          |



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| RDN REPORT                  |   |
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**MEMORANDUM**

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** September 2, 2013

**FROM:** Wendy Idema  
Director of Finance

**FILE:**

**SUBJECT:** Dashwood Volunteer Fire Department – Rescue Truck Purchase Approval Request

**PURPOSE:**

To authorize the purchase of a replacement rescue truck and the associated release of reserve funds for the Dashwood Volunteer Fire Department (DVFD).

**BACKGROUND:**

Staff have been in discussions with the Dashwood Volunteer Fire Department (DVFD) and have received the attached information (Schedule A) in support of the DVFD’s request to purchase a replacement rescue vehicle. The DVFD has a 25-year apparatus replacement plan which for 2013 includes the replacement of their rescue apparatus, a 1995 Chevrolet 4-Door Rescue Truck (R61). The truck was originally used as a crew transportation truck and as the department and the use of this apparatus grew, a used rescue style body was added to allow for more storage. Currently this apparatus has 35,000 km and is the oldest apparatus in the fleet.

R61 holds all of the Auto Extrication Equipment/Tools, First Responder Medical Equipment, Water Rescue Equipment, Rope Rescue Equipment, Self-Contained Breathing Apparatus Packs/Spare Cylinders, a 5 kw gas generator and various other support items/tools. This vehicle currently responds to the Dashwood area’s Motor Vehicle Accidents, Rescue Incidents, First Responder Medical Incidents, and other emergency support responses as needed. Currently the vehicle is overweight and has reached its storage capacity for the equipment stored on it resulting in equipment being transferred to other vehicles which requires multi-vehicle responses to incidents where one would be sufficient if fully equipped.

The DVFD’s apparatus committee have researched options for a long-term replacement vehicle within their \$175,000 to \$200,000 budget and have found that new vehicles in this price range would be much the same size as the existing vehicle. Such a vehicle will not allow for the required long-term growth associated with this rescue vehicle, and a new vehicle of the size required would cost \$275,000 to \$300,000. As an alternative, the DVFD committee reviewed available used trucks with the required configuration; however, no suitable equipment was found in BC or Canada.

By expanding their search area to the US, the committee was able to identify a vehicle at Brindlee Mountain Fire Apparatus LLC, a reputable dealership in Huntsville, Alabama which has been used by other BC Departments to obtain apparatus. The Fire Chief and one of the volunteers who is also a heavy duty mechanic researched the vehicle and then travelled to Huntsville to complete an extensive inspection of a 2008 KME/International Commercial Heavy Rescue truck which will meet the future needs of the DVFD.

The DVFD is requesting authorization to enter into negotiations with Brindlee Mountain Fire Apparatus LLC for the purchase of the truck. The asking price is \$175,000 including a one year major component warranty, decaling to the DVFD standards and delivery to the border. The DVFD will counter this price and work towards a maximum cost of \$200,000 to \$210,000 including all outfitting, taxes and delivery.

#### **ALTERNATIVES:**

1. Authorize the Dashwood Volunteer Fire Department to enter into negotiations with Brindlee Mountain Fire Apparatus LLC for the purchase of a used KME/International Commercial Heavy Rescue vehicle and authorize the transfer of \$200,000 to \$210,000 as a maximum from the Dashwood Fire Service Area's reserve funds for the purchase of the replacement rescue vehicle.
2. Do not authorize the purchase and transfer from reserves and provide alternate direction to staff.

#### **FINANCIAL IMPLICATIONS:**

##### Alternative 1

The purchase of a replacement rescue vehicle using reserves is included in the 2013 to 2017 financial plan for the Dashwood Volunteer Fire Department. As well the existing rescue vehicle will be sold for an estimated \$10,000 to \$12,000 which will be returned to the Reserve Fund and ongoing transfers to reserves are included in the plan to ensure adequate funding for future vehicle requirements. The next planned vehicle replacements will be for a command vehicle in 2014 and for an engine truck in 2020. The vehicle reserve fund for the Dashwood Service Area currently contains \$296,585 which is adequate to support this purchase.

A new truck of the size required would cost \$275,000 to \$300,000, and the Dashwood Volunteer Fire Department personnel have identified a suitable used vehicle at a cost of no more than \$210,000 per the attached information.

##### Alternative 2

The existing rescue vehicle no longer meets the needs of the Dashwood Volunteer Fire Department, and alternative replacement vehicles have not been found within Canada.

#### **SUMMARY/CONCLUSIONS:**

Staff have been in discussions with the Dashwood Volunteer Fire Department (DVFD) and have received the attached information (Schedule A) in support of the DVFD's request to purchase a replacement rescue vehicle. The DVFD's 25-year apparatus replacement plan includes the replacement of a 1995



Chevrolet 4-Door Rescue Truck (R61) for this budget year. The truck was originally used as a crew transportation truck and as the department and the use of this apparatus grew, a used rescue style body was added to allow for more storage. Currently the vehicle is overweight and has reached its storage capacity for the equipment stored on it resulting in equipment being transferred to other vehicles which requires multi-vehicle responses to incidents where one would be sufficient if fully equipped.

The DVFD's apparatus committee has researched replacement options within their \$175,000 to \$200,000 budget and has found that new vehicles of the size required would cost \$275,000 to \$300,000. As an alternative, the DVFD committee reviewed available used trucks with the required configuration. No suitable equipment was found in BC or Canada; however, by expanding their search area to the US, the committee was able to identify a vehicle at Brindlee Mountain Fire Apparatus LLC, a reputable dealership in Huntsville, Alabama at a base cost of \$175,000.

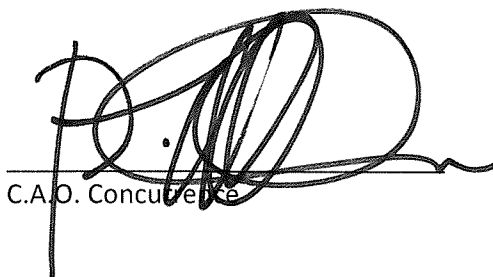
The Fire Chief and one of the volunteers who is a heavy duty mechanic researched the vehicle and then travelled to Huntsville to complete an extensive inspection of a 2008 KME/International Commercial Heavy Rescue truck which will meet the future needs of the DVFD. The DVFD is requesting authorization to enter into negotiations with Brindlee Mountain Fire Apparatus for the purchase of the truck. The asking price is \$175,000 including a one year major component warranty, decaling to the DVFD standards and delivery to the border. The DVFD will counter this price and work towards a maximum cost of \$200,000 to \$210,000 including all outfitting, taxes and delivery.

#### RECOMMENDATIONS:

1. That the Dashwood Volunteer Fire Department be authorized to enter into negotiations with Brindlee Mountain Fire Apparatus LLC for the purchase of a 2008 KME/International Commercial Heavy Rescue truck to a maximum cost of \$210,000.
2. That staff be authorized to transfer up to \$210,000 from the Dashwood Fire Service Area Reserve Fund for the purchase of a replacement rescue apparatus vehicle.



Report Writer



C.A.O. Concur

# DASHWOOD VOLUNTEER FIRE DEPARTMENT-RESCUE APPARATUS

## REPLACEMENT

Aug 29 2013

Completed by

Fire Chief Nick Acciavatti

### HISTORY/CURRENT SITUATION;

The Dashwood Volunteer Fire Department has a 25 year apparatus replacement plan and in 2013 the plan has stated the replacement of one of its rescue apparatus a 1995 Chevrolet 4 Door Rescue Truck (R61) which was purchased new in 1995. The truck was used as a crew transportation truck, as the department grew and the use of this apparatus expanded, the department added a used rescue style body on it to allow for more storage. Currently this apparatus has 35,000km and is also oldest apparatus in our fleet of fire apparatus. R61 holds all of our Auto Extrication Equipment/Tools, First Responder Medical Equipment, Water Rescue Equipment, Rope Rescue Equipment, Self-Contained Breathing Apparatus Packs /Spare Cylinders, a 5kw gas generator and various other support items/tools. R61 Currently responds to our areas Motor Vehicle Accidents, Rescue Incidents, First Responder Medical Incidents, and Support apparatus for all other types of responses that our community requests of us. Currently this Vehicle is overweight and has reached its storage capacity for the equipment we need to store on it. We have moved some of our rescue equipment on it to 3 other vehicles as we have run out of storage space.



### REPLACEMENT APPARATUS.

As per our 25 year apparatus replacement plan this apparatus is due for replacement this year and our apparatus committee has been working to seek out options in replacing this apparatus with a suitable long term truck. The committee has looked at new vehicles that are within our budget of \$175,000-\$200,000.00 and found that a new apparatus that fits within this budget would be not be much larger than that what we currently have thus not allowing us long term growth into this vehicle as our needs within our community grow



Pemberton FD



108 Mile FD

This is an example of a new apparatus that was built by Hub Fire Apparatus and was est \$175,000 to \$200,000.00

REPLACEMENT APPARATUS CONT.

Our committee has also investigated the purchase of a suitable used apparatus that would facilitate a larger amount of storage space and a larger cab with seats to accommodate self-contained breathing apparatus. The committee felt that the purchase of a vehicle that was a few years older would provide good value for the department and enable us to have a larger apparatus with a long life span. Considerations to looking for such a vehicle was done first locally with no success, then looking with in BC and Canada proved to be much the same in finding a suitable apparatus that would fit the needs of our department. The used Fire Apparatus Market in Canada is very limited and finding a suitable used rescue truck that meets the needs of our community and department is almost nonexistent. The purchase of a larger new apparatus would be between \$275,000 and \$300,000 depending on options much like the one we have located.

A used apparatus was located through a very reputable used fire truck company in the Southern States. Brindlee Mountain Fire Apparatus is a full line used apparatus dealer located outside Huntsville Alabama and comes highly recommended from other BC Fire Department who have purchased apparatus from them (Langford, Courtenay and Fort St. John Fire Departments) [www.firetruckmall.com](http://www.firetruckmall.com)

**The apparatus we have located is the following:**

2008 KME / International Commercial Heavy Rescue, Seating for 5 with 4 SCBA Seats  
International 4300 4-Door Chassis, International GDT 255 HP Diesel Engine, Air Conditioning  
Allison EVS4000 Automatic Transmission  
Onan 10 KW Hydraulic Generator, Will-Burt Nightscan Light Tower, 1 - Electric Reel in R3/L3 Transverse  
LED Lightbar and Lighting Package, Heated Mirrors, Roll-Up Doors  
Auto Eject Electric, Arrowstick Traffic Indicator  
Federal EQ2B Siren, Federal PA 300 Siren  
Engine Hours: 1,976, Mileage: 33,775



REPLACEMENT APPARATUS CONT.

A trip was planned by Fire Chief Nick Acciavatti and Dashwood Volunteer Fire Department Member Howard Jestin (A 35 Year Journeyman Heavy Duty Mechanic) to inspect the rescue truck at Brindlee Mountain and be able to inspect and drive it firsthand. Howard spent 3 hours going over the mechanical side of the apparatus and Nick and Howard spent about 2 hours road testing it with no major flaws or problems found. A few minor mechanical/burnt light issues were found as well as the Tires would not be suited for our inclement weather here on the island. A 3 page mechanical inspection form was completed and is available on request from Dashwood VFD.

ESTIMATED CAPITAL EXPENSE-LANDED

The asking price of \$175,000.00 usd includes a one year major component warranty, decaling as per Dashwood Fire Department, and delivery to the border of our choice. The company has stated that they are open to offers on this apparatus and are willing to make a deal with us.

The next step for us in this process upon approval, is to counter offer on the price of the apparatus with the above stated items, include repairs, new tires and a set of instant Auto Chains to be installed, and factor in all the applicable taxes, duties etc. It will be the goal of our department the counter offer with a much lower offer than the asking price for the apparatus as we have to factor in exchange, duties and taxes into the landed price.

Our first counter offer would be at \$155,000 usd with all the above stated items etc. and see where we go from there. Our end goal is to have a maximum landed estimated cost between \$200,000 and \$210,000.00 cdn. If we can come in at landed lower cost the better, but we are prepared to go above our original estimated budget (\$175,000cdn) as our department feels that the value found in this used apparatus worth it to work out a price that is both fair to the seller and meet the long term rescue apparatus needs of our department and committee.

If you have further wish further information on this piece of apparatus please don't hesitate to contact me as soon as possible

We appreciate your consideration in assisting us purchase this much needed valuable used rescue apparatus.

Sincerely

*Nick Acciavatti*

Nick Acciavatti  
Fire Chief  
Dashwood Volunteer Fire Department.



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| RDN REPORT   |   | # |
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| RHD          |   |   |
| BOARD        |   |   |

**MEMORANDUM**

**TO:** Geoff Garbutt  
General Manager, Strategic & Community Development

**DATE:** August 30, 2013

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

**FILE:** CE201100401

**SUBJECT:** 3560 Allsop Road - Electoral Area 'C' – Building and Zoning Bylaw Contraventions

**PURPOSE**

To obtain Board direction regarding the enforcement of Regional District of Nanaimo regulations relating to the operation of a replica mining railway and construction of related structures on the subject property.

**BACKGROUND**

In October 2011, Regional District Staff received complaints about the placement and construction of a number of structures in relation to a replica mining railway on the subject property. An inspection of the property confirmed the presence of a fully functional replica mining railway with several railway “cars”, tunnels, bridges and walls of questionable structural integrity, including (see photos – Attachment #1):

- Retaining walls, approximately 2.5 meters high, constructed from railway ties
- Tunnel, approximately 2.5 meters high and 20 meters long, constructed with railway ties and beams.
- Trestle/bridge located within front yard setback area, approximately 2.0 meter high
- Bridge under construction over a designated watercourse
- Various other partially completed tunnel and wall structures

The subject property is zoned Rural 1 (RU1) pursuant to *Regional District of Nanaimo Land Use & Subdivision Bylaw No. 500, 1987* which permits agriculture and residential uses. The construction of any buildings or structures requires the approval of the Regional District (RDN) in accordance with the zoning and building bylaws, however no approvals have been issued by the RDN for these structures.

Additionally, the property is in the Fish Habitat Protection Development Permit Area (DPA), pursuant to *Regional District of Nanaimo Area 'C' Official Community Plan No. 1055, 1999*. Alteration of land and specifically, the construction of the railway bridge over the designated watercourse required an approved development permit prior to commencement/continuation of works.

Staff conducted a review of the use of the property for a replica railway and implications with respect to the regulatory/safety requirements for such a use. On October 14, 2011, a letter was sent to the property owner outlining these requirements and requesting a detailed description of the current and intended uses of the property as well as documentation to support DPA and variance applications in relation to the structures. The owner was also directed to cease any further work on the property until

the appropriate approvals (development and building permits) were in place. The owner received this request but did not respond to RDN Staff. On February 14, 2012, Staff issued and posted a Stop Work Order on the property in relation to the construction of the railway bridge over the designated watercourse. A further letter to the owner requesting a meeting with Staff in an effort to gain a clear understanding of the intended uses went without response.

A subsequent inspection of the property confirmed that work continued and the bridge structure was completed, contrary to the Stop Work Order and without RDN development permit approval (photos 1, 2 and 16). Staff continued to monitor the property and it was noted in April 2013 that one of the high, railway tie retaining walls adjacent to the residence appeared to have collapsed. Photos 13 – 15 on page 9 of this report show the wall prior to and after the collapse.

A further check of the property on August 21, 2013 determined that a portion of the collapsed wall has been reconstructed and that work appears to be continuing. A building permit has not been approved for this construction. Photos 17 – 18 on page 9 of this report show the recent work. To date, the owner has not responded to repeated Staff requests to engage in resolving these building and land use contraventions and is continuing work on the structures without approvals.

In accordance with Section 57 of the *Community Charter*, the property owner must be given the opportunity to appear before the Board to respond to the observations and recommendations of Staff regarding matters relating to the contravention of regulations. The Board may then consider a resolution that directs the Corporate Officer to file a Notice on the title of a property that results from the contravention of a bylaw, a Provincial building regulation, or any other enactment that relates to the construction or safety of buildings or other structures or work that was carried out without the necessary permit(s). In the event that the property is listed for sale, a Notice on title provides a means for disclosure of the contraventions to prospective purchasers or others having an interest in the property.

## **ALTERNATIVES**

1. Register a Notice of Bylaw Contravention on the title.
2. Take further enforcement action as necessary if the contraventions are not resolved by the owner within sixty (60) days.
3. Take no further action in this matter.

## **LEGAL IMPLICATIONS**

### ***Zoning Bylaw Contraventions***

The Rural 1 zoning of the subject property only permits agriculture and residential uses. There are no permitted uses under the Rural 1 zoning that would authorize the operation of a replica railway, public assembly or recreation use. The Zoning Bylaw allows “railway” use in the Public 3 zone as defined under the *Railway Act* however replica railways do not typically fall under federal or provincial jurisdiction.

The scope and scale of the replica mining railway tracks and associated structures is extensive and extends throughout the .48 hectare property, resembling a “fairground” or “outdoor recreation” type of use. Those uses are permitted in the Zoning Bylaw but not in the Rural 1 zone. While there are no signs

advertising or inviting public use of the railway, the railway is fully functional and the various structures are readily accessible to the occupants and the public, either by invitation or trespass.

With respect to the structures on the property, the Zoning Bylaw specifies that a structure is anything constructed or erected over 1 meter in height. Additionally, all structures must meet the minimum setback of 8 metres. Photo #10 (attached) shows a “trestle” constructed within the setback area and apparently encroaching on road allowance.

### ***Building Bylaw Contraventions***

A building permit must first be obtained for the construction of a building or structure in accordance with *Regional District of Nanaimo Building Regulations Bylaw No. 1250, 2010*. This provides assurances that structures are properly designed and constructed in accordance with Provincial and RDN regulations and best engineering practices.

As previously noted, there are several walls, tunnels and bridge structures on the property, all built without permits. In February 2012 Staff issued a Stop Work Order in relation to the construction of the railway bridge over the designated watercourse. The owner ignored the Order and completed construction of the bridge without permits. Several of the structures on the property, particularly the retaining walls and tunnel, do not appear structurally sound thereby exposing the current and future owners/occupants and public to the risk of injury. The recent apparent collapse of one of the walls illustrates the potential for further failure of structures built without permits.

### ***Development Permit Requirements***

The property is subject to the Fish Habitat Protection Development Permit Area (DPA), pursuant to *Regional District of Nanaimo Area ‘C’ Official Community Plan No. 1055, 1999* which sets out requirements for approvals prior to the alteration of land or the construction of buildings or structures. These requirements include an assessment by a Qualified Environmental Professional in accordance with provincial Riparian Area Regulations.

In October 2011, the RDN Planning Department sent a letter to the property owner outlining the requirements for a development permit application in relation to the ongoing construction of the railway bridge in proximity to the identified watercourse on the property. The owner was advised to cease any further construction until the matter was resolved. The owner failed to respond to the letter and continued to construct the railway bridge resulting in the issuance of a Stop Work Order on February 14, 2012. This Order was also ignored and the bridge was subsequently completed without RDN approvals.

### **FINANCIAL IMPLICATIONS**

There are no financial implications for the RDN in the registration of a Notice on title. Once the bylaw contraventions are corrected, the property owner may apply to have the Notice removed upon payment of a \$500 fee in accordance with *Building Regulations Fees and Charges Bylaw No. 1595, 2010*.

Should it become necessary to pursue legal action, a Court Order will be required to either remove the structures or compel the owner to comply with regulations. The cost of obtaining such an Order can reach several thousand dollars and if challenged by the owner, the costs could escalate further. If successful the RDN may recover a portion of legal costs.

## CONCLUSION

In late 2011, RDN Staff received complaints concerning the use of the subject property for the operation of a replica mining railway. Initial inspections confirmed the presence of a fully operational replica railway complete with several structures including tunnels, walls, bridges and trestles, as well as various railway cars related to mining. A railway bridge over a small watercourse was under construction. The zoning for the property does not permit the operation of a replica railway and all structures in relation to the railway were constructed without development or building permits. The property owner has not advised the Regional District of the intended use of the replica railway (ie: personal and/or public). At least one of the structures, a train trestle, was constructed within the front setback area.

The owner was subsequently provided with a letter outlining contraventions of the zoning and building bylaws and the compliance requirements with respect to these regulations, including issues relating to the alteration of land in and around the watercourse. The owner did not respond to this letter and Staff subsequently issued a Stop Work Order however work on the bridge continued in contravention of the Order. When contacted further, the owner declined to meet with Staff to resolve these issues.

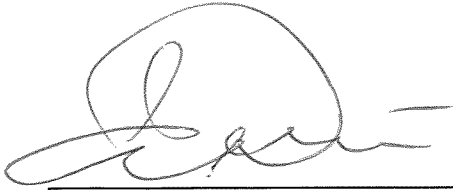
Recently, Staff observed that a large wall on the property, constructed of railway ties, had collapsed and reconstruction was underway without permit approvals. Several other structures, including a large tunnel, appear to be of questionable structural integrity. The replica railway is fully operational and the property is readily accessible, posing a potential safety risk to the occupants and general public. Staff recommends that a Notice of Bylaw Contravention be registered on the property title to alert prospective purchasers and others with an interest in the property to the outstanding contraventions.

The processes to retain and legalize the structures will require registered professional involvement to address the risk mitigation and regulatory requirements in support of permit applications. In consideration of the time-frame involved in meeting these requirements, Staff recommends that further enforcement be withheld for a period of sixty (60) days to give the owner sufficient time to prepare appropriate permit applications with the assistance of Staff. Should the owner fail to address the permitting requirements within this time-frame, Staff recommends proceeding with further enforcement action, as may be necessary at that time.

## RECOMMENDATIONS

1. That Staff be directed to register a Notice of Bylaw Contravention pursuant to Section 57 of the *Community Charter* on the title of Lot 4, Section 17, Range 3, Plan 26264, Mountain District (3560 Allsop Road).
2. That Staff be directed to advise and assist the property owner with the processes necessary to bring the property into compliance with *Regional District of Nanaimo Building Regulations Bylaw No. 1250, 2010* and *Regional District of Nanaimo Land Use and Subdivision Bylaw No 500, 1987*.
3. That Staff be directed to take further enforcement action as may be necessary should the owner not comply with *Regional District of Nanaimo Building Regulations Bylaw No. 1250, 2010* and *Regional District of Nanaimo Land Use and Subdivision Bylaw No 500, 1987* within sixty (60) days.

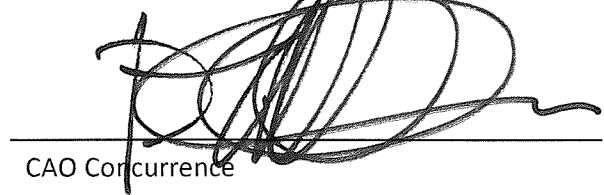




Report Writer

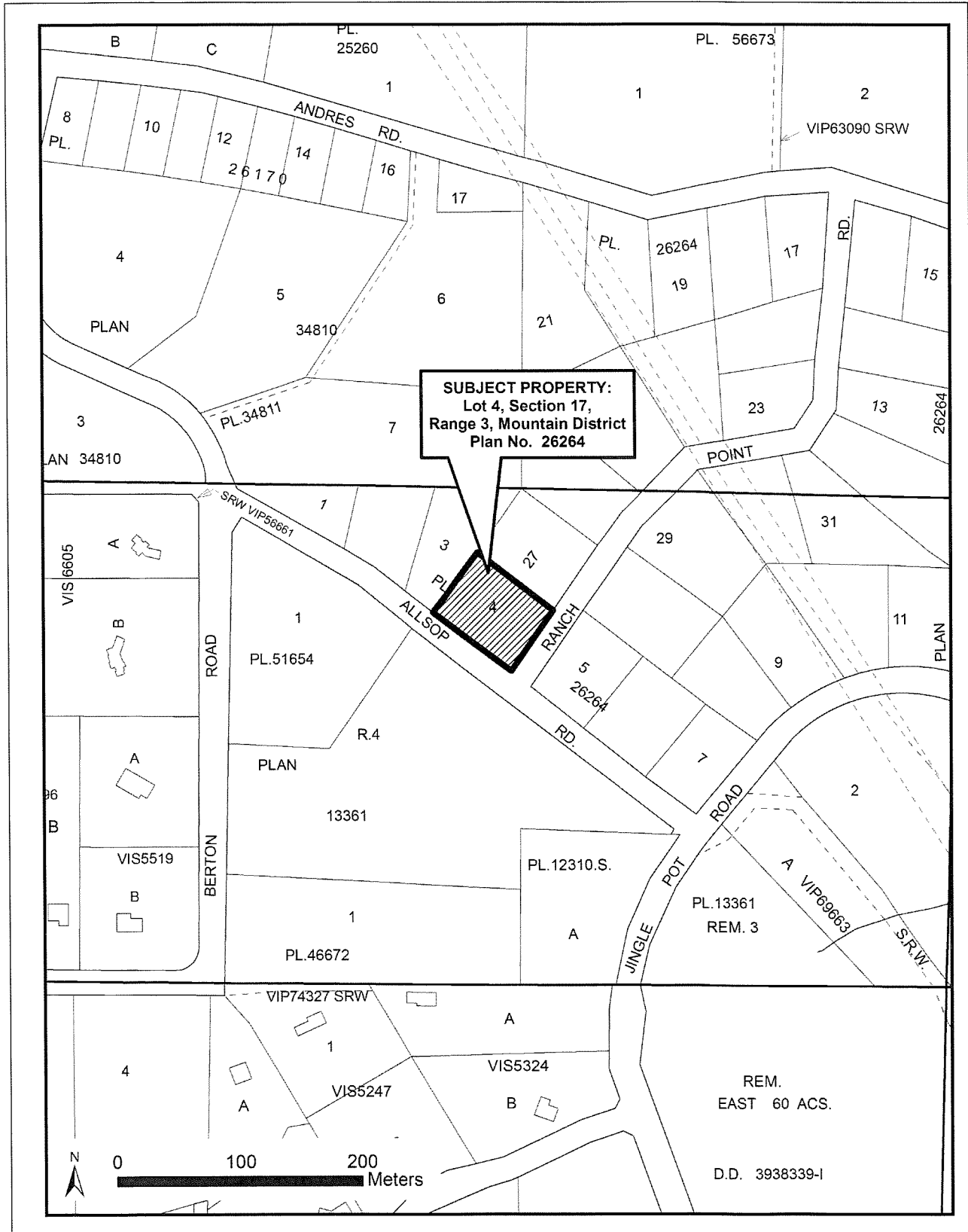


General Manager Concurrence



CAO Concurrence

ATTACHMENT NO. 1



ATTACHMENT NO. 2



1 ^



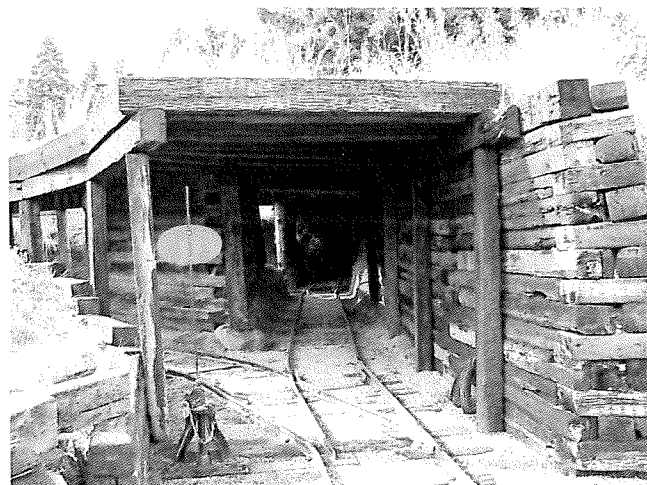
2 ^



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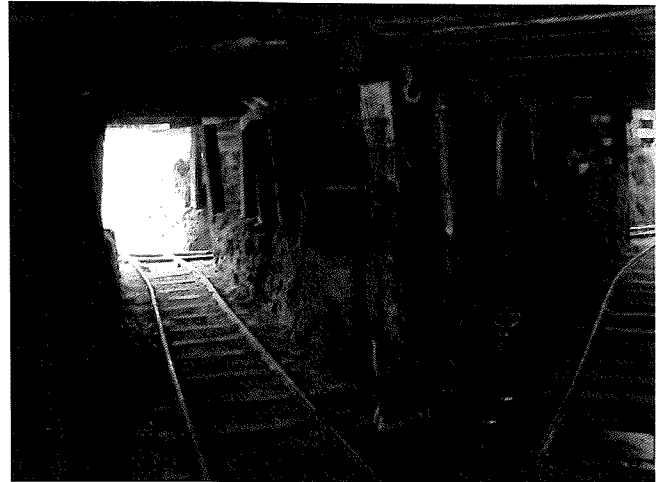
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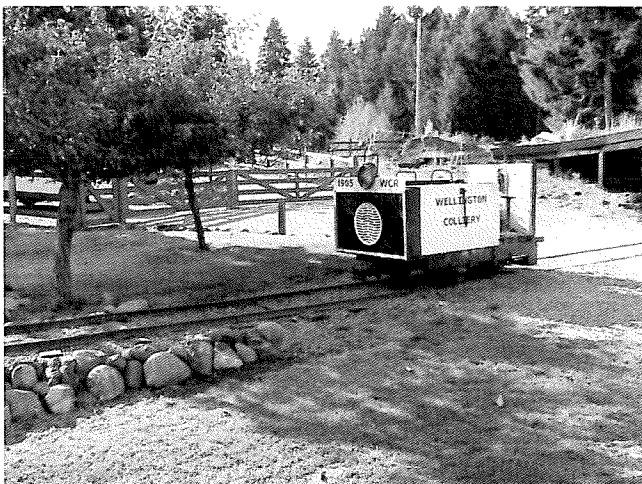
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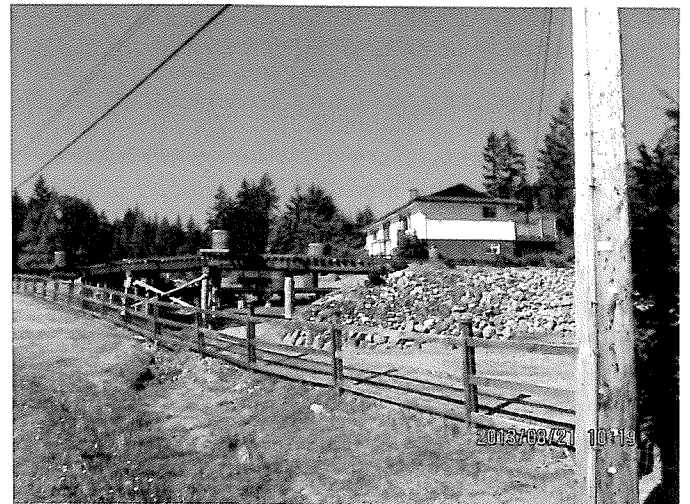
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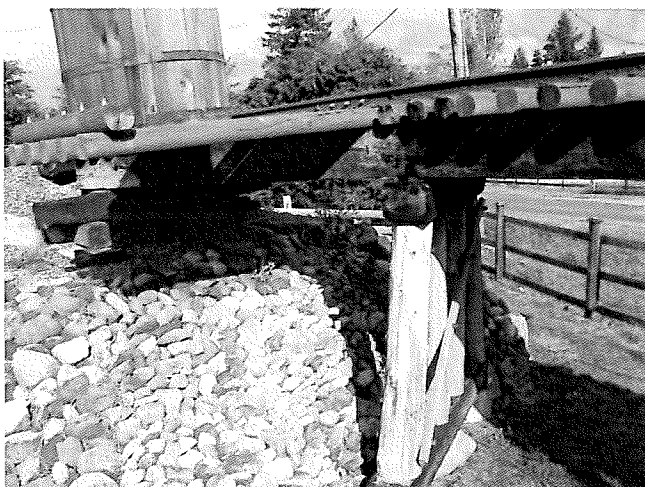
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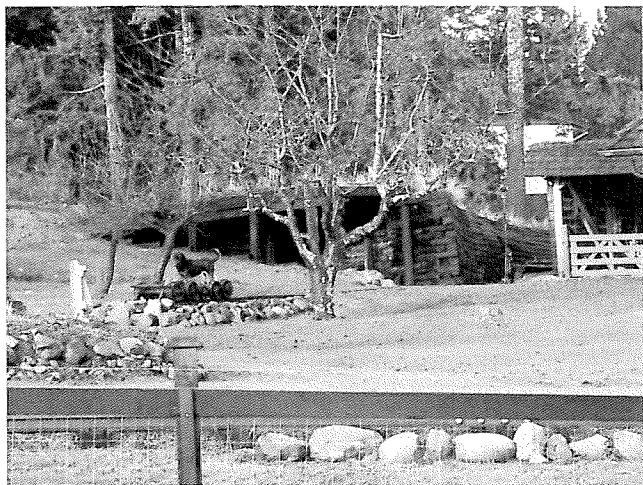
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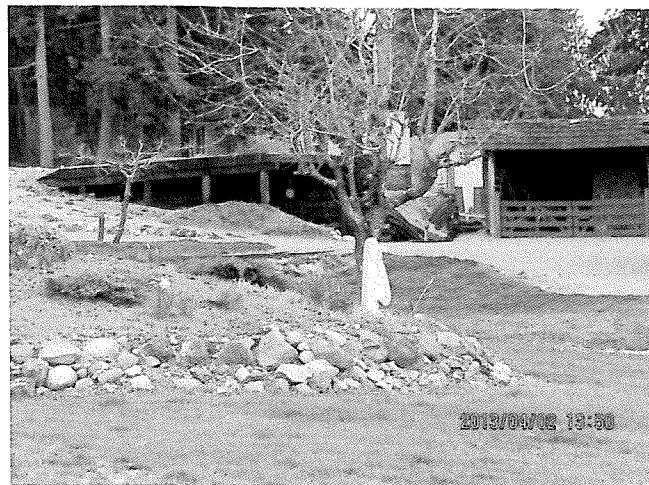
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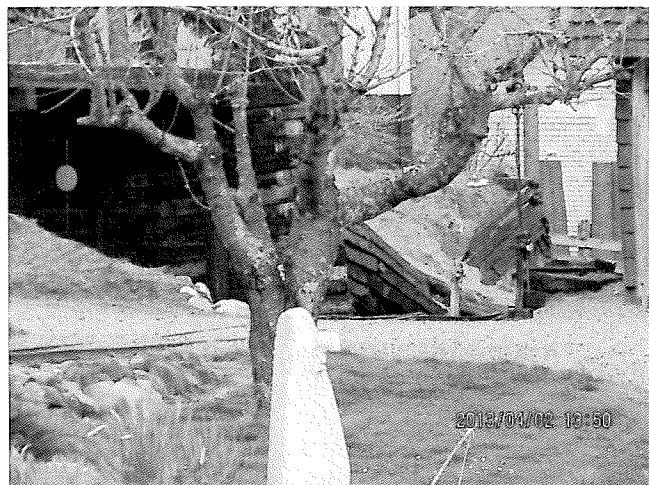
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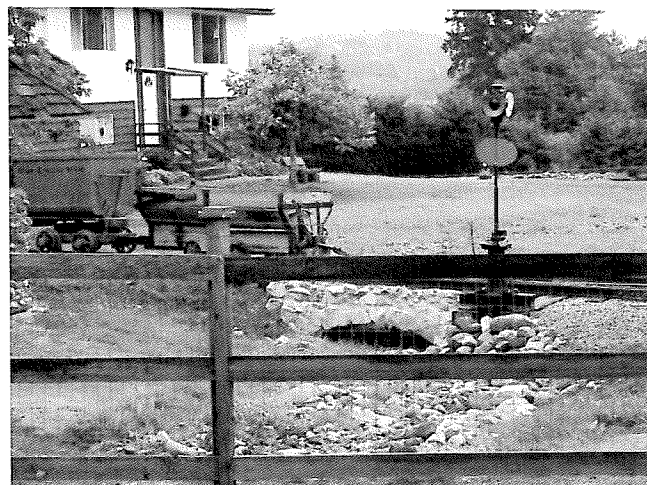
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| AUG 30 2013  |   |                        |
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**MEMORANDUM**

**TO:** Geoff Garbutt  
General Manager, Strategic & Community Development

**DATE:** August 30, 2013

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

**FILE:** CE201300176

**SUBJECT:** 3272 Roper Road - Electoral Area "A"- Building and Zoning Bylaw Contraventions

**PURPOSE**

To obtain Board direction regarding the enforcement of Regional District of Nanaimo regulations relating to the operation of a business and construction of related structures on the subject property.

**BACKGROUND**

Following a number of public complaints, Regional District Bylaw Enforcement Staff conducted an investigation regarding the business use of the subject property. It was determined that the owner of the property is operating a business called "YellowPoint Gardens" for hosting special events, weddings, receptions as well as rental accommodation in a second dwelling. The business activities are advertised on various websites.

The 2 hectare property (see map, Attachment No. 1) is zoned Rural 4 (RU4) pursuant to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987* which does not permit a second dwelling or the type of business activities being advertised and conducted on the property. Several structures including 2 covered decks and pergolas were constructed without building or development permit approvals. A fully contained dwelling unit was constructed above a detached garage, also without permits. Photos of these structures, rental accommodation and samples of online advertising are shown in Attachment No.2 of this report.

Additionally, the property is subject to Farm Land Protection, Watercourse & Fish Habitat Protection, and Yellow Point Aquifer Protection Development Permit Area requirements pursuant to *Regional District of Nanaimo, Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011*. The construction of decks and the significant land alteration adjacent to a designated watercourse was undertaken without the required approvals.

Correspondence outlining the bylaw contraventions and instructions to comply with regulations was delivered to the property owner who failed to respond. Further correspondence delivered by the RDN Solicitor also went unanswered. To date, the owner has not responded to Staff or Solicitor requests to engage in resolving these matters and continues to operate the business and rental accommodation in contravention of Regional District regulations.

In accordance with Section 57 of the *Community Charter*, the property owner must be given the opportunity to appear before the Board to respond to the observations and recommendations of staff regarding matters relating to the contravention of regulations. The Board may then consider a resolution that directs the Corporate Officer to file a Notice on the title of a property that results from the contravention of a bylaw, a Provincial building regulation, or any other enactment that relates to the construction or safety of buildings or other structures or work that was carried out without the necessary permit(s). In the event that the property is listed for sale, a Notice on title provides a means for disclosure of the contraventions to prospective purchasers or others having an interest in the property

#### **ALTERNATIVES**

1. Register a Notice of Bylaw Contravention on the title and take further enforcement action as may be necessary.
2. Take no further action in this matter.

#### **FINANCIAL IMPLICATIONS**


There are no financial implications for the RDN in the registration of a Notice on title. Once the bylaw contraventions are corrected, the property owner may apply to have the Notice removed upon payment of a \$500 fee in accordance with *Building Regulations Fees and Charges Bylaw No. 1595, 2010*. Should it become necessary to pursue legal action, a Court Order will be required to either remove the structures or compel the owner to comply with building and zoning regulations. The cost of obtaining such an Order can reach several thousand dollars and if challenged by the owner, the costs could escalate further. If successful the RDN may recover a portion of legal costs.

#### **CONCLUSION**

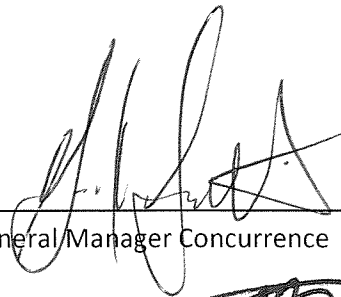
The subject property is being used for the operation of a business that hosts special events and vacation rental accommodation contrary to Regional District zoning regulations. An existing detached garage was converted to a dwelling unit and decks and pergolas were constructed, without development and building permit approvals. These non-permitted structures and dwelling unit are being used in conjunction with the business and, despite efforts by Staff and the RDN Solicitor the business continues to operate in contravention of RDN regulations. Accordingly, Staff recommends proceeding with the registration of a Notice on Title and further enforcement action as may be necessary to bring the property into compliance with regulations.

**RECOMMENDATION**

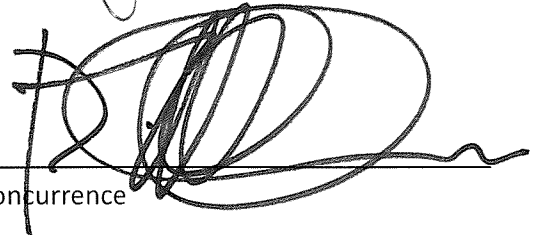
That staff be directed to register a Notice of Bylaw Contravention pursuant to Section 57 of the *Community Charter* on the title of Lot 18, Section 2, Range 6, Cedar District, Plan 27748 (3272 Roper Road) and to take further enforcement as may be necessary to ensure the property is in compliance with *Regional District of Nanaimo Building Regulations Bylaw No. 1250, 2010* and *Regional District of Nanaimo Land Use and Subdivision Bylaw No 500, 1987*.



Report Writer



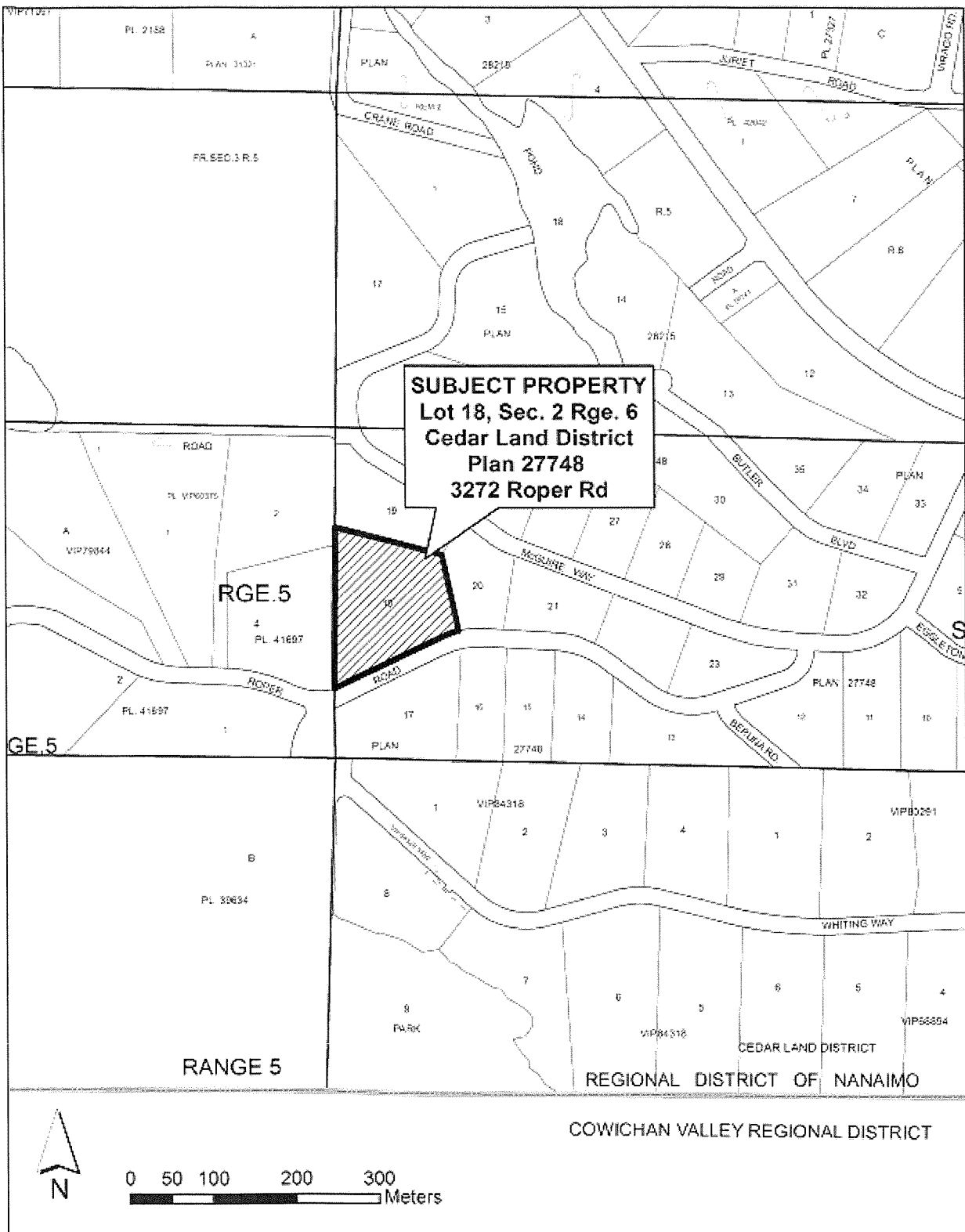
General Manager Concurrence



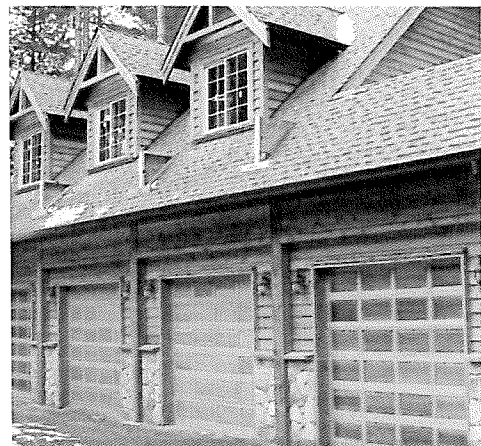
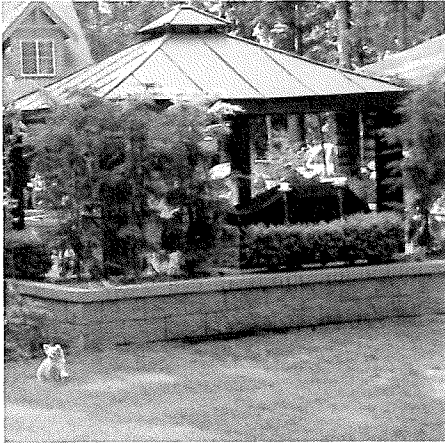
CAO Concurrence



Attachment No.1



Attachment No. 2



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| AUG 30 2013                 |   |
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| BOARD                       |   |

# MEMORANDUM

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

**DATE:** August 30 2013

**FROM:** Jack Eubank  
Bylaw Enforcement Officer

**FILE:** CE201300156

**SUBJECT:** 351 Oakdowne Road – Electoral Area “H” – Unsightly Premises

## PURPOSE

To obtain Board direction regarding an ongoing property maintenance contravention on the subject property.

## BACKGROUND

Property: 351 Oakdowne Road, Qualicum Beach B.C.  
 Legal Description: Lot 3, District Lot 89, Newcastle District, Plan VIP58594  
 Property Owners: Laurent H Tanguay & Sandra M. Tanguay

In June 2013, Regional District Bylaw Enforcement staff conducted an inspection of the subject property in relation to a subdivision application requirement. The 3.2 hectare parcel, which is located in an area of well-maintained rural properties was found to have an extensive accumulation of derelict vehicles in various stages of disassembly, automotive parts including tires, wheels and batteries, scrap metal, machinery, discarded building materials and several derelict boats scattered throughout the property. (See photos Attachment No. 1).

The owners were directed in writing to clean up the property and were given a lengthy period of time to do so. Follow up inspections confirmed there was no improvement in the property or any response from the owners. It is apparent that the owners will not voluntarily undertake the removal of the debris or maintain the property in compliance with Regional District of Nanaimo regulations.

## ALTERNATIVES

1. That the owners be directed to bring the property into compliance with Regional District of Nanaimo regulations.
2. That no further action be taken with respect to the condition of the subject property.

## FINANCIAL IMPLICATIONS

If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owner. If unpaid on December 31 in the year in which the work is done, the costs may be added to taxes in arrears or be collected as a debt.

**CONCLUSION**

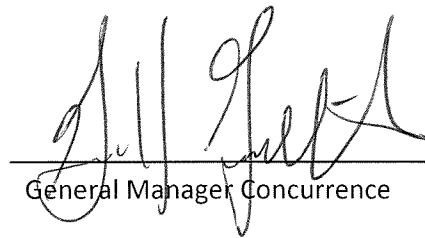
The subject property has an extensive accumulation of derelict vehicles, piles of lumber and other building materials, discarded automotive parts including batteries and tires, scrap metal, machinery and several derelict boats in contravention of Regional District regulations. Despite efforts by staff, the property owner has demonstrated an unwillingness or inability to comply with the provisions of the Unsightly Premises Bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

**RECOMMENDATION**


That the Board, pursuant to *Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owner of Lot 3, District Lot 89, Newcastle District, Plan VIP58594 (351 Oakdowne), to remove the accumulation of discarded automotive parts, derelict vehicles and boats, scrap metal and disused material from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner’s cost.



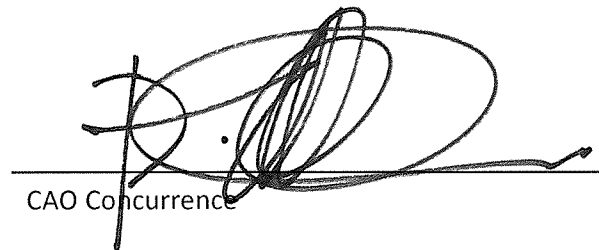
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment No. 1













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| AUG 26 2013  |   |
| RHD          |   |
| BOARD        |   |

# MEMORANDUM

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

**DATE:** August 16, 2013

**FROM:** Shelley Norum  
Wastewater Coordinator

**FILE:** 3150-01

**SUBJECT:** Reduction of Sewer Development Cost Charges for the proposed Pacifica Housing Development at 6025 Uplands Drive, Nanaimo

## PURPOSE

For the Board to approve a request by the Pacifica Housing for a 50% reduction in Regional District of Nanaimo (RDN) sewer development cost charges (DCCs) for a proposed not-for-profit housing development at 6025 Uplands Drive, Nanaimo.

## BACKGROUND

### Development Cost Charge Reduction

The RDN and member municipalities charge DCCs on new development to help cover the capital costs of providing services such as sewer, water, roads and parkland. To incent the development of affordable housing, local governments may reduce DCCs for such projects.

Provincial legislation passed in May 2008 requires that DCC reductions are authorized through a bylaw. In August 2010, the RDN adopted *Bylaw No. 1577 "A Bylaw to Reduce Sewer Development Cost Charges for Not-For-Profit Rental Housing"*. Under this bylaw, an eligible development in the Southern Community Sewer Service Area may have the sewer DCCs reduced by 50%.

### Pacifica Housing Application

Pacifica Housing plans to build a four-story supportive housing apartment at 6025 Uplands Drive and provide 33 units for individuals at risk. The property is owned by the City of Nanaimo and held by Pacifica Housing, a registered not-for-profit society; under a lease. NLTS receives housing subsidies (capital and rent) from the provincial government.

### Regional District of Nanaimo Sewer DCC Reduction

Based on the information provided, the proposed Pacifica Housing development meets the requirements stipulated in Bylaw No. 1577 for the 50% rate reduction.

## ALTERNATIVES

1. Approve the 50% reduction in Regional District of Nanaimo sewer DCCs for the proposed Pacifica Housing not-for-profit housing development at 6025 Uplands Drive, Nanaimo.
2. Do not approve the 50% reduction in Regional District of Nanaimo sewer DCCs for the proposed Pacifica Housing not-for-profit housing development at 6025 Uplands Drive, Nanaimo. (Note: the proposed development meets the requirements stipulated in Bylaw No. 1577 for the 50% rate reduction).

**FINANCIAL IMPLICATIONS**

At the current institutional rate, the total RDN sewer DCCs for the proposed Pacifica Housing development are \$ 29,394.92. A 50% reduction would result in a DCC charge of \$14,697.46. Exemptions in DCC revenue require that the funding for future capacity comes from elsewhere, typically from increased DCCs for other development categories.

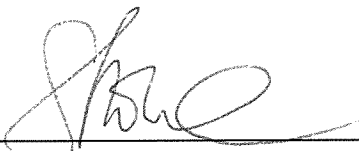
**SUMMARY/CONCLUSIONS**

The RDN has *Bylaw 1577: "A Bylaw to Reduce Sewer Development Cost Charges for Not-For-Profit Rental Housing"* to incent the development of affordable housing. Under this bylaw, an eligible development in the Southern Community Sewer Service Area may have the sewer DCCs reduced by 50%.

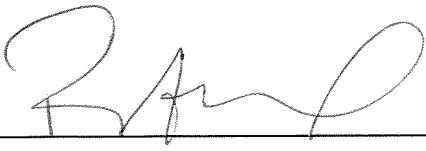
Pacifica Housing plans to build a four-story supportive housing apartment at 6025 Uplands Drive and provide 33 units for individuals at risk. The property is owned by the City of Nanaimo and held by Pacifica Housing, a registered not-for-profit society; under a lease. NLTS receives housing subsidies (capital and rent) from the provincial government. Based on the information provided, the proposed Pacifica Housing development is eligible for a reduction in RDN sewer DCCs according to Bylaw No. 1577. A 50% DCC reduction would lower the RDN sewer DCCs for the proposed development from approximately \$29,394.92 to \$14,697.46.

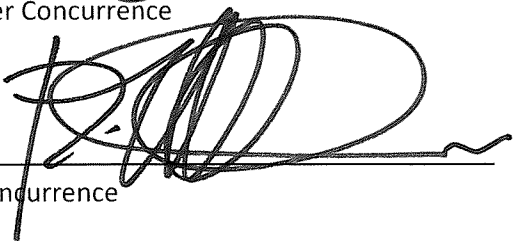
**RECOMMENDATIONS**

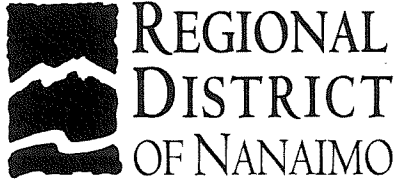
1. That the Board approves the 50% rate reduction for the proposed Pacifica Housing development at 6025 Uplands Drive, Nanaimo.

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

  
\_\_\_\_\_  
Manager Concurrence

  
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General Manager Concurrence

  
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CAO Concurrence



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| BOARD  | <input type="checkbox"/>            |

# MEMORANDUM

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

**DATE:** August 23, 2013

**FROM:** Shelley Norum  
Wastewater Coordinator

**FILE:** 4520-20-003

**SUBJECT:** Bylaw 975.60 - Pump and Haul Local Service Establishment Amendment to Exclude Lot 43, Section 8, Plan 24916, Wellington Land District

## PURPOSE

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

## BACKGROUND

Written notice was received on June 25th, 2013 from Donald and Sandra Doyle requesting that the following property, located within the City of Nanaimo, be excluded from the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995”:

Lot 43, Section 8, Plan 24916, Wellington Land District  
6626 Green Acres Way, Nanaimo, BC (see Appendix A).

The bylaw to originally include this property in the Pump & Haul Local Service Area was adopted on March 12, 1996. Sewer service through the City of Nanaimo has come available and the lot has since connected to sewer system. The property owners reported that the holding tank was decommissioned on approximately February 28, 2013. Therefore, the pump and haul service is no longer required.

## ALTERNATIVES

1. Approve an amendment to the “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995” to exclude Lot 43, Section 8, Plan 24916, Wellington Land District (City of Nanaimo).
2. Do not approve the amendment.

## FINANCIAL IMPLICATIONS

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

## SUMMARY/CONCLUSIONS

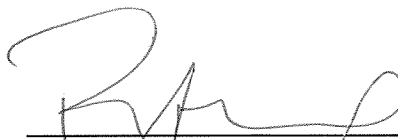
Written notice to exclude Lot 43, Section 8, Plan 24916, Wellington Land District from the Pump & Haul Local Service Area was received because this property is now serviced by the City of Nanaimo's sewer system. The property owners reported that the holding tank was decommissioned on approximately February 28, 2013. As a result, the pump and haul service is no longer required.

## RECOMMENDATIONS

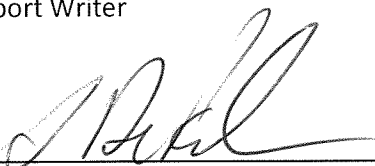
1. That the boundaries of the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot 43, Section 8, Plan 24916, Wellington Land District.
2. That the "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.60, 2013" be introduced and read three times.



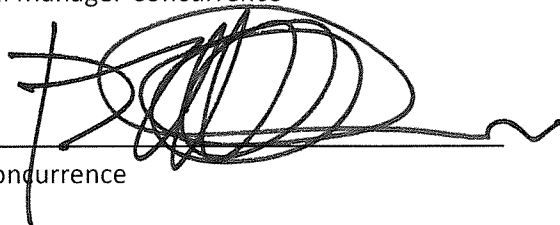
Report Writer



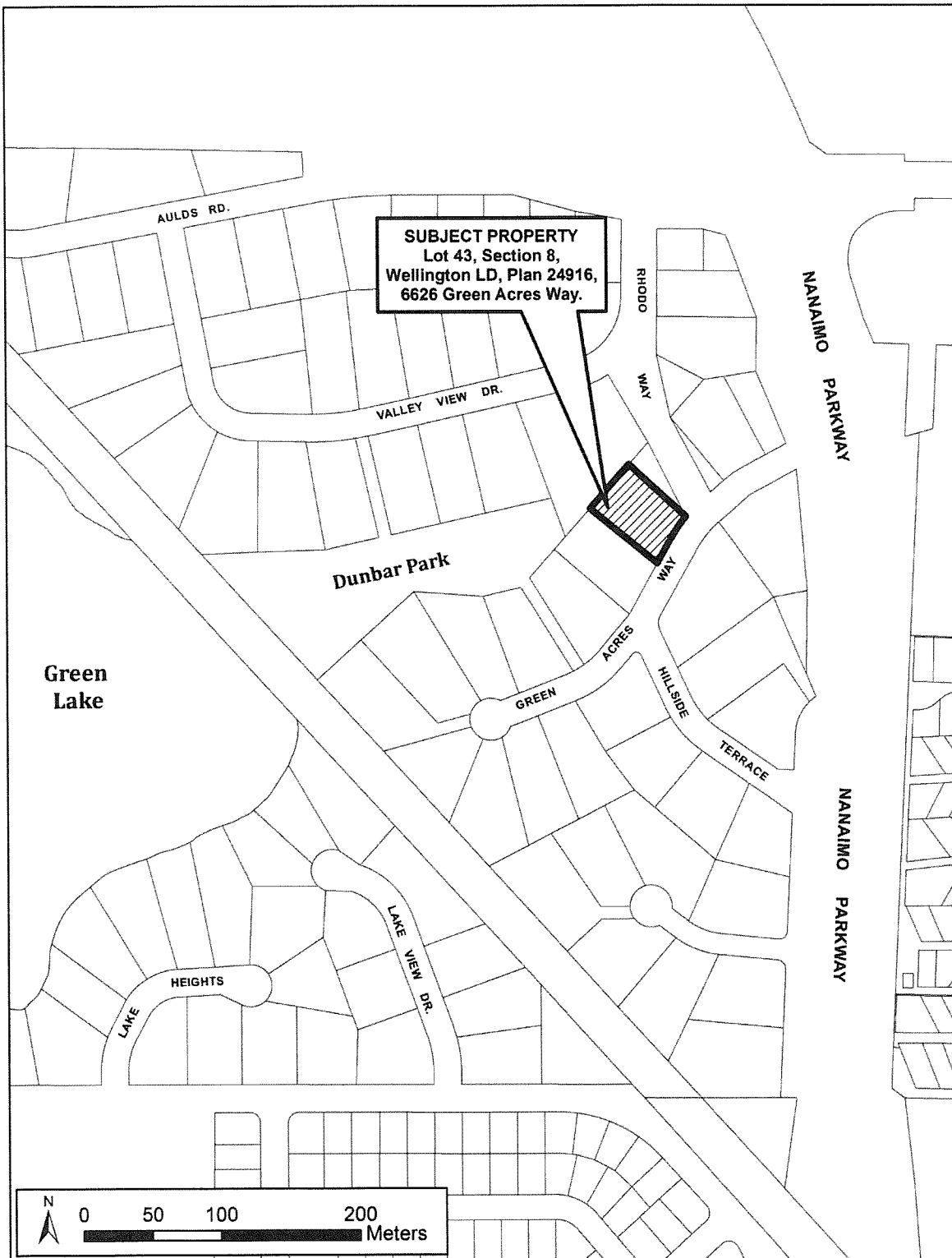
General Manager Concurrence



Manager Concurrence



CAO Concurrence



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 975.60**

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

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

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

- Lot 43, Section 8, Plan 24916, Wellington Land District (City of Nanaimo);

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. Citation**

This bylaw may be cited for all purposes as “Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.60, 2013”.

**2. Amendment**

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

Introduced and read three times this    day of    , 2013.

Adopted this    day of    , 2013.

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CHAIRPERSON

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CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.60, 2013".

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Chairperson

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Corporate Officer

## **BYLAW NO. 975.60**

### **SCHEDULE 'A'**

#### **Electoral Area 'B'**

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
5. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
6. Lot A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo District
7. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
9. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
10. Lot 85, Section 18, Plan 21586, Nanaimo Land District.
11. Lot 14, Section 21, Plan 5958, Nanaimo Land District.
12. Lot 108, Section 13, Plan 21531, Nanaimo Land District.
13. Lot 84, Sections 12 & 13, Plan 21531, Nanaimo Land District.
14. Lot 72, Section 13, Plan 21531, Nanaimo Land District.
15. Lot 61, Section 18, Plan 21586, Gabriola Island, Nanaimo District.



**Electoral Area 'E'**

1. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
2. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
3. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
4. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
5. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
6. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
7. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
8. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
9. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
10. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
11. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.
12. Lot 57, District Lot 78, Plan 14275, Nanoose District
13. Lot 18, District Lot 78, Plan 19688, Nanoose District

**Electoral Area 'F'**

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

**Electoral Area 'G'**

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

**Electoral Area 'H'**

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

**District of Lantzville**

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



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| AUG 28 2013  |   |             |
| RHD          |   |             |
| BOARD        |   |             |

**MEMORANDUM**

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

**DATE:** August 22, 2013

**FROM:** Maurice Mauch  
 Project Engineer, Wastewater Services

**FILE:** 5330-20-GNPC-HVAC

**SUBJECT:** Greater Nanaimo Pollution Control Centre  
 Control Building HVAC Replacement Construction Award

**PURPOSE**

To consider awarding the construction contract for the Greater Nanaimo Pollution Control Center Control Building HVAC replacement project.

**BACKGROUND**

The Greater Nanaimo Pollution Control Center (GNPCC) Control Building was constructed in 1975, the existing Heating, Ventilation and Air Conditioning (HVAC) unit is 38 years old and has reached the end of its service life, and requires replacement.

Detailed design for a replacement HVAC system was completed by the RDN's consulting engineers (AECOM) in June 2013. The new HVAC system is more energy efficient, is compatible with the building control system and does not contain any ozone depleting gases.

Requests for proposals for replacement of the HVAC project were sent out on June 24, 2013.

The proposal call closed on July 11, 2013 and a total of four bids were received. The bid results were as follows:

- Archie Johnstone Plumbing and Heating Ltd. \$ 188,600
- Waywest Mechanical Ltd. \$ 239,718
- West Bay Mechanical Ltd. \$ 271,968
- Torry and Sons Plumbing and Heating Ltd. \$ 298,340

Staff reviewed the proposals, all were found to be compliant, and recommend the construction contract be awarded to Archie Johnstone Plumbing and Heating. Archie Johnstone Plumbing and Heating had the lowest compliant price, they are familiar with the project, have completed projects for the RDN and are currently working on wastewater projects at the GNPCC site.

The following is the most recent costing for the completion of the project:

|                                      | <u>Original Estimate</u> | <u>Actual Costs</u> |
|--------------------------------------|--------------------------|---------------------|
| Engineering Services and Programming | \$ 15,000                | \$ 16,000           |
| Construction                         | \$145,000                | \$188,600           |
| Contingency                          | <u>\$ 15,000</u>         | <u>\$ 15,000</u>    |
| <b>Total Project Cost</b>            | <b>\$175,000</b>         | <b>\$219,600</b>    |

The total budgeted amount for this project (construction, engineering and project contingency) was \$175,000. This amount has been exceeded due to the higher than anticipated construction tender results. The designed HVAC system equipment was reviewed with our consultants to determine whether alternate equipment could be used. The alternate equipment has a lower capital cost, however it would have a shorter service life and is less energy efficient than the equipment specified and is therefore not recommended.

**ALTERNATIVES**

1. Award a contract to Archie Johnstone Plumbing and Heating for the construction of the Greater Nanaimo Pollution Control Centre HVAC Upgrade for the tendered price of \$188,600.
2. Do not award the contract and re-assess project requirements and re-tender.

**FINANCIAL IMPLICATIONS**

*Alternative 1*

Although the bids submitted for this project are over budget, there are adequate funds in reserves to complete the GNPCC HVAC Upgrade Project.

*Alternative 2*

The existing HVAC system has reached the end of its service life. If the HVAC Upgrade Project construction contract is not awarded at this time, the project will be delayed. Engineering fees to design an alternate HVAC systems could exceed any potential savings. A preliminary review indicates no significant cost reductions would be realized and lower costs are not expected.

**SUSTAINABILITY IMPLICATIONS**

The replacement HVAC system is very energy efficient and will be more energy efficient than the existing system. In addition, the new HVAC system will not contain any CFC's (compounds that can cause depletion of atmospheric ozone).

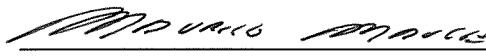
**SUMMARY/CONCLUSIONS**

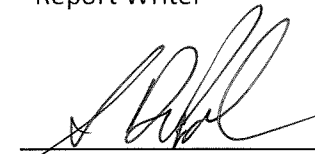
The replacement of the aging HVAC system at the GNPC is required to maintain the effective function of the operations control building. The detailed design has been completed by the RDN's consulting engineer (AECOM) and reviewed with RDN staff.


A competitive tendering process was completed on July 11, 2013. Of the four proposals that were received the lowest compliant bid was by Archie Johnstone Plumbing and Heating for a value of \$188,600.

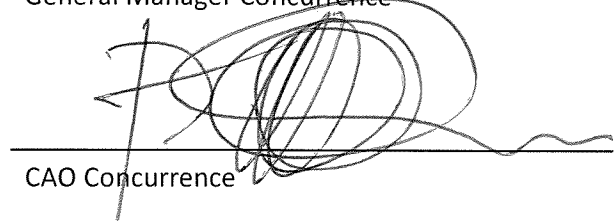
**RECOMMENDATIONS**

1. That the Board award the construction contract for the HVAC Upgrade project, at the Greater Nanaimo Pollution Control Centre, to Archie Johnstone Plumbing and Heating for a value of \$188,600.

  
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Report Writer

  
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Manager Concurrence

  
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General Manager Concurrence

  
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CAO Concurrence