

REGIONAL DISTRICT OF NANAIMO

**INAUGURAL BOARD MEETING
TUESDAY, DECEMBER 8, 2009
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**

The Chief Administrative Officer will call the meeting to order.
- 4-5 Notification from the City of Nanaimo, City of Parksville, Town of Qualicum Beach and the District of Lantzville advising of their Council appointments to the Board for the year 2010.
- INAUGURATION OF MUNICIPAL BOARD MEMBERS**
- ELECTION OF BOARD CHAIRPERSON**
- ELECTION OF DEPUTY CHAIRPERSON**
- 2. DELEGATIONS**
- 3. BOARD MINUTES**

6-16 Minutes of the regular Board meeting held November 24, 2009.
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**

17 **Lynn Kitchen, City of Parksville, re Cosmetic Pesticide Ban.**
- 6. UNFINISHED BUSINESS**
- 7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**
 - 7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE**
 - 7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**

7.3 **EXECUTIVE STANDING COMMITTEE**

7.4 **COMMISSIONS**

Electoral Area 'A' Parks, Recreation and Culture Commission. (All Directors – One Vote)

18-23 Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held November 18, 2009. (for information)

(All Directors – One Vote)

1. *That the Electoral Area 'A' Grant-In-Aid application received from the 1st Cedar Scouts, for outdoor camping gear, in the amount of \$1,500, be approved.*
2. *That the Electoral Area 'A' Grant-In-Aid application received from Cedar School and Community Enhancement Society, for mats and honorarium, in the amount of \$1,500, be approved.*
3. *That the Electoral Area 'A' Grant-In-Aid application received from the South Wellington and Area Community Association, for program hall rental, in the amount of \$598, be approved.*
4. *That the Electoral Area 'A' Grant-In-Aid application received from the South Wellington Elementary PAC, for program supplies and equipment, in the amount of \$620, be approved.*
5. *That the Electoral Area 'A' Grant-In-Aid application received from the St. Phillips Anglican Church, for a portable stereo, in the amount of \$807, be approved.*
6. *That staff investigate the cost of the installation of an exterior light at the Cedar Heritage Centre and report back to Area 'A' Recreation and Culture Commission.*
7. *That the Regional Parks and Trail Advisory Committee consider the development of the section of the Morden Colliery Regional Trail between Cedar Road and the Nanaimo River, as an additional access to the Nanaimo River.*

7.5 **SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS**

Regional Liquid Waste Advisory Committee. (All Directors – One Vote)

24-25 Minutes of the Regional Liquid Waste Advisory Committee meeting held November 5, 2009. (for information)

8. ADMINISTRATOR'S REPORTS

- 26-27 Infrastructure Planning Grant Application – Proposed Wastewater Servicing Study for Bowser Village Centre. (All Directors – One Vote)
- 28-34 Animal Control Services - District 68. (All Directors – Weighted Vote; All Directors – One Vote)
- 35-36 Regional Growth Management Service – Release of Reserve Funds. (All Directors – Weighted Vote)
- 37-40 Bylaws No. 1585 & 1586 – To Establish Reserve Funds for the French Creek & Nanoose Bay Bulk Water Services. (All Directors – One Vote; All Directors 2/3)
- Bylaw 1388.03 – Amends the Yellow-Point Fire Protection Service Establishment Bylaw. (to be circulated)
- 41-47 2009 Departmental Accomplishments. (All Directors – One Vote)
- 48-51 Drinking Water & Watershed Protection Advisory Committee – Revised Terms of Reference. (All Directors – One Vote)

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

12. BOARD INFORMATION (Separate enclosure on blue paper)

13. ADJOURNMENT

14. IN CAMERA



TOWN OF QUALICUM BEACH

INCORPORATED 1992

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V9E 1S7

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November 30, 2009

Maureen Pearse, Senior Manager
Corporate Administration
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Maureen Pearse:

Town of Qualicum Beach Appointments to the RDN Board

Council, at their Inaugural Council meeting held Monday, December 1, 2008 passed the following motion:

THAT Council appoints Mayor Teunis Westbroek as the Municipal Director on the Regional District of Nanaimo Board with the following alternates:

December 2008 - August 2009	Councillor Jack Wilson
September 2009 - May 2010	Councillor Barry Avis
June 2010 - February 2011	Councillor Kent Becker
March 2011 - November 2011	Councillor Mary Brouillette.

This letter is to reaffirm the Town's appointments to the RDN and to report that no change is anticipated to the December 1, 2008 motion. I will contact you immediately on December 8, 2009, if any unexpected change is proposed from the floor, at the December 7, 2009 Council meeting.

Please contact me at 250.738.2202 if you require any additional information.

Yours truly,

Trudy Coates,
Corporate Administrator

/tc

c. Mark Brown, Chief Administrative Officer
N:\Letters\09\rdn reaffirming appointments council meeting Dec 1 08.doc
File: 6530.01



District of Lantzville

Incorporated June 2003

November 26th, 2009

Via Email: mpearse@rdn.bc.ca

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

Attention: Maureen Pearse, Senior Manager, Corporate Administration

Dear Ms. Pearse

Re: Appointment of Municipal Director & Alternate Municipal Director

Please be advised that Council, at its Regular Meeting held Monday, November 23rd, 2009, re-appointed Mayor Colin Haime as Municipal Director to the Regional District of Nanaimo Board for the 2010 calendar year. Further, Council also re-appointed Councillor Brian Dempsey as Alternate Municipal Director for the same term.

We trust this is the information you require.

Yours truly

Donna Smith
Deputy Director of Corporate Administration
District of Lantzville

File: 0470-20-RDN
G: Corr/09/rdn.boardappointments.10
C: T. Graff, Chief Administrative Officer

Phone: (250) 390-4006 • Fax: (250) 390-5188
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REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR MEETING OF THE BOARD OF THE REGIONAL DISTRICT OF NANAIMO HELD ON TUESDAY, NOVEMBER 24, 2009, AT 7:05 PM IN THE RDN BOARD CHAMBERS

Present:

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

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr., Corporate Administration
J. Finnie	Gen. Mgr., Water & Wastewater Services
P. Thorkelsson	Gen. Mgr., Development Services
T. Osborne	Gen Mgr., Recreation & Parks Services
N. Avery	Gen. Mgr., Finance & Information Services
J. Finnie	Gen. Mgr., Transportation & Solid Waste Svcs.
N. Tonn	Recording Secretary

DELEGATIONS

Randy O'Donnell, re Property Taxes and Mission Creep.

Mr. O'Donnell provided a visual and verbal presentation on taxation within municipalities and regional districts.

BOARD MINUTES

MOVED Director McNabb, SECONDED Director Ruttan, that the minutes of the regular Board meeting held October 27, 2009 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Glass Recycling Update.

The Manager of Solid Waste provided the Board with a verbal and visual update on the removal of glass from the Regional District recycling program.

COMMUNICATIONS/CORRESPONDENCE

Colin Haime, District of Lantzville, re Regional Sustainability Strategy.

MOVED Director Westbrook, SECONDED Director Bartram, that the correspondence from the District of Lantzville in support of the regional sustainability strategy be received.

CARRIED

Dylan Green, Tofino Bus Services Inc., re Proposed Change in Route Frequency.

MOVED Director Westbrook, SECONDED Director Bartram, that the correspondence from the Tofino Bus Services regarding a proposed change to their scheduling which could affect RDN residents, be received.

CARRIED

UNFINISHED BUSINESS

BYLAWS

Bylaw No. 500.350.

MOVED Director Young, SECONDED Director Burnett, that "Regional District of Land Use and Subdivision Bylaw Amendment Bylaw No. 500.350, 2009" be adopted.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

MOVED Director Bartram, SECONDED Director McNabb, that the minutes of the Electoral Area Planning Committee meeting held November 10, 2009 be received for information.

CARRIED

PLANNING

DEVELOPMENT PERMIT APPLICATIONS

Development Permit & Subdivision Application No. PL2009-818 – JE Anderson – 230 & 238 Kenmuir Road – Electoral Area 'H'.

MOVED Director Bartram, SECONDED Director McNabb, that Development Permit Application No. PL2009-818, in conjunction with a four lot subdivision, be approved subject to the conditions outlined in Schedules No. 1 and 2.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the request to relax the minimum 10% perimeter frontage requirement for Proposed Lots A and B be approved.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2009-783 – Springford – 587 Alberni Highway – Electoral Area ‘G’.

MOVED Director Bartram, SECONDED Director Young, that Development Permit with Variance Application No. PL2009-783 to permit the construction of an addition and retaining wall be approved subject to the conditions outlined in Schedules No. 1 to 5.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2009-806 – CA Design – 2418 Andover Road - Electoral Area ‘E’.

MOVED Director Holme, SECONDED Director Bartram, that Development Variance Permit Application No. PL2009-806, to vary the setback requirements from the sea, be approved subject to the conditions outlined in Schedules No. 1 to 4.

CARRIED

Development Variance Permit Application No. PL2009-808 – Fern Road Consulting – Gainsberg Road – Electoral Area ‘H’.

MOVED Director Bartram, SECONDED Director Holme, that Development Variance Permit Application No. PL2009-808, to permit the conversion of an existing accessory building to a residential dwelling unit be approved.

CARRIED

Development Variance Permit Application No. PL2009-826 – Structure Design & Management – 3404 Carmichael Road – Electoral Area ‘E’.

MOVED Director Holme, SECONDED Director Bartram, that Development Variance Permit Application No. PL2009-826, to vary the maximum height requirements, be approved subject to the conditions outlined in Schedules No. 1 to 3.

CARRIED

OTHER

Subdivision Application No. PL2009-787 Request for Cash-in-Lieu of Sidewalks – Cedar Village Estates – Cedar & Hemer Roads – Electoral Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, that the proposal for a contribution in lieu of sidewalks within the Cedar Village subdivision be approved and that the \$48,500 be directed toward further improvements to the Morden Colliery Trail system.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

MOVED Director Ruttan, SECONDED Director McNabb, that the minutes of the regular Committee of the Whole meeting held November 10, 2009 be received for information.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Rachel Shaw, Environmental Assessment Office, re Environmental Assessment of Proposed Raven Underground Coal Project.

MOVED Director Bartram, SECONDED Director Sherry, that the communication from the Environmental Assessment Office regarding the environmental assessment of the proposed Raven Underground Coal Project be received.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Operating Results for the Period Ending September 30, 2009.

MOVED Director McNabb, SECONDED Director Johnstone, that the summary report of financial results from operations to September 30, 2009 be received for information.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Property Maintenance Contravention – 2533 East Island Highway – Area ‘E’.

MOVED Director Holme, SECONDED Director Bartram, that should the property maintenance concerns not be rectified by November 24, 2009, pursuant to the “Unsightly Premises Regulatory Bylaw No. 1073, 1996”, the Board directs the owner of the subject property to remove from the premises those items as set out in the attached resolution within fourteen (14) days; or the work will be undertaken by the Regional District’s agents at the owners’ cost.

CARRIED

Animal Control – Service Delivery in Districts 68 and 69.

MOVED Director Westbroek, SECONDED Director Ruttan, that the report be received for information and staff be directed to bring back options for providing animal control services in District 68 and District 69.

CARRIED

WATER AND WASTEWATER SERVICES

WATER

Drinking Water & Watershed Protection Service – 2009 Team WaterSmart Activities.

MOVED Director Bartram, SECONDED Director Rudischer, that the 2009 Team WaterSmart Activities report be received for information.

CARRIED

WASTEWATER

Bylaws 1124.10 & 889.54 – Amends the Surfside & Northern Community Sewer Service Establishment Bylaws to Include an Area ‘G’ Property.

MOVED Director McNabb, SECONDED Director Holdom, that “Surfside Sewer Local Service Area Boundary Amendment Bylaw No. 1124.10, 2009” be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.54, 2009” be introduced and read three times.

CARRIED

Bylaw No. 1583 – Establishes a Storm Water Management Service in a Portion of Area ‘A (Cedar Estates Development).

MOVED Director Burnett, SECONDED Director Young, that “Regional District of Nanaimo Cedar Estates Storm Water Management Service Establishment Bylaw No. 1583, 2009” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

ENGINEERING

Bylaw No. 791.18 – Amends the Rural Streetlighting Service Establishment Bylaw to Include an Area ‘E’ Property.

MOVED Director Holme, SECONDED Director Burnett, that “Rural Streetlighting Local Service Area Amendment Bylaw No. 791.18, 2009” be held in abeyance until the developer and his agent hold a meeting with the residents in the local area.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director McNabb, that the minutes of the District 69 Recreation Commission meeting held October 15, 2009 be received for information.

CARRIED

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

<i>Community Group</i>	<i>Amount Recommended</i>
Associated Family & Community Support Services	\$ 1,600
Associated Family & Community Support Services	\$ 1,500
German Ju Jitsu Foundation	\$ 1,500
Kumbana Marimba Youth Band	\$ 3,250
Oceanside Kidfest Society	\$ 1,293
Rough Diamonds Creative Arts Society	\$ 1,560
	CARRIED

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

<i>Community Group</i>	<i>Amount Recommended</i>
Coombs Halloween Candy Walk	\$ 1,500
Lighthouse Floor Curlers	\$ 1,800
Nanoose Place Landscaping Project	\$ 2,500
Parksville Lawn Bowling Club	\$ 1,390
	CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the Regional District denies the Parksville Qualicum Foundation – The Hand proposal to change the project and request the return of the \$1,850 RDN Recreation Grant provided June 2009.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that staff approach the Parksville Qualicum Foundation Youth Action Committee – the Hand, to discuss possible collaboration with regard to the Youth Services Review and to further discuss their grant application and to advise them the \$1,850 funds will be reserved for a future application by the group, should they decide to reapply.

CARRIED

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

MOVED Director Young, SECONDED Director Burnett, that the minutes of the East Wellington/Pleasant Valley Parks & Open Space Advisory Committee meeting held September 24, 2009 be received for information.

CARRIED

Nanoose Bay Parks and Open Space Advisory Committee.

MOVED Director Holme, SECONDED Director Bestwick, that the minutes of the Nanoose Bay Parks & Open Space Advisory Committee meeting held October 5, 2009 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Bestwick, that staff be directed to contact Strata #3393 Council to discuss the possible development of a land use agreement or easement on the Strata's Common Property that would provide public access to Schooner Ridge Community Park and Trail from Rockhampton Road.

CARRIED

Electoral Area 'B' Parks & Open Space Advisory Committee.

MOVED Director Rudischer, SECONDED Director Bartram, that the minutes of the Electoral Area 'B' Parks & Open Space Advisory Committee meeting held September 29, 2009, be received for information.

CARRIED

MOVED Director Rudischer, SECONDED Director Bartram, that staff be directed to apply to Ministry of Transportation and Infrastructure for a permit to create the Tunnel Trail, as presented by Gabriola Land and Trails Trust.

CARRIED

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

MOVED Director Holme, SECONDED Director Johnstone, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held October 15, 2009 be received for information.

CARRIED

District 69 Community Justice Select Committee.

MOVED Director Bartram, SECONDED Director Holme, that the minutes of the District 69 Community Justice Select Committee meeting held October 27, 2009 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbroek, that a Grant-in-Aid from the remaining 2009 Electoral Area 'H' funds in the amount of \$1,195, be approved to the Spider Lake Community Association. Grant funding is to be used to purchase signage to improve road safety on Spider Lake, Turnbull and Shayla Roads and fire prevention signage for Spider and Illusion Lake Parks.

CARRIED

MOVED Director Bartram, SECONDED Director Westbroek, that the grant application for the Arrowsmith Agricultural Association be denied.

CARRIED

MOVED Director Bartram, SECONDED Director Westbroek, that the grant application for the Citizens on Patrol Society for \$9,000 be approved. Grant funding is to be allocated proportionately in Electoral Areas 'E', 'F', 'G', 'H', City of Parksville and Town of Qualicum Beach, as outlined in their submission.

CARRIED

MOVED Director Bartram, SECONDED Director Biggemann, that the grant application for the Arrowsmith Community Enhancement Society (ACES), be approved with funds provided from the balance remaining in the Electoral Area 'F' 2009 funding envelope. Grant funding is to be used to purchase a portable safety kitchen for various events.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the District 69 Community Justice Select Committee recommends that the requisition for funding to support the Victim Services be increased by an additional \$22,500 in 2010.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that a letter be sent to the Provincial Government, local MLA's and news editors highlighting the Regional District's increased financial commitment to community safety despite our concerns that the Province continued in both direct and indirect ways to increase local taxpayer costs, in this instance by insufficiently funding training for Victim's Services and Restorative Justice programs.

CARRIED

BOARD INFORMATION

Proposed Raven Underground Coal Project.

MOVED Director Bartram, SECONDED Director Young, that a staff member be appointed as a representative on the Working Group of the Environmental Assessment Office for the proposed Raven Underground Coal Project, and that the Environmental Assessment Office and the proponent, Compliance Coal Corporation, be invited to give formal presentations to the Board.

CARRIED

Mid-Island Sustainable Stewardship Initiative.

MOVED Director Burnett, SECONDED Director McNabb, that correspondence from the Mid-Island Sustainable Stewardship Initiative (MISSI) be referred to staff for a report back to the Board on the implications to the RDN for convening a 'Climate Action Team', and that staff evaluate the merits and benefits of MISSI's proposed Yellow Cedar Project.

CARRIED

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

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

MOVED Director Biggemann, SECONDED Director Holme, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held October 19, 2009 be received for information.

CARRIED

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

MOVED Director Bartram, SECONDED Director Holdom, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held September 10, 2009 be received for information.

CARRIED

Emergency Management Select Committee.

MOVED Director Bartram, SECONDED Director Holdom, that the minutes of the Emergency Management Select Committee meeting held November 18, 2009 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that staff be directed to continue the current practice of purchasing and installing new generators at Emergency Reception Centres and that, if an opportunity arises, used generators be considered, subject to the equipment meeting RDN specifications.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that the 2010 Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Emergency Planning services be approved.

CARRIED

Selection Committee.

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

MOVED Director Bartram, SECONDED Director Biggemann, that Stephen Cross be appointed to the Electoral Area 'F' Parks and Open Space Advisory Committee for a term ending December 31, 2010.

CARRIED

ADMINISTRATOR'S REPORTS

Nanoose Bay Peninsula Water Service – Treatment Plant.

MOVED Director Holme, SECONDED Director Bartram, that the Board receive the Nanoose Bay Peninsula Water Treatment Facility report for information and direct staff to hold an information meeting on the proposal for Nanoose Bay Peninsula Water Service Area residents and report back to the Board on the result of the meeting.

CARRIED

Nanoose Bay Peninsula Water Service – Connection Policy.

MOVED Director Holme, SECONDED Director Holdom, that the Board adopt a formal policy that no additional subdivisions in the Nanoose Bay Peninsula Water Service be allowed unless supported by additional approved water supplies.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that a redundancy of 15% of total groundwater pumping capacity in the Nanoose Bay Peninsula Water Service Area be established.

CARRIED

Moved Director Holme, SECONDED Director Sherry, that the Board direct staff to develop a policy to apply charges to new subdivisions in the Nanoose Bay Peninsula Water Service Area where additional approved water supplies are not provided as part of that development.

CARRIED

Area 'H' Community Parks Service – Wildwood Community Park Crown Land Lease Offer.

MOVED Director Bartram, SECONDED Director Young, that the Regional District accept the twenty-year Licence of Occupation renewal offer from the Ministry of Agriculture and Lands for Wildwood Community Park, located in Electoral Area 'H', containing 7.56 hectares (18.68 acres) and legally described as Lot 38, Plan 2018, District Lot 85 E&N, Newcastle District, as attached as Appendix II.

CARRIED

Solid Waste Collection & Recycling – Church Road Transfer Station Tender Awards.

MOVED Director Holme, SECONDED Director Westbroek, that the Board award the general construction contract for the retrofit, redevelopment and expansion of the Church Road Transfer Station to Windley Contracting Ltd. for the tendered amount of \$3,888,938 plus GST.

CARRIED

MOVED Director Holme, SECONDED Director Westbroek, that the Board award the contract for the supply and installation of a packaged waste water treatment plant to Filter Innovations Inc. for the proposed amount of \$162,100 plus GST.

CARRIED

Ravensong Aquatic Centre Repair and Upgrades – Recreation Infrastructure Canada Grant.

MOVED Director Westbrook, SECONDED Director Johnstone, that the Board confirm its commitment to the Ravensong Aquatic Centre repair project and authorize entering into a funding agreement with Western Economic Diversification Canada for the Recreation Infrastructure Canada Program grant totalling \$1 million dollars.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that the Regional District's share of funding for both the project and capital items totalling \$4,138,550 be provided by drawing from the Southern Community Wastewater service capital reserve, with repayment over a six year period commencing in 2011 with simple interest at 4%.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that the 2010 to 2014 financial projections for the Ravensong Aquatic Centre reflecting Alternative 1, which provides funding through reserves to complete the project and capital replacement items at the same time, be recommended for approval through the forthcoming budgeting process.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that staff be directed to review the allocation formula in the District 69 Swimming Pool Establishing Bylaw No. 899 with a focus on a formula that includes community usage and/or population.

CARRIED

Yellowpoint Waterloo Fire Protection Service – Tender Award.

MOVED Director Burnett, SECONDED Director Young, that Rocky Mountain Phoenix be awarded the supply of a 2000 gallon Firestar Wetside Tanker as presented in their proposal at a cost of \$158,471.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that staff be authorized to enter into a five year lease with the Municipal Finance Authority to finance the purchase.

CARRIED

UBCM Task Survey.

The Chief Administrative Officer reviewed the comments contained in the RDN's response to the UBCM Regional District Task Force progress report.

MOVED Director Holdom, SECONDED Director Westbrook, that the Board receive the UBCM Regional District Task Force Report for information and send the attached comments to the UBCM providing our formal Board response to the Progress Report.

CARRIED

IN CAMERA

MOVED Director Holme, SECONDED Director McNabb, that pursuant to Section 90(1)(c), (e) and (g) of the *Community Charter* the Board proceed to an In Camera meeting to consider items related to personnel, land and legal issues.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:30 PM

RISE AND REPORT

EXECUTIVE STANDING COMMITTEE

Nanaimo Airport Commission Representation.

MOVED Director Holme, SECONDED Director McNabb, that Mr. Al Tully be appointed as the Board's representative to the Nanaimo Airport Commission for a three year term ending December 31, 2012.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director McNabb, that this meeting terminate.

CARRIED

TIME: 8:42 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

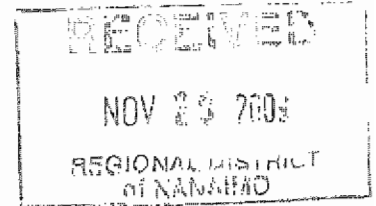


City of PARKSVILLE

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November 18, 2009

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

Attention: Maureen Pearse
Sr. Manager of Corporate Administration

Dear Ms. Pearse;

This is to advise that at the November 16, 2009 regular meeting of Council, the following resolution was passed:

09-288 THAT staff investigate with the Regional District of Nanaimo the possibility of banning cosmetic pesticide.

Yours truly,

LYNN KITCHEN
Deputy Corporate Administrator

cc: Manager of Operations

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD WEDNESDAY, NOVEMBER 18, 2009
AT CEDAR COMMUNITY SECONDARY SCHOOL, 7:00PM**

Attendance: Joe Burnett, Director, RDN Board, Chair
Dawn Burnett
Shelagh Gourlay
Ryan Rangno
Shannon Wilson
Krista Seggie
Lynnette Aldcroft
Kerry-Lynn Wilson

Staff: Dean Banman, Manager of Recreation Services
Dan Porteous, Superintendent of Arenas and Southern Recreation Services
Lesya Fesiak, Parks Planner
Kelly Fryer, Recreation Programmer
Marilynn Newsted, Recording Secretary

CALL TO ORDER

Chair J. Burnett called the meeting to order at 7:00pm.

DELEGATIONS

MOVED Commissioner Gourlay, SECONDED Commissioner D. Burnett, that the South Wellington Library Committee delegation be received.

CARRIED

Liz McCaw, of the South Wellington Library Committee, presented an overview of the accomplishments, goals and fund raising efforts of their Committee for their Early Literacy Project, a program for young families and preschoolers. Ms. McCaw stated the program will be expanded in the new year with the introduction of five Saturday story telling sessions which will allow the inclusion of working families and their children. Ms. McCaw stated the program does encourage the fun of reading to preschoolers, the importance of literacy to the families, assists with the access of preschool reading material, but also is an opportunity of outreach, meeting young families in the Community and informing them about other opportunities and services which are available to them.

MOVED Commissioner D. Burnett, SECONDED Commissioner Aldcroft, that the late delegation Yuho Okada, Tamagawa Gakuen of Canada Society, be received.

CARRIED

Mr. Okada thanked the Commission for giving him the opportunity to inform them about the Tamagawa Nanaimo Campus, facility and programs. Mr. Okada noted that although their facility has been in Cedar for thirty years and partners with other non-profit organizations, the community of Cedar is not familiar with its programs or facility.

Mr. Okada stated the Tamagawa Nanaimo Campus is an extension of the Japanese University offering programming for children grades K to 12. The campus consists of a log house with backup generator, a dormitory, a commercial kitchen and other infrastructure which is not being fully utilized such as the green houses. Mr. Okada stated the Tamagawa Gakuen of Canada Society would like to collaborate with the Regional District, especially Electoral 'A', to possibly fill programming gaps in the Community, as a venue for Electoral Area 'A' programming and also to offer their facility as a possible disaster evacuation location for displaced persons during emergency situations, such as the flood which occurred two years ago.

Mr. Okada invited the Commission to visit the campus in the next few weeks, for a tour and as an opportunity to discuss possible opportunities to the benefit of both parties. Mr. Okada requested the support of the Commission and the Community in their efforts to utilize their facility to its fullest.

MINUTES

Commissioner J. Burnett noted under the heading *Cedar Heritage Centre Sewer Connection* in the Minutes, it should read "owned by the Regional District, and managed through" and also "funded through the Electoral Area 'A' Recreation and Culture budget".

MOVED Commissioner Seggie, SECONDED Commissioner K. Wilson, that the Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 23, 2009, be approved, as amended.

CARRIED

MOVED Commissioner Gourlay, SECONDED Commissioner D. Burnett, that the Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission Grants Committee meeting held November 6, 2009.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Board Approval Cedar Heritage Centre Lease Renewal

Mr. Banman reported the Cedar Heritage Centre Lease Renewal received Board approval at their October meeting. Staff will now contact the Cedar Heritage Society before year end to organize a meeting(s) early in the new year to explore future plans for the management and operations of the facility.

Master Plan Project Review September 2009

Mr. Banman requested input from the Commission regarding the format for the Master Plan Review, which would include a Mission Statement, Goals and Objectives related to program services, and the development of a Fees and Charges policy.

Commissioner's agreed to hold a one day workshop, on Saturday, January 16, after the new Commission members have been approved by the Board, to include Commissioner Orientation and work to be completed with respect to the Mission Statement and other priorities, location is to be announced.

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Seggie, SECONDED Commissioner K. Wilson, that the Correspondence D. Lindsay to EBL Ltd., re: Cedar Village Subdivision, be received.

CARRIED

MOVED Commissioner D. Burnett, SECONDED Commissioner R. Rangno, that the Correspondence D. Porteous to 401721 BC Limited, re: Lease Agreement – Old Cedar Fire Hall, be received.

CARRIED

MOVED Commissioner Seggie, SECONDED L. Wilson, that the Correspondence Cedar Skatepark Association, V. Suddaby, re: Funding Assistance Thank You, be received.

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects June through to October 2009.

Ms. Fesiak reviewed the Community Parks and Regional Parks and Trail projects June through to October 2009, highlighting the following items:

- Park staff met in October with the Cedar Estates developer and landscape architect regarding mediation work along the Morden Colliery Trail to repair damage incurred during the development of their project and to discuss improvements to the park and trail entrance.
- A request has been received from the South Wellington and Area Environmental Committee that a garbage can be installed at the South Wellington pedestrian tunnel.

MOVED Commissioner D. Burnett, SECONDED Commissioner Gourlay, that Electoral Area 'A' Parks, Recreation and Culture Commission support the purchase and installation of a garbage can at the South Wellington pedestrian tunnel funded by the Area 'A' Community Parks budget.

CARRIED

Recreation and Culture Report

Ms. Fryer presented a brief verbal Recreation and Culture Report highlighting the following items:

- The Cedar Torch Relay held October 31 was very successful, with approximately five hundred attending the event and many more lining the streets. Attending dignitaries included MP Jean Crowder, MLA Ron Cantelon and some Commission members. It was a wonderful opportunity to introduce herself to the Community. A special thank you to Mr. Porteous and his family for their support and assistance on the night of the event.
- The office for the recreation and culture services is up and running. Signage still needs to be installed.
- A Public Awareness Grant application for the purchase of two sandwich boards and office signage has been submitted.
- The Female Boot Camp program held last week was a great success with twelve ladies registered and much interest for more.

Commission members congratulated both Ms. Fryer and Mr. Porteous on their efforts in providing such a successful Torch Relay event.

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

CARRIED

NEW BUSINESS

Parks Priority Projects

Ms. Fesiak reviewed the Electoral Area 'A' Parks Project Priority List, making minor adjustments as requested by the Committee members.

Commissioners requested Ms. Fesiak investigate the possible installation of a porta-potty at the beach access at the A06 Community Park,

Commissioners requested the placement of signage at Community Park A06 and the Nelson Road boat launch, requesting dog owners pick up after their pet.

Commissioners requested staff review the Cedar Heritage Centre lease agreement regarding the use of the land surrounding the facility and to confirm the actual footprint and report back at the next meeting.

Commissioners requested staff forward correspondence to the Ministry of Transportation to inquire as to their intentions regarding the maintenance and repair of the Nelson Road boat launch.

Grants Committee Recommendations

Commissioner Rangno left the room at 9:26pm citing a possible conflict of interest in his role with the Cedar Scouts.

MOVED Commissioner Aldcroft, SECONDED Commissioner K. Wilson, that the Electoral Area 'A' Grant-In-Aid application received from the 1st Cedar Scouts, for outdoor camping gear, in the amount of \$1,500, be approved.

CARRIED

Commissioner Rangno returned to the room at 9:28pm.

MOVED Commissioner Gourlay, SECONDED Commissioner Aldcroft, that the Electoral Area 'A' Grant-In-Aid application received from Cedar School and Community Enhancement Society, for mats and honorarium, in the amount of \$1,500, be approved.

CARRIED

Commissioner Seggie left the room at 9:29pm citing a possible conflict of interest in her role with the South Wellington and Area Community Association and the South Wellington Elementary PAC.

MOVED Commissioner D. Burnett, SECONDED Commissioner K. Wilson, that the Electoral Area 'A' Grant-In-Aid application received from the South Wellington and Area Community Association, for program hall rental, in the amount of \$598, be approved.

CARRIED

MOVED Commissioner Aldcroft, SECONDED Commission K. Wilson, that correspondence be forwarded to the South Wellington and Area Community Association, stating that even though their organization has received funding in the past, future Grant-In-Aid funding is not guaranteed, as per the existing Electoral Area 'A' Parks, Recreation and Culture Commission Grant-In-Aid criteria.

CARRIED

MOVED Commissioner Gourlay, SECONDED Commissioner Aldcroft, that the Electoral Area 'A' Grant-In-Aid application received from the South Wellington Elementary PAC, for program supplies and equipment, in the amount of \$620, be approved.

CARRIED

Commissioners requested that the Electoral Area 'A' Parks, Recreation and Culture Commission Grant-In-Aid Criteria be reviewed at the next meeting, specifically with regard to the submission of more than three consecutive Grant-In-Aid applications for the same program.

Commissioner Seggie returned to the room at 9:40pm.

MOVED Commissioner Aldcroft, SECONDED Commissioner K. Wilson, that the Electoral Area 'A' Grant-In-Aid application received from the St. Phillips Anglican Church, for a portable stereo, in the amount of \$807, be approved.

CARRIED

Staff noted the grant applications from North Cedar Intermediate PAC and the Woodbank PAC were both denied, as the information supplied in the applications was too sparse and did not meet the criteria. Ms. Fryer has contacted both groups explaining the Grant Committee's reasoning for the application denial and noted she will be working with both organizations to flesh out their applications and to encourage them to apply again.

Cedar Heritage Centre Outdoor Lighting

MOVED Commissioner K. Wilson, SECONDED Commissioner L. Wilson, that staff investigate the cost of the installation of an exterior light at the Cedar Heritage Centre and report back to Area 'A' Recreation and Culture Commission.

CARRIED

Morden Colliery Regional Trail Development

MOVED Commissioner K. Wilson, SECONDED Commissioner L. Wilson, that the Regional Parks and Trail Advisory Committee consider the development of the section of the Morden Colliery Regional Trail between Cedar Road and the Nanaimo River, as an additional access to the Nanaimo River.

CARRIED

COMMITTEE ROUND TABLE

Commissioner K. Wilson commented the death of Commissioner Flynn was very sad and that his presence will be missed around the Commission table. All Commission members concurred that Commissioner Flynn's contribution to the Community was appreciated and agreed he would be missed.

Commissioner S. Gourlay requested a Regional District organizational/flow chart be provided at the next meeting, the January workshop.

Commissioner D. Burnett noted she had just attended a City of Nanaimo Parks, Recreation and Culture Commission award ceremony for seniors and youth who had won gold medals at the either the Senior Games or other sporting events. She stated this type of award recognition for athletes would be something she would like to see initiated in Electoral Area 'A'.

Mr. Banman stated the District 69 Recreation Commission is also considering the implementation of a similar type of award recognition and that once in place the information could be shared with the Electoral Area 'A' Parks, Recreation and Culture Commission for their use.

COMMITTEE INFORMATION

Next Meeting

The next meeting will be held Saturday, January 16, 2009, the location to be announced. The meeting will be scheduled during the day and will include Commissioner Orientation and work to be completed with respect to the Mission Statement and other priorities.

ADJOURNMENT

MOVED Commissioner Seggie that the meeting be adjourned at 10:09pm.

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, NOVEMBER 5, 2009 IN THE RDN BOARD CHAMBERS

Present:

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Teunis Westbroek	Director, RDN
Bob Weir	Town of Qualicum Beach
Fred Spears	District of Lantzville
Bryce Watson	Ministry of Environment
Christianne Wilhelmson	Environment Representative
Michelle Jones	Business Representative (North)
Blair Nicholson	Business Representative (South)
Frank Van Eynde	Public Representative (North)
Gary Tuyls	Public Representative (North)
Trevor Cooke	City of Nanaimo

Also in attendance:

Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Ellen Hausman	Wastewater Coordinator, RDN
Sara Ellis	Special Projects Assistant, RDN
Bev Farkas	Recording Secretary, RDN

Absent:

Bill Holdom	Director, RDN
John Elliott	City of Nanaimo
Mike Squire	City of Parksville
John Finnie	General Manager, Water and Wastewater Services, RDN
Snenal Lakshmi	Environment Canada
Blake Medlar	Ministry of Environment
Gary Anderson	Vancouver Island Health Authority
James Wesley	Snuneymuxw First Nation
Douglas Anderson	Public Representative (South)

Note: Action items in minutes are *italicized*.

CALL TO ORDER

Chairman Holme called the meeting to order at 12:30 p.m.

MINUTES

MOVED F. Van Eynde, SECONDED T. Westbroek, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of September 3, 2009 be approved. CARRIED

REPORTS

LWMP Format (Presentation – L. Dalton)

L. Dalton noted that the committee has now gone through the review process of the LWMP and it is time to create a revised plan. L. Dalton introduced the new format for the Liquid Waste Management Plan. The new format will mirror the environmental management program entries that are part of the environmental management system. This will allow for continual improvement of the Liquid Waste Management Plan and, once approved, the revised LWMP will be kept current through both internal and external audits. Following the completion of the review process, L. Dalton explained the intent to continue with the Regional Liquid Waste Advisory Committee with updates to the Terms of Reference.

Community Wastewater Systems (Presentation – L. Dalton)

Suggestions were made for rewording portions of the Community Wastewater System presentation. *L. Dalton will review and make changes as necessary.*

It was noted that using assessed values is not an effective method for dealing with some environmentally threatened properties. S DePol responded that DCC's or capital charges are used.

Private Systems (Presentation – L. Dalton)

The committee reviewed the presentation and discussed the following:

- VIHA filings are received by the RDN; these properties can be entered into a database to monitor private systems from this point forward, however historical records to date are not reliable.
- RDN will have the ability to collect information on the location of effluent when haulers discharge at septage disposal sites.
- RDN has the ability to require mandatory tank inspections by haulers.
- First year of mandatory pumpouts has been completed at CRD and was successful.
- New Pump and Haul bylaw to be prepared as Pump and Haul is not a sustainable way to manage wastewater on site.

NEW BUSINESS

L. Dalton informed the committee that two successful open houses took place in October at FCPCC and GNPCC with a total of 144 residents attending.

S. DePol advised that a *tour will be arranged in the New Year for the Liquid Waste Advisory Committee and Regional Solid Waste Advisory Committee members to visit a composting facility* in the Comox/Courtenay area which accepts biosolids. B.Nicholson also indicated a desire to arrange a tour to a new composting plant in Chemainus run by Coast (VI) Environmental Ltd.

NEXT MEETING

The next meeting will be held Thursday, January 7, 2010 from 12:30 to 3:00 pm at the RDN Committee Room.

ADJOURNMENT Chairman Holme adjourned the meeting at 1:20 pm.

G. Holme, Chairman



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RHD		
BOARD	✓	Dec 8 09

MEMORANDUM

TO: Sean De Pol
Manager of Wastewater Services

DATE: November 9, 2009

FROM: Lindsay Dalton
Wastewater

FILE: 1855-03
Program Coordinator

SUBJECT: 2010 Wastewater Infrastructure Planning (Study) Grant Application

PURPOSE

To obtain Board support for Infrastructure Planning (Study) Grant Application for the Village of Bowser Servicing Study planned in 2010 by Wastewater Services.

BACKGROUND

A servicing study for the Village of Bowser is potentially eligible for funding support through the Ministry of Community and Rural Development’s Infrastructure Planning Grant Program.

The Ministry makes grants available to local governments for plans and studies related to community infrastructure projects. Grants usually cover 100% of the first \$5,000 in study costs plus 50% of the next \$10,000 to a maximum grant of \$10,000. Any costs exceeding the grant amount are the responsibility of the local government/respective service area. Staff made a grant application on November 25th, 2009, for the following initiative; total estimated project costs are identified.

Bowser Village Servicing Study (\$10,000)

Through the OCP planning process, some residents of Bowser Village Centre expressed interest in a community wastewater system. On several occasions, Wastewater Services has met with interested residents to develop criteria for a community wastewater system. If there continues to be interest from members of the community, Wastewater Services will contract a consultant to undertake a servicing study. This study will assess options and costs for wastewater collection and treatment infrastructure that would provide wastewater servicing to existing and future residents within a confined area of the urban containment boundary of Bowser Village. Among other assessment criteria, it will also evaluate potential sites, provide a land use analysis, geotechnical assessment, and design flow capacities.

ALTERNATIVES

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

FINANCIAL IMPLICATIONS

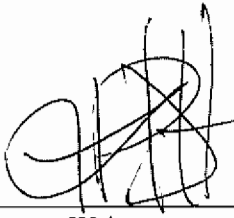
The Village of Bowser servicing study is anticipated to be carried out in 2010. The grant, if secured, will offset the costs to applicable budgets. If the grant is not successful full costs would be paid by the RDN and/or through a cost-sharing arrangement with those who will directly benefit from the outcomes of the project.

SUMMARY/CONCLUSIONS

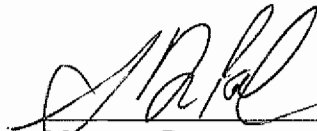
Staff recommend approving the Infrastructure Planning Grant application as a supplementary source of funding. The application for this grant requires Board support.

RECOMMENDATION

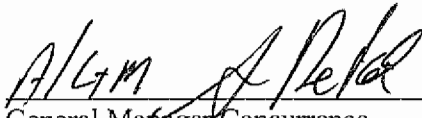
That the Board support applications to the Ministry of Community Development for Infrastructure Planning (Study) Grant applications for the Bowser Village Servicing Study.



Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:



CAO APPROVAL (UW)	
EAP	
COW	
NOV 26 2009	
RHD	
BOARD	✓ Dec 8 '09

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: November 26, 2009

FROM: Tom Arnet, Manager
Building, Bylaw & Emergency Planning Services

FILE: 2320 20 2010

SUBJECT: Animal Control Services – District 68

PURPOSE

To obtain Board direction on the delivery of animal control services in District 68.

BACKGROUND

The current animal control contract with Nanaimo Animal Shelter Ltd. (NAS Ltd.) expires on December 31, 2009 and will not be renewed as the owners of NAS are retiring and dissolving the company. NAS also provided animal control services to the City of Nanaimo who recently awarded their new service contract to Coastal Animal Control Services of BC Limited of Duncan, for a three year term beginning January 1, 2010.

Coastal Animal Control Services of BC Limited currently provides full animal control services to the City of Duncan and the Town of Ladysmith in addition to operating a pound facility for the Town of Lake Cowichan. The company has a strong record of professional service delivery to those municipalities over the past 35 years and staff is confident that Coastal Animal Control Services has the resources, skills and ability to provide this same level of service to the Regional District of Nanaimo.

The City of Nanaimo owns the pound facility located at 1260 Nanaimo Lakes Road and the RDN has been paying a monthly lease to the City for the RDN's animal control contractor to use the facility. Coastal will be absorbing equipment and personnel from NAS Ltd. and will continue to use the City owned shelter facility as a base of operations for animal control in the District 68 area. For this reason, it would be operationally efficient and cost effective for the RDN to use the same contractor and facility as the City of Nanaimo for animal control services in District 68.

Should the Board approve this contract, it will be necessary to appoint Animal Control Officers employed by the contractor as Bylaw Enforcement Officers, pursuant to *Regional District of Nanaimo Bylaw Enforcement Officers Bylaw 857, 1992*, to ensure they have the ability to enforce animal control regulations, defend any legal challenge to their authority and maintain the integrity of the RDN animal control function.

ALTERNATIVES

1. Approve a one year contract with Coastal Animal Control Services of BC Limited for services in District 68.
2. Do not approve a contract and continue to explore other alternatives for animal control in District 68.

FINANCIAL IMPLICATIONS

Alternative 1

Coastal Animal Control Services has offered to provide the same level of service at the 2009 rate of \$48,096.72 for a one year contract term. There would be no impact on the 2010 budget for this function.

Alternative 2

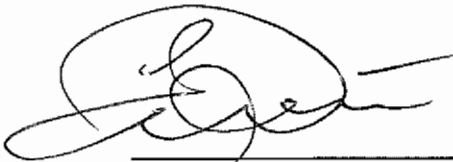
Coastal Animal Control Services was recently awarded the City of Nanaimo animal control contract. Through that process, staff determined there are no other contractors with the requisite skills and ability to provide the service on behalf of the Regional District. Awarding the contract directly to Coastal would therefore be the most cost effective and efficient means of maintaining the service in District 68. Undertaking an RFP process at this time would have possible implications for the timing of a renewed contract and costs for the 2010 budget.

SUMMARY

The delivery of animal control services requires specialized equipment, facilities and training. There are very few contractors who have the ability to effectively perform this role on behalf of local governments. Coastal Animal Control Services of BC Limited has a proven track record of professional service with the capacity to seamlessly assume responsibility for the administration of the Regional District's animal control service in District 68. Staff is recommending approval of a one year contract at the rate of \$48,096.72.

RECOMMENDATIONS

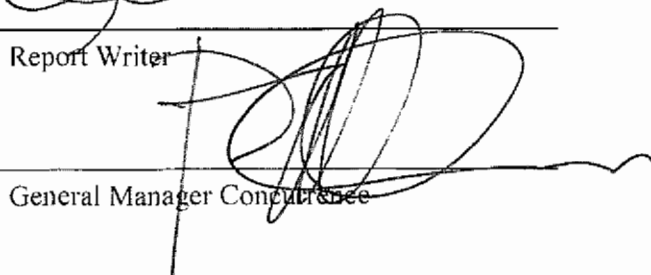
1. That a one year contract for Animal Control Services in District 68 with Coastal Animal Control Services of BC Limited be approved.
2. That Trevor Hughes, Suzanne Michelle Hughes, Carol Ann Pilkonis, Matthew Adam Purchase and Gary Paul Thiel of Coastal Animal Control Services of BC Limited, be appointed as Bylaw Enforcement Officers for the specific purpose of enforcing Regional District of Nanaimo Animal Control and Licensing Bylaws.



Report Writer



CAO Concurrence



General Manager Concurrence

Attachment No. 1

**AGREEMENT
FOR ANIMAL CONTROL SERVICES
IN DISTRICT 68**

THIS AGREEMENT made this ___ day of _____ 2009.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

(hereinafter called the "Regional District")

OF THE FIRST PART

AND:

COASTAL ANIMAL CONTROL SERVICES OF BC LIMITED
2202 Herd Road
Duncan, BC V9L 3A6

(hereinafter called the "Contractor")

OF THE SECOND PART

WHEREAS the Regional District has agreed to engage the Contractor and the Contractor has agreed to be engaged by the Regional District in respect of the Contract as hereinafter described on the terms and conditions set out in this Agreement.

NOW THEREFORE the Regional District and the Contractor, in consideration of their mutual duties and responsibilities and in consideration of the payment to be made by the Regional District to the Contractor agree as follows:

1. CONTRACT TERM

The term of the Contract shall commence January 1, 2010, and end December 31, 2010, subject to earlier termination as herein provided. After December 31, 2010, the term of this Agreement shall be month to month unless the parties have otherwise agreed.

2. CONTRACTOR DUTIES - GENERAL

- (1) Operate and perform the duties and responsibilities of the Animal Control Officer on behalf of the Regional District of Nanaimo.
- (2) Pay all costs involved in the performance of the foregoing operation.
- (3) Maintain the operation of the animal control shelter.
- (4) Ensure that all impoundment facilities meet Veterinary Standards, including a suitable area for the impoundment of vicious dogs.

- (5) Provide for the euthanasia of animals by a veterinarian when deemed necessary.
- (6) Ensure that no animals will be released for research purposes whether alive or dead.
- (7) Arrange for veterinary care for those animals so requiring the same when impounded and will bear the costs of this if no owner can be found for the animal.
- (8) Provide all equipment necessary for the performance of its obligations under the Contract, including but not limited to, motor vehicles, radio communication, and telephone communication.
- (9) Allow officers and employees of the Regional District, at all reasonable times, to access to all records, books and documents maintained by the Contractor under this Agreement.
- (10) Permit the use of its name and telephone number in all advertising of the Regional District relating to the enforcement of Animal Control Bylaw No. 1066.
- (11) Comply with all Bylaws of the Regional District, and of the municipal jurisdiction in which the Shelter is located (if applicable), and all relevant Federal and Provincial laws.
- (12) Permit the posting of a sign or signs to identify the shelter as an authorized Regional District animal shelter as it pertains to the Animal Control Bylaws.

3. CONTRACTOR DUTIES - BYLAW NO. 1066 (Electoral Areas A, B, C, & District of Lantzville)

- (1) Provide uniformed animal control officers to respond to complaints about the control of dogs in Electoral Areas A, B, C, and District of Lantzville as they relate to the enforcement of Bylaw No. 1066, for four and a half (4.5) hours per week per Electoral Area and District of Lantzville or eighteen (18) hours per week for all of the Electoral Areas and District of Lantzville.
- (2) Respond to after hours complaints as required.
- (3) Provide animal control officers to receive stray dogs which are turned in to the Shelter and to pick up confined stray dogs on a complaint-driven basis.
- (4) Provide portable radio and telephone communication for its employees while on patrol.
- (5) Make recommendations to Regional District of Nanaimo staff on matters requiring the commencement of legal proceedings including the issuance of Municipal Ticket Informations.
- (6) Diligently enforce the provisions of the Animal Control Bylaw No. 1066, including necessary court appearances.

4. PAYMENTS, FEES AND OTHER CHARGES

- (1) Pay to the Regional District all sums charged, levied or received by the Contractor from the owners of animals pursuant to the provisions of the Bylaws, except for impound or maintenance fees.
- (2) Deliver to the Regional District of Nanaimo all fees collected on a monthly basis.
- (3) Deliver to the Regional District on or before the 15th day of every month an invoice and written statement on all matters dealt with up to and including the last day of the preceding month showing:

- Moneys received on behalf of the Regional District.
- The number of animals impounded.
- The number of animals detained in the shelter, and the length of time impounded.
- A copy of the listing of complaints received each month by Regional District Electoral Area and District of Lantzville.

5. INDEMNITY

- (1) Take out and maintain a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the performance of its covenants under this Agreement in an amount not less than \$2,000,000 per single occurrence and with the Regional District of Nanaimo named as an additional named insured, and provide a copy of such policy and any renewals thereof.
- (2) Indemnify and save harmless the Regional District from and against any and all actions, causes of actions, suits, demands, losses, costs or expenses of any nature or kind whatsoever which the Regional District may sustain, incur or be put to arising out of the neglect or otherwise of the Contractor in the performance of the covenants on its part to be performed pursuant to the terms of this Agreement.

6. AMENDMENT

The parties hereto may consent from time to time to amend the terms of the Agreement. Notice of a proposed change shall be made in writing to the other party ninety (90) days before the date upon which such amendment is to take effect, unless the notice period is waived by the consent of both the Regional District and the Contractor.

7. INDEPENDENT CONTRACTOR

- (1) Nothing herein shall constitute or be deemed or construed as constituting the Contractor as a servant or employee of the Regional District but the Contractor shall at all times be and remain an independent contractor with the Regional District.
- (2) Nothing in the Contract will constitute a joint venture by the parties.

8. ASSIGNMENT AND SUBCONTRACTING

- (1) The Contractor will not, without the prior written consent of the Regional District, assign or subcontract this Agreement or any portion thereof.

9. OWNERSHIP OF DOCUMENTS, PROPERTY AND CONFIDENTIALITY

- (1) The Contractor shall keep proper records and books of accounts. The Regional District shall have access to the records and books of accounts at all reasonable times for such purposes as the interest of the Regional District shall require.
- (2) Any chattels owned by the Regional District and used by the Contractor pursuant to the terms of the Contract shall be maintained by the Contractor in the same condition as it was at the date of the Contract. Such chattels shall be returned to the Regional District in the state of good repair at the termination of the Contract. Similarly, any chattels missing for any reason shall be replaced forthwith with ownership in the Regional District.

- (3) The Contractor agrees to keep in strictest confidence all confidential information which the Contractors may acquire in connection with or as a result of divulge or disclose to any unauthorized third party of parties any information at any time without the prior written consent of the Regional District. The term 'confidential information' includes but is not limited to information emanating from the Regional District, its affiliates, agents, customers, either conceived or developed by the Contractor concerning research, development, patent, copyright, system and procedures.
- (4) On termination of this Agreement for any reason, the Contractor shall deliver to the Regional District all documents, notebooks, charts, files, and records relating to the provision of the Services including copies, summaries, notes in the possession or control of the Consultant.

10. DISCUSSIONS BETWEEN PARTIES

The parties hereto agree that any negotiations between the parties or amendments to the Contract will be made by the Contractor's named appointee and the Manager of Inspection and Enforcement.

11. DUTIES OF THE REGIONAL DISTRICT

- (1) Print and supply to the Contractor, Violation Tickets in accordance with the Regional District of Nanaimo MTI Bylaw (Municipal Ticketing authority).
- (2) Collect fines and conduct all prosecutions arising from violations of bylaws.
- (3) Advertise Animal Control related matters, as required.
- (4) In consideration of the Contractor performing the duties and services on its part to be performed pursuant to the terms of this Agreement, the Contractor shall be paid for its services as follows:

The Regional District of Nanaimo shall pay to the Contractor monthly, during this agreement, the sum of \$4,008.06 plus GST.

11. TERMINATION

- (1) Either party, upon (ninety) 90 days notice in writing to the other party, may terminate the Contract, unless the notice period is waived by the consent of both the Regional District and the Contractor.
- (2) In the event of a default of the Contractor in performing any of the covenants on its part to be performed pursuant to the terms of this Agreement and such default continuing for a period of ten (10) days after notice thereof has been given by the Regional District to the Contractor, the Regional District may, at its option, terminate this Agreement without prejudice to any other remedy it may have against the Contractor in respect of such default either under the terms of this Agreement or at law or in equity.

IN WITNESS HEREOF the Regional District and the Contractor have executed this Agreement as of the day, month and year first above written.

The Corporate Seal of the
REGIONAL DISTRICT OF NANAIMO)
was hereto affixed in the presence of:)
)
)

_____))
Chairperson) (seal)

_____))
Senior Manager Corporate Administration)

The Corporate Seal of the
COASTAL ANIMAL CONTROL)
SERVICES OF BC LIMITED)
was hereto affixed in the presence of:)
)

_____))
Contractor) (seal)
)
)



**REGIONAL
DISTRICT
OF NANAIMO**

CASH ATT. FUNDAL		109
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COW		
REHD		
BOARD	✓	bc 8

MEMORANDUM

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

DATE: November 25, 2009

FROM: W. Idema
Manager of Accounting Services

FILE:

SUBJECT: Regional Growth Management Service – Release of Reserve Funds

PURPOSE

To request the release of funds from the Regional Growth Management Service reserve fund for expenses incurred in development of the Regional Growth Strategy.

BACKGROUND

The Regional Growth Management Service Reserve Fund was established under Bylaw No. 1465, 2005. Staff have undertaken a number of reviews and studies as part of the Regional Growth Strategy work during 2009, and are requesting the release of up to \$23,399 from the reserve fund to support expenses incurred to date.

ALTERNATIVES

1. Approve the release of up to \$23,399 from the Regional Growth Management Service reserve fund for the purpose of funding the review of the Regional Growth Strategy.
2. Do not approve the release of funds.

FINANCIAL IMPLICATIONS

Alternative 1

The amount available in the Regional Growth Management Service reserve totals \$23,399. Another review is not anticipated for at least five years, so it is appropriate to apply the funds to support the work to date.

Alternative 2

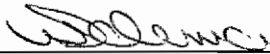
The budget projections for the service anticipate the use of the reserve funds in 2009 and do not project further contributions beyond this year. Given the horizon of five years before the next major review, there is no compelling reason to hold the funds at this time.

SUMMARY/CONCLUSIONS

The Regional Growth Management Service Reserve Fund was established under Bylaw No. 1465, 2005. Staff have undertaken a number of reviews and studies as part of the Regional Growth Strategy work during 2009, and are requesting the release of up to \$23,399 from the reserve fund to support expenses related to this work.

RECOMMENDATION


That the Board approve the release of up to \$23,399 from the Regional Growth Management Service reserve fund for 2009 expenses incurred for the Regional Growth Strategy.



Report Writer



General Manager Concurrence



C.A.O. Concurrence



SUB REPORT	
CAO APPROVAL <i>QW</i>	
EAP	
COW	
MAY 8 2009	
RHD	
BOARD	<i>✓ Dec 8 '09</i>

MEMORANDUM

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

DATE: November 25, 2009

FROM: W. Idema
Manager, Financial Reporting

FILE:

SUBJECT: French Creek and Nanoose Bay Bulk Water Service Capital Reserve Funds

PURPOSE:

To introduce for three readings and adoption the following reserve fund bylaws:

- “French Creek Bulk Water Capital Reserve Fund Bylaw No. 1585, 2009”.
- “Nanoose Bay Bulk Water Capital Reserve Fund Bylaw No. 1586, 2009”.

BACKGROUND:

The current Financial Plan includes new contributions to reserve funds commencing in 2009 for the French Creek Bulk Water Service and in 2010 for the Nanoose Bay Bulk Water Service. Capital reserve funds are intended to provide a future source of funding for the acquisition, repair, replacement or improvement of the capital infrastructure in these service areas. The bylaws attached to this report establish two capital reserve funds for these functions.

ALTERNATIVES:

1. Approve the bylaws as presented.
2. Do not approve the bylaws.

FINANCIAL IMPLICATIONS:

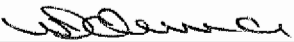
If the bylaws are adopted, an initial \$220,000 will be transferred to the French Creek Bulk Water capital reserve fund in 2009, and the Nanoose Bay Bulk Water capital reserve fund will be in place for planned 2010 contributions of \$200,000.

SUMMARY/CONCLUSIONS:


The current Financial Plan includes new contributions to reserve funds for the French Creek and Nanoose Bay Bulk Water Services. Both reserve funds are being implemented to provide future funding for the acquisition, repair, replacement or improvement of bulk water infrastructure. The bylaws attached to this report establish the statutory authority for this purpose.

RECOMMENDATION:


1. That "French Creek Bulk Water Capital Reserve Fund Bylaw No. 1585, 2009" be introduced and read three times.
2. That "French Creek Bulk Water Capital Reserve Fund Bylaw No. 1585, 2009" be adopted.
3. That "Nanoose Bay Bulk Water Capital Reserve Fund Bylaw No. 1586, 2009" be introduced and read three times.
4. That "Nanoose Bay Bulk Water Capital Reserve Fund Bylaw No. 1586, 2009" be adopted.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1585

**A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE FRENCH CREEK BULK WATER SUPPLY SERVICE**

WHEREAS Section 814(3) of the *Local Government Act* authorizes a Board to establish by bylaw a reserve fund for a specified purpose;

AND WHEREAS it is considered desirable to establish a reserve fund to provide for costs related to the acquisition, repair, replacement or improvement of the capital infrastructure of the French Creek Bulk Water Supply Service as established under Bylaw No. 1050, 1996;

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the “French Creek Bulk Water Supply Service Capital Reserve Fund”.
2. Money from the current revenue of the French Creek Bulk Water Supply Service, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for capital improvements, major repairs, expansions, acquisitions or expenditures of a like nature for the French Creek Bulk Water Supply Service.
5. This bylaw may be cited as the “French Creek Bulk Water Supply Service Reserve Fund Establishment Bylaw No. 1585, 2009”.

Introduced and read three times this 8th day of December, 2009.

Adopted this 8th day of December, 2009.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1586

**A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE NANOOSE BAY BULK WATER SUPPLY SERVICE**

WHEREAS Section 814(3) of the *Local Government Act* authorizes a Board to establish by bylaw a reserve fund for a specified purpose;

AND WHEREAS it is considered desirable to establish a reserve fund to provide for costs related to the acquisition, repair, replacement or improvement of the capital infrastructure of the Nanoose Bay Bulk Water Supply Service as established under Bylaw No.1049, 1996;

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the “Nanoose Bay Bulk Water Supply Service Capital Reserve Fund”.
2. Money from the current revenue of the Nanoose Bay Bulk Water Supply Service, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for capital improvements, major repairs, expansions, acquisitions or expenditures of a like nature for the Nanoose Bay Bulk Water Supply Service.
5. This bylaw may be cited as the “Nanoose Bay Bulk Water Supply Service Reserve Fund Establishment Bylaw No. 1586, 2009”.

Introduced and read three times this 8th day of December, 2009.

Adopted this 8th day of December, 2009.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION



RDN REPORT		
CAO APPROVAL		
EAP		
COW		
DEC - 3 2009		
RHD		
BOARD	✓	11/28/09

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: November 25, 2009

FROM: Linda Burgoyne
Administrative Assistant

SUBJECT: 2009 Departmental Accomplishments

PURPOSE:

To provide the Board with a summary of departmental highlights listing major projects achieved in 2009.

BACKGROUND:

All departments of the regional district continued to have a very busy and productive year during 2009. Following is a summary of departmental activities and accomplishments.

CORPORATE ADMINISTRATION

Corporate Administration:

- ∅ A Board Strategic Planning session and follow-up meetings were held to develop a plan for 2009 - 2012.
- ∅ Building renovation and expansion on the Administration and Transit buildings are nearing completion with LEEDS Silver certification targeted (potentially LEEDS Gold).
- ∅ Over \$20,000 in grants-in-aid funds were distributed to community organizations for social programs and services.
- ∅ Continued to provide enhancements to the website.
- ∅ Coordinated several Electoral Area Director and Board seminars, as well as regular Board and Committee meetings.
- ∅ Implemented a corporate Exposure Control Program for H1N1 Virus.

Communications:

- ∅ Produced two Electoral Area Update newsletters for each of seven Electoral Areas (Spring 2009 and Winter 2009).
- ∅ Coordinated three Regional Perspectives publications (Budget 2009, Summer 2009, Fall 2009).
- ∅ Assisted in coordination of Ravensong Recreational Infrastructure Canada Program Grant Funding Event.
- ∅ Provided ongoing support for various departmental communications initiatives.
- ∅ Produced 87 media releases for all departments and liaised with media as needed.
- ∅ Continued to maintain and build media relations with reporters and management at all local media outlets.

- ∅ Assisted with publicity and planning for all major RDN projects and announcements including Electoral Area and Regional planning initiatives, Regional Park acquisitions, community events, RDN Board initiatives, infrastructure upgrades and expansions and emergency response operations.

FINANCE AND INFORMATION SERVICES

Financial Services:

- ∅ Occupancy for the new Meadowood Firehall was obtained July 1, 2009.
- ∅ Transfer of Crown Land for the Nanaimo River Firehall was completed in September 2009.
- ∅ Consultant's report for the pre-design of the new Nanoose Bay Firehall to be finalized in December 2009.
- ∅ Purchase of second firefighting vehicle for Cassidy/Waterloo Fire Protection as promised on changeover of service contract to Cranberry Fire Department.
- ∅ Renewal of administration pool vehicle fleet with two new electric/gasoline hybrids.

Information Services:

- ∅ CityView Property System software went live February 16, 2009.
- ∅ IT Services assisted in the implementation of the Stratagen Custom Transit scheduling software.
- ∅ Completed the Rogers Communications renewal and extension of cell tower at Administration building location.
- ∅ Completed a Wireless Network Study.

DEVELOPMENT SERVICES

- ∅ Property database system (CityView) implemented and integrated into all areas of Development Services.

Building Inspection:

- ∅ Building Inspection Service Area amended to include all RDN owned properties.
- ∅ Approximately 550 Building Permits issued with a construction value of 63 million.
- ∅ Website re-designed to include full range of information on building permit requirements and general resources for the public. Building Permit statistical information now being posted on-line for ease of reference.
- ∅ Continued work on modernization of Building Bylaw.

Bylaw Enforcement:

- ∅ Staff handled approximately 380 files of varying complexities as well as 1600 public inquiries.
- ∅ 8 matters were reported to the Board for approval of legal action.
- ∅ 6 unsightly premises requiring significant clean-up were dealt with by Board Resolution.
- ∅ 4 matters reported to District of Lantzville Council for legal action approval.
- ∅ Municipal Ticketing bylaw amended to include WSML bylaw and Parks bylaw updates.
- ∅ PowerPoint presentation to the Nanaimo RCMP on Regional District structure and bylaws.
- ∅ Website re-designed to include an on-line complaint form and full range of information on bylaws.

Emergency Planning:

- ∅ Creation of new Emergency Management Select Committee.
- ∅ Operational readiness maintained by ongoing staff training.
- ∅ Full scale regional interface fire exercise conducted at RDN EOC (administration building).

- ∅ Reception center and Group Lodging activation drill conducted.
- ∅ Community disaster resilience enhanced by establishing a Neighbourhood Emergency Program facilitator.
- ∅ 10 Neighbourhood Emergency Program workshops conducted, 6 new groups formed to date.
- ∅ 22 Personal and Family emergency preparedness workshops conducted in RDN and Lantzville.
- ∅ Emergency Social Services (ESS) ongoing volunteer recruitment and retention: 12 new volunteers. New ESS Alternate Director chosen for Gabriola Island.
- ∅ Emergency Operations Center activated: Nanaimo River flood response – Declaration of State of Local Emergency, Evacuation Alerts issued. Debris jams in Little Qualicum River and French Creek.
- ∅ New Disaster Assistance trailer (donated by Nanaimo Search and Rescue) modified and equipped for on-site use.

Current Planning:

- ∅ Received the following number of development applications:
 - Rezoning Applications: 8
 - Development Permit or Variance Applications: 46
 - Board of Variance Appeals: 4
 - ALR Applications: 9
 - Subdivision Applications: 36
- ∅ Maintained a 'same-day' response to public information inquiries.
- ∅ Participated in Parks and Open Space Advisory Committee (POSAC) meetings for the dedication of parkland and/or park use.
- ∅ Organized and attended Public Information Meetings (PIMs) throughout the Region with respect to development proposals.

Community Planning:

- ∅ A review of the EA 'A' Official Community Plan continued through 2009 that included the following activities/actions:
 - Advisory Committee meetings were held on a regular basis;
 - several public meetings were held;
 - several meetings were held with interest groups, residents and property owners;
 - a report on aquifer vulnerability was completed;
 - a draft report on sewer servicing was completed;
 - the preliminary draft of the revised OCP was completed.
- ∅ An active Transportation Plan for Electoral Area A was completed.
- ∅ The Bowser Village Centre Plan process was conducted through the year that included the following activities/actions:
 - regular meetings of the advisory working group;
 - a site office was established and was open one day each week in Bowser;
 - two public meetings were held;
 - a two day design charette was held;
 - a draft of the plan was completed and is ready to proceed through the OCP bylaw amendment process.

Regional Growth Strategy:

- ∅ A review of the Regional Growth Strategy continued in 2009 that included the following activities/actions:
 - regular updates were made to the RGS Review web site;

- an online survey was conducted and analyzed;
- a workbook for the public that could be submitted electronically was developed;
- a public open house was held;
- numerous presentations were made to a broad range of community groups;
- six discussion papers on potential changes to the RGS were drafted and distributed;
- a set of 11 background papers were developed and distributed;
- several meetings with staff of the municipalities and provincial agencies were held;
- several Intergovernmental Advisory Committee (IAC) meetings were held;
- a draft of the revised RGS for review by staff and elected officials was completed;
- two workshops for elected officials were held;
- several interviews were conducted for print, radio and cable.

Energy and Sustainability:

- ∅ Work continued on a region-wide Community Energy and Emissions Plan. A revised work plan was prepared and development of the CEEP initiated; satisfied first three of five requirements for FCM climate change program.
- ∅ An affordable housing study was completed that included: profile of those in need, best housing forms and tenure types for each of the profiles, best location for various housing forms, and policies and financial tools that offer the best opportunities to facilitate the development of affordable housing.
- ∅ Initiated a study on the barriers to and incentives for the construction of green buildings in the RDN.
- ∅ Provided advice on green building policy for RDN capital construction projects.
- ∅ Participated in an Aquifer Mapping Study that resulted in maps of aquifers that are vulnerable from surface contamination.
- ∅ Presented research findings on carbon neutral operations, green building benefits and climate change.
- ∅ Provided support to community and current planning on items related to sustainability.
- ∅ Initiated and prepared materials for pesticide education and awareness program in conjunction with municipalities.
- ∅ Conducted energy management assessment for RDN building operations.
- ∅ Applied for and received funding from BC Hydro for new Energy manager position.
- ∅ Assisted with development of 2009-2012 Board Strategic Plan.

REGIONAL AND COMMUNITY UTILITIES

Wastewater Services:

- ∅ Completed an RFP and contract award for a new Wastewater Services Engineer of Record.
- ∅ Completed construction of the GNPCC Operations building which will utilize biogas for heating and hot water.
- ∅ Saved over \$100,000 in chemical costs at GNPCC as a result of new solids thickener equipment.
- ∅ Completed the grit channel expansion and skimming system upgrade at FCPCC.
- ∅ Completed an Environmental Management System ISO 14001 recertification protocol for the Wastewater Services department.
- ∅ Developed and implemented the SepticSmart program.

Water Services:

- ∅ Undertook a well sequencing project in the Nanoose Bay Peninsula Water Service Area to improve water quality.

- ∅ Completed a study on treatment options for the Nanoose Bay Peninsula Water Service Area.
- ∅ Established the Drinking Water Watershed Protection Advisory Committee.
- ∅ Completed the 2009 Team WaterSmart program.
- ∅ Recruited a Drinking Water Watershed Protection Program Coordinator.
- ∅ Implemented a low flow toilet rebate incentive program.

Engineering Services:

- ∅ Completed the Cedar Community sewer project.
- ∅ Completed a sewer pre-design study and petition process for Qualicum West (Surfside) sewers.
- ∅ Completed a sewer pre-design and petition process for Madrona area sewers.
- ∅ Provided engineering input for firehall initiatives, Church Road Transfer Station, and Regional landfill gas projects.

RECREATION AND PARKS SERVICES

Recreation:

- ∅ The Recreation and Culture Services and the Recreation Programmer for Area A were established and are operating.
- ∅ Host of 2009 World Under 17 Hockey Challenge.
- ∅ Weekly Free Family Skates at Oceanside Place developed with Lions Club and Save-On-Foods.
- ∅ District 69 Track and Field Feasibility Study completed in conjunction with School District 69 and School Community Connections funding.
- ∅ Received Healthy Food and Beverage Grant and project implementation underway.
- ∅ Successful Oceanside Walking Challenge.
- ∅ Public Awareness Grant received to develop improved marketing of recreation services to adults aged 35-54.
- ∅ RDN District 69 Youth Services review completed now leading to the development of a five year Youth Recreation Services Plan for the Oceanside area.
- ∅ Department worked with Building Learning Together to have the retired Words on Wheels (WOW) Bus placed at Bowser Elementary School for local programming.
- ∅ New "Memo of Cooperation" with Lighthouse Recreation Commission for recreation service delivery in Area H.
- ∅ Successful implementation of Lifesaving Society Safety Audit recommendations at the Ravensong Aquatic Centre.
- ∅ \$1,000,000 RInC grant secured for Ravensong Aquatic Centre Repairs and Upgrades.
- ∅ Successful Olympic Torch Relay in RDN.

Parks:

- ∅ Official Opening of Mount Arrowsmith Massif Regional Park.
- ∅ Official Opening of Coats Marsh Regional Park.
- ∅ Regional Park Acquisition Criteria Framework completed.
- ∅ RDN Trail by Rail Feasibility Study completed.
- ∅ E&N Trail by Rail Design Standards completed.
- ∅ Mount Benson Regional Park Management Plan completed and ready for Board adoption.
- ∅ Trail upgrades to Mount Benson Regional Park in partnership with NALT.
- ∅ Cedar Skate Park design and costing completed and RDN project funding assistance secured.
- ∅ Development of 707 Community Park Management Plan for Board adoption in 2010.
- ∅ Extension Miners Community Park designed and completed.
- ∅ Meadow Drive Community Park completed.
- ∅ Stair improvements to Brickyard Community Park.

- ∅ \$25,000 funding agreement toward Arrowsmith Activity Hall.
- ∅ Harris Road Community Park upgrades.
- ∅ \$25,000 Funding Agreement for the Nanoose Bay Elementary School PAC playground.
- ∅ Safety Upgrades to Dashwood Community Hall.
- ∅ Deep Bay Community Park Boardwalk completed.

TRANSPORTATION AND SOLID WASTE SERVICES

Transportation Services:

- ∅ Began implementation of the Transit Business Plan which outlines expansions that meet provincial goals of doubling ridership by 2015.
- ∅ Implemented an expansion that includes an improved access to BC Ferries as well as increased frequency on the districts heavily used routes.
- ∅ Provided service for passengers on cruise ships through its partnership with the Downtown Nanaimo Partnership group.
- ∅ Began the implementation of the Gas Tax and the Public Transit Agreement capital projects which will be completed in 2009/2010:
 - Main Exchange bus shelter upgrading;
 - Vancouver Island University Exchange;
 - priority lighting;
 - Custom Transit Dispatch Software;
 - Prideaux Street Exchange upgrade;
 - Smart cars for pool vehicles.
- ∅ Established the employer pass launch with the Vancouver Island Health Authority and Shaw Cable.
- ∅ Installed new information posts for customers at the main Transit exchanges which will make the system easier to use.
- ∅ Expanded the fleet to 14 new Nova buses for 2009, two of which were for the September expansion.
- ∅ The Transit fleet is now running on B-20 Bio-Diesel which will help the region reduce the amount of greenhouse gases emitted.
- ∅ Established an on line commercial vehicle inspection program.
- ∅ Installed new Handy Dart hoist and air conditioner charging unit supplied by BC Transit.
- ∅ Completed the upgrade of Transit administration, maintenance and yard facilities.

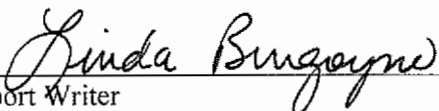
Solid Waste:


- ∅ Exceeded 50% provincial diversion rate (64%).
- ∅ Delivered a two day yard waste pilot drop-off in Area H.
- ∅ Completed an assessment of new residual waste treatment technologies and received Board approval to continue monitoring developments from a cost and technology perspective.
- ∅ Processed and/or monitored the following number of Waste Stream Management Licenses for privately operated recycling facilities:
 - Licensed Sites - six
 - Applications in Process – eight
 - Cancelled Licenses - two
- ∅ Completed the Residential Food Waste Collection Field Test Final Report for submission to FCM and the Board.
- ∅ Issued an RFP and negotiated a contract for the RDN garbage, food waste and recycling collection program.

- ∅ Negotiated a contract to process food waste from 50,000 single-family households in the RDN as well as yard waste delivered to RDN disposal facilities.
- ∅ Completed a comprehensive landfill engineering services RFP and contract award process.
- ∅ Entered into a collaboration agreement with the BC Bioenergy Network and Cedar Road LFG Inc. to establish a Collaborative Demonstration and Development Centre (CDDC) to promote sustainable landfill gas-to-energy projects in BC.
- ∅ Completed public consultation on the Regional Landfill Design & Operations Plan and obtained Board approval to submit the plan to the Minister of Environment as an amendment to the Solid Waste Management Plan.
- ∅ Upgraded the storm water and sanitary sewer line along the north side Cell One for effective surface water and leachate management at the Regional Landfill.
- ∅ Completed the Cell One Southwest Berm Expansion to provide additional disposal capacity while mitigating infiltration and subsequent leachate generation on the SW portion of Cell One.
- ∅ Expanded the LFG collection system to meet Cedar Road LFG gas requirements to generate 1.5 MW of electricity.
- ∅ Awarded contracts for the retrofit, redevelopment and expansion of the Church Road Transfer Station.
- ∅ Investigated 98 illegal dumping complaints and all were resolved via the individual responsible undertaking the clean-up or an RDN contractor. Assisted nine community groups to clean-up dumping sites by providing tipping fee waivers. New illegal dumping signs were erected in 8 sites in Electoral Areas C, F, and H.

RECOMMENDATION:

That the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2009.


Report Writer


CAO Concurrence



CAG APPROVAL	
EAP	
CCW	
RHD	
BOARD	✓ Dec 8 '09

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities **DATE:** December 1, 2009

FROM: Mike Donnelly
Manager of Water Services **FILE:** 0360-20-DWPAC

SUBJECT: **Terms of Reference Amendment**
Drinking Water and Watershed Protection Advisory Committee

PURPOSE

To amend the Terms of Reference for the Drinking Water and Watershed Protection Advisory Committee.

BACKGROUND

The role of the committee is to provide input, advice and feedback to staff recommendations to the Board regarding activities related to the Drinking Water and Watershed Protection (DWWP) service. The Drinking Water and Watershed Protection Advisory Committee Terms of Reference were first adopted by the Board in January of this year.

Currently there are three members of the Board included on the committee. The members represent Electoral Areas A (District 68), G and H (District 69). In order to provide balanced representation by the Board on this committee it is recommended that an additional member from the District 68 area be included in the Terms of Reference which will result in 2 Board members from each of District 68 and District 69.

Other recommended additions to the committee include one Registered Professional Biologist and a representative from the Vancouver Island University.

A housekeeping change to the committee name is also required. Currently it is referred to as the Drinking Water Protection Advisory Committee. To be consistent with the name of the service, the recommended title is the "Drinking Water and Watershed Protection Advisory Committee".

ALTERNATIVES

1. Amend the Drinking Water and Watershed Protection Advisory Committee Terms of Reference to include 2 Board members from each of District 69 and District 68 and to include a Registered Professional Biologist and a representative from the Vancouver Island University.
2. Do not amend the Terms of Reference.

FINANCIAL IMPLICATIONS

There are no financial implications associated with either alternative.

SUSTAINABILITY IMPLICATIONS

The committee will provide valuable guidance as the DWWP service evolves. The broad representation on the committee will ensure a balanced approach to establishing drinking water protection priorities and will provide insight and advice to ensure the program's success. The Drinking Water and Watershed Protection program will move the region forward with respect to the protection and sustainability of the region's drinking water resources.

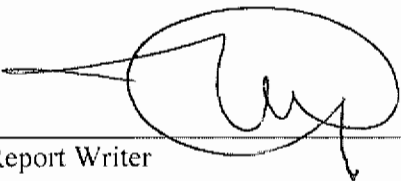
CONCLUSIONS

One additional Board member and 2 additional community members including a Registered Professional Biologist and a representative from the Vancouver Island University are recommended for inclusion in the Drinking Water and Watershed Protection Advisory Committee Terms of Reference.

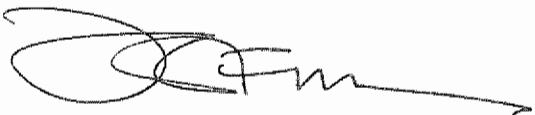
This will bring the total number of committee members to 16.

RECOMMENDATION

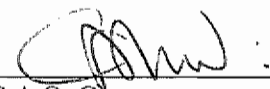
That the Drinking Water and Watershed Protection Advisory Committee Terms of Reference be modified to include 2 Board members from each of District 69 and District 68 and to include a Registered Professional Biologist and a representative from the Vancouver Island University.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

Regional District of Nanaimo

Drinking Water & Watershed Protection Advisory Committee

Terms of Reference[‡]

Purpose

The primary role of the Drinking Water & Watershed Protection Advisory Committee (DWWPAC) will be to advise the Board on the review and implementation of the newly created Drinking Water and Watershed Protection Service.

Committee Roles and Responsibilities

The DWWPAC will:

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

Membership Criteria/Selection

The committee will consist of 16 members. Members will be selected by the Board either through an application process or by appointment or by the member's organization. Membership representation will be as follows:

4 members	RDN Board (Electoral areas, north and south)
2 members	General Public (1 north / 1 south)
1 member	VIHA
1 member	Ministry of Environment
1 member	Environment Community
2 members	Forest Industry
1 member	Water Purveyors' Representative
1 member	Hydrogeologist
2 members	Academic Community (1 From the Vancouver Island University)
1 member	Registered Professional Biologist

[‡] Terms of Reference originally adopted by the Board January 27, 2009
Terms of Reference amended by the Board March 24, 2009

2 RDN staff members will be present in an advisory capacity. Membership may be changed as needs or issues arise and other organizations may be called on such as the Ministry of Agriculture and Islands Trust, Municipalities and First Nations will be consulted where partnerships are identified that would be of mutual benefit.

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

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

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

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

Term

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

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

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

Decision Making

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

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

Chairperson

The chair will be one of the RDN Board members appointed to the Committee in order to provide a direct link between the advisory committee and the Board.