

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, FEBRUARY 23, 2010
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
12 **Carly Gronlund, Nanaimo Telephone Visiting Society, re Society Overview.**
- 3. BOARD MINUTES**
13 - 25 Minutes of the regular Board meeting held January 26, 2010 and the Special Board meeting held February 9, 2010.
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
26 - 33 **Darren Hird, TELUS Mobility, re Proposed Telecommunications Tower, Melrose Road, Area 'F'.**
34 - 36 **Bill Bennett, Ministry of Community & Rural Development, re Local Government Elections Task Force.**
37 **Krista Seggie, re Expansion of Building Inspection Service.**
38 - 40 **Kevin McNeill, Nanaimo Search & Rescue Society, re Request for Annual Operating Grant.**
- 6. UNFINISHED BUSINESS**
BYLAWS
Public Hearing & Third Reading.
41 - 48 **Report of the Public Hearing held February 8, 2010 with respect to Amendment Bylaws No. 1148.05 & No. 500.353 – Williamson & Associates - 510 Virostko Road - EA 'A'. (Electoral Area Directors except EA 'B' – One Vote)**

1. *That the Report of the Public Hearing containing the Summary of Minutes and Submissions of the Public Hearing held February 8, 2010 as a result of public notification of “Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Bylaw Amendment Bylaw No. 1148.05, 2010” and “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.353, 2010” be received.*
2. *That “Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Bylaw Amendment Bylaw No. 1148.05, 2010” be given 3rd reading.*
3. *That “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.353, 2010” be given 3rd reading.*
4. *That the conditions as outlined in Schedule No. 1 be completed by the applicant to the satisfaction of the Regional District prior to consideration of adoption of Bylaw No. 1148.05, 2010 and Bylaw No. 500.353, 2010.*

Public Hearing, Third Reading & Adoption.

49 - 53

Report of the Public Hearing held February 10, 2010 with respect to Amendment Bylaw No. 500.354 – Pacific Coast Waste Management – 4299 Biggs Road - EA 'C'. (Electoral Area Directors except EA 'B' – One Vote)

1. *That the Report of the Public Hearing containing the Summary of Minutes and Submissions of the Public Hearing held February 10, 2010 as a result of public notification of “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.354, 2010” be received.*
2. *That “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.354, 2010” be given 3rd reading.*

(Electoral Area Directors except EA 'B' – 2/3 Vote)

3. *That “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.354, 2010” be adopted.*

Bylaw No. 500.354 amends the Resource Management 2 (RMS) zone for the subject property to permit a wood waste disposal facility.

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

54 - 56

Minutes of the Electoral Area Planning Committee meeting held February 9, 2010. (for information)

COMMUNICATIONS/CORRESPONDENCE

Diane Sampson, re Bowser Rural Village Community Plan. (All Directors – One Vote)

That the communication from Diane Sampson be received.

PLANNING

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. 2010-021 – Procter – 6435 Island Highway West – Area 'H'. (Electoral Area Directors except EA 'B' – One Vote)

That Development Permit Application No. PL2010-021, to permit the construction of an accessory building, be approved subject to the conditions outlined in Schedule No. 1.

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variances Application No. 2010-008 – Fern Road Consulting Ltd. – 6225 Island Highway West – Area 'H'. (Electoral Area Directors except EA 'B' – One Vote)

Delegations wishing to speak to Development Permit with Variance Application No. 2010-008.

That Development Permit with Variances Application No. PL2010-008 to permit the construction of a dwelling unit and detached garage and to recognize the siting of an existing bridge with variances to the watercourse setback be approved subject to the conditions outlined in Schedules No. 1- 3.

Development Permit with Variance Application No. 2010-017 - Fern Road Consulting Ltd. - 771 Miller Road - Area 'G'. (Electoral Area Directors except EA 'B' – One Vote)

Delegations wishing to speak to Development Permit with Variance Application No. 2010-017.

That Development Permit with Variances No. PL2010-017 to permit the construction of single dwelling unit, detached garage and shed and vary the maximum building height, be approved subject to the conditions outlined on Schedules No. 1 – 3.

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. 2009-853 - Macrae - 3466 Simmons Place - Area 'E'. (Electoral Area Directors except EA 'B' – One Vote)

Delegations wishing to speak to Development Variance Permit Application No. 2009-853.

That Development Variance Permit Application No. PL2009-853 to legalize the siting of an existing retaining wall with setback variances from the front lot line, exterior lot line and interior side lot line be approved subject to the conditions outlined in Schedules No. 1- 2.

OTHER

Bylaw No. 1335.03 – Amends the Electoral Area 'H' Draft Official Community Plan to Include Bowser Village Centre Plan. (Electoral Area Directors except EA 'B' – One Vote)

1. *That the draft Bowser Village Centre Plan be received.*
2. *That Bylaw No. 1335.03, 2010 amending "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2003" be given 1st and 2nd reading.*
3. *That Bylaw No. 1335.03, 2010 has been considered in conjunction with the Regional District of Nanaimo's Financial Plan and Waste Management Plans and Regional Growth Strategy to ensure consistency between them.*
4. *That Bylaw No. 1335.03, 2010 proceed to Public Hearing.*
5. *That the Public Hearing on Bylaw No. 1335.03, 2010 be delegated to Director Bartram or his alternate.*
6. *That amendments to the draft Bowser Village Centre Plan be made as follows:*
 - (1) *That Lisa Bhopalsingh's name be added to the acknowledgement page under RDN Staff.*
 - (2) *That the Development Permit Area section on page 31 be amended under guideline D by adding the following words after the word 'supplier', "fire department and/or qualified professional".*

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

57 - 67

Minutes of the Special Committee of the Whole meeting held January 26, 2010 and the regular Committee of the Whole meeting held February 9, 2010. (for information)

BUSINESS ARISING FROM DELEGATIONS

Land Use Plan of Coastal Douglas-Fir Ecosystems on Crown Land. (All Directors – One Vote)

That staff be directed to forward a letter by February 15, 2010 to the Ministry of Forests and Range and Minister Responsible for Integrated Land Management Bureau requesting that the provincial government expand the initiative to include all parcels of Crown Land within the Coastal Douglas Fir biogeoclimatic zone and to extend the initiative to protect all remaining parcels of Crown Land within the E & N land area, including DL 33.

CORPORATE ADMINISTRATION SERVICES

ADMINISTRATION

2010 Service Area Work Plan Projects. (All Directors – One Vote)

That the Board receive the service area work plan projects list for 2010 for information.

DEVELOPMENT SERVICES

BUILDING & BYLAW

District 69 Animal Control Services – Service Contract & Kenneling Agreement. (All Directors – Weighted Vote)

- 1. That a contract for Animal Control Services in District 69 with Coastal Animal Control Services of BC Limited be approved for a two year term commencing April 1, 2010 and ending March 31, 2012.*
- 2. That staff be directed to negotiate a kenneling agreement with the Parksville/Qualicum SPCA for the Board's consideration.*

Expansion of Building Inspection Service in the RDN. (All Directors – One Vote)

- 1. That the Board direct staff to prepare the required amendments to the Building Inspection Extended Service Establishment Bylaw No. 787, 1989 to expand the building inspection service area to include all electoral areas and that inspection service costs be recovered primarily through building permit fees and charges.*
- 2. That the Board direct staff to prepare the required amendments to the Building Regulation and Fees Bylaw No. 1250 to include the designated areas identified in this report within the regulation, effective October 1, 2010 and that building inspection regulations be expanded to the remaining lands within all electoral areas effective April 1st, 2011.*

3. *That the Board direct staff to prepare a policy with respect to the requirement for inclusion within the building inspection service of all new lots created through subdivision as a condition of approval.*

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Greater Nanaimo Pollution Control Centre, French Creek Pollution Control Centre and Nanoose Pollution Control Centre Upgrade and Expansion – Preliminary Request for Funding. (All Directors – One Vote)

That the Board support a submission of a preliminary request for funding support from the Federal and Provincial governments for major upgrade and expansion projects at the Greater Nanaimo Pollution Control Centre, the French Creek Pollution Control Centre, and the Nanoose Bay Pollution Control Centre.

WATER

Hamilton Marsh Water Licensing. (All Directors – One Vote)

That the Board receive the staff report on the Hamilton Marsh Water licensing for information.

Amendment Bylaws No. 619.16, 700.17, 1097.12, 1172.10, 1383.06, 1434.05 & 1468.05 – Increase Water User Rates in the French Creek, Surfside, Decourcey, San Pareil, Englishman River, Melrose and Nanoose Bay Peninsula Water Service Areas. (All Directors – One Vote; All Directors – 2/3)

1. *That “Regional District of Nanaimo Nanoose Bay Peninsula Water Supply Service Area Regulations and Rates Amendment Bylaw No. 1468.05, 2010” be introduced for three readings.*
2. *That “Regional District of Nanaimo Nanoose Bay Peninsula Water Supply Service Area Regulations and Rates Amendment Bylaw No. 1468.05, 2010”, be adopted.*
3. *That “Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.16, 2010” be introduced for three readings.*
4. *That “Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.16, 2010” be adopted.*
5. *That “Regional District of Nanaimo San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.10, 2010” be introduced for three readings.*

6. That “Regional District of Nanaimo San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.10, 2010” be adopted.
7. That “Regional District of Nanaimo Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.06, 2010” be introduced for three readings.
8. That “Regional District of Nanaimo Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.06, 2010” be adopted.
9. That “Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.17, 2010” be introduced for three readings.
10. That “Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.17, 2010” be adopted.
11. That “Regional District of Nanaimo Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.05, 2010” be introduced for three readings.
12. That “Regional District of Nanaimo Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.05, 2010” be adopted.
13. That “Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.12, 2010” be introduced for three readings.
14. That “Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.12, 2010” be adopted.

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Solid Waste Collection Service - Award of Residential Curbside Collection Contract. (All Directors – Weighted Vote)

That the Board award a five year contract to commence April 1, 2010 and end March 31, 2015 with the ability to renew for an additional five years for the collection of garbage, food waste and recyclables to Waste Services Inc. at a cost of \$10,852,447.

Solid Waste Disposal Service - Award of Organic Waste Processing Contract.
(All Directors – Weighted Vote)

That the Board award a five year contract to commence April 1, 2010 and end March 31, 2015 with the ability to renew for an additional five years, to process organic waste delivered to RDN disposal facilities to International Composting Corporation for a cost of \$5,323,985.

COMMISSION, ADVISORY & SELECT COMMITTEE

Arrowsmith Water Service Management Committee. (All Directors – One Vote)

1. *That the minutes of the Arrowsmith Water Service Management Committee meeting held January 12, 2010 be received for information.*
2. *That the Arrowsmith Water Service Management Committee recommend the Joint Venture's adopt the Provisional Year 2010 Provisional Budget shown on Table 1, dated December 3, 2009.*

District 69 Recreation Commission. (All Directors – One Vote)

That the minutes of the District 69 Recreation Commission meeting held January 21, 2010 be received for information.

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

1. *That the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held January 20, 2010 be received for information.*
2. *That the following recommendations be forwarded to the Board for consideration at the 2010 budget deliberations:*
 - a) *That the Board support the 2010 Annual Budget and Five Year Capital and Financial Plan as presented for Electoral Area 'A' Recreation and Culture Services.*
 - b) *That the Board support the 2010 Annual Budget and Five Year Capital and Financial Plan as presented for Electoral Area 'A' Community Parks.*

Regional Agricultural Advisory Committee. (All Directors – One Vote)

That the minutes of the Regional Agricultural Advisory Committee meeting held November 27, 2009 be received for information.

7.3 EXECUTIVE STANDING COMMITTEE

7.4 COMMISSIONS

7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

Regional Parks & Trails Advisory Committee. (All Directors – One Vote)

68 - 73 Minutes of the Regional Parks & Trails Advisory Committee meeting held February 2, 2010. (for information)

1. *That “Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.02” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*
2. *That the Terms of Reference for the Mount Arrowsmith Massif Regional Park Management Plan be approved; and Staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Mount Arrowsmith Massif Regional Park Management Plan; and*

Two members of the Regional Parks and Trails Advisory Committee be appointed to participate as members of the Mount Arrowsmith Massif Regional Park Management Plan Sub Committee.

3. *That Regional Parks and Trails Advisory Committee members, Mr. Frank Van Eynde and Mr. Craig Young, be appointed to participate as members of the Mount Arrowsmith Massif Regional Park Management Plan Sub Committee.*
4. *That the Terms of Reference for the Coats Marsh Regional Park Management Plan be approved; and*

Staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Coats Marsh Regional Park Management Plan; and

Two members of the Regional Parks and Trails Advisory Committee be appointed to participate as members of the Coats Marsh Regional Park Management Plan Sub Committee.

5. *That Committee members, Ms. Maureen Young and Mr. Joe Stanhope, be appointed to participate as members of the Coats Marsh Regional Park Management Plan Sub Committee.*
6. *That the Terms of Reference for the Horne Lake Parks Concept Plan be approved; and*

Staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Horne Lake Parks Concept Plan.

7. *That the section of the Morden Colliery Regional Trail between Cedar Road and Nanaimo River not be considered for trail development at this time and that the project be deferred until at least 2011 for consideration.*

Emergency Management Select Committee.

133 - 134 Minutes of the Emergency Management Select Committee meeting held February 16, 2010. (for information)

(All Directors – Weighted Vote)

1. *That staff be directed to proceed with the execution of a five year agreement to share Emergency Social Services and Emergency Communications resources in the District 69 area commencing April 1, 2010 and ending March 31, 2015.*

(All Directors – One Vote)

2. *That Jack Eubank and Brian Brack be appointed as Emergency Coordinator Alternates for the Regional District of Nanaimo.*
3. *That staff be directed to prepare an application for funding under the Preparing Fuel Management Prescription for Community Operational Fuel Treatments grant program, and if approved, that staff proceed with a RFP process to engage a qualified.*
4. *That the Board receive the report on the Emergency Program response to recent flooding and weather events for information.*

8. ADMINISTRATOR'S REPORTS

156 - 160 Descanso Bay Wharf Service – Proposed Service Expansion (Green's Landing Wharf, Gabriola Island). (All Directors – One Vote)

161 - 163 Nanoose Bay Peninsula Water Service – Proposed Treatment Facility. (All Directors – One Vote)

164 - 165 Oceanside Place - Reserve Fund Expenditure for Capital Equipment Replacement. (Parksville, Qualicum Beach, EAs 'E' 'F' 'G' 'H' – Weighted Vote)

166 - 170 Ravensong Aquatic Centre Project – Purchase Authorization Limits. (All Directors – One Vote)

171 - 191 2010 to 2014 Financial Plan. (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**

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

Armstrong, Jane

From: Christine McCubbin [coord.telvisit@shaw.ca]
Sent: January 20, 2010 11:47 AM
To: Armstrong, Jane
Cc: Ohalloran, Matt; Board: Carly GRONLUND (home)
Subject: Re: NTVS awareness

The information you request is:

- date of the meeting you wish to attend: *Board Meeting February 23rd, 2010,*
- your name, mailing address, e-mail address and phone number; *Nanaimo Telephone Visiting Society, 208D - 2520 Bowen Road, Nanaimo, BC V9T 3L3 250-756-9455 NTVS Representative attending meeting: Carly Gronlund, Member, NTVS Board of Directors*
- suggested title of the presentation; *'Nanaimo Telephone Visiting Society'*
- a short statement, or written brief, that clearly outlines the topic and identifies any specific issues or concerns. *Nanaimo Telephone Visiting Society is an outreach service that has been extending friendship, human contact and assistance to seniors living independently in Nanaimo for over 30 years. We currently have clients throughout the City of Nanaimo and Nanaimo Regional District. We are looking to increase our visibility in the community, knowing with improved community awareness it should be much easier to recruit volunteers and secure local funding sources.*

Could you please confirm that we have a speaking spot for the February 23rd meeting? We have brochures - approximately how many people would you expect at the meeting?

Thank you!

*Christine McCubbin
Program Coordinator
Nanaimo Telephone Visiting Society
www.ntvs.ca*

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR MEETING OF THE BOARD
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JANUARY 26, 2010, AT 7:00 PM IN THE
RDN BOARD CHAMBERS

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
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 E. Mayne	City of Parksville
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
Alternate	
Director M. Unger	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
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Svcs.
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Unger to the meeting.

DELEGATIONS

John Tapics, Compliance Coal Corporation dba Comox Joint Venture, re Raven Underground Coal Project.

Mr. Tapics presented a visual and verbal overview of the proposed Raven Underground Coal Project, including the location, the application process and public input into the project.

BOARD MINUTES

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Inaugural Board meeting held December 8, 2009 and the Special Board meeting held January 12, 2010 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Belinda Davies, re Development Variance Permit Application No. PL2009-845 – Clark & Wick – 3415 Beldon Place – Area ‘E’.

MOVED Director Holme, SECONDED Director Johnstone, that the correspondence received from Belinda Davies regarding Development Variance Permit Application No. PL2009-845 be received.

CARRIED

UNFINISHED BUSINESS

BYLAWS

Bylaw No. 1124.08.

MOVED Director Westbroek, SECONDED Director Young, that “Surfside Sewer Local Service Area Boundary Amendment Bylaw No. 1124.08, 2009” be adopted.

CARRIED

Bylaw No. 889.52.

MOVED Director Bartram, SECONDED Director Holme, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.52, 2009” be adopted.

CARRIED

Amendment Bylaw No. 1124.09.

MOVED Director Bartram, SECONDED Director Holme, that “Surfside Sewer Local Service Area Boundary Amendment Bylaw No. 1124.09, 2009” be adopted.

CARRIED

Amendment Bylaw No. 889.53.

MOVED Director Holme, SECONDED Director Bartram, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.53, 2009” be adopted.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

MOVED Director Bartram, SECONDED Director Ruttan, that the minutes of the Electoral Area Planning Committee meeting held January 12, 2010 be received for information.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Mel & Carolynne Spotswood, re Development Variance Permit Application No. PL2009-850 – Structure Design & Management - Huntington Place - Area ‘E’.

MOVED Director Holme, SECONDED Director Burnett, that the correspondence from Mel & Carolynne Spotswood regarding Development Variance Permit Application No. PL2009-850 be received.

CARRIED

PLANNING

AMENDMENT APPLICATIONS

Bylaw No. 500.354 for Zoning Amendment Application No. PL2009-493 – Pacific Coast Waste Management – 4299 Biggs Road – Area ‘C’.

MOVED Director Young, SECONDED Director Burnett, that the minutes of the Public Information meeting held on December 7, 2009 be received.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.354, 2010” be given 1st and 2nd reading.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.354, 2010” be delegated to Director Young or her alternate.

CARRIED

Bylaws No. 1148.05 & 500.353 for OCP & Zoning Amendment Application No. PL2009-502 – Williamson & Associates – Virostko Road & Midora Road – Area ‘C’.

MOVED Director Young, SECONDED Director Burnett, that the minutes of the Public Information meeting held on November 19, 2009 be received.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that “Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.05, 2010” be given 1st and 2nd reading.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that Amendment Application No. PL 2009-502 to rezone the subject property from Rural 1 Subdivision ‘D’ (RU1D) to Residential 2 Subdivision District ‘M’ (RS2M) be approved subject to the conditions included in Schedule No. 1.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.353, 2010” be given 1st and 2nd reading.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the Public Hearing on “Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.05, 2010” be delegated to Director Young or her alternate.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2009-012 – Thomas Hoyt, BCLS - 1949 Akenhead Road - Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, that Development Permit Application No. PL2009-012, in conjunction with a section 946 subdivision application, be approved subject to the conditions outlined in Schedules No. 1 and 2.

MOVED Director Burnett, SECONDED Director Young, that staff be directed to review the section 946 provisions as per “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Zoning and Subdivision Bylaw No. 1285, 2002” and report back to the Electoral Area Planning Committee.

CARRIED

Development Permit Application No. PL2009-848 - Wessex Enterprises Ltd. - Extension Road - Area ‘C’.

MOVED Director Young, SECONDED Director Burnett, that Development Permit Application No. PL2009-848, in conjunction with a six lot subdivision application, be approved subject to the conditions outlined in Schedules No. 1 and 2.

CARRIED

Development Permit Application No. PL2009-852 - Peter Mason, BCLS - 1055 Spider Lake Road - Area ‘H’.

MOVED Director Bartram, SECONDED Director Holme, that Development Permit Application No. PL2009-852, in conjunction with a two lot subdivision, be approved subject to the conditions outlined in Schedules No. 1 and 2.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Variance Permit Application No. PL2009-805 – Fern Road Consulting Ltd. – 6360 Island Highway West – Area ‘H’.

MOVED Director Bartram, SECONDED Director Holme, that Development Permit Application No. PL2009-805 to legalize the location of two existing accessory buildings, be approved.

CARRIED

Development Variance Permit Application No. PL2009-807 - Fern Road Consulting Ltd. - 1969 Seahaven Road - Area ‘E’.

MOVED Director Bartram, SECONDED Director Holme, that Development Permit Application No. PL2009-807 to permit the construction of a dwelling unit with height and setback variances be approved subject to the conditions outlined in Schedules No. 1 to 4.

CARRIED

Development Variance Permit Application No. PL2009-845 – Clark & Wick – 3415 Beldon Place - Area ‘E’.

MOVED Director Bartram, SECONDED Director Holme, that Development Permit Application No. PL2009-845 to vary the maximum height in order to permit the construction of a single dwelling unit be approved.

CARRIED

Development Variance Permit Application No. PL2009-850 – Structure Design & Management - Huntington Place - Area ‘E’.

MOVED Director Bartram, SECONDED Director Holme, that Development Permit Application No. PL2009-850, be approved subject to the conditions outlined in Schedules No. 1 to 3.

CARRIED

OTHER

Request for Frontage Relaxation on Subdivision Application No. PL2009-832 - Thomas Hoyt, BCLS - 2570 Tiesu Road - Area 'A'.

MOVED Director Burnett, SECONDED Director Young, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lot 2 be approved.

CARRIED

Consideration of Park Land Dedication and/or Cash-in-Lieu of Park Land on Subdivision Application No. PL2009-793 – Fern Road Consulting Ltd. – 6360 Island Highway West – Area 'H'.

MOVED Director Bartram, SECONDED Director Holme, that cash-in-lieu (\$20,000 based on current assessment) of parkland and an additional \$5,000 community contribution toward park improvements be accepted.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

MOVED Director Ruttan, SECONDED Director Holme, that the minutes of the Committee of the Whole meeting held January 12, 2010 be received for information.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Brian Kingzett, Vancouver Island University, re Letter of Support for the Deep Bay Field Station.

MOVED Director Bartram, SECONDED Director Ruttan, that the correspondence from the Vancouver Island University requesting a letter of support for an application for funding to the Provincial Innovative Clean Energy Fund entitled "Mid Island Renewable Energy Showcase" be received.

CARRIED

Correspondence, re Rural Streetlighting Service Amendment Bylaw No. 791.18.

MOVED Director Holme, SECONDED Director Westbrook, that the correspondence from residents regarding "Rural Streetlighting Service Amendment Bylaw No. 791.18" be received.

CARRIED

CORPORATE ADMINISTRATION SERVICES

ADMINISTRATION

Meeting Schedule for 2010.

MOVED Director McNabb, SECONDED Director Johnstone, that the 2010 meeting schedule be received for information and, as has been the practice since 2006, the August Committee meetings be deferred to September.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Bylaw 1584 – Security Issuing Bylaw in Relation to the Cedar Sewer Capital Financing Service (Stage 2 – Small Lot Residential Properties).

MOVED Director Burnett, SECONDED Director Holdom, that the “Regional District of Nanaimo (Cedar Sewer Small Lot Residential Properties Stage 2 Capital Financing Service) Security Issuing Bylaw No. 1584, 2010” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Holdom, that the “Regional District of Nanaimo (Cedar Sewer Small Lot Residential Properties Stage 2 Capital Financing Service) Security Issuing Bylaw No. 1584, 2010” be adopted and forwarded when required to the Ministry of Community & Rural Development for a Certificate of Approval.

CARRIED

Bylaw 1587 – Security Issuing Bylaw in Relation to the Meadowood Fire Protection Service.

MOVED Director Holme, SECONDED Director Biggemann, that the “Meadowood Fire Protection Service Security Issuing Bylaw No. 1587, 2010” be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Biggemann, that the “Meadowood Fire Protection Service Security Issuing Bylaw No. 1587, 2010” be adopted and forwarded when required to the Ministry of Community & Rural Development for a Certificate of Approval.

CARRIED

2009 Audit Plan.

MOVED Director Westbroek, SECONDED Director Mayne, that the 2009 audit plan proposed by Meyers Norris Penny LLP be received and approved as presented.

CARRIED

2010 Proposed Budget Overview.

MOVED Director Westbroek, SECONDED Director Holdom, that the proposed 2010 budget be approved in principle and that staff be directed to finalize preparation of the 2010 to 2014 financial plan.

CARRIED

MOVED Director Westbroek, SECONDED Director Holdom, that the schedule of budget meetings and publications be approved and published as presented.

CARRIED

Amendment Bylaws No. 789.03, 803.05, 804.06, 1001.04 & 1553.02 – Increase the Requisition Limits for the Fairwinds Streetlighting, Areas E & F Community Parks, Parksville Fire Protection and Regional Growth Management Services.

MOVED Director Holme, SECONDED Director Westbroek, that the “Regional Growth Management Service Amendment Bylaw No. 1553.02, 2010” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Westbrook, that the “Parksville (Local) Fire Protection Area Amendment Bylaw No. 1001.04, 2010” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Westbrook, that the “Electoral Area ‘E’ Community Parks Local Service Amendment Bylaw No. 803.05, 2010” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Westbrook, that the “Electoral Area ‘F’ Community Parks Local Service Amendment Bylaw No. 804.06, 2010” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Westbrook, that the “Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.03, 2010” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

RECREATION AND PARKS SERVICES

RECREATION

Bylaws No. 861.02 & 1588 – Amend the Joint Civic Properties & Recreation Commission Establishment Bylaw and Establish a Reserve Fund for the Service.

MOVED Director Holme, SECONDED Director McNabb, that the “Northern Community Recreation Service Amendment Bylaw No. 861.02, 2010” be introduced, read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that the “Northern Community Recreation Service Reserve Fund Establishment Bylaw No. 1588, 2010” be introduced for three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that the “Northern Community Recreation Service Reserve Fund Establishment Bylaw No. 1588, 2010” be adopted.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER

Water Services Operations Centre Lease Agreement.

MOVED Director Holme, SECONDED Director McNabb, that the Board direct staff to complete a five year lease agreement with Noort Investments and Associates for Unit #7, 8 – 1065 Herring Gull Way in Parksville.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Holme, that the minutes of the District 69 Recreation Commission meetings held November 19, 2009 and December 17, 2009 be received for information.

CARRIED

From the Commission Meeting held November 19, 2009:

MOVED Director Bartram, SECONDED Director Holme, that staff be directed not to proceed further with the Ravensong Aquatic Centre expansion review at this time and that the user groups be advised accordingly.

CARRIED

MOVED Director Bartram, SECONDED Director Mayne, that the Regional District forward a letter of thank you to the Lion's Club and the Parksville Save-on-Foods for their financial contribution, which allows free admission to the Oceanside Place Family Skate Sessions which has provided an opportunity to all District 69 families to actively participate in a healthy sport.

CARRIED

From the Commission Meeting held December 17, 2009:

MOVED Director Bartram, SECONDED Director Westbroek, that subject to confirmation of funding of \$12,000 from the Oceanside Track and Field Club, \$4,000 from the District 69 Sports Association, the Regional District of Nanaimo support the proposal from the Oceanside Track and Field Club for improvements to the track at Ballenas Secondary School under the UBCM School Community Connections Program in partnership with School District #69 and provide \$6,500 from the District 69 Recreation Coordination Function for the project.

CARRIED

MOVED Director Bartram, SECONDED Director Mayne, that the Regional District of Nanaimo endorse the Terms and Conditions as set out under the UBCM School Community Connections Program for Phase III funding.

CARRIED

District 69 Recreation Commission Budget Recommendations:

MOVED Director Bartram, SECONDED Director Mayne, that the following recommendations be forwarded to the Board for consideration at the 2010 budget deliberations:

- (a) That the Board support a contribution of \$6,500 for the Track improvements at Ballenas Secondary School to be funded through the District 69 Recreation Coordinating Function by reducing the same amount from the \$30,000 identified to be transferred to reserves in the proposed 2010 annual budget.
- (b) That the Board support the increase to the Arrowsmith Community and Enhancement Society 2010 contract in the amount of \$5,880, to cover their operating costs budget shortfall, and that the increase be funded by lessening the amount set aside in 2010 reserve funds by an equal amount.

CARRIED

Drinking Water Protection Advisory Committee.

MOVED Director Bartram, SECONDED Director Burnett, that the minutes of the Drinking Water Protection Advisory Committee meeting held December 8, 2009 be received for information.

CARRIED

Regional Parks & Trails Advisory Committee.

MOVED Director McNabb, SECONDED Director Ruttan, that the minutes of the Regional Parks & Trails Advisory Committee meeting held December 1, 2009 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Ruttan, that the Mount Benson Regional Park Management Plan be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Ruttan, that future regional park management plans include a costing matrix regarding the policies and actions outlined in the plan.

CARRIED

Regional Solid Waste Advisory Committee.

MOVED Director Holme, SECONDED Director Sherry, that the minutes of the Regional Solid Waste Advisory Committee meeting held November 19, 2009 be received for information.

CARRIED

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

MOVED Director Bartram, SECONDED Director Kipp, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held December 9, 2009 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Holdom, that the following recommendation be forwarded to the Board for consideration at the 2010 budget deliberations:

That the Board support the Electoral Area 'H' Community Parks Budget recommendation that the \$40,000 in professional fees for Henry Morgan Park include signage and that \$40,000 be transferred to capital reserves.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Nanaimo & Area Land Trust Funding Request.

MOVED Director Westbroek, SECONDED Director Kipp, that the Nanaimo & Area Land Trust's funding request in the amount of \$30,000 be considered as part of the 2010 budget deliberations.

CARRIED

Vancouver Island North Film Commission Funding Request.

MOVED Director Westbroek, SECONDED Director Holdom, that staff send a letter to the Vancouver Island North Film Commission to inform them that funding will not be forthcoming as the Regional District of Nanaimo does not have an economic development function, and that a Board representative will not be appointed to sit on the VI North Film Commission.

CARRIED

ADMINISTRATOR'S REPORTS

Bylaw No. 1250.04 - Amends the Fees Component of the Building Regulation and Fees Bylaw.

MOVED Director Burnett, SECONDED Director Bartram, that the "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.04, 2010" be introduced and read three times.

DEFEATED

MOVED Director Bartram, SECONDED Director Holme, that item be referred to an Electoral Area Director's meeting.

CARRIED

Animal Control Services - Agreement for Use of City of Nanaimo's Animal Shelter Facilities.

MOVED Director Holme, SECONDED Director Bartram, that the agreement between the City of Nanaimo and the Regional District of Nanaimo for the use of the animal shelter at 1260 Nanaimo Lakes Road for the administration of animal control services be approved.

CARRIED

2010 Community Works Projects.

MOVED Director Bartram, SECONDED Director Burnett, that the 2010 Community Works project list outlined on Schedule A be approved and that staff be authorized to commence work immediately.

CARRIED

2010 – 2012 Board Strategic Plan.

MOVED Director Bartram, SECONDED Director Haime, that the report on the distribution of the 2010-2012 Board Strategic Plan – *Integrated Solutions for a Sustainable Future* be received for information.

CARRIED

NEW BUSINESS

Abandoned Boat Wrecks.

MOVED Director Bartram, SECONDED Director Ruttan, that a letter be sent to James Lunney, MP for Nanaimo-Alberni, regarding the RDN's concern with the growing number of wrecked water vessels which have been abandoned on the coastline within Electoral Area 'H'.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:20 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SPECIAL BOARD MEETING
HELD ON TUESDAY, FEBRUARY 9, 2010, AT 8:30 PM
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 C. Haime	District of Lantzville
Alternate	
Director C. Burger	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director J. Ruttan	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. Sherry	City of Nanaimo

Also in Attendance:

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

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

Director Holme left the meeting citing a conflict of interest with the next item.

Executive Standing Committee.

MOVED Director Westbrook, SECONDED Director Burnett, that Doug Holme be appointed to the Board of Variance for a term ending December 31, 2012.

CARRIED

Director Holme returned.

Transit Select Committee.

MOVED Director McNabb, SECONDED Director Bestwick, that the minutes of the Transit Select Committee meeting held January 28, 2010, be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Bestwick that staff be directed to arrange a meeting between the Chair of the RDN Board and selected members of the Transit Select Committee and the Chair of the BC Transit Board to discuss the provincial fleet realignment plan, bus branding, signage and the District's relationship with BC Transit and that staff report back to the Transit Select Committee.

CARRIED

MOVED Director McNabb, SECONDED Director Bestwick, that staff be directed to prepare a report for Board consideration that explores options for pursuing partnership and funding opportunities with BC Transit, BC Ferries and other potential partners for the re-establishment of the foot passenger ferry between Nanaimo and Vancouver.

CARRIED

MOVED Director McNabb, SECONDED Director Johnstone, that the amended 2009/2010 Annual Operating Agreement (AOA) with BC Transit be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Johnstone, that the amendment Master Joint Operating Agreement between BC Transit and the Regional District of Nanaimo be approved.

CARRIED

ADMINISTRATOR'S REPORTS

Bylaw No. 1250.04.

MOVED Director Holme, SECONDED Director Bartram, that "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.04, 2010" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.04, 2010" be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.04, 2010" have an effective date of March 1, 2010.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that the Board direct staff to review *Building Permit Fees Policy No. B2.1* to establish a funding framework for Building Inspection fees and charges and that a biannual review of fees and charges be introduced and included in the policy.

CARRIED

Expansion of Building Inspection Service in the RDN.

From the Committee of the Whole meeting held earlier this evening:

MOVED Director Bartram, SECONDED Director Holme, that the administrative costs related to development policy and information services be charged to the Electoral Area Administration Services.

CARRIED

Bylaw No. 1590.

MOVED Director Burnett, SECONDED Director McNabb, that the "2010 Parcel Tax Assessment Roll Bylaw No. 1590, 2010", be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the "2010 Parcel Tax Assessment Roll Bylaw No. 1590, 2010" be adopted.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Board appoint the Chairperson, the Senior Manager, Corporate Administration and the General Manager, Finance and Information Services to preside as the 2010 parcel tax review panel.

CARRIED

NEW BUSINESS

East Wellington Pleasant Valley Parks & Open Space Advisory Committee

MOVED Director Young, SECONDED Director Burnett, that Doug Cawthorne be appointed to the East Wellington/Pleasant Valley Parks and Open Spaces Advisory Committee for a term ending December 31, 2010.

CARRIED

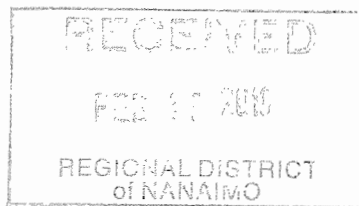
ADJOURNMENT

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

CARRIED

TIME: 8:40 PM

CHAIRPERSON



TELUS
Network Operations
2-4535 Canada Way
Vancouver, BC
Canada V5G 1J9
telus.com
604 729 1005 Telephone
604 268 2276 Facsimile
dvhird@shaw.ca

February 11, 2010

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

Dear Maureen Pearse:

**RE: RDN Board concurrence request for the proposed Telecommunications Tower, 3805
Melrose Rd, Regional District of Nanaimo, BC**

TELUS File Reference: BC0183 (Little Qualicum)

As an important part of TELUS' ongoing objective to improve the wireless coverage in the Regional District of Nanaimo ("RDN"), TELUS is planning on building a radiocommunication tower at the address mentioned above.

As the RDN does not have an established and documented public consultation process applicable to tower siting, TELUS is required to follow Industry Canada's Default Consultation Process, which is documented in its Client Procedure Circular CPC-2-0-03, which is available on the internet at the following address:

[http://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc2003-issue4e.pdf/\\$FILE/cpc2003-issue4e.pdf](http://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc2003-issue4e.pdf/$FILE/cpc2003-issue4e.pdf)

An information package (enclosed) was sent to Industry Canada, the Regional District of Nanaimo and any residences within three times the tower height. Also newspaper advertisements were run in two consecutive issues of The Nanaimo Daily News and the Oceanside Star. There were no comments or concerns received by TELUS during the thirty day response period. Being such a remote location this was expected.

Page Two
Maureen Pease

Industry Canada has very specific guidelines when it comes to defining Land Use Authority Concurrence. Although this planned installation does not require any approvals from the staff at the Regional District of Nanaimo, TELUS would like to have Board concurrence to add to the file to satisfy Industry Canada and TELUS' requirements for consultation.

Specifically the following points are of importance:

1. The site is located within a FR-1 Forestry/Resource1 (Area F) zone and is a permitted use.
2. There are no residences within three times the tower height.
3. TELUS requires a new tower since there are no other towers in that specific area.
4. Mature trees in the area and a large coverage area are the reasons for the height of the tower.
5. This installation falls within Exclusive Federal Jurisdiction.

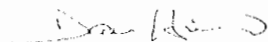
Please consider this a formal request to have The Board of the RDN concurrence to pass the following resolution:

'THAT, The Board expresses its support to the proposed 91 meter TELUS Tower detailed in the attached drawings, THAT, The Board concurs with the proposed 91 meter TELUS Tower and that public consultation has been completed to Industry Canada standards, THAT, The Board concurs with the proposed 91 meter TELUS Tower and no permits are required due to the Federal Jurisdiction.'

Please let me know if you require anything further from TELUS to complete this.

Thank you for your attention to this matter.

Sincerely,



Darren Hird
Real Estate/Government Affairs Specialist
TELUS Mobility
4535 Canada Way, 2nd Floor
Burnaby, BC, V5G 1J9
PH: 604 729 1005

Cc: Jim Laursen, Industry Canada



To whom it may concern,

11/13/09

**Re: Proposed 91m TELUS Telecommunications Tower
3805 Melrose Road
REM. Lot A, District Lot 92, Newcastle District, Plan 2323
TELUS File – Little Qualicum (BC0183)**

Wireless technology offers many benefits to Canadians. Millions of individuals rely on wireless communications to enhance their personal security and safety, enjoy more frequent contact with family, friends and business associates, and to make more productive use of their personal and professional time. In response to demand for improved coverage within the North East quadrant of the City of Nanaimo, TELUS is proposing the construction of a new telecommunications installation.

TELUS' Proposal

TELUS is proposing a 91 metre guyed tower at 3805 Melrose Road. All of the equipment necessary to operate this facility will reside within a shelter located at the base of the tower. This is a remote location that is not located within any residential communities.

Authority

Although Industry Canada has exclusive jurisdiction over the placement of wireless telecommunications facilities, it requires the carriers to consult with the local municipality and the general public regarding new installations. The municipal consultation process is intended to provide an opportunity to have landowner questions addressed while respecting federal jurisdiction over the installation and operations of telecommunications systems. Since there aren't any residents within the federal mandatory notice radius, this notification will only be logged and submitted to the Regional District of Nanaimo and Industry Canada as part of our application for concurrence.

Industry Canada's Default Public Consultation

As the Regional District of Nanaimo does not have an established and documented public consultation process applicable to tower siting, TELUS is required to follow the Industry Canada Default Public Consultation Process. This will provide you with an opportunity to engage in reasonable, relevant, and timely communication regarding this proposal.

1. *Purpose* - The purpose of the proposed tower is to expand TELUS' wireless coverage in the northwest area of Nanaimo specifically Hwy 19 coverage for in-car levels. This will also provide service to the area east along Hwy 19 to Qualicum Beach interchange, southwest along Hwy 4 toward Cameron Lake and northwest along Hwy 19 toward Qualicum Bay/ Spider Lake interchange. Currently, there are no existing antenna support structures or other feasible infrastructure that can be utilized; as a result, a new antenna support structure is required. This structure has been designed to accommodate for an additional carrier as future needs arise.
2. *Location* - The tower will be located in the northeasterly corner of the unused gravel pit just east of Melrose Road. The geographical coordinates for the tower site are N49-19-26.5; W124-32-16.5.
3. *Safety Code 6* - Industry Canada requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS confirms that the tower described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's *Safety Code 6 including combined effects with the local radio environment*, as may be amended from time to time.
4. *Site Access* – The approach off an existing road will have a new 5m wide access road added to access the tower. This is a remote location is not easily accessible by the public. Construction is anticipated to take 30 to 45 days, once complete the site will only be accessed for routine maintenance visits which typically occur once or twice a month.

5. *Environment* - TELUS confirms that the installation is excluded from environmental assessment under the *Canadian Environmental Assessment Act*.
6. *Design* - This proposal is for 91 meter guyed tower. A preliminary design of the tower profile and compound plan is included in this notification for your reference.
7. *Transport Canada* - The tower will be marked in accordance with the Department of Transportation and NAV Canada requirements.
8. *Structural Considerations* - TELUS confirms that the antenna structure described in this notification package will apply good engineering practices including structural adequacy during construction.
9. *Local Municipality* – The Regional District of Nanaimo does not have an Antenna Siting Protocol and as such we are applying Industry Canada's Default Public Consultation process. This proposal is located in lands zoned as FR-1 Forestry/Resource 1 (Area F) and is a permitted use. A Crown Licence of Occupation has been obtained.
10. *General Information*- General information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website:
http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/h_sf01702e.html.

11. *Contacts:*

TELUS

Darren Hird, Real Estate/ Government Affairs Specialist
Phone: 604.268.2676
4535 Canada Way, 2nd Floor
Burnaby, BC, V5G 1J9

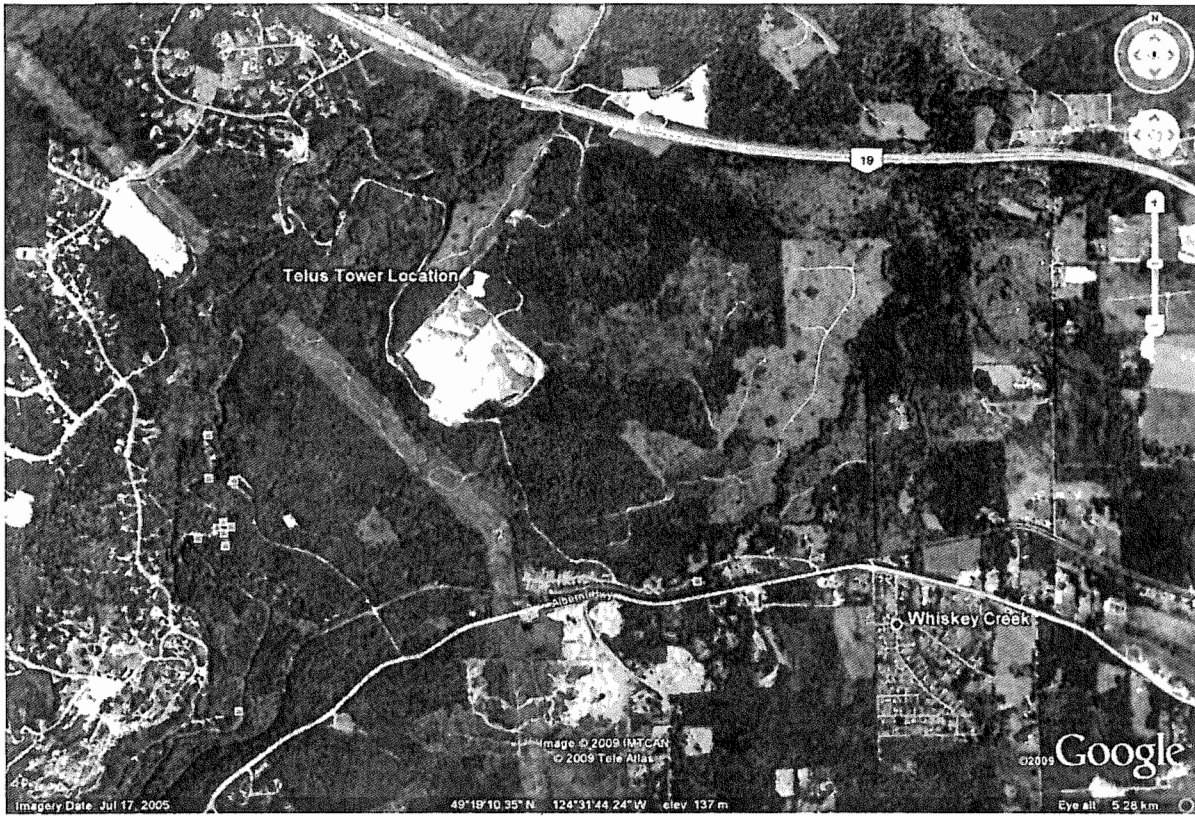
Industry Canada

Jim Klassen, Acting Director
Phone: 403.292.4205
639 – 5th Avenue SW
Calgary, Alberta T2P 0M9

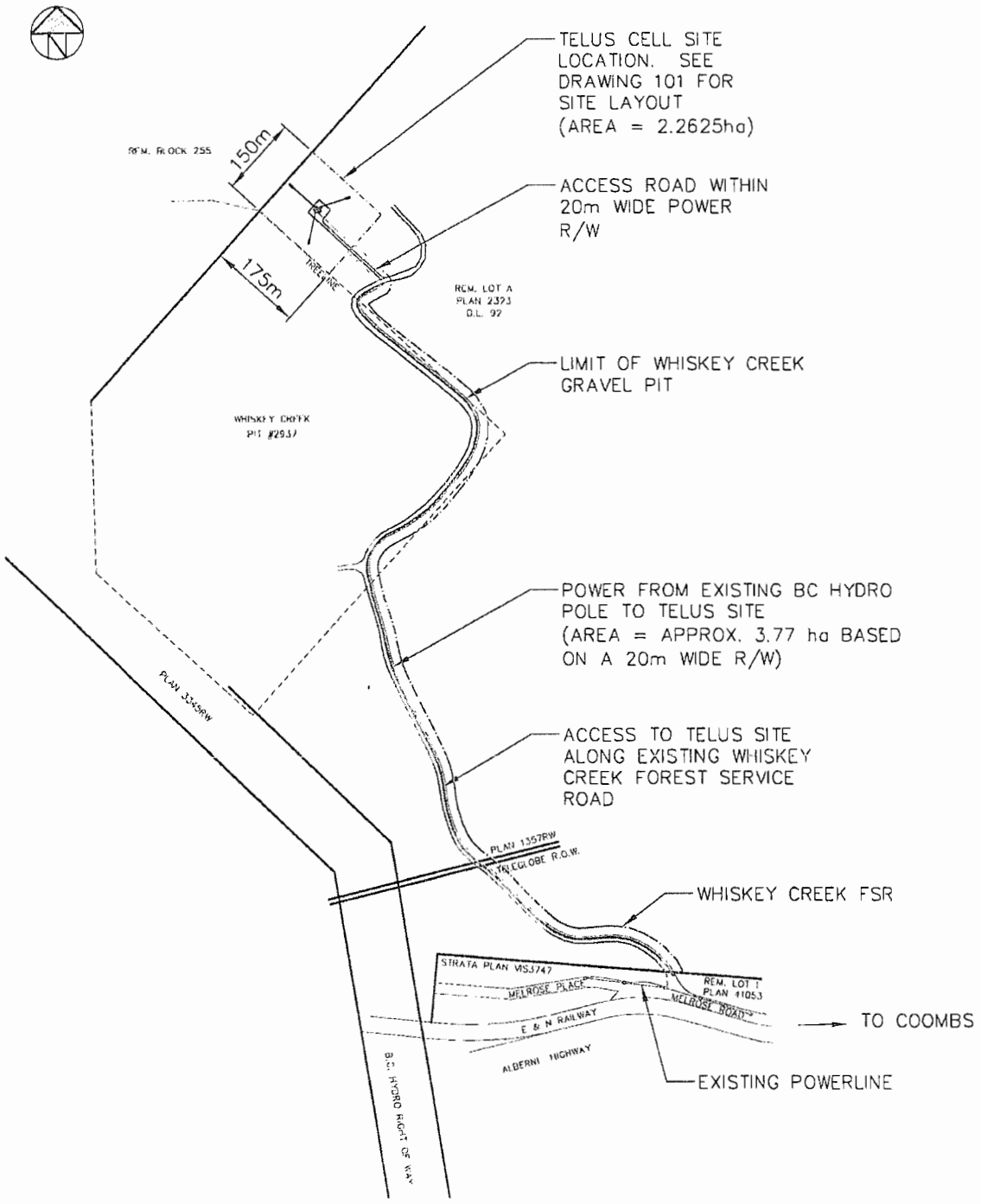
Regional District of Nanaimo

Dale Lindsay – Manager of Current Planning
Phone: 250.390.6531
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2

Should you have any specific questions regarding the proposal, please feel welcome to contact us listed herein, or return the comment sheet via fax (604-268-2276) or by mail to TELUS by **12/17/09**.



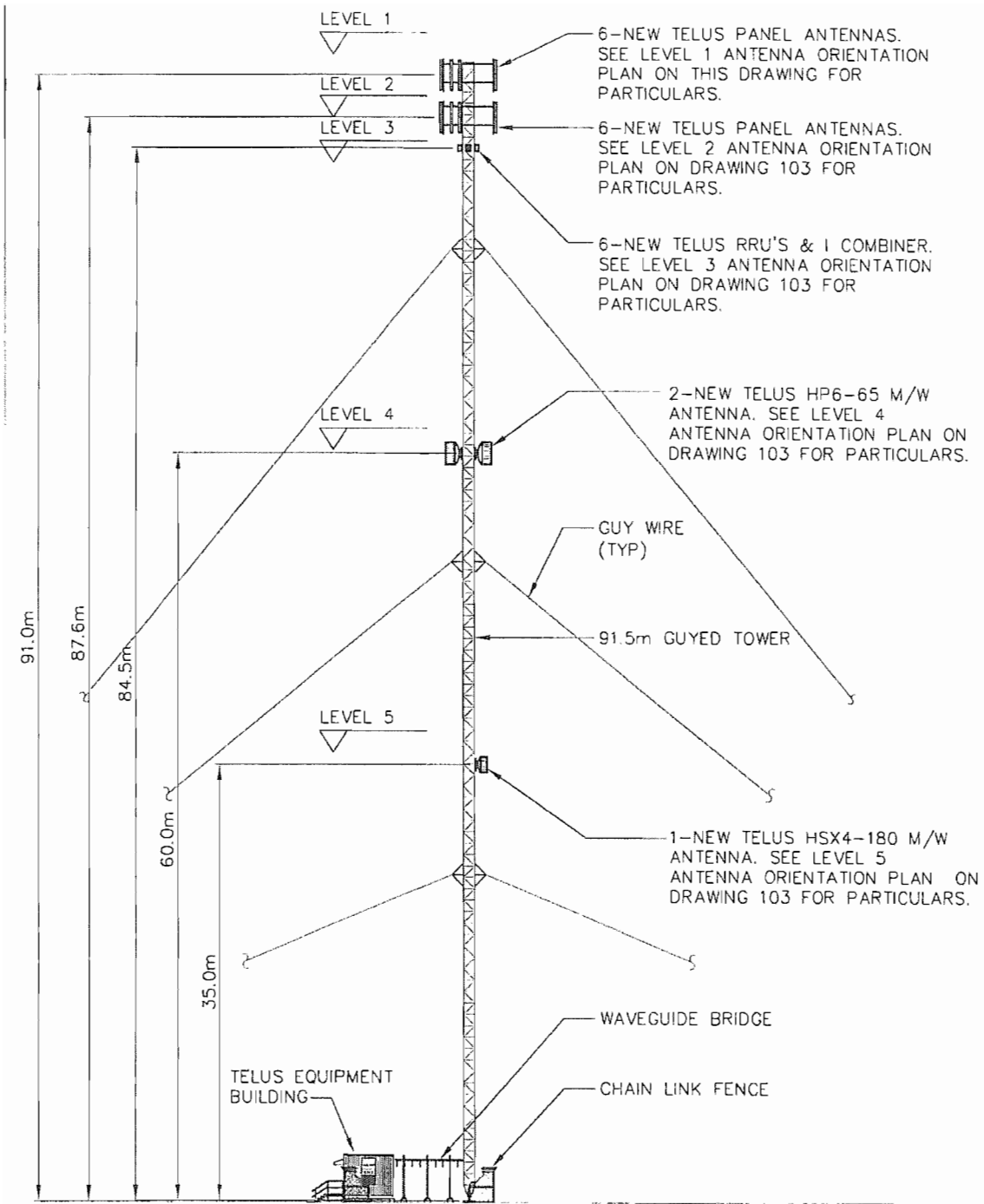
Arial Location Plan



KEY PLAN
1:10

Compound Plan

□



NORTH-EAST ELEVATION

1: 400

Elevation Plan

Tower Profile (for discussion purposes only)

COMMENT SHEET
PROPOSED TELECOMMUNICATIONS TOWER
3805 Melrose Road (REM. Lot A, District Lot 92, Newcastle District, Plan 2323)
Regional District of Nanaimo

TELUS FILE BC0183 Little Qualicum

1. Are you a cellular phone or wireless device user?

- Yes
 No

2. Do you feel this is an appropriate location for the proposed facility?

- Yes
 No

Comments _____

3. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest?

- Yes
 No

Comments _____

Additional Comments _____

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes;

Name _____
(Please print clearly)

Mailing Address _____

Please fax to (604) 268 2276 or mail to 4535 Canada Way, 2nd Floor, Burnaby, BC, V5G 1J9
ATTENTION: Darren Hird / Brock Enderton
by 12/16/09

Thank you for your input.



RDN			
CAO	<input checked="" type="checkbox"/>	GMR&PS	
GMDS		GMT&SWS	
GMF&IS		GMWWWS	
FEB - 3 2010			
SMCA	<input checked="" type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
CHAIR			<i>Correspondence</i>

Ref: 134885

JAN 29 2010

Mr. Joe Stanhope, Chair
and Members of the Board
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Chair Stanhope and Board Members:

The Local Government Elections Task Force is currently seeking written comments from your local government, and from organizations and individuals in your community, to assist in its review of local government election issues.

Announced at the Union of British Columbia Municipalities (UBCM) 2009 Convention, the Local Government Elections Task Force is a joint, consensus-based group of provincial and UBCM members. The Task Force co-chairs are Honourable Bill Bennett, Minister of Community and Rural Development, and Chair Harry Nyce, President of the UBCM. Other Task Force members are:

- Surrey Councillor, Barbara Steele, first vice-president, UBCM;
- Quesnel Mayor, Mary Sjostrom, third vice-president, UBCM;
- Donna Barnett, MLA, Cariboo–Chilcotin; and
- Douglas Horne, MLA, Coquitlam–Burke Mountain.

Recognizing the importance of hearing from local governments throughout British Columbia, the Task Force invites you to submit the comments of your local government on any or all of the following topics:

- Campaign finance, including contribution/spending disclosure and limits, and tax credits;
- Enforcement processes and outcomes;
- Role of the British Columbia Chief Electoral Officer in local government elections;

.../2

Ministry of Community
and Rural Development

Office of the Minister



PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2

Phone: 250 387-2283
Fax: 250 387-4312
www.gov.bc.ca/cd

- Election cycle (term of office);
- Corporate vote; and,
- Matters raised in election resolutions submitted to the 2009 UBCM Convention, such as the eligibility of volunteers.

To assist in its deliberations, the Task Force would appreciate your comments as soon as possible, preferably by April 15, 2010. It is anticipated that the Task Force will deliver its recommendations to the Province of British Columbia and the UBCM by May 30, 2010, after which legislation is expected to be presented to the Legislature in time for the 2011 local government elections.

The Task Force is aware of the tight time frame and that the interest in local government elections extends beyond local governments to the broader community including individuals, community groups and other representative organizations. **As such, the Task Force requests that you share this request for written comments within your community, particularly with local groups and individuals interested in local government election issues.**

Written comments can be made via email to: LocalElectionsTaskForce@gov.bc.ca, by fax to: 250 387-7972, or by mail to:

Local Government Elections Task Force
c/o Ministry of Community and Rural Development
PO Box 9839 Stn Prov Govt
Victoria, BC V8W 9T1

Though the Task Force will receive feedback primarily through written comments, individual Task Force members will also engage in conversations on the election issues under review as they meet with local government representatives, organizations and citizens during the normal course of their responsibilities.

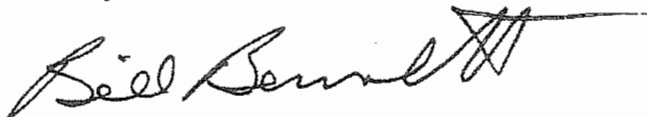
For local governments, the UBCM is planning a one-day workshop in March for its members who wish to attend. In addition, Area Associations will have a further opportunity to discuss these issues at their Spring Conventions. Workshop details will be announced shortly.

For further information on the Local Government Elections Task Force, please visit the website at: www.LocalElectionsTaskForce.gov.bc.ca.

Chair Stanhope and Board Members
Page 3

We look forward to hearing from you on ways to improve our local government election processes.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Bennett", with a stylized flourish at the end.

Bill Bennett
Minister of Community
and Rural Development

A handwritten signature in black ink, appearing to read "Harry Nyce", with a stylized flourish at the end.

Harry Nyce
President
Union of British Columbia Municipalities

Armstrong, Jane

From: Pearse, Maureen
Sent: February 11, 2010 10:02 AM
To: Armstrong, Jane
Subject: FW: Building inspection in Area 'A'

Original Message -----

From: Mark and Krista Seggie
To: quaillanding@shaw.ca
Cc: Michelle and Doug Catley ; Steve ; maureen_young@shaw.ca ; lapisl@island.net
Sent: Monday, February 08, 2010 8:57 PM
Subject: Building inspection in Area 'A'

Hello Joe,

I heard through the neighborhood grapevine today that building inspection in the RDN will be discussed at tomorrow night's RDN meeting. I understand there could be a change to the bylaw that will affect residents of Area 'A' and Area 'C', as well as others. I understand that the change would not allow area directors to opt out of mandatory full building inspection.

I am aware that I do not have any information on this other than hearsay, however as a resident of Area 'A' I am concerned about the possibility of a change being made to something that has proven to be such a contentious issue in the past, without any opportunity for the residents to gain information on the issue or a public consultation.

I would appreciate it if as my Area Representative to the board you would relay my concern to the board, if this matter is to be discussed. I write on behalf of myself and many of my neighbours.

Thanks!

Krista Seggie
2969 Granby Rd.



195B Fourth Street Nanaimo B.C. V9R 1T1

03 February, 2010

To the Board of Directors
Regional District of Nanaimo
6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6N2

Dear Directors:

RE: Request for support for operating expenses for Nanaimo Search & Rescue Society

In 2009 the Regional District of Nanaimo began supporting the Nanaimo Search & Rescue Society by raising funds to cover the cost of a building lease with the City of Nanaimo. The building provides a permanent home for our equipment and member training. The leased premises have provided the stability we needed in order to maintain and improve our capabilities as an emergency response participant.

Funds for ongoing training and operating expenses for the Society are funded by a combination of Provincial support and fund raising, mostly fundraising. Some training expenses are covered through Provincial financial support, while our fundraising covers operating expenses, equipment maintenance and more specialized training, such as Swiftwater and tracking. Reductions in provincial support have affected the Nanaimo Search & Rescue Society as it has many other volunteer groups in the Province of BC and fund raising has become more difficult as well.

We are therefore writing to seek the Regional Board's support for an annual operating grant of approximately \$8,000 per year. Attached to this letter is a list of expenses that would be covered by this amount and our 2009 budget. Equipment maintenance and purchases would continue to be supported by fundraising and, we hope, continued Provincial input and grants.

We thank you for your assistance and consideration of this request.

Sincerely,

Kevin McNeill
President
Nanaimo Search and Rescue Society
<http://www.nanaimosar.bc.ca>

RDN		
CAO	<input checked="" type="checkbox"/>	GMR&PS
GMDS		GMT&SWS
GMF&IS		GMWWWS
FEB - 4 2010		
SMCA		BOARD <input checked="" type="checkbox"/>
CHAIR		Correspondence

Nanaimo Search & Rescue Operating Expenses

Building Operations

Insurance	\$1,700
Telephone, cable, internet	\$1,205
Alarm monitoring	\$ 315
Maintenance supplies	\$ 200
Building maintenance	\$ 300

Communications Systems

Paging Service	\$ 440
Command communications – Cell phones	\$ 300
Repeater Base	\$ 540

Vehicle Operating

Fuel	\$ 600
Insurance	<u>\$ 2400</u>
	<u>\$8.000</u>

Nanaimo Search & Rescue

2009 Budget

	2008 actual	
Vehicle Maintenance		\$8,700
Truck		2500 IRV maintenance
		500 Rescue 1 maintenance
Bus	2941	3500 MEOC maintenance
Trailer		EST maintenance
Marine		500 Jet Ski, Titan
Small Engine Equip		500 Gen sets, Chain saw, etc
Fuel	954	1200 Fuel
Vehicle Insurance		\$4,310
Truck	366	3000 IRV & Rescue 1
Trailer	150	150 EST
Boat Trailer	120	160 Boat trailer
Boat		1000 estimate
Equipment		\$8,500
Search Gear	970	1000 General Search equipment
Rope Equipment	6063	1000 Specialized Rope Rescue
Swift Water Equipment	685	1000 Specialized River Rescue
Communication	6428	2000 Communications & Tracking
Comm License	395	1000 Radio Licensing
First Aid	947	2500 First Aid supplies
Training		\$5,500
On going		500 weekly, monthly sessions
Specialized courses	1347	5000 Tracking, SRT, Rope, etc
Environmental Clothing		\$1,800
Jackets		1200 Yellow Gortex Cascade for members
PolyPro shirts	0	600 Long sleeve
Operations Expense		\$2,700
Misc	1051	800 non-claimable planning & ops items
Phones	1114	1200 MEOC phones (cell & satellite)
	558	200 SAR Mgr cell phone
		MyMessenger callout service
	420	500 Paging Service
Building Expenses		\$3,000
Insurance		2000 Contents
Maintenance	4009	1000 Repairs, etc
Society		\$2,100
office	2245	2000 postage, copying, office
legal	75	100 filing fees

Already spent \$3000!



NON REPORT	
CAO APPROVAL <i>OK</i>	
EAP	
COW	
RHD	
BOARD	<i>✓ Feb 23 '10</i>

MEMORANDUM

TO: Dale Lindsay
Manager, Current Planning

DATE: February 9, 2010

FROM: Susan Cormie
Senior Planner

FILE: PL2009-502 & 797

SUBJECT: Amendment Bylaw No. 1148.05 and Bylaw No. 500.353
Williamson & Associates
Lot 4, Section 13, Range 2, Cranberry District, Plan VIP69191
510 Virostko Road
Electoral Area 'C'

PURPOSE

To receive the report of the Public Hearing containing the summary of the minutes and submissions of the Public Hearing held on Monday, February 8, 2010 and further, to consider Bylaw No. 1148.05, 2010 & Bylaw No. 500.353, 2010, for third reading.

BACKGROUND

Bylaws No. 1148.05 and 500.353 were introduced and given 1st and 2nd reading on January 26, 2010. This was followed by a Public Hearing held on February 8, 2010. The summary of the minutes and submissions is attached for the Board's consideration (*see Attachment No. 2*).

The purpose of the Official Community Plan (OCP) amendment bylaw is to amend Policy No. 2 d) ii) under Goal 2 – Create Complete Communities, by adding a description of a community sewer in order to clarify that community sewer includes a sewage system owned and operated by a strata corporation. The purpose of the zoning amendment bylaw is to rezone a portion of the subject property from Rural 1 Subdivision District 'D' (*2.0 ha minimum parcel size*) to Residential 2 Subdivision District 'M' (*2000 m² minimum parcel size with community water service*) to facilitate the subdivision of the parent parcel to create 15 bare land strata lots with an average parcel size of 2000 m².

ALTERNATIVES

1. To receive the report of the Public Hearing and give 3rd reading to "Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.05, 2010" and "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.353, 2010".
2. To receive the report of the Public Hearing and deny "Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.05, 2010" and "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.353, 2010".

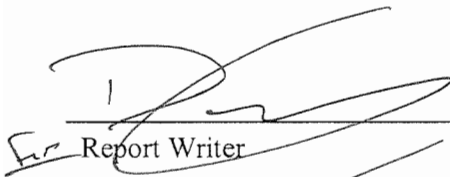
SUMMARY

The purpose of Bylaw No. 1148.05 is to amend the Create Complete Communities section of the OCP by adding a description of a community sewer in order to clarify that community sewer includes a sewage

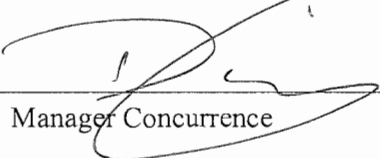
system owned and operated by a strata corporation. The purpose of Bylaw No. 500.353, 2010 is to rezone a portion of the subject property located in the Extension Village area to facilitate a 15-lot bare land strata subdivision with the proposed lots averaging a minimum parcel size of 2000 m². The amendment bylaws were introduced and given 1st and 2nd reading on January 26, 2010, and proceeded to Public Hearing on February 8, 2010. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board's consideration of the bylaw for adoption. Therefore, staff recommends that Bylaw No. 1148.05, 2010 and Bylaw No. 500.353, 2010, be considered for third reading.

RECOMMENDATIONS

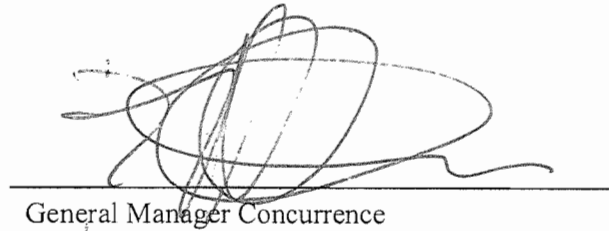
1. That the report of the Public Hearing containing the summary of minutes and submissions of the Public Hearing held on February 8, 2010 as a result of public notification of "Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.05, 2010" and "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.353, 2010" be received.
2. That "Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.05, 2010" be given 3rd reading.
3. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.353, 2010" be given 3rd reading.
4. That the conditions as outlined in Schedule No. 1 be completed by the applicant to the satisfaction of the Regional District prior to consideration of adoption of Bylaws No. 1148.05, 2010 and 500.353, 2010.



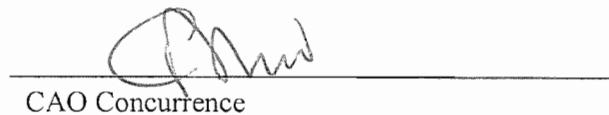
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

**Schedule No. 1
Zoning Amendment Application No. PL2009-502
Conditions of Approval**

The applicant is to provide the following documentation prior to the amendment application being considered for 4th reading:

Applicant to prepare a section 219 covenant to secure the following conditions. These covenants are to be prepared and registered by the applicant to the satisfaction of the Regional District of Nanaimo prior to consideration of 4th reading. Draft covenant document is to be forwarded to the RDN for review prior to registration at Land Title Office, Victoria, BC.

The applicant agrees that all requirements set out in this Development Agreement must be fulfilled prior to final approval of subdivision of any portion of the land.

Future Community Sewer

The applicant, at the applicant's expense, is to prepare and register a section 219 covenant requiring that if a community sewer operated by a public utility becomes available the owner at their expense will disconnect the private septic service and connect to the community sewer service.

Proposed Strata Lot 1

The applicant, at the applicant's expense, is to prepare and register a section 219 covenant restricting that, the portion of Strata Lot 1, as shown on the plan of subdivision as 776 m² in size from locating any buildings or structures.

Geotechnical Report

The applicant, at the applicant's expense, is to prepare and register a section 219 covenant that registers the geotechnical reports and correspondence entitled Geotechnical Hazard Assessment: Windmill Estates, Extension, BC and dated May 5, 1998 prepared by EBA Engineering; Review of Previous Geotechnical Report – Windmill Estates Phase 2, Remainder of Parcel C, Section 13, Range 2, Cranberry District in Nanaimo, BC, correspondence entitled Geotechnical Setback from Coal Slag Pile – Windmill Estates Phase 2 Remainder of Parcel C, Section 13, Range 2, Cranberry District in Nanaimo, BC and includes a save harmless clause that releases the RDN from all losses and damages as a result of erosion, slippage and/or landslide. This document is to be registered concurrently with the plan of subdivision at Land Title Office, Victoria. Applicant's solicitor is to submit a legal letter undertaking to register this document concurrently with the plan of subdivision.

Schedule No. 2
Amendment Application No. PL2009-502 & PL2009-797
Proposed Plan of Subdivision



SITE STATISTICS

CURRENT PARENT LOT 4 PLAN V1949191 - 510 VIROSTKO ROAD
 ZONE: R52M
 TOTAL SITE AREA: 40,063 m²

PROPOSED DARE LAND STRATA SUBDIVISION
 ZONE: R52M

TOTAL SITE AREA: 40,063 m²
 LESS ROAD DEDICATION: - 308 m²
 LESS PARK DEDICATION: - 2,821 m²
 LESS COMMON PROPERTY: - 1,000 m²
 LESS CP ROADS, LAMES & TRAILS: - 523 m²
 NET "DENSITY" AREA: 31,687 m²

DENSITY AREA / MIN LOT SIZE = MAX. NO. LOTS
 31,687 m² / 2,100 m² = 15 LOTS
 LOT DENSITY PROPOSED: 15 LOTS

SCALE 1:600

ALL DIMENSIONS ARE IN METERS

NO.	DATE	DESCRIPTION
1	2009-11-10	ISSUED FOR PUBLIC COMMENT
2	2009-12-15	REVISED PLAN AND SPECIFICATIONS
3	2010-01-15	REVISED PLAN AND SPECIFICATIONS
4	2010-02-15	REVISED PLAN AND SPECIFICATIONS
5	2010-03-15	REVISED PLAN AND SPECIFICATIONS
6	2010-04-15	REVISED PLAN AND SPECIFICATIONS
7	2010-05-15	REVISED PLAN AND SPECIFICATIONS
8	2010-06-15	REVISED PLAN AND SPECIFICATIONS
9	2010-07-15	REVISED PLAN AND SPECIFICATIONS
10	2010-08-15	REVISED PLAN AND SPECIFICATIONS
11	2010-09-15	REVISED PLAN AND SPECIFICATIONS
12	2010-10-15	REVISED PLAN AND SPECIFICATIONS
13	2010-11-15	REVISED PLAN AND SPECIFICATIONS
14	2010-12-15	REVISED PLAN AND SPECIFICATIONS
15	2011-01-15	REVISED PLAN AND SPECIFICATIONS
16	2011-02-15	REVISED PLAN AND SPECIFICATIONS
17	2011-03-15	REVISED PLAN AND SPECIFICATIONS
18	2011-04-15	REVISED PLAN AND SPECIFICATIONS
19	2011-05-15	REVISED PLAN AND SPECIFICATIONS
20	2011-06-15	REVISED PLAN AND SPECIFICATIONS
21	2011-07-15	REVISED PLAN AND SPECIFICATIONS
22	2011-08-15	REVISED PLAN AND SPECIFICATIONS
23	2011-09-15	REVISED PLAN AND SPECIFICATIONS
24	2011-10-15	REVISED PLAN AND SPECIFICATIONS
25	2011-11-15	REVISED PLAN AND SPECIFICATIONS
26	2011-12-15	REVISED PLAN AND SPECIFICATIONS
27	2012-01-15	REVISED PLAN AND SPECIFICATIONS
28	2012-02-15	REVISED PLAN AND SPECIFICATIONS
29	2012-03-15	REVISED PLAN AND SPECIFICATIONS
30	2012-04-15	REVISED PLAN AND SPECIFICATIONS
31	2012-05-15	REVISED PLAN AND SPECIFICATIONS
32	2012-06-15	REVISED PLAN AND SPECIFICATIONS
33	2012-07-15	REVISED PLAN AND SPECIFICATIONS
34	2012-08-15	REVISED PLAN AND SPECIFICATIONS
35	2012-09-15	REVISED PLAN AND SPECIFICATIONS
36	2012-10-15	REVISED PLAN AND SPECIFICATIONS
37	2012-11-15	REVISED PLAN AND SPECIFICATIONS
38	2012-12-15	REVISED PLAN AND SPECIFICATIONS
39	2013-01-15	REVISED PLAN AND SPECIFICATIONS
40	2013-02-15	REVISED PLAN AND SPECIFICATIONS
41	2013-03-15	REVISED PLAN AND SPECIFICATIONS
42	2013-04-15	REVISED PLAN AND SPECIFICATIONS
43	2013-05-15	REVISED PLAN AND SPECIFICATIONS
44	2013-06-15	REVISED PLAN AND SPECIFICATIONS
45	2013-07-15	REVISED PLAN AND SPECIFICATIONS
46	2013-08-15	REVISED PLAN AND SPECIFICATIONS
47	2013-09-15	REVISED PLAN AND SPECIFICATIONS
48	2013-10-15	REVISED PLAN AND SPECIFICATIONS
49	2013-11-15	REVISED PLAN AND SPECIFICATIONS
50	2013-12-15	REVISED PLAN AND SPECIFICATIONS
51	2014-01-15	REVISED PLAN AND SPECIFICATIONS
52	2014-02-15	REVISED PLAN AND SPECIFICATIONS
53	2014-03-15	REVISED PLAN AND SPECIFICATIONS
54	2014-04-15	REVISED PLAN AND SPECIFICATIONS
55	2014-05-15	REVISED PLAN AND SPECIFICATIONS
56	2014-06-15	REVISED PLAN AND SPECIFICATIONS
57	2014-07-15	REVISED PLAN AND SPECIFICATIONS
58	2014-08-15	REVISED PLAN AND SPECIFICATIONS
59	2014-09-15	REVISED PLAN AND SPECIFICATIONS
60	2014-10-15	REVISED PLAN AND SPECIFICATIONS
61	2014-11-15	REVISED PLAN AND SPECIFICATIONS
62	2014-12-15	REVISED PLAN AND SPECIFICATIONS
63	2015-01-15	REVISED PLAN AND SPECIFICATIONS
64	2015-02-15	REVISED PLAN AND SPECIFICATIONS
65	2015-03-15	REVISED PLAN AND SPECIFICATIONS
66	2015-04-15	REVISED PLAN AND SPECIFICATIONS
67	2015-05-15	REVISED PLAN AND SPECIFICATIONS
68	2015-06-15	REVISED PLAN AND SPECIFICATIONS
69	2015-07-15	REVISED PLAN AND SPECIFICATIONS
70	2015-08-15	REVISED PLAN AND SPECIFICATIONS
71	2015-09-15	REVISED PLAN AND SPECIFICATIONS
72	2015-10-15	REVISED PLAN AND SPECIFICATIONS
73	2015-11-15	REVISED PLAN AND SPECIFICATIONS
74	2015-12-15	REVISED PLAN AND SPECIFICATIONS
75	2016-01-15	REVISED PLAN AND SPECIFICATIONS
76	2016-02-15	REVISED PLAN AND SPECIFICATIONS
77	2016-03-15	REVISED PLAN AND SPECIFICATIONS
78	2016-04-15	REVISED PLAN AND SPECIFICATIONS
79	2016-05-15	REVISED PLAN AND SPECIFICATIONS
80	2016-06-15	REVISED PLAN AND SPECIFICATIONS
81	2016-07-15	REVISED PLAN AND SPECIFICATIONS
82	2016-08-15	REVISED PLAN AND SPECIFICATIONS
83	2016-09-15	REVISED PLAN AND SPECIFICATIONS
84	2016-10-15	REVISED PLAN AND SPECIFICATIONS
85	2016-11-15	REVISED PLAN AND SPECIFICATIONS
86	2016-12-15	REVISED PLAN AND SPECIFICATIONS
87	2017-01-15	REVISED PLAN AND SPECIFICATIONS
88	2017-02-15	REVISED PLAN AND SPECIFICATIONS
89	2017-03-15	REVISED PLAN AND SPECIFICATIONS
90	2017-04-15	REVISED PLAN AND SPECIFICATIONS
91	2017-05-15	REVISED PLAN AND SPECIFICATIONS
92	2017-06-15	REVISED PLAN AND SPECIFICATIONS
93	2017-07-15	REVISED PLAN AND SPECIFICATIONS
94	2017-08-15	REVISED PLAN AND SPECIFICATIONS
95	2017-09-15	REVISED PLAN AND SPECIFICATIONS
96	2017-10-15	REVISED PLAN AND SPECIFICATIONS
97	2017-11-15	REVISED PLAN AND SPECIFICATIONS
98	2017-12-15	REVISED PLAN AND SPECIFICATIONS
99	2018-01-15	REVISED PLAN AND SPECIFICATIONS
100	2018-02-15	REVISED PLAN AND SPECIFICATIONS

NOTES:
 1. ALL DIMENSIONS ARE IN METERS.
 2. ALL DIMENSIONS ARE TO CENTERS UNLESS OTHERWISE SPECIFIED.
 3. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.
 4. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE LOT UNLESS OTHERWISE SPECIFIED.
 5. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE STRATA UNLESS OTHERWISE SPECIFIED.
 6. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE COMMON PROPERTY UNLESS OTHERWISE SPECIFIED.
 7. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE PUBLIC ACCESS STATUTORY RIGHT OF WAY UNLESS OTHERWISE SPECIFIED.
 8. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE CONDOMINIUM PROPERTY UNLESS OTHERWISE SPECIFIED.
 9. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE PARK UNLESS OTHERWISE SPECIFIED.
 10. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.

PROJECT: WINDHILL ESTATES (PHASE 2)

CLIENT: 524020 B. C. LTD.

DRAWING: PROPOSED HIGH DENSITY LAND DEVELOPMENT
 PRELIMINARY DEVELOPMENT

DATE: APR. 23/07

SCALE: 1:600

DATE: 04/10/11

PROJECT: WINDHILL ESTATES (PHASE 2)

CLIENT: 524020 B. C. LTD.

DRAWING: PROPOSED HIGH DENSITY LAND DEVELOPMENT
 PRELIMINARY DEVELOPMENT

DATE: APR. 23/07

SCALE: 1:600

DATE: 04/10/11

PROJECT: WINDHILL ESTATES (PHASE 2)

CLIENT: 524020 B. C. LTD.

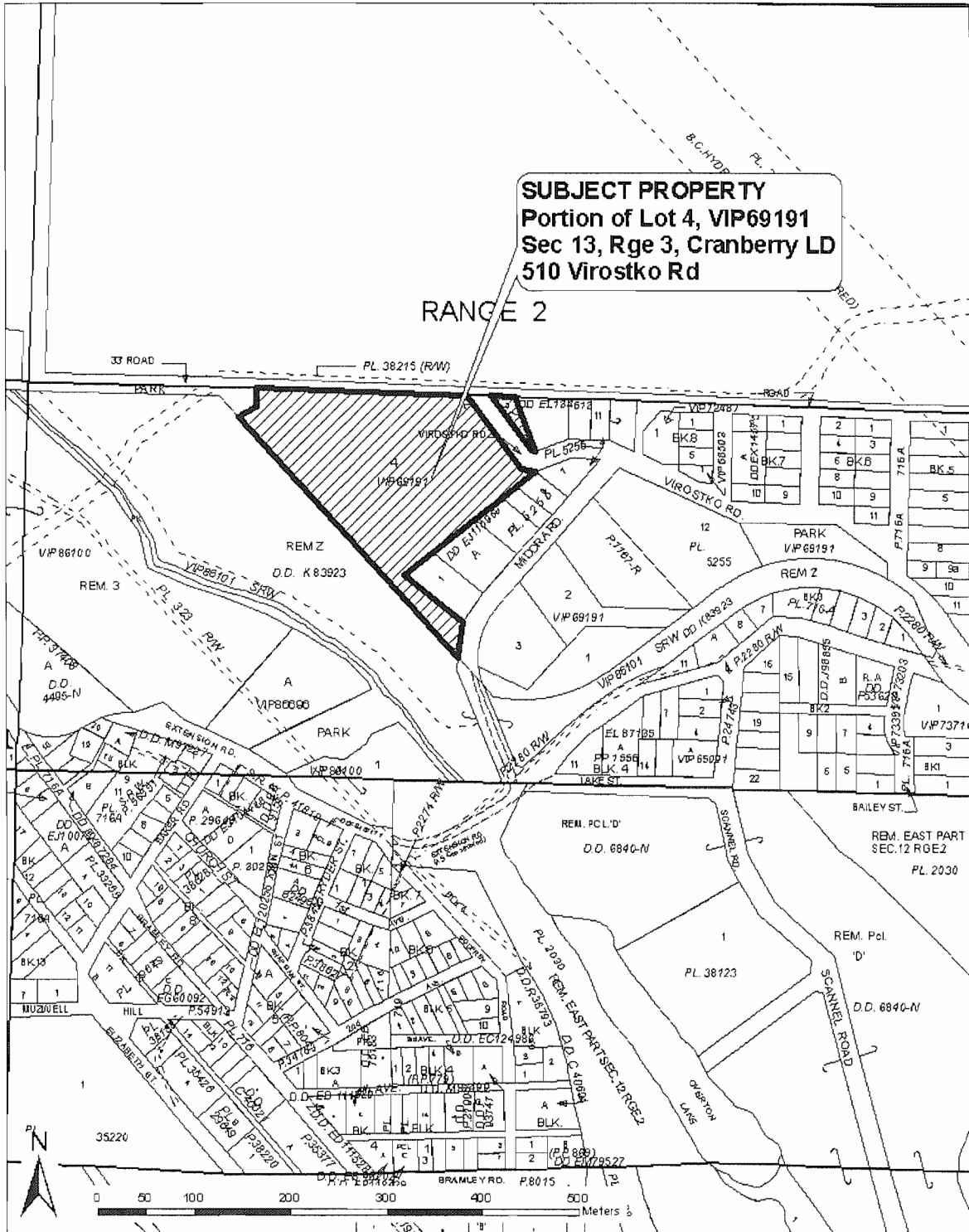
DRAWING: PROPOSED HIGH DENSITY LAND DEVELOPMENT
 PRELIMINARY DEVELOPMENT

DATE: APR. 23/07

SCALE: 1:600

DATE: 04/10/11

Attachment No. 1
Amendment Application No. PL2009-502 & PL2009-797
Subject Property Map



Attachment No. 2

REGIONAL DISTRICT OF NANAIMO

**Report of the Public Hearing
Held at Extension Community Hall
February 8, 2010 at 5:00 pm**

**To Consider Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright
Official Community Plan Amendment Bylaw No. 1148.05, 2010 &
Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.353, 2010**

Summary of Minutes and Submissions

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

PRESENT:

Maureen Young, Chairperson, Director, Electoral Area 'C'
Dale Lindsay, Manager, Current Planning
Susan Cormie, Senior Planner

Thirteen people were in attendance at the hearing.

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

The Senior Planner provided an outline of the Bylaw including a summary of the proposal.

The Chairperson called for formal submissions with respect to Bylaw No. 1148.05, 2010 and Bylaw No. 500.353, 2010.

Gary Britt, asked if there will be a septic system.

Brock Williamson, agent for the applicant, explained that the sewerage disposal system and how it will operate.

Lorne Ressano, applicant's father spoke that he had experience with a similar septic system and that that system failed and drained into the Millstone River.

Ian Boers, owner, explained that sewer package treatment plants are VIHA approved and engineered and are much better designed than what was in place years ago. Mr. Boers also indicated that there has been a geotechnical review of the property as well.

Gary Britt, Extension area, asked what happened to five acre parcels and also noted that he is concerned about flooding. Mr. Britt indicated that a lot of water crosses the parcel and this has been especially evident this year,

The Senior Planner explained that the subject property is located in the Village area where smaller parcels are permitted.

Brock Williamson, Agent explained that the details of subdivision, including drainage, will be handled by the Approving Officer, Ministry of Transportation & Infrastructure.

Arlene Boutin, Midora Road, asked how come we never see the location of the septic field on any information.

Brock Williamson indicated that he forwarded Ms. Boutin all the septic details and further explained the septic disposal system.

Brian Bearclaw asked about native soils on the property.

Brock Williamson explained that a full review of the property and soils was conducted.

Lorne Ressano, asked if this meant that the substrate of the whole side does perc, but how will this affect the low side.

Brock Williamson explained that the site has been engineered for septic disposal.

Glenda Moore commented that from the rainfall this year, her yard has been full of water and she wondered about this being flooded out. Ms. Moore also commented that she has doubts about this proposal.

Gary Britt, asked who is responsible for the septic disposal system?

The Chairperson explained that the strata corporation will be responsible for the septic disposal system.

Brock Williamson, added that the strata corporation consists of the joint owners of the strata lots and are jointly liable for any failures in the system.

Gary Britt asked is there a covenant on title saying who is responsible for the system.

Ian Boers, owner, also gave a further explanation for the septic disposal and noted that the houses will be limited in size to two bedrooms and two baths. Mr. Boers also noted that other areas of common property would include the road and street lights.

Gary Britt asked about the public notice and why he did not receive a notice. Mr. Britt stated that he would like notices to be placed on mail boxes so people would know about the hearing.

Al Young stated that his son lives on a strata lot and when you buy a strata lot you must first sign on the covenant concerning common property. Mr. Young further stated that it works fine.

Arlene Bodin, asked how much per household would the septic flow be.

Ian Boers, owner, indicated that he does not know the flow rate, but it is part of the engineering completed for the septic disposal system.

Arlene Bodin, asked how many units there will be.

Ian Boers, owners, indicated that there will be 15 bare land strata lots with one dwelling unit per lot. Mr. Boers also noted that they are considering a gray water system as well.

Arlene Bodin stated that she uses gray water and it can easily be done. Ian Boers, owner, agreed that it is easy to incorporate this idea.

Lorne Ressano asked the cost of the septic systems.

Ian Boers, owner, indicated that the cost is about \$10,000.00 per unit.

The Chairperson called for further submissions for the second time.

The Chairperson called for further submissions for the third time.

Gary Britt, asked if the RDN will notify everyone in the Village next time there is an amendment application. Mr. Britt stated that he thinks people should be notified and was concerned about the drinking water supply. Mr. Britt stated that he would like notices on mail boxes.

Glenda Moore stated that she agreed to Gary Britt's comments.

The Chairperson explained the Provincial regulations concerning notification. The Chairperson further explained that the RDN is not involved with the water authority and it would be up to the water authority to notify the residents.

Gary Britt indicated that he was looking for an answer to his question.

Dale Lindsay, Manger, Current Planning added to the Chairperson's comments that the Province has rules including ads in the newspaper and that further to that the RDN has bylaw requirements for notification.

Gary Britt, commented that he is concerned about the water service board.

The Manager indicated that the Local Water Authority was notified and asked for comments concerning this proposal.

Gary Britt, commented that the water supply is a concern and notices should be placed on mail boxes.

Sally Ressano indicated that she was concerned about the time of the Public Hearing.

Al Young, commented that at the fire department decisions are made without notices to the public and the water board operates in the same way.

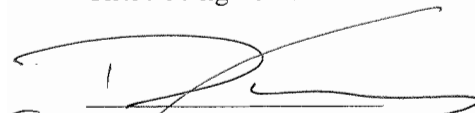
Gary Britt, commented that not enough people were notified and the meeting is flawed as a result.

The Chairperson noted his comments.

The Chairperson called for further submissions for the second time.

The Chairperson called for further submissions for the third time and final time

There being no further submissions, the Chairperson adjourned the Hearing at 5:50 p.m.


Susan Cormie
Recording Secretary

Certified true and accurate this 9th day of February, 2010.



CAO APPROVAL <i>QW</i>	
EAP	
COW	
RHD	
BOARD	<i>✓ Feb 23 '10</i>

MEMORANDUM

TO: Dale Lindsay
Manager, Current Planning

DATE: February 11, 2010

FROM: Kristy Marks
Planner

FILE: PL2009-493

SUBJECT: Amendment Bylaw No. 500.354
Pacific Coast Waste Management
Lot A, Section 19, Range 1, Mountain District, Plan VIP76600 - 4299 Biggs Road
Electoral Area 'C'

PURPOSE

To receive the report of the Public Hearing containing the summary of the minutes and submissions of the Public Hearing held on Wednesday, February 10, 2010 and further, to consider Bylaw No. 500.354, 2010, for third reading and final adoption.

BACKGROUND

Bylaw No. 500.354 was introduced and given 1st and 2nd reading on January 26, 2010. This was followed by a Public Hearing held on February 10, 2010. The summary of the minutes and submissions is attached for the Board's consideration (*see Attachment No. 2*).

The purpose of the zoning amendment bylaw is to amend the Resource Management zone for the subject property in order to permit a 'wood waste disposal facility'. The applicant's have provided a License Application Brief which includes a stormwater management plan and measures to mitigate potential impacts to groundwater. The applicants have indicated that they are prepared to address neighbourhood concerns raised at the Public Hearing regarding garbage in ditches and on Biggs road leading to the site. The Ministry of Transportation and Infrastructure and the Vancouver Island Health Authority have indicated that they have no objections to the proposed zoning amendment application.

ALTERNATIVES

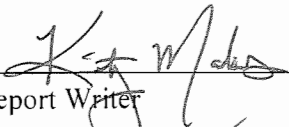
1. To receive the report of the Public Hearing and give 3rd reading and final adoption to "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.354, 2010".
2. To receive the report of the Public Hearing and deny "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.354, 2010".

CONCLUSION

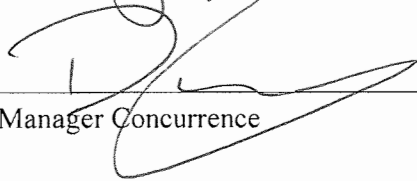
The purpose of Bylaw No. 500.354, 2010 is to amend the Resource Management 2 (RM2) zone for the subject property in order to permit a 'wood waste disposal facility'. The amendment bylaw was introduced and given 1st and 2nd reading on January 26, 2010, and proceeded to Public Hearing on February 10, 2010. As Ministry of Transportation and Infrastructure approval is not required, and as there are no outstanding conditions, staff recommends that Bylaw No. 500.354, 2010 be given third reading and final adoption.

RECOMMENDATIONS

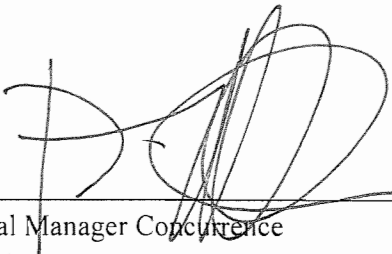
1. That the report of the Public Hearing containing the summary of minutes and submissions of the Public Hearing held on February 10, 2010 as a result of public notification of "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.354, 2010" be received.
2. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.354, 2010" be given 3rd reading.
3. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.354, 2010", be adopted.



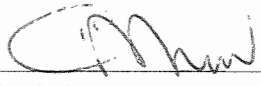
Report Writer



Manager Concurrence

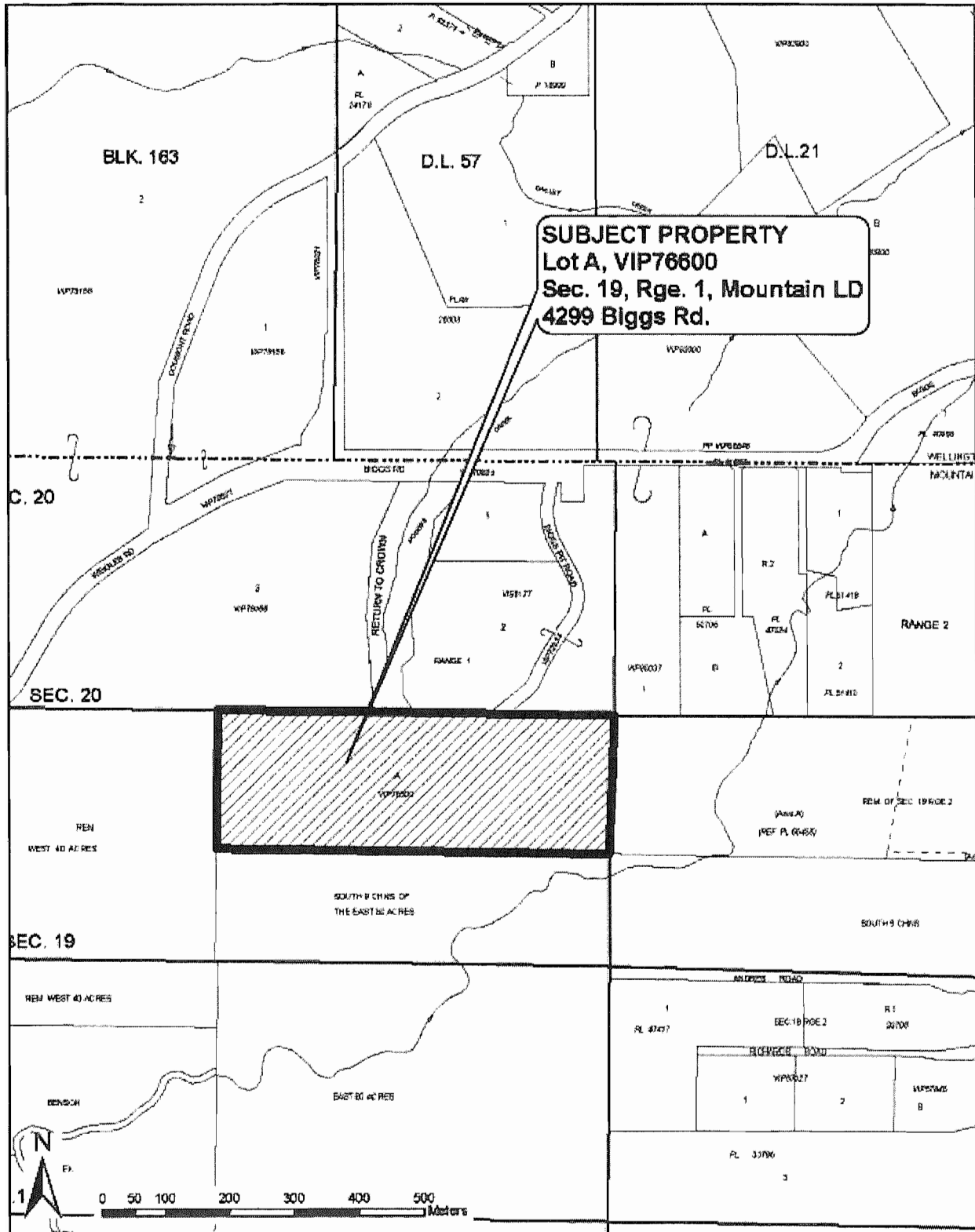


General Manager Concurrence



CAO Concurrence

Attachment No. 1
Subject Property Map



Attachment No. 2

**Summary of the Minutes of the Public Hearing to Consider
Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500.354, 2010
Held at Mountain View Elementary School
2480 East Wellington Road, Nanaimo BC
February 10, 2010 at 7:00 pm**

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

PRESENT:

Maureen Young, Chairperson, Director, Electoral Area 'C'
Dale Lindsay, Manager, Current Planning
Kristy Marks, Planner
Sharon Horsburgh, Senior Zero Waste Coordinator

Rod Milner, Milner Trucking & Excavating
Jessalyn Kovacs, Milner Trucking & Excavating
Paul Johnson, Lewkowich Geotechnical Engineering Associates Ltd.

Thirteen people were in attendance at the Hearing.

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

The Planner provided an outline of the Bylaw including a summary of the proposal.

Jessalyn Kovacs, Agent and Paul Johnston, Lewkowich Geotechnical Engineering Associates Ltd. gave a brief presentation of the proposed development which includes a stormwater management plan. The plan proposes the construction of an asphalt pad, a series of engineered retention ponds, and regular testing of water in the ponds.

The Chairperson called for formal submissions with respect to Bylaw No. 500.354, 2010.

Bill Saunderson, 4325 Biggs Road stated that he lives near the entrance of the gravel pit and has some concerns with the proposal including that the review of the OCP for the area is overdue and he had hoped that the area would remain the same. He noted that he is concerned with garbage in the area, an increase in traffic and pressure on area parks as well as increased pressure on Biggs Road and dust generated from more truck traffic. Mr. Saunderson indicated that he is concerned about the further industrialization of the area and noted that there is already a waste transfer station further down the road and that Duke Point is designated for this type of use. He further noted that an independent environmental study should be done.

Lorraine Caillet, 4220 Biggs Road explained that she operates a campground near the subject property and is concerned that potential contaminants from the site could drain into a brook on her property and impact water quality drinking water. Mrs. Caillet also expressed concern about the volume and speed of truck traffic on Biggs Road and the potential for accidents involving campers on bicycles and large trucks. She also noted that there are several potholes on Biggs Road and that she is concerned with the expansion of industrial uses in the area.

Lance Moore, 4220 Biggs Road stated that he is a resident at the campground and that Biggs Road is not designed to accommodate large trucks. He stated that he has concerns about potholes and an increase in the volume of traffic on Biggs Road.

John Cheek, 1350 Kurtis Crescent stated that he operates a wood products recycling business at Duke Point and that he is required to meet the Waste Stream Management License (WSML) requirements as well as paving of his site, oil water separator, fencing, landscaping etc. He asked if the proposed development would also require a WSML.

Sharon Horsburgh, Senior Zero Waste Coordinator, explained that the amendment application was just dealing with the proposed use and the applicants would also have to meet the requirements of the WSML in order to operate.

Rod Milner, agent for the application, explained that the land is currently industrial and agreed that Biggs Road needs upgrading. He also mentioned that if people notify him with concerns about garbage in the area he will address these concerns as soon as possible.

Jim Rutledge, 5858 Shadow Mountain Road stated that he is in favour of the application and uses the service provided by the applicant. He explained that he is a green builder and waste management is a very important part of his business.

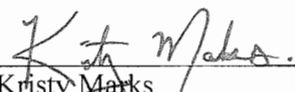
The Chairperson called for further submissions.

Bill Saunderson, 4325 Biggs Road, commented that there is an existing transfer station on the same road and wondered if there needs to be two sites operating within two miles of each other.

The Chairperson called for further submissions for the 2nd time.

The Chairperson called for further submissions for the 3rd time and final time.

The Chairperson adjourned the Hearing at 7:30 pm.



Kristy Marks
Recording Secretary

Certified true and accurate this 11th day of February, 2010.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE
MEETING HELD ON TUESDAY, FEBRUARY 9, 2010, AT 6:30 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director D. Bartram	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director J. Stanhope	Electoral Area G

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
P. Thorkelsson	General Manager, Development Services
D. Lindsay	Manager, Current Planning
P. Thompson	Manager, Long Range Planning
N. Hewitt	Recording Secretary

DELEGATIONS

MINUTES

MOVED Director Stanhope, SECONDED Director Holme, that the minutes of the regular Electoral Area Planning Committee meeting held January 12, 2010 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Diane Sampson, re Bowser Rural Village Community Plan.

MOVED Director Stanhope, SECONDED Director Burnett, that the communication from Diane Sampson be received.

CARRIED

PLANNING

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. 2010-07 - Beaulac - 121 Kinkade Road - Area 'G'.

MOVED Director Stanhope, SECONDED Director Holme, that Development Permit Application No. PL2010-07, to permit the construction of an accessory building, be approved subject to the conditions outlined in *Schedules No. 1 – 3*.

CARRIED

Development Permit Application No. 2010-021 – Procter – 6435 Island Highway West – Area 'H'.

MOVED Director Stanhope, SECONDED Director Burnett, that Development Permit Application No. PL2010-021, to permit the construction of an accessory building, be approved subject to the conditions outlined in Schedule No. 1.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variances Application No. 2010-008 – Fern Road Consulting Ltd. – 6225 Island Highway West – Area 'H'.

MOVED Director Holme, SECONDED Director Biggemann, that staff be directed to complete the required notification.

CARRIED

MOVED Director Holme, SECONDED Director Biggemann, that Development Permit with Variances Application No. PL2010-008 to permit the construction of a dwelling unit and detached garage and to recognize the siting of an existing bridge with variances to the watercourse setback be approved subject to the conditions outlined in *Schedules No. 1- 3*.

CARRIED

Development Permit with Variance Application No. 2010-017 - Fern Road Consulting Ltd. - 771 Miller Road - Area 'G'.

MOVED Director Stanhope, SECONDED Director Holme, that staff be directed to complete the required notification.

CARRIED

MOVED Director Stanhope, SECONDED Director Holme, that Development Permit with Variances No. PL2010-017 to permit the construction of single dwelling unit, detached garage and shed and vary the maximum building height, be approved subject to the conditions outlined on *Schedules No. 1 – 3*.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. 2009-853 - Macrae - 3466 Simmons Place - Area 'E'.

MOVED Director Holme, SECONDED Director Young, that staff be directed to complete the required notification.

CARRIED

MOVED Director Holme, SECONDED Director Young, that Development Variance Permit Application No. PL2009-853 to legalize the siting of an existing retaining wall with setback variances from the front lot line, exterior lot line and interior side lot line be approved subject to the conditions outlined in *Schedules No. 1- 2*.

CARRIED

OTHER

Bylaw No. 1335.03 – Amends the Electoral Area 'H' Draft Official Community Plan to Include Bowser Village Centre Plan.

MOVED Director Holme, SECONDED Director Burnett, that the draft Bowser Village Centre Plan be received.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that Bylaw No. 1335.03, 2010 amending "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2003" be given 1st and 2nd reading.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that Bylaw No. 1335.03, 2010 has been considered in conjunction with the Regional District of Nanaimo's Financial Plan and Waste Management Plans and Regional Growth Strategy to ensure consistency between them.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that Bylaw No. 1335.03, 2010 proceed to Public Hearing.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that the Public Hearing on Bylaw No. 1335.03, 2010 be delegated to Director Bartram or his alternate.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that amendments to the draft Bowser Village Centre Plan be made as follows:

- (1) That Lisa Bhopalsingh's name be added to the acknowledgement page under RDN Staff.
- (2) That the Development Permit Area section on page 31 be amended under guideline D by adding the following words after the word 'supplier', " fire department and/or qualified professional".

CARRIED

Director Bartram thanked the participants involved with producing the Official Community Plan.

ADJOURNMENT

MOVED Director Stanhope, SECONDED Director Biggemann, that this meeting terminate.

CARRIED

TIME: 6:47 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JANUARY 26, 2010, AT 5:30 PM IN THE
RDN BOARD CHAMBERS

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
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 E. Mayne	City of Parksville
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
Alternate	
Director M. Unger	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. Pearce	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

FINANCE AND INFORMATION SERVICES

FINANCE

2010 Proposed Budget Overview

MOVED Director McNabb, SECONDED Director Holdom, that the 10% increase in tax requisition of \$4,250 for the General Grants in Aid budget be retained.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the tax requisition increase of \$22,500 in the D69 Community Justice budget be retained.

CARRIED

MOVED Director Burnett, SECONDED Director Holdom, that the General Administration tax requisition be reduced by \$35,000.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the transfer of \$50,000 from the EA Administration budget to the Building Inspection budget be deleted.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the tax requisition for the EA Administration budget be reduced by \$4,000 and that the publication of Electoral Area newsletters decrease to two times a year in 2010.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the tax requisition in the Building Inspection budget be decreased by \$10,000 to recognize the additional fee revenues from new rates.

CARRIED

MOVED Director Holme, SECONDED Director Kipp, that the Regional Parks parcel tax be increased by \$1.00 per year for the next ten years for a maximum of \$20.00 per property.

MOVED Director Bartram, SECONDED Director Holdom, that this item be referred to staff to prepare a report for the Board's review.

CARRIED

MOVED Director Westbroek, SECONDED Director Holdom, that the tax requisition in the Regional Parks Operating budget be increased by \$30,000 to provide an operating grant to Nanaimo Area Land Trust (NALT).

CARRIED

MOVED Director Holme, SECONDED Director Haime, that the tax requisition in the Regional Parks Operating budget be reduced by \$39,000 through the deferral of the Little Qualicum River Estuary accretion project, the Mt. Benson kiosk reduced costs, the application of the MIA risk management grant for fire fighting initiatives in Regional Parks and previous year's projected to actual results.

CARRIED

MOVED Director Bartram, SECONDED Director Holdom, that the tax requisition in the amount of \$66,000 for the Drinking Water Protection budget be retained.

CARRIED

MOVED Director Westbroek, SECONDED Director Mayne, that the tax requisition for the D69 Recreation Coordinating budget be reduced by \$6,100 through the final year end results operating cost adjustments.

CARRIED

MOVED Director Westbroek, SECONDED Director Bartram, that the tax requisition for the Oceanside Place budget be reduced by \$23,000 through the final year end results operating cost adjustments.

CARRIED

MOVED Director Bartram, SECONDED Director Mayne, that the tax requisition for the Northern Community Wastewater budget be reduced by \$20,000 through the deferment of the video inspection of the Parksville & Qualicum interceptors.

CARRIED

MOVED Director Burnett, SECONDED Director Mayne, that the tax requisition for the Northern & Southern Community Wastewater budget be reduced by \$10,000 through the deferral of the Health & Safety Audits.

CARRIED

Director Johnstone joined the meeting.

MOVED Director Burnett, SECONDED Director Young, that the tax requisition be retained for the Electoral Area 'A' Community Park budget to complete projects as identified.

CARRIED

The Chairperson will request input from the Electoral Area 'B' Director on the Electoral Area 'B' Community Park budget items.

MOVED Director Young, SECONDED Director Burnett, that the tax requisition for the Electoral Area 'C' (Extension) budget be reduced by \$4,750 through deferring the new park survey work over two years with completion in 2011 and final year end adjustment results.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the tax requisition for the Electoral Area 'C' Community Park (East Wellington) budget be reduced by \$10,000 through deferring the plans for a bridge in new park for one year, and final year end adjustment results.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that the tax requisition for the Electoral Area 'E' Community Parks budget be reduced by \$13,075 through the deferral of the Schooner Ridge pathway construction.

CARRIED

MOVED Director Biggemann, SECONDED Director Sherry, that the tax requisition for the Electoral Area 'F' Community Park budget be reduced by \$11,000 through adjusting future year trail development forecasting.

CARRIED

MOVED Director Westbroek, SECONDED Director Bartram, that the tax requisition for the Electoral Area 'G' Community Park budget be increased by \$2,710 to address river bank repairs and removal of the San Pareil boardwalk.

CARRIED

MOVED Director Bartram, SECONDED Director Ruttan, that the tax requisition for the Electoral Area 'H' Community Park budget be reduced by \$9,000 through the adjustment of park development projects over two years.

CARRIED

MOVED Director Ruttan, SECONDED Director Holdom, that the tax requisition for the Southern Community/Duke Point Wastewater budget be reduced by \$30,000 through the deferral of the replacement of a vehicle for pump station servicing.

CARRIED

MOVED Director Holdom, SECONDED Director Westbroek, that the installation of security gates at the Nanaimo Water Pollution Control Centre remain in the Southern Community Wastewater budget.

CARRIED

MOVED Director Holme, SECONDED Director Mayne, that the tax requisition for the Northern Community/Nanose Bay Wastewater budget be reduced by \$10,000 through the purchase of a used vehicle to replace the vehicle currently used for transporting chemicals.

CARRIED

MOVED Director Burnett, SECONDED Director Biggemann, that the tax requisition for the Southern Community Transit budget be decreased by \$18,000 through the deferral of the purchase of a shop floor sweeper.

CARRIED

MOVED Director Ruttan, SECONDED Director Johnstone, that the tax requisition for the Southern Community Transit budget be reduced by \$20,000 through the deferral of the purchase of an electric mini truck.

CARRIED

MOVED Director Johnstone, SECONDED Director Holdom, that the tax requisition for the Southern Community Transit budget be reduced by \$30,000 through the deferral of the purchase of the shop hoist.

CARRIED

MOVED Director Holme, SECONDED Director Biggemann, that the tax requisition for the Water Services budget be reduced by \$30,000 through the deferral of the service vehicle replacement.

CARRIED

MOVED Director Burnett, SECONDED Director Johnstone, that the Operations Coordinator position in the Community Parks budget be approved.

DEFEATED

MOVED Director Holme, SECONDED Director Sherry, that the tax requisition for the Community Parks budgets be reduced by a total of \$32,195 through the removal of the Parks Operations Coordinator position.

CARRIED

MOVED Director Holdom, SECONDED Director Westbroek, that the tax requisition for the Long Range/Regional Growth budgets be retained to include the Senior Planner position.

CARRIED

MOVED Director Burnett, SECONDED Director Ruttan, that the tax requisition for the Electoral Area Community Planning budget be retained to include the part time Planner position.

CARRIED

MOVED Director Kipp, SECONDED Unger, that the Southern Community Transit tax requisition be reduced by \$52,235 to defer the Road Supervisor position.

CARRIED

ADJOURNMENT

MOVED Director Sherry, SECONDED Director Westbroek, that this meeting terminate.

CARRIED

TIME: 6:48 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, FEBRUARY 9, 2010 AT 7:00 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 C. Haime	District of Lantzville
Alternate	
Director C. Burger	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director J. Ruttan	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. Sherry	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
N. Avery	Gen. Manager of Finance & Information Services
J. Finnie	General Manager of Regional & Community Utilities
D. Trudeau	General Manager of Transportation & Solid Waste
P. Thor kelsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
N. Hewitt	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Burger to the meeting.

SPECIAL PRESENTATION

James Lunney, MP & Jim Craven, Member FCM Council, re FCM Green Municipal Fund Award.

Mr. Lunney presented a grant cheque in the amount of \$350,000 from the Green Municipal Fund to be used for the pilot cogeneration project at the Greater Nanaimo Pollution Control Centre.

Mr. Jim Craven, FCM member, advised the Board that this unique program will benefit the community and that he is proud of the partnership of all levels of government.

DELEGATIONS**Annette Tanner, Western Canada Wilderness Committee, re Land Use Plan of Coastal Douglas-Fir Ecosystems on Crown Land.**

Ms. Tanner spoke in support of the Provincial Government's initiative to protect six parcels of Crown Land within the endangered Coastal Douglas Fir biogeoclimatic zone and requested the Board's support to request that the Provincial Government expand this initiative to include all remaining parcels of Crown Land in this biogeoclimatic zone as well as Crown Land within the E & N Land Area.

Wilfrid Worland, re Protecting Crown Land and Portions of Whiskey Creek and its Feeders on Chatsworth Road from Resource Operations.

Mr. Worland, representing the Friends of Whiskey Creek Wetlands, expressed their concerns about the Mayco Mix Ltd. application for a 170 acre gravel extraction business on Chatsworth Road. Mr. Worland explained that the wetlands are a vital part of the community and a gravel pit could put their water source in jeopardy.

Helga Schmitt, re Nanoose Neighbourhood Water Concerns.

Ms. Schmitt narrated a video concerning the forested wetlands and wildlife located within DL33, Crown Land in Nanoose Bay which has been proposed for logging.

LATE DELEGATION

MOVED Director Holme, SECONDED Director Ruttan, that two late delegations be permitted to address the Committee.

CARRIED

Louis Lapi, re Expansion of Building Inspection Services.

Mr. Lapi stated that he is opposed to the expansion of Building Inspection Services into Electoral Area 'C'.

Richard Johnson, re Expansion of Building Inspection Services.

Mr. Johnson stated that he is opposed to the expansion of Building Inspection Services. He feels that the increase in fees and permits will create road blocks for new families as the costs to build homes are increased.

BUSINESS ARISING FROM DELEGATIONS**Land Use Plan of Coastal Douglas-Fir Ecosystems on Crown Land.**

MOVED Director Holme, SECONDED Director Westbroek, that staff be directed to forward a letter by February 15, 2010 to the Ministry of Forests and Range and Minister Responsible for Integrated Land Management Bureau requesting that the provincial government expand the initiative to include all parcels of Crown Land within the Coastal Douglas Fir biogeoclimatic zone and to extend the initiative to protect all remaining parcels of Crown Land within the E & N land area, including DL 33.

CARRIED

MINUTES

MOVED Director McNabb, SECONDED Director Ruttan, that the minutes of the regular Committee of the Whole meeting held January 12, 2010 and the Special Committee of the Whole meeting held January 26, 2010, be adopted.

CARRIED

CORPORATE ADMINISTRATION SERVICES

2010 Service Area Work Plan Projects.

MOVED Director Johnstone, SECONDED Director McNabb, that the Board receive the service area work plan projects list for 2010 for information

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

District 69 Animal Control Services – Service Contract & Kenneling Agreement.

MOVED Director McNabb, SECONDED Director Westbroek, that a contract for Animal Control Services in District 69 with Coastal Animal Control Services of BC Limited be approved for a two year term commencing April 1, 2010 and ending March 31, 2012.

CARRIED

MOVED Director McNabb, SECONDED Director Westbroek, that staff be directed to negotiate a kenneling agreement with the Parksville/Qualicum SPCA for the Board's consideration.

CARRIED

Expansion of Building Inspection Service in the RDN.

MOVED Director Holme, SECONDED Director Biggemann, that the administrative costs related to development policy and information services be charged to the Electoral Area Administration Service.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that the Board direct staff to prepare the required amendments to the *Building Inspection Extended Service Establishment Bylaw No. 787, 1989* to expand the building inspection service area to include all electoral areas and that inspection service costs be recovered primarily through building permit fees and charges.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that the Board direct staff to prepare the required amendments to the *Building Regulation and Fees Bylaw No. 1250* to include the designated areas identified in this report within the regulation, effective October 1, 2010 and that building inspection regulations be expanded to the remaining lands within all electoral areas effective April 1st, 2011.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that the Board direct staff to prepare a policy with respect to the requirement for inclusion within the building inspection service of all new lots created through subdivision as a condition of approval.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Greater Nanaimo Pollution Control Centre, French Creek Pollution Control Centre and Nanoose Pollution Control Centre Upgrade and Expansion – Preliminary Request for Funding.

MOVED Director McNabb, SECONDED Director Westbrook, that the Board support a submission of a preliminary request for funding support from the Federal and Provincial governments for major upgrade and expansion projects at the Greater Nanaimo Pollution Control Centre, the French Creek Pollution Control Centre, and the Nanoose Bay Pollution Control Centre.

CARRIED

WATER

Hamilton Marsh Water Licensing.

MOVED Director Westbrook, SECONDED Director Holdom, that the Board receive the staff report on the Hamilton Marsh Water licensing for information.

CARRIED

Director Westbrook requested that staff investigate if it is possible to find a way to monitor the water flow at Hamilton Marsh.

Amendment Bylaws No. 619.16, 700.17, 1097.12, 1172.10, 1383.06, 1434.05 & 1468.05 – Increase Water User Rates in the French Creek, Surfside, Decourcey, San Pareil, Englishman River, Melrose and Nanoose Bay Peninsula Water Service Areas.

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo Nanoose Bay Peninsula Water Supply Service Area Regulations and Rates Amendment Bylaw No. 1468.05, 2010” be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo Nanoose Bay Peninsula Water Supply Service Area Regulations and Rates Amendment Bylaw No. 1468.05, 2010”, be adopted.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.16, 2010” be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.16, 2010” be adopted.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.10, 2010” be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.10, 2010” be adopted.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.06, 2010” be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.06, 2010” be adopted.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.17, 2010” be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.17, 2010” be adopted.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.05, 2010” be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.05, 2010” be adopted.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.12, 2010” be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Bartram, that “Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.12, 2010” be adopted.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Solid Waste Collection Service - Award of Residential Curbside Collection Contract.

MOVED Director Holme, SECONDED Director McNabb, that the Board award a five year contract to commence April 1, 2010 and end March 31, 2015 with the ability to renew for an additional five years for the collection of garbage, food waste and recyclables to Waste Services Inc. at a cost of \$10,852,447.

CARRIED

Solid Waste Disposal Service - Award of Organic Waste Processing Contract.

MOVED Director Westbroek, SECONDED Director Holdom, that the Board award a five year contract to commence April 1, 2010 and end March 31, 2015 with the ability to renew for an additional five years, to process organic waste delivered to RDN disposal facilities to International Composting Corporation for a cost of \$5,323,985.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Arrowsmith Water Service Management Committee.

MOVED Director Westbroek, SECONDED Director Bartram, that the minutes of the Arrowsmith Water Service Management Committee meeting held January 12, 2010, be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Westbroek, that the minutes of the District 69 Recreation Commission meeting held January 21, 2010, be received for information.

CARRIED

Electoral Area 'A' Parks, Recreation and Culture Commission.

MOVED Director Burnett, SECONDED Director McNabb, minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held January 20, 2010, be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the following recommendations be forwarded to the Board for consideration at the 2010 budget deliberations:

1. That the Board support the 2010 Annual Budget and Five Year Capital and Financial Plan as presented for Electoral Area 'A' Recreation and Culture Services.
2. That the Board support the 2010 Annual Budget and Five Year Capital and Financial Plan as presented for Electoral Area 'A' Community Parks.

CARRIED

Regional Agricultural Advisory Committee.

MOVED Director Burnett, SECONDED Director Biggemann, that the minutes of the Agricultural Advisory Committee meeting held November 27, 2009, be received for information.

CARRIED

NEW BUSINESS

Director Holme congratulated Director Holdom on his recent re-election as Chairperson of the Vancouver Island Regional Library Board Executive Committee.

ADJOURNMENT

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

CARRIED

TIME: 8:29 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
REGIONAL PARKS AND TRAILS ADVISORY COMMITTEE MEETING
HELD ON TUESDAY, FEBRUARY 2, 2010, 12:00PM
IN THE RDN COMMITTEE ROOM**

Attendance: Director Larry McNabb, Chair
Director Joe Stanhope
Director Maureen Young
Director Teunis Westbroek
Frank Van Eynde
Craig Young
Peter Rothermel

Staff: Carol Mason, Chief Administrative Officer
Tom Osborne, General Manager of Recreation and Parks
Wendy Marshall, Manager of Parks Services
Marilynn Newsted, Recording Secretary

Regrets: Director Dave Bartram

CALL TO ORDER

Chair McNabb called the meeting to order at 12:00pm.

MINUTES

MOVED J. Stanhope, SECONDED T. Westbroek, that the Minutes of the Regional Parks and Trails Advisory Committee meeting held December 1, 2009, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED T. Westbroek, SECONDED F. Van Eynde, that the following Correspondence be received:

- Bolten, Re: Horne Lake Regional Park Reduce Energy Requirements
- C. Peacey, Friends of French Creek Conservation Society, Re: Dudley Marsh and Rithet's Bog
- W. Marshall To Union of British Columbia Municipalities, Re: Community Tourism Program Phase II

CARRIED

REPORTS

Bylaw to Amend Regional Parks and Trails Conversion Service Bylaw 1231 to Include Regional Conservation Areas

Mr. Osborne gave a brief overview of the amendment to the Regional Parks and Trails Conversion Service Bylaw 1231, which would allow for the acquisition and management of

conservation areas. Mr. Osborne stated the changes to the bylaw will enable the Regional District to retain and manage lands for conservation purposes.

MOVED T. Westbroek, SECONDED F. Van Eynde, that "Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.02" be introduced read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

Arrowsmith Massif Regional Park Management Plan ToR

Ms. Marshall reviewed the Arrowsmith Massif Regional Park Management Plan Terms of Reference stating the management plan was a requirement of the Licence of Occupation and under the Memorandum of Understanding with the Hupacasath First Nation. The process will include open house sessions and meetings with stakeholders. The management plan process will involve two working groups; a staff working group and a sub committee consisting of the representatives from the alpine clubs and from the Hupacasath First Nation, as well as, two members of the Regional Parks and Trails Advisory Committee. Ms. Marshall stated \$50,000 had been budgeted to cover the cost of the project.

MOVED T. Westbroek, SECONDED J. Stanhope, that the Terms of Reference for the Mount Arrowsmith Massif Regional Park Management Plan be approved; and

That staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Mount Arrowsmith Massif Regional Park Management Plan, and

That two members of the Regional Parks and Trails Advisory Committee be appointed to participate as members of the Mount Arrowsmith Massif Regional Park Management Plan Sub Committee.

CARRIED

MOVED T. Westbroek, SECONDED J. Stanhope, that Regional Parks and Trails Advisory Committee members, Mr. Frank Van Eynde and Mr. Craig Young be appointed to participate as members of the Mount Arrowsmith Massif Regional Park Management Plan Sub Committee.

CARRIED

Coats Marsh Regional Park Management Plan ToR

Ms. Marshall presented a brief overview of the Coats Marsh Regional Park Management Plan Terms of Reference stating the management plan was a requirement of the purchase of the property from The Natures Trust of BC (TNT). The management plan process will involve two working groups; a staff working group and a sub-committee consisting of representatives from TNT and two members of the Regional Parks and Trails Advisory Committee. Ms. Marshall noted \$30,000 had been budgeted for this project.

MOVED T. Westbroek, SECONDED F. Van Eynde, that the Terms of Reference for the Coats Marsh Regional Park Management Plan be approved; and

That staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Coats Marsh Regional Park Management Plan; and

That two members of the Regional Parks and Trails Advisory Committee be appointed to participate as members of the Coats Marsh Regional Park Management Plan Sub Committee.

CARRIED

MOVED T. Westbroek, SECONDED F. Van Eynde, that Committee members, Ms. Maureen Young and Mr. Joe Stanhope, be appointed to participate as members of the Coats Marsh Regional Park Management Plan Sub Committee.

CARRIED

Horne Lake Regional Park Development Plan ToR

Ms. Marshall stated funding for this project has been in place for a number of years, and staff with the assistance of BC Parks, have been gradually working through the project to the terms of reference stage. The project will develop a concept plan for the Horne Lake Regional Park. Ms. Marshall noted the current entrance area and some of the existing infrastructure is not suited to the type of business carried out at the park and that this project will develop a more efficient and creative entrance to the park and also create a long term plan for the entire park.

Ms. Marshall noted both the campground and the Provincial Park have the same operator, and the two operations (campground and caves) compliment one another. However, BC Parks does have limited parking at their site and they are unable to develop further in the park to increase the parking area. In that regard they have stated a willingness to develop a future partnership to investigate the possible development of one main entrance for both parks, Horne Lake Regional Park and the Horne Lake Caves Provincial Park.

MOVED T. Westbroek, SECONDED F. Van Eynde, that the Terms of Reference for the Horne Lake Parks Concept Plan be approved; and

That staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Horne Lake Parks Concept Plan.

CARRIED

Monthly Update of Community Parks and Regional Parks and Trails Projects for November and December 2009

Ms. Marshall briefly reviewed the Community Parks and Regional Parks and Trails Projects report for November and December, highlighting the following items:

- The Coats Marsh Regional Park land survey has been completed and work will now begin on the easement plan.
- The installation of the new water system at Descanso Bay Regional Park is underway and should be completed in the next couple weeks.
- The kiosks on the Trans Canada Trail and the Englishman River Regional Park are in place.
- The Little Qualicum River Estuary Regional Conservation Area Draft Management Plan is now available for public review.
- Some vandalism has occurred at the Nanaimo River Regional Park to the stairs and a new garbage can. Repairs have been made and staff will be keeping a close eye on the park for the next while.

- As part of the fire service agreement with the Province, a fire risk assessment is required for the twelve properties covered under the agreement. In that regard staff have contacted several consultants for their price estimate to complete the task. The assessments should be completed by fall of this year.

MOVED P. Rothermel, SECONDED F. Van Eynde, that the Reports be received.

CARRIED

Lighthouse Country Regional Trail Update

Ms. Marshall stated an ICET grant application was submitted in the amount of \$62,500 and approved in the fall of 2009, to upgrade the Lighthouse Country Regional Trail. She noted that funding is in place for the two bridges over Nash and Ridgewil Creeks, however, a fair amount of work needs to be done on the trail between the two, as the area is very wet and will require a large amount of boardwalk.

Ms. Marshall noted part of the project was to be in partnership with the Community Fisheries Development Centre (CFDC) and they were to bring \$125,000 to the table. However, CFDC have notified staff they may not be receiving any funding, as the grant funds they applied for have been depleted. ICET suggested approaching the Job Opportunities Program to apply for funding and in this regard more regional park money would be required.

Staff have also reviewed the Community Tourism Program funding designated for the E & N Rail Trail, noting there are some areas where it may be impracticable to or easier to build the trail by moving the trail location, out of the E & N corridor. In reviewing the Lighthouse area, staff noted portions of the Lighthouse Country Trail (LCT) and the E & N rail corridor are in close proximity to one another, where it would be impracticable to construct additional trail in the rail corridor and the ability to use portions of the LCT is feasible. The UBCM funds could be redirected towards the trail/boardwalk project on the LCT. Ms. Marshall stated she has discussed the proposal with the Community Tourism Program and they seemed responsive to the suggestion as the project is similar in nature. At this time, staff are waiting for confirmation from Community Tourism regarding the proposal.

MOVED M. Young, SECONDED T. Westbroek, that the Reports be received.

CARRIED

NEW BUSINESS

Morden Colliery Regional Trail Development Between Cedar Road and the Nanaimo River

Ms. Marshall reviewed the portion of the Morden Colliery Regional Trail (MCT) which is undeveloped, pointing out the proposed trail runs through farm fields and crosses the river, where at this time there is no bridge. Ms. Marshall stated a request that the trail be developed and a bridge constructed to complete the MCT, has been received from the Electoral Area 'A Parks, Recreation and Culture Commission. Ms. Marshall noted an Active Transportation Plan had recently been completed in Area 'A' which listed the completion of the trail and installation of a bridge on the MCT as a high priority project. She also pointed out the project is listed as high priority by staff, however, it is not on the 2010 work plan and requested direction from the Committee on the timing to proceed with this project.

MOVED F. Van Eynde, SECONDED T. Westbroek, that staff's verbal report on the Morden Colliery Regional Trail Development between Cedar Road and the Nanaimo River be received
CARRIED

MOVED F. Van Eynde, SECONDED T. Westbroek, that the section of the Morden Colliery Regional Trail between Cedar Road and Nanaimo River not be considered for trail development at this time and that the project be deferred until at least 2011 for consideration.
CARRIED

Regional Parks and Trails Project Review 2010

Mr. Osborne reviewed the Regional Parks and Trails Projects handout, which identified the projects for 2010 and which are provided for in the 2010 Budget. He noted that at a Special Committee of the Whole Meeting held on January 26, 2010, the Board reviewed budget reduction options and the position for the Community Parks Operations Coordinator was recommended for removal. The regional parks and community parks operations are currently share one Operations Coordinator position and as a result of this recommendation, staff have noted projects that are not possible to accomplish in 2010 work plan. A list of the Regional Parks projects was provided to the Committee including projects that will be tabled and deferred in 2010.

Mount Benson Parking Lot

Ms. Marshall stated during the management plan process for Mount Benson Regional Park available parking at the site was a issue of concern. Ms. Marshall reviewed with the Committee the possible design proposal for off road parking stalls at the park, noting the stalls are on MoT and City of Nanaimo lands. She stated staff met with both MoT and the City of Nanaimo representatives to discuss the parking proposal and both are satisfied with the area designated and design for the parking stalls.

Ms. Marshall pointed out the parking plan proposal does call for a small bridge or boardwalk over the Witchcraft Lake. Currently, the public access the park by walking to the end of the road, across private property and around the lake to gain access. During the management plan process the property owners stated they are not interested in a public trail crossing their property, nor are they interested in a trail agreement for the same. Ms. Marshall stated, this parking proposal would create a trail across the lake and then join up with the existing trail on the road allowance on the other side.

Ms. Marshall noted meetings with City of Nanaimo staff have taken place on site, reviewing the bridge site and the crossing area, stating there is an opportunity to work with the City on the project and at the present time staff are waiting for a proposal from the City on the bridge type and cost. A meeting with the residents in the area will also be set up for their review of the proposed plan and for their feedback. Ms. Marshall stated \$50,000 has been budgeted for the parking and bridge project.

MOVED T. Westbroek, SECONDED C. Young, that the verbal report on the Mount Benson Regional Park Parking Lot be received.

CARRIED

COMMITTEE ROUND TABLE

Mr. Van Eynde stated his concern with the Fairwinds Development and the possible dedication of a fair amount of community and regional park parkland, if the development is approved, and the potential future costs to the Regional District and Electoral Area 'E'.

Mr. Osborne noted planning staff have been working closely with Fairwinds in identifying lands which would be in line with the Regional Parks Master Plan, for example the Notch and Enos Lake areas. He stated a considerable amount of time is being spent ensuring the land dedication does not include land which is unsuitable for parkland development. A report will be brought forward to the Nanoose Bay Parks and Open Space Advisory Committee, the Regional Parks Advisory Committee and the Regional Board for their review when negotiations with the Fairwinds representatives are complete and staff are satisfied with the proposal.

ADJOURNMENT

MOVED F. Van Eynde, SECONDED J. Stanhope, that the meeting be adjourned at 12:55pm.

CARRIED

IN CAMERA

MOVED F. Van Eynde, SECONDED J. Stanhope, that pursuant to Section (90) (1) (e) of the Community Charter the Committee proceed to an In Camera meeting to consider land issues.

CARRIED

Chair



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MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: January 12, 2010

FROM: Tom Osborne
General Manager, Recreation and Parks Services

FILE:

SUBJECT: **Bylaw to Amend the Regional Parks and Trails Conversion Service Bylaw 1231 to Include Regional Conservation Areas**

PURPOSE

To introduce for approval a bylaw that amends the Regional Parks and Trails service establishment bylaw to include acquisition, development and operation of regional conservation areas.

BACKGROUND

Bylaw 1231 is the establishing bylaw for the regional parks and trails service, which was converted from Supplementary Letters Patent in 1989. Since the establishment of the service, the Regional Parks and Trails system has increased from one regional park representing 1 hectare of land to eleven regional parks totalling 2,026 hectares of land.

When the 2005 – 2015 Regional Parks and Trail Plan was developed it became very apparent that residents of the Regional District not only value having access to larger tracks of publically owned land that provide rewarding outdoor recreational opportunities, but also look to the Regional District to secure, protect and steward lands and water features of environmental significance and wildlife values.

The majority of the eleven Regional Parks can be accessed for public recreation use. Through the management plan process for each regional park, sensitive ecosystem and wildlife areas are identified through zones that restrict public use in those specific areas of the park. In 2003 the Regional District acquired the spit of the Little Qualicum River estuary in partnership with Ducks Unlimited, now known as the Little Qualicum River Estuary Regional Conservation Area. When acquired, the site was designated a conservation area due to the estuary’s sensitive ecosystem and public use was restricted to guided tours. In the development of the management plan in 2009 for the Little Qualicum River Estuary Regional Conservation Area, the RDN’s solicitor advised that for future acquisitions and management of similar sensitive ecosystem sites where public use is restricted or limited, the existing bylaw should be amended to include language that will provide for the acquisition, development and operation of regional conservation areas. Attached as *Appendix 1* is Bylaw 1231.02 which now includes the required amendments for this purpose.

ALTERNATIVES

1. That “Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.02” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That further amendments or direction be provided to staff.

FINANCIAL IMPLICATIONS

There are no financial implications to amending the bylaw.

SUSTAINABILITY IMPLICATIONS

One of the vision statements from the Regional Parks and Trails Plan is for the Regional District to secure, protect and steward lands of environmental significance. One of the goals from the Plan is to assist in protecting watersheds and important habitats. The criteria adopted by the Board in 2009 to determine suitable candidate sites for regional parks includes conservation elements which includes sensitive ecosystems, endangered species and habitat / wildlife corridors. Amending the bylaw would be consistent with the vision and goals of the Parks and Trails Plan and the criteria used for acquisition of parks and conservation areas.

CONCLUSION

When the 2005 – 2015 Regional Parks and Trail Plan was developed it became very apparent that residents of the Regional District not only value having access to larger tracks of publically owned land that provide rewarding outdoor recreational opportunities, but also look to the Regional District to secure, protect and steward lands and water features of environmental significance and wildlife values.

The Regional District’s solicitor has advised staff that for acquisitions and management similar to that done with the Little Qualicum River Estuary Regional Conservation Area where public use is restricted or limited, the existing bylaw should be amended to include language that provides for the acquisition, development and operation of regional conservation areas. Attached as *Appendix 1* is the Amendment Bylaw 1231.02 which now includes the required amendments for this purpose.

This bylaw must be approved by the Inspector of Municipalities before being adopted by the Board.

RECOMMENDATION

That “Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.02” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.



Report Writer



CAO Concurrence

Appendix I - Bylaw 1231.02

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1231.02

**A BYLAW TO AMEND THE REGIONAL DISTRICT OF NANAIMO
REGIONAL PARKS AND TRAILS SERVICE AREA
CONVERSION BYLAW NO. 1231, 2001**

WHEREAS “Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001”, converted the service for the purpose of acquiring, developing and operating regional parks and regional trails to a service established by bylaw;

AND WHEREAS the Regional District wishes to amend the service of regional parks and regional trails to include regional conservation areas;

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

1. “Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001” is amended as follows:

Section 1 of the bylaw is repealed and replaced with the following:

- 1(a) A service including the function Division XXVI – Regional Parks, as conveyed by Supplementary Letters Patent dated July 28, 1989, is hereby established for the purpose of acquiring, developing and operating regional parks and regional trails and for the purpose of acquiring, developing and operating regional conservation areas;
 - 1(b) Reference in the bylaw to the “service” or to the “service of regional parks and trails” shall be deemed to be a reference to the service established under subsection 1(a).
2. This bylaw may be cited for all purposes as “Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.02, 2010”.

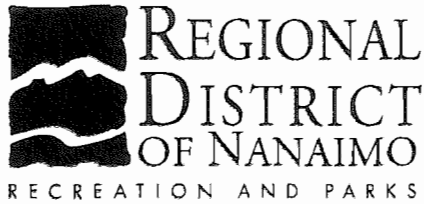
Introduced and read three times this 23rd day of February, 2010.

Received the approval of the Inspector of Municipalities this ____ day of _____, 20__.

Adopted this ____ day of _____, 20__.

CHAIRPERSON

SR MGR., CORPORATE ADMINISTRATION



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
JAN 26 2010	
RHD	
BCARD	
RPTAC - Feb. 2/10	

MEMORANDUM

TO: Wendy Marshall
Manager of Parks Services

DATE: January 20, 2010

FROM: Graham Gidden
Regional Parks Planner

FILE:

SUBJECT: **Mount Arrowsmith Massif Regional Park Management Plan Terms of Reference**

PURPOSE

To obtain approval of the Terms of Reference for undertaking a Management Plan for Mount Arrowsmith Massif Regional Park.

BACKGROUND

On November 25, 2008, after signing a Memorandum of Understanding with the Hupacasath First Nation, the RDN Board of Directors voted unanimously to declare the Mount Arrowsmith Massif a regional park. The property was acquired through a minimum cost crown lease from the provincial government with an agreement to apply a management plan to the property. The park was officially opened on September 18, 2009 with a ceremony involving all alpine interest groups, first nations, government officials and public supporters.

Mount Arrowsmith Massif Regional Park (MAMRP) is situated in the mid western edge of the RDN (Electoral Area 'C'). Mount Arrowsmith Massif Regional Park is 1300 hectares and embodies the two peaks Mt. Arrowsmith and Mt. Cokely. These peaks are the predominant landscape features in the Alberni Valley as well as through the communities on the eastern shore of mid Vancouver Island. Mount Arrowsmith is the highest peak on southern Vancouver Island reaching 1817m or 5962 ft., while Mount Cokely is 1631m or 5184 ft. The high elevation environment that constitutes the regional park is the largest alpine and sub-alpine zone on Vancouver Island, south of Strathcona Provincial Park. MAMRP is adjacent to the 607 hectare park the Alberni Clayoquot Regional District manages. The snowpack of this alpine area initiates the waters of the ecologically important Englishman and Little Qualicum Rivers. The geographical area that includes the watersheds of these two rivers and MAMRP has been recognized as a unique and extremely important ecosystem by UNESCO and was awarded the distinction of Biosphere Reserve in November 2000.

PROPOSED TERMS OF REFERENCE

The Terms of Reference calls for a development of the park's first management plan capable of guiding the operations, development, and management of the park over a 10-year period (2010-2020). It is proposed that the Regional District retain a consultant to undertake the development of the first Management Plan for Mount Arrowsmith Regional Park. The Terms of Reference outline a number of objectives to be addressed during the process, and requires the consultant to undertake a significant consultation program.

TIMEFRAME FOR PLAN COMPLETION

Staff anticipate the project work can be completed within 2010 with the following timeframe:

2010

3 Mar.	Issue request for consultant services.
31 Mar.	Proposals due by 16:30:00 hours.
9 Apr.	Proponent contacted by 16:00:00 hours.
14 Apr.	First meeting between contractor, RDN staff, Hupacasath, and Alpine Clubs.
Apr-June	Data review, stakeholder consultation, confirmation of vision and goals; strategizing.
June	Public consultation & Open House #1.
July	Complete strategies, targets and actions.
August	Review draft management plan.
Sept-Oct	Circulate Draft Plan and hold Open House #2.
November	Submit revised draft plan.
Nov-Dec	Undertake final changes.
December	Submit final plan for RDN, Hupacasath and Alpine Clubs.

ALTERNATIVES

1. That the Terms of Reference for Mount Arrowsmith Massif Regional Park be approved.
2. That the Terms of Reference for Mount Arrowsmith Massif Regional Park not be approved and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

\$50,000 has been allocated in 2010 of the Five Year Financial Plan for the development of the management plan.

SUSTAINABILTY IMPLICATIONS

One of the reasons that the RDN acquired the tenure for the property on Mount Arrowsmith was to preserve the forested lands and the alpine ecosystems found within the park. The snowpack of this alpine area initiates the waters of the ecologically important Englishman and Little Qualicum Rivers. The geographical area that includes the watersheds of these two rivers and MAMRP has been recognized as a unique and extremely important ecosystem by UNESCO and was awarded the distinction of Biosphere Reserve in November 2000. The development of a management plan will help guide the RDN in managing the lands to preserve the alpine ecosystems for future generations.

CONCLUSIONS

In 2008, the Regional Board authorized the tenure acquisition of the 1300 hectare alpine area that includes the peaks of Mt. Cokely and Mt. Arrowsmith for Regional Park. A Terms of Reference has been prepared to guide the preparation of the first management plan for the park. The Terms of Reference proposes a consultation process that will allow for residents, organizations and government agencies to be involved in the Plan's preparation. The Regional District of Nanaimo is partners with the Hupacasath First Nation, the Alpine Club of Canada and the Federation of Mountain Clubs of B.C. to manage this new regional park. The management plan will be steered

by a committee with representatives from these groups to insure an agreeable and successful outcome.

RECOMMENDATIONS

1. That the Terms of Reference for the Mount Arrowsmith Massif Regional Park Management Plan be approved; and
2. That staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Mount Arrowsmith Massif Regional Park Management Plan; and
3. The two members of the Regional Parks and Trails Advisory Committee are appointed to participate as members of the Mount Arrowsmith Massif Regional Park Management Plan Sub Committee.

Original copy signed by G. Gidden

Report Writer

Original copy signed by W. Marshall

Manager Concurrence

Original copy signed by T. Osborne

General Manager Concurrence

Original copy signed by C. Mason

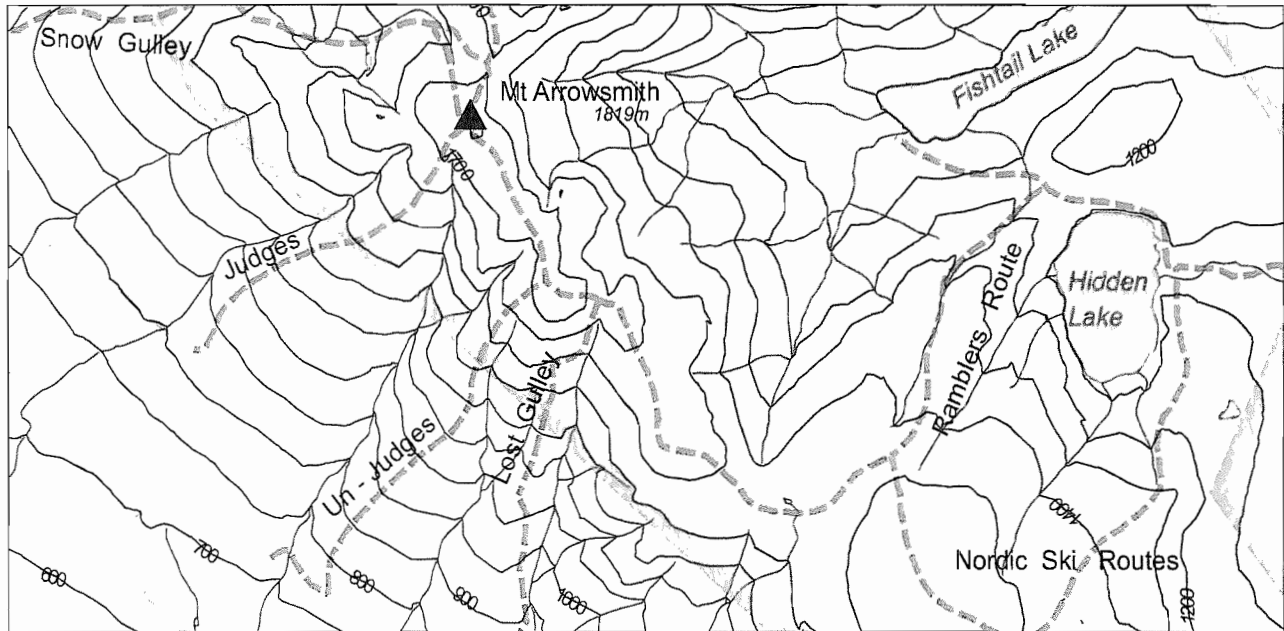
CAO Concurrence

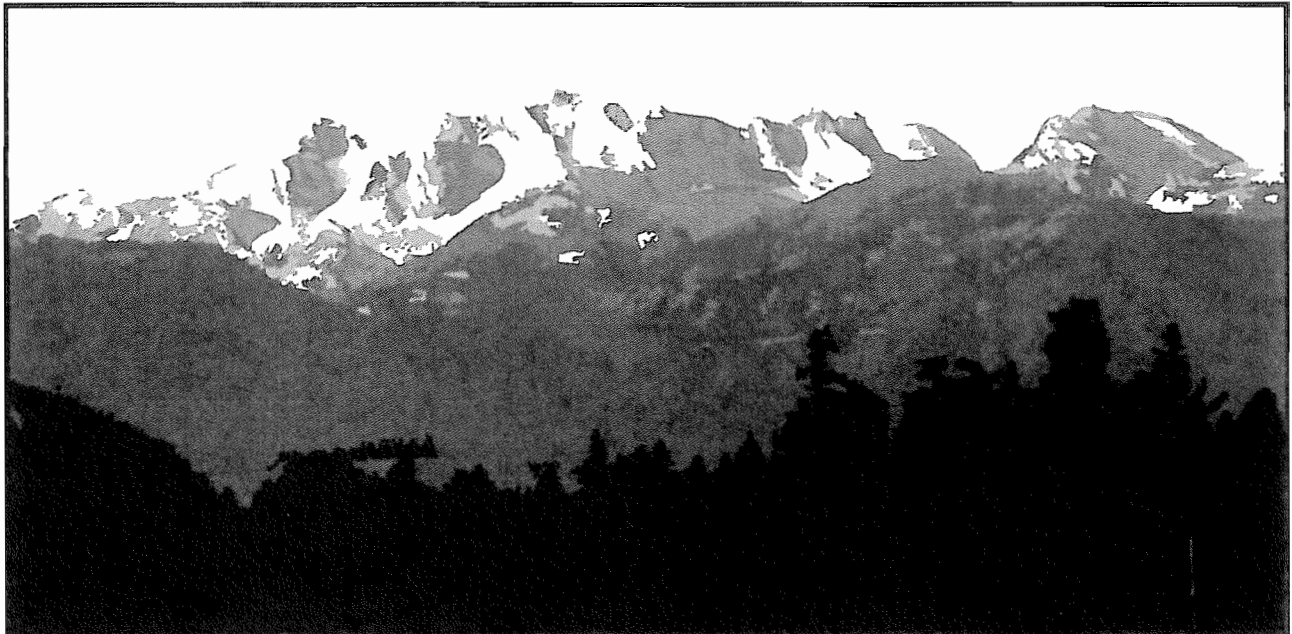
Regional District of Nanaimo

Mount Arrowsmith Regional Park Request for Proposal Management Plan

DRAFT

TERMS OF REFERENCE
January, 2010





**Request for Consultant Services
Mount Arrowsmith Massif
Regional Park
Management Plan**

Terms of Reference

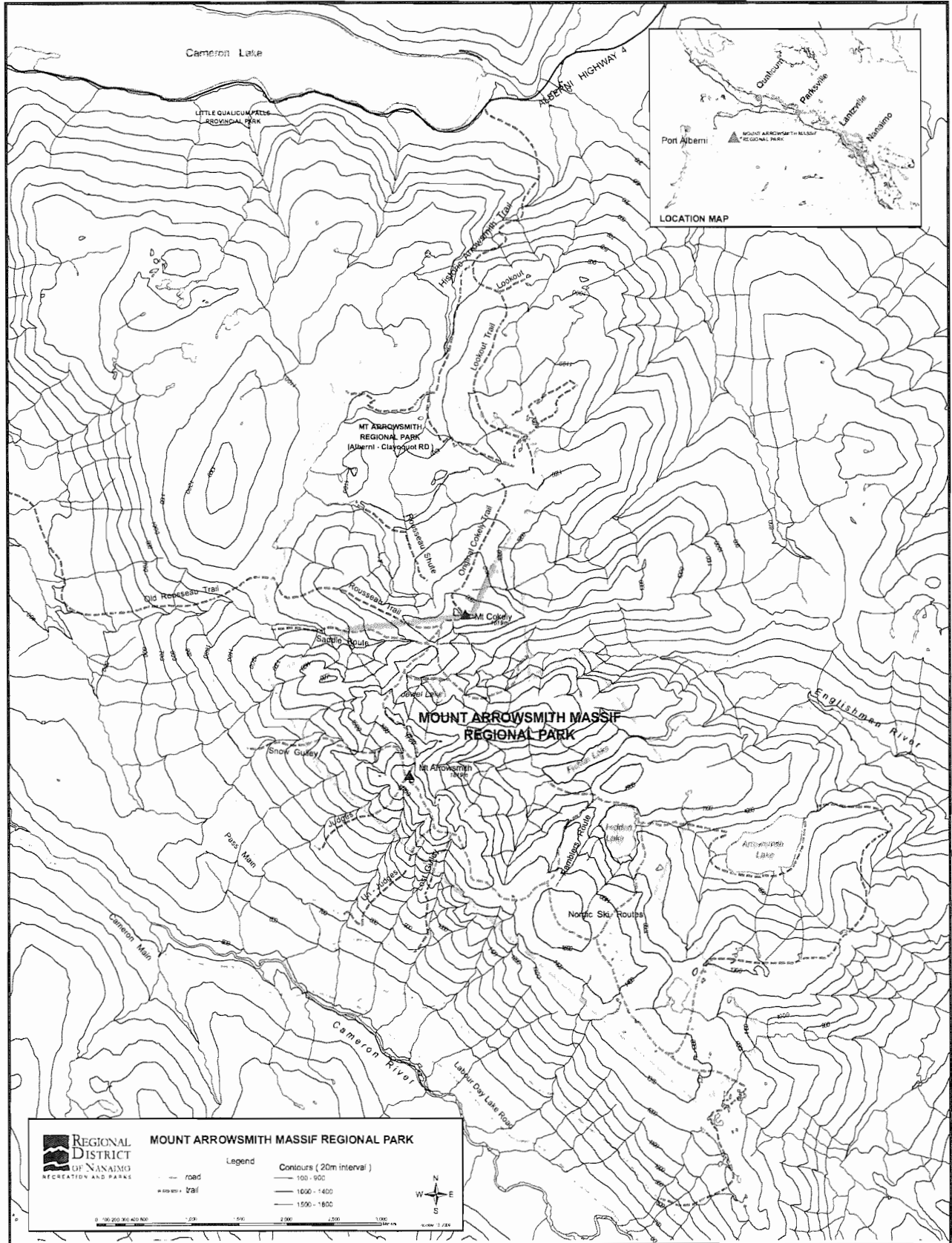
1. INTRODUCTION

The Regional District of Nanaimo (RDN) is seeking proposals from qualified consultants interested in preparing a management plan for Mount Arrowsmith Massif Regional Park. This will be the Regional Park's first management plan. It will guide the operations, development, and stewardship of the property based on a comprehensive analysis of property values and public and stakeholder consultation. The plan will confirm the long-term vision and goals for Mount Arrowsmith Massif Regional Park and identify shorter term management policies and actions for the period 2011-2021. The plan is to be reviewed after five years (2016) by a management steering committee and updated formally at ten-year intervals.

2. BACKGROUND

Park Location

Mount Arrowsmith Massif Regional Park (MAMRP) is situated in the mid western edge of the RDN (Electoral Area 'C'). MAMRP is approximately 40 kilometers from Qualicum Beach, 30 kilometers from Port Alberni and 75 kilometers from Nanaimo. Access to the park is via logging roads on Island Timberlands property, off Alberni Highway 4 and Highway 19. It is approximately 20 kilometers along gravel roads from the Alberni Highway to the park. These private gravel roads are shared by recreational users as well as logging trucks. The park is enveloped by Island Timberlands property on all sides except one where the Alberni Clayoquot Regional District manages a 607 hectare regional park. Mount Arrowsmith Massif Regional Park is 1300 hectares and embodies the two peaks Mt. Arrowsmith and Mt. Cokely. These peaks are the predominant landscape features in the Alberni Valley as well as through the communities on the eastern shore of mid Vancouver Island. Mount Arrowsmith is the highest peak on southern Vancouver Island reaching 1817m or 5962 ft., while Mount Cokely is 1631m or 5184 ft. The high elevation environment that constitutes the regional park is the largest alpine and sub-alpine zone on Vancouver Island, south of Strathcona Provincial Park. The snowpack of this alpine area initiate the waters of the ecologically important Englishman and Little Qualicum Rivers. The geographical area that includes the watersheds of these two rivers and MAMRP has been recognized as an unique and extremely important ecosystem by UNESCO and was awarded the distinction of Biosphere Reserve in November 2000.



Park Access

Mount Arrowsmith Massif Regional Park is surrounded by private property. All of the roads that lead to the park boundary are owned and maintained by local forestry companies. Without partnership and formal agreements in place for use of their roads, the park would be difficult to access. There are hiking trails that connect to the park, but again they travel through private land. Most of the popular hiking trails commence on private land and lead into the regional park. The most popular trail accessing the park, starts at the Alberni Highway near the south end of Cameron Lake. This trail is the historic Arrowsmith CPR Trail which follows the original trail to the alpine area established by the Canadian Pacific Railway in 1912. The Regional District has renewable agreements with both Island Timberlands and TimberWest to allow hiking access along this route. There are logging roads around the entirety of MAMRP with only one giving the greatest access to the most popular routes. The logging roads that approach the park from the east slope do not provide desirable and appropriate access and are used at a much lower capacity.

Park Tenure

The beautiful alpine area surrounding Mount Arrowsmith and Mount Cokely has been the topic of discussion as a future protected area for decades. The crucial efforts for park status truly commenced over ten years ago when the local alpine clubs armed with public support urged the Regional District of Nanaimo to request the area be designated a provincial park. The Province of British Columbia did not accept the proposal, but did support the opportunity for the area becoming a regional park. The RDN, alpine clubs and park supporters then broadcast the unique park opportunity to the public, which translated into an unquestionable demand for the alpine area to be protected. In 2007, the province supported the nominal rent tenure for the property which would allow the RDN to lease the land for 1\$ for 30 years. On November 25, 2008, after signing a Memorandum of Understanding with the Hupacasath First Nation, the RDN Board of Directors voted unanimously to declare the Mount Arrowsmith Massif a regional park. The park was officially opened on September 18, 2009 with a ceremony involving all alpine interest groups, first nations, government officials and public supporters.

Partners

The Regional District of Nanaimo is partners with the Hupacasath First Nation, the Alpine Club of Canada and the Federation of Mountain Clubs of B.C. to manage this new regional park. The management plan will be steered by a committee with representatives from these groups to insure an agreeable and successful outcome.

The Hupacasath First Nation is located in Port Alberni British Columbia with a population of 300 members. The Hupacasath is an amalgamation of original tribes, including the Muuhulthaht, Klehkoot and Ahahswinis peoples. The Hupacasath are members of the Nuu-chah-nulth Tribal Council, which incorporates fourteen tribes from the central west coast of Vancouver Island. Mount Arrowsmith Massif Regional Park is within the traditional territory of the Hupacasath and the mountain known as kathl- ka-chuth (jagged points facing upwards) is a site where many traditional activities occur.



image provided by RDN

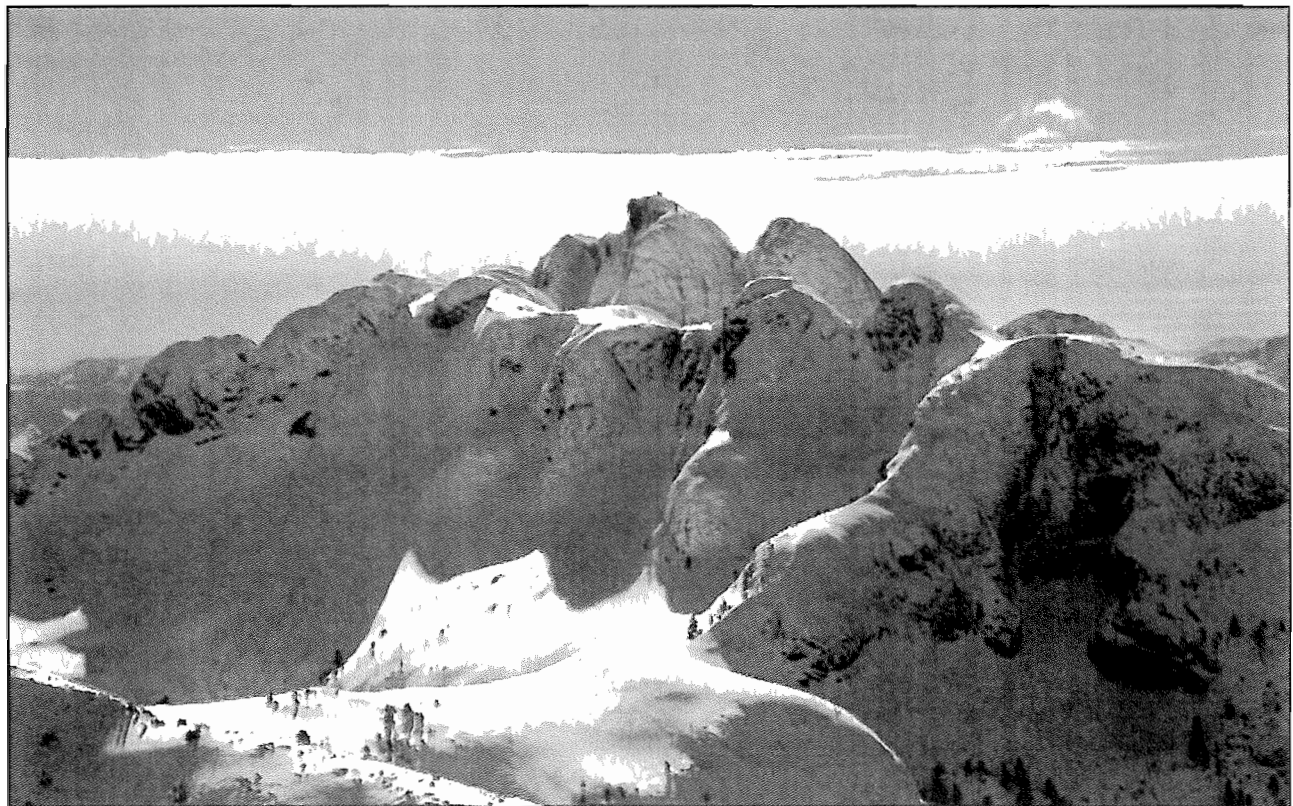


photo provided by Len Langevin

The Alpine Club of Canada Vancouver Island Section was founded in 1912. The club consists of Alpine enthusiasts of various backgrounds and experience. Each regional section of the Alpine Club of Canada provides social, technical, recreational, and educational support to its members. Mount Arrowsmith Massif Regional Park has been a favorite site for alpine enthusiasts due to its location and accessibility. The mountain is used year round by the alpine club which offers guided excursions into the park for both members and non members.

The Federation of Mountain Clubs of B.C. (FMCBC) was founded in 1971. The Federation is an umbrella organization representing other alpine clubs, including the Alpine Club of Canada, and is the recognized 'sport-governing' body for mountaineering and related activities in British Columbia. The FMCBC mission is "to foster and promote the hiking and mountaineering activities of the membership and the general public through leadership, advocacy and education".

Regional Context

The Regional District of Nanaimo (RDN) manages 2026 hectares of regional park, trail, and conservation lands in the mid-Vancouver Island area along with another 584 hectares of neighbourhood or community park and trail. A Regional Parks and Trails Plan completed in 2005 sets out the goals of the RDN in respect to land management, stewardship and recreational use of regionally significant properties. As is the case with Mount Arrowsmith Massif Regional Park, when managing such properties the RDN is often acting in partnership with first nations, conservation groups, recreation organizations, and the Province. Together, the RDN and its partners see to protect and steward the lands while at the same time provide for rewarding and educational outdoor recreational experiences. A primary management goal for these lands will always be to strike a sustainable balance between protection and human use.

3. PLAN CONTENT

The Mount Arrowsmith Massif Regional Park Management Plan (MAMRPMP) is a strategic plan that will define the future direction, policies, priorities, and actions for the Regional District of Nanaimo in the short and long term with a 10 year focus (2011-2021).

The MAMRPMP will include the following objectives: gather baseline information, establish direction, and develop implementation strategies.

3.1 Gather Baseline Information

Baseline information may include the following information presented using charts, maps and photos:

- ***Property and Land Status***
 - size and location (extents);
 - legal encumbrances;
 - applicable zoning, official community plan and land and park use regulations;
 - nominal rent tenure requirements and obligations;
 - Hupacasath traditional territory obligations;

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 - applicable zoning, official community plan and land and park use regulations;
 - nominal rent tenure requirements and obligations;
 - Hupacasath traditional territory obligations;

- history of land use to acquisition and since acquisition;
- neighbouring land uses;
- existing road access agreements to ACRD Regional Park;
- applicable fire protection services and agreements;
- detailed property description – trails, road networks, vegetation, views, access.

- ***Natural Values***

- existing sensitive ecosystems;
- impact of logging and recreational use on natural values.

- ***Recreation Values***

- present MAMRP as part of the Regional Parks and Trail System;
- identify who is using the property (provide detail on use by user type - individuals through to large groups i.e. hikers, mountain bikers, equestrians, winter sports enthusiasts, unauthorized motorized vehicles, and special event holders);
- identify why the property is being used (what attracts people to the property?);
- identify how the property is being used i.e. access points; inventory and map all existing and proposed trail routes and show related improvements;
- identify when the property is being used;
- examine the value of MAMRP for regional tourism;
- examine park management or land title options for ACRD Mt. Arrowsmith Regional Park
- present statistical evidence of demand for trails and outdoor nature and park experiences on Vancouver Island and local area.

- ***Cultural Values***

- identify any registered archaeological sites or sites of heritage interest;
- assess the extent to which the property is a known 'place' within the Regional District (Qualicum/Parksville area) as well as the Port Alberni area and characterize the nature of human attachment to it.

- ***Resource Values***

- Forestry plan; manage and maintain peak natural values for ecosystems.
- Watershed Protection; fish habitat, community drinking water, riparian ecosystem.
- Mineral Claims; identify title holders and locations; investigate options for claims within crown land lease.

- ***Educational Values***

- review how MAMRP has been used for educational purposes by external agencies, e.g., GLORIA Project, Mt. Arrowsmith Biosphere Foundation other community groups;
- identify past and continuing research activities, carried out at MAMRP;
- investigate opportunities for formal integration of the site into area school and university-college curriculum for either education or research purposes (provide examples from elsewhere).



photo provided by Janice Sheehan



photo provided by Peter Rothermel

- investigate integration opportunities for research through Mt Arrowsmith Biosphere Foundation.
- identify goals of the Mt Arrowsmith Biosphere Foundation and their connectivity to the regional park.

3.2 Establish Direction

- ***Confirm Vision, Principles and Goals***
 - develop a simple vision statement;
 - identify a short list of management principles; and
 - establish a set of broad goals to direct the management of MAMRP.
- ***Seek out Issues and Ideas***
 - identify the main issues facing the managers of MAMRP and elicit ideas for its successful management; and
 - organize the issues and ideas by subject or theme.

3.3 Develop Implementation Strategies

- ***Develop broad-based management policies for achieving Goals and meeting Vision and Principles***

The policies may address the following areas of general management concern:

 - use;
 - public accessibility;
 - trail plans and development
 - public safety and security;
 - partnerships;
 - environment;
 - stewardship (including the role of Hupacasath and Alpine Clubs);
 - recreation, education and culture;
 - resource management; and
 - development.
- ***Develop Targets and Actions***
 - outline actions to be accomplished within the five year period;
 - identify what parties are accountable for each action;
 - identify when actions are to be completed by;
 - provide cost estimate matrix for all proposed actions;
 - use tables and time line charts to convey material.

4. PROJECT MANAGEMENT

Through a Request for Proposal (RFP) process, a Project Consultant will be procured to develop the MAMRPMP.

The process of developing the MAMRPMP will be conducted by a Mount Arrowsmith Management Plan Sub-committee made up of two representatives from the RDN Regional Parks and Trail Advisory Committee (RPTAC), two representatives from the Hupacasath First Nation and two representatives from the Alpine Clubs. This committee will:

- review project plan;
- confirm vision statement and goals;
- review research & public consultation;
- review issues, trends, and public sentiment resulting from the open house;
- review and discuss management policies;
- review draft plan before it goes to public review;
- review issues & feedback from public input of draft plan;
- review changes to the draft plan.

In addition, the Consultant will meet on a regular basis with a RDN, Hupacasath, and Alpine Club Staff Working Group to discuss progress on the Plan. Administrative assistance, technical support, liaison and communication will be coordinated by RDN Parks staff, and involve other staff as required.

5. BUDGET, LEVEL OF EFFORT AND AVAILABLE RESOURCES

The budget for this work is \$50,000 and is expected to cover all fees, expenses, sub-contractor services, consultation and applicable taxes. Expenditure of the budget should reflect the following priorities:

Data collection	30%
Consultation	30%
Development of strategies and action plan	<u>40%</u>
	100%

The RDN will provide support for the development and production of essential maps. The contractor will be provided with copies of legal documents, property studies, and any other documents relating to MAMRP.

6. PUBLIC CONSULTATION PROGRAM

The Regional District of Nanaimo's Public Consultation/Communication Framework Policy No.A1.23 measures a successful project as one that provides for meaningful and on-going public involvement. The success of the public process component of the Mount Arrowsmith Massif Regional Park Management Plan will be achieved through meeting the following goals:

- Anyone likely to be affected by a decision shall have opportunities for input into that decision;
- The consultation process shall allow for a meaningful level of involvement;
- All positions and input received will be considered; not all input can and will be accommodated;
- The process shall recognize and take into account the different characteristics and abilities of the community;
- The process shall recognize interdepartmental issues and concerns, and shall involve and coordinate internal staff resources as necessary or appropriate.
- The integrity of broad public involvement must be paramount to the process and must not be superseded by any individual or interest group;
- The RDN shall provide feedback, in a timely manner, about how public input has been utilized in Board decisions, and how the public will be affected;
- An evaluation component shall be built in to the process to allow those involved to learn from past experiences and to ensure the proper use of resources.

A key role of the Consultant in compiling the MAMRPMP is to develop, lead and interpret a region-wide community input process that contributes to the project's objectives.

The public input process must use a varied approach to obtaining input in order to maximize participation and must include but is not limited to:

- ongoing consultation with the MAMRPMP Sub-Committee and the RDN, Hupcasath, and Alpine club Staff Working Group;
- interviews with community organizations, staff at the Cities of Parksville and Qualicum, other government and corporate organizations;
- public surveys; and
- a minimum of one Qualicum-area Open House and one Port Alberini-area Open House to solicit views, comments and opinions on the MAMRP and to present the draft MAMRPMP and receive comments prior to the preparation of the final document.

7. REFERRALS

<i>Partnering First Nations</i>	–	Hupacasath
<i>Local Recreation Clubs</i>	–	hiking, snowshoeing, skiing, rock climbing, mountain biking, mountaineering, field naturalists, ATV and 4X4 users.
<i>Government Agencies</i>	–	City of Nanaimo, City of Parksville, Town of Qualicum Beach, District of Lantzville, City of Port Alberni, Alberni Clayoquot Regional District, Ministry of Tourism, Culture and the Arts, Ministry of the Environment, Ministry of Forests.
<i>Private Corporations</i>	–	TimberWest, Island Timberlands.
<i>Other Organizations</i>	–	Mt Arrowsmith Biosphere Foundation; BC Forest Service, and Mid Island Fire Zone,

8. CONSULTANTS PROPOSAL TO INCLUDE:

- A proposed methodology and table of contents for the Regional Parks Plan; a work program detailing stages, deliverables and timing; (This work program will detail all phases, including research, public involvement and plan development);
- an outline of a proposed comprehensive consultation process that:
 - will not direct or control the scope of the project.
 - will facilitate a broad range of input through a continuum of questioning from very general matters to very detailed issues.
 - will account for different stakeholder knowledge levels in regards to Regional Park policies and goals.
 - will utilize a varied approach to obtain input from a wide range of Regional District residents.
 - will obtain detailed and accurate input that will yield data that can be analyzed.
- information as to the qualifications, ability and past experience of the company with similar projects, including references of other Park Plan projects the consultant has completed, preferably in a Regional District setting;
- a list of the personnel who will work on the project, their individual experience specifically related to Park Planning and what their role will be;
- a list of sub-consultants, including their company and staff experience specifically related to their role; and
- a schedule that includes the fee structure and the upper limits of the project cost. This fee structure must include an outline of fees for at least the following:
 - sub-consultants
 - draft plan
 - all disbursements
 - hourly rate schedule of personnel assigned to the project and man-hour requirements for each
 - federal Goods and Services Tax
 - all other fees associated with the project.

9. DELIVERABLES

- A document reflecting the outcome of the first management planning process for MAMRP - providing clear directions for the management of the property over the 2011-2021 period. The main section of the plan should be no more than 50 to 60 pages, including maps, photos and charts. Detailed background information should be contained in appendixes if directly relevant to the understanding of the main document and otherwise placed in separate annexes. Use of tables, matrices, charts, maps and photographs is encouraged.
- Other deliverables include the successful completion of a public and stakeholder consultation process; and the presentation of a clear and concise set of operational policies and actions.

- All material presented by the contractor must be submitted in triplicate hard copy as well as in suitable digital format. At least some photographs should be of presentation quality and useful in the promotion of MAMRP; videos may be used to document the current state of the property.

10 PROJECT MANAGEMENT PROCESS

Due to the winter conditions experienced in MAMRP during this time of year, a site visit is not possible. Consultants wishing to submit a proposal for consultant services and need more information about the site contact Graham Gidden at (250) 248-3252 or rgidden@rdn.bc.ca by phone or e-mail.

Proposals received by the specified due date will be reviewed and evaluated by the RDN. Both this request for proposals and the winning proposal will form part of the project contract.

Proposals will be rated as follows:

Max. Score Criteria

- | | | |
|---|---|--|
| 2 | • | credentials and references are strong; |
| 2 | • | experience is relevant and extensive; |
| 2 | • | the draft work program presented:
reflects the objectives detailed in section 3 above; |
| 2 | • | presents an appropriate mix of team members and sub-consultants; |
| 2 | • | involves a clear plan to review baseline information and develop policies and actions; |
| 2 | • | presents a comprehensive public consultation strategy based on the RDN's Public Consultation/Communication Framework Policy No. A1-23; |
| 2 | • | fee breakdown supports the work program presented & the total fee provides good value. |

14 Total

The RDN will attempt to contact the successful proponent by telephone no later than 16:00:00 hours Friday, 9 April 2010. All proponents will be notified of selection results by telephone and mail. A first meeting with the successful proponent will be held Wednesday, 14 April 2010 at the RDN Recreation and Parks Offices in Parksville. RDN Parks staff will manage the project in consultation with members of the Hupacasath and Alpine Clubs. Draft and final management plans will be reviewed by the RDN's Regional Parks and Trails Advisory Committee along with the Staff Working Group. The RDN, Hupacasath and Alpine Club will provide final management plan approval.

Given the proposed project schedule shown below, equal payments by the RDN will be made as follows: (a) June 2010, (b) September 2010 and (c) December 31 2010.

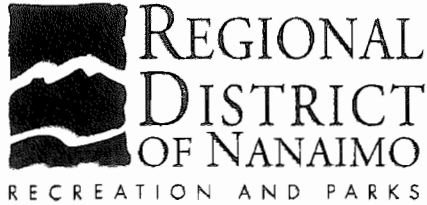
11. PROPOSED PROJECT SCHEDULE

2010

3 Mar.	Issue request for consultant services.
31 Mar.	Proposals due by 16:30:00 hours.
9 Apr.	Proponent contacted by 16:00:00 hours.
14 Apr.	First meeting between contractor, RDN staff, Hupacasath, and Alpine Clubs.
Apr-June	Data review, stakeholder consultation, confirmation of vision and goals; strategizing.
June	Public consultation & Open House #1.
July	Complete strategies, targets and actions.
August	Review draft management plan.
Sept-Oct	Circulate Draft Plan and hold Open House #2.
November	Submit revised draft plan.
Nov-Dec	Undertake final changes.
December	Submit final plan for RDN, Hupacasath and Alpine Clubs.

12. CONTACTS

For all information about this request for consultant services, contact Graham Gidden, RDN Park Planner, 250-248-3252 or 1-888-828-2069 or rgidden@rdn.bc.ca.



RDN REPORT	
CAO APPROVAL	
EAP	
CON	
JAN 26 2010	
REP	
APP	
RPTAC - Feb. 2/10	

MEMORANDUM

TO: Wendy Marshall
Manager of Parks Services

DATE: January 20, 2010

FROM: Graham Gidden
Regional Park Planner

FILE:

SUBJECT: Coats Marsh Regional Park Management Plan Terms of Reference

PURPOSE

To obtain approval of the Terms of Reference for undertaking a Management Plan for Coats Marsh Regional Park.

BACKGROUND

On January 31, 2008 The Natures Trust of BC (TNT) purchased the 45.7 hectare Coats property. TNT approached the RDN in 2008 to purchase 50% interest in the property with the property being managed as a Regional Park through a long term lease with TNT. On October 28th 2008 the RDN approved its share of the costs of the park and leased TNT's share for 99 years. The RDN now manages the park with input from partners. The agreement with TNT outlined the necessity for a management plan for the future protection and development of the park.

Coats Marsh Regional Park (CMRP) is located on Gabriola Island (Electoral Area 'B'). The 45.7 hectare park contains over 10 hectares of rare Gulf Island wetlands and is a good representation of fast disappearing dry sub-maritime Coastal Douglas-fir forest. The topography of the park ranges from flat to gently rolling and there are no steep areas within the property. There is naturally marshy areas surrounding the wetland and there are two creeks that flow from the marsh beyond park boundaries. An old farm house is also located on the property. CMRP is enveloped by private property with two public pedestrian accesses off of Coats Drive and at the end of Aiden Road. In the northeast corner of the park, the property shares a diagonal or kiddy-corner boundary with the 707 acre community park. Coats Marsh Regional Park began with long-time Gabriola resident Mr. Clyde Coats and his choice to pursue a legacy of protection, rather than development, for his 46-hectare property.

PROPOSED TERMS OF REFERENCE

The Terms of Reference calls for a development of the park's first management plan capable of guiding the operations, development, and management of the park over a 10-year period (2010-2020). It is proposed that the Regional District retain a consultant to undertake the development of the first Management Plan for Coats Marsh Regional Park. The Terms of Reference outline a number of objectives to be addressed during the process, and requires the consultant to undertake a significant consultation program.

TIMEFRAME FOR PLAN COMPLETION

Staff anticipate the project work can be completed within 2010 with the following timeframe:

2010

12 Mar.	Issue request for consultant services.
31 Mar.	Proposals due by 16:30:00 hours.
9 Apr.	Proponent contacted by 16:00:00 hours.
14 Apr.	First meeting between contractor, RDN staff, and TNT.
Apr-May	Data review, stakeholder consultation, confirmation of vision and goals; strategizing.
June	Public consultation & Open House #1.
July	Complete strategies, targets and actions.
August	Review draft management plan.
Sept-Oct.	Circulate Draft Plan and hold Open House #2.
November	Submit revised draft plan.
Nov-Dec	Undertake final changes.
December	Submit final plan for RDN, and TNT.

ALTERNATIVES

1. That the Terms of Reference for Coats Marsh Regional Park be approved.
2. That the Terms of Reference for Coats Marsh Regional Park not be approved and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

\$30,000 has been allocated in 2010 of the Five Year Financial Plan for the development of the management plan.

SUSTAINABILTY IMPLICATIONS

The RDN partnered with the TNT on purchasing the Coats Marsh property not only to create parkland, but to protect a good representation of fast disappearing dry sub maritime Coastal Douglas-fir forest and fragile wetland habitat. The development of a management plan will help guide the RDN in managing the lands to preserve this ecosystems for future generations.

CONCLUSIONS

In 2008, the Regional Board authorized the 50% purchase of Coats Marsh, partnership with TNT and management of the area as a Regional Park. A Terms of Reference has been prepared to guide the preparation of the first management plan for the park. The Terms of Reference proposes a consultation process that will allow for residents, organizations and government agencies to be involved in the Plan's preparation. The management plan will be steered by a committee with representatives from this group and the RDN to insure an agreeable and successful outcome.

RECOMMENDATIONS

1. That the Terms of Reference for the Coats Regional Park Management Plan be approved; and
2. That staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Coats Marsh Regional Park Management Plan; and

3. The two members of the Regional Parks and Trails Advisory Committee be appointed to participate as members of the Coats Marsh Regional Park Management Plan Sub Committee.

Original copy signed by G. Gidden

Report Writer

Original copy signed by W. Marshall

Manager Concurrence

Original copy signed by T. Osborne

General Manager Concurrence

Original copy signed by C. Mason

CAO Concurrence

Regional District of Nanaimo

Coats Marsh Regional Park
Request for Proposal
Management Plan

DRAFT

TERMS OF REFERENCE
January, 2010





**Request for Consultant Services
Coats Marsh Regional Park
Management Plan**

Terms of Reference

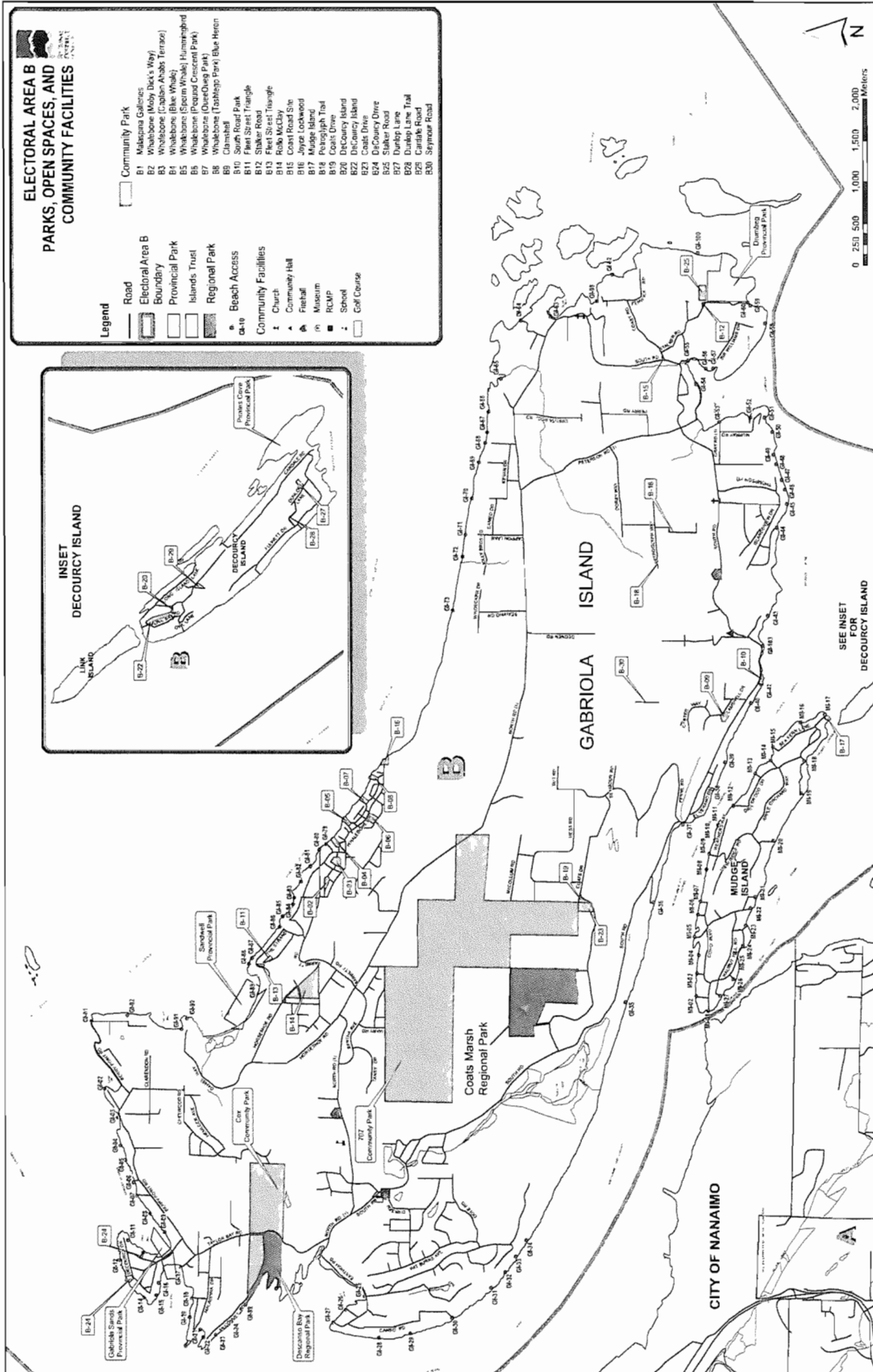
1. INTRODUCTION

The Regional District of Nanaimo (RDN) is seeking proposals from qualified consultants interested in preparing a management plan for Coats Marsh Regional Park. This will be the Regional Park's first management plan. It will guide the operations, development, and stewardship of the property based on a comprehensive analysis of property values and public and stakeholder consultation. The plan will confirm the long-term vision and goals for Coats Marsh Regional Park and identify shorter term management policies and actions for the period 2011-2021. The plan is to be reviewed after five years (2016) by a management steering committee and updated formally at ten-year intervals.

2. BACKGROUND

Park Location

Coats Marsh Regional Park (CMRP) is located on Gabriola Island (Electoral Area 'B'). Gabriola Island is approximately 6 kilometers from the Gabriola Island ferry terminal in Nanaimo and is publicly accessed by a 20 minute BC Ferry crossing. The park is accessed at two locations. The main entrance is via South Road, Coats Drive and Aiden Road where a RDN park sign and entrance are located and the second access being a pedestrian entrance between two residential properties on Coats Drive. CMRP covers 46 hectares, includes over 10 hectares of rare Gulf Island wetlands, and is a good representation of fast disappearing dry sub-maritime Coastal Douglas-fir forest. The park is undeveloped with no formal trails around the wetland. The topography of the park ranges from flat to gently rolling and there are no steep areas within the property. There is naturally marshy areas surrounding the pond and there are two creeks that flow from the marsh beyond park boundaries. An old farm house is located within the park boundaries and is presently occupied by a long term tenant. In the northeast corner of the park, the property shares a diagonal or corner boundary with the 707 acre community park where island residents use the trails on the properties to commute between the north and south side of the island. Coats Marsh Regional Park began with long-time Gabriola resident Mr. Clyde Coats and his choice to pursue a legacy of protection, rather than development, for his 46-hectare property.



Park Access

Coats Marsh Regional Park is surrounded by private property. It does, however, share a corner with the 707 Community Park. The two public accesses to CMRP are at the end of two “stub” roads off Coats Drive. Aiden road is developed to the South East corner of the park and the other stub road, near the South West corner of the park, is undeveloped and has been included in the park lands. A vehicle access road is utilized to enter the park and an off grid residence through adjacent private property. The private property owner is Clyde Coats and has an agreement with the RDN and The Nature Trust of B.C. (TNT) for the use of the road for maintenance and operational use. An easement agreement for future use of the road is required, and a survey of the access road was conducted in 2009 for this purpose. This access is also used by the tenant who lives in the residence on the property. The tenant who lives off grid and does not have a vehicle has been living on the property for nearly 20 years. The tenant has an agreement with the RDN, which was included in the original acquisition with TNT, to remain a tenant until August 30th 2010, when a new agreement can be considered.

Park Acquisition

In 2006, Clyde Coats approached The Nature Trust of B.C. (TNT) and the Gabriola Island Land Conservancy to have a parcel of his property protected as a park. Through the Environment Canada Ecological Gifts program, Mr Coats donated 1/2 the value of the property and the other 1/2 was purchased by TNT. Before the property was purchased, TNT executed an extensive appraisal on the property. The appraisal included an environmental audit, timber valuation and a structural engineering assessment of the existing weir to not only investigate conservation values, but to assign the true market value. On January 31, 2008 The Natures Trust of BC closed the land acquisition for the 45.7 hectare Coats property. TNT approached the RDN in 2008 to purchase 50% interest of the property and that it be managed as a Regional Park through a long term lease with TNT. On October 28th 2008 the RDN approved its share of the costs of the park and leased TNT’s share for 99 years. The RDN now manages the park with input from partners.

Partners

The Regional District of Nanaimo is partners with The Nature Trust of B.C. to manage this new regional park. The management plan will be steered by a committee with representatives from this group and the RDN to insure an agreeable and successful outcome.

The Nature Trust of B.C. has been a leading land conservation organization headquartered in BC since 1971. TNT acquires land through purchase, donation, covenant and lease. TNT then manages the lands in order to protect the natural diversity of wildlife and plants and their critical habitats. TNT is a non-profit, non-advocacy group that seeks a balance between sustaining the environment and economy.



Regional Context

The Regional District of Nanaimo (RDN) manages 2026 hectares of regional park, trail, and conservation lands in the mid-Vancouver Island area along with another 584 hectares of neighbourhood or community park and trail. A Regional Parks and Trails Plan completed in 2005 sets out the goals of the RDN in respect to land management, stewardship and recreational use of regionally significant properties. As is the case with Coats Marsh Regional Park, when managing such properties the RDN is often acting in partnership with first nations, conservation groups, recreation organizations, and the Province. Together, the RDN and its partners aim to protect and steward the lands while at the same time provide for rewarding and educational outdoor recreational experiences. A primary management goal for these lands will always be to strike a sustainable balance between protection and human use.

3. PLAN CONTENT

The Coats Marsh Regional Park Management Plan (CMRPMP) is a strategic plan that will define the future direction, policies, priorities, and actions for the Regional District of Nanaimo in the short and long term with a 10 year focus (2011-2021).

The CMRPMP will include the following objectives: gather baseline information, establish direction, and develop implementation strategies.

3.1 Gather Baseline Information

Baseline information may include the following information presented using charts, maps and photos:

- ***Property and Land Status***
 - size and location (extents);
 - legal encumbrances;
 - applicable zoning, official community plan and land and park use regulations;
 - history of land use to acquisition and since acquisition;
 - neighbouring land uses;
 - applicable fire protection services;
 - detailed property description – trails, road networks, vegetation, views, access (supported with GPS or survey data).
- ***Natural Values***
 - existing sensitive ecosystems;
 - identify fish and wildlife and their vital habitats;
 - impact of logging and recreational use on natural values;
 - identify potential habitat inventory and restoration programs.
- ***Recreation Values***
 - present CMRP as part of the Regional Parks and Trail System;
 - identify who is using the property (provide detail on use by user type - individuals through to large groups i.e. hikers, mountain bikers, equestrians, winter sports)



Image provided by the RDN

Tall native grasses surround the wetland



Image provided by the RDN

Spaced second growth Douglas Fir

- enthusiasts, unauthorized motorized vehicles, and special event holders);
 - identify why the property is being used (what attracts people to the property?);
 - identify how the property is being used i.e. access points; inventory and map all existing and proposed trail routes and show related improvements;
 - identify when the property is being used;
 - examine the value of CMRP for regional tourism;
 - present statistical evidence of demand for trails and outdoor nature and park experiences on Vancouver Island and local area.
 - review CMRP in relation to connectivity with 707 Community Park
- ***Cultural Values***
 - identify any registered archaeological sites or sites of heritage interest;
 - assess the extent to which the property is a known ‘place’ within the Regional District, particularly on Gabriola Island, and characterize the nature of human attachment to it;
 - identify traditional use of the area by the Snuneymuxw First Nations.
 - ***Resource Values***
 - Forestry plan; manage and maintain peak natural values for ecosystems.
 - Watershed Protection; fish habitat, community drinking water, riparian ecosystem.
 - ***Educational Values***
 - review how CMRP has been used for educational purposes by external agencies, and other community groups;
 - identify past and continuing research activities, carried out at CMRP;
 - investigate opportunities for formal integration of the site into area school and university-college curriculum for either education or research purposes (provide examples from elsewhere).

3.2 Establish Direction

- ***Confirm Vision, Principles and Goals***
 - develop a simple vision statement;
 - identify a short list of management principles; and
 - establish a set of broad goals to direct the management of CMRP.
- ***Seek out Issues and Ideas***
 - identify the main issues facing the managers of CMRP and elicit ideas for its successful management; and
 - organize the issues and ideas by subject or theme.

3.3 Develop Implementation Strategies

- ***Develop broad-based management policies for achieving Goals and meeting Vision and Principles***

The policies may address the following areas of general management concern:

- use;
 - public accessibility;
 - trail plans and development
 - public safety and security;
 - partnerships;
 - environment;
 - stewardship (including the role of The Nature Trust of B.C.);
 - recreation, education and culture;
 - resource management; and
 - development.
- ***Develop Targets and Actions***
 - outline actions to be accomplished within the five year period;
 - identify what parties are accountable for each action;
 - identify when actions are to be completed by;
 - provide cost estimate matrix for all proposed actions;
 - use tables and time line charts to convey material.

4. PROJECT MANAGEMENT

Through a Request for Proposal (RFP) process, a Project Consultant will be procured to develop the CMRPMP.

The process of developing the CMRPMP will be conducted by a Coats Marsh Management Plan Subcommittee made up of two representatives from the RDN Regional Parks and Trail Advisory Committee (RPTAC), and two representatives from the The Nature Trust of B.C. (TNT). This committee will:

- review project plan;
- confirm vision statement and goals;
- review research & public consultation;
- review issues, trends, and public sentiment resulting from the open house;
- review and discuss management policies;
- review draft plan with Snuneymuxw First Nation;
- review draft plan before it goes to public review;
- review issues & feedback from public input of draft plan;
- review changes to the draft plan; and
- confirm the terms of the conservation covenant.

In addition, the Consultant will meet on a regular basis with a RDN, TNT Staff Working Group to discuss progress on the Plan. Administrative assistance, technical support, liaison and communication will be coordinated by RDN Parks staff, and involve other staff as required.

5. BUDGET, LEVEL OF EFFORT AND AVAILABLE RESOURCES

The budget for this work is \$30,000 and is expected to cover all fees, expenses, sub-contractor services, consultation and applicable taxes. Expenditure of the budget should reflect the following priorities:

Data collection	30%
Consultation	30%
Development of strategies and action plan	40%
	100%

The RDN will provide support for the development and production of essential maps. The contractor will be provided with copies of legal documents, property studies, and any other documents relating to CMRP.

6. PUBLIC CONSULTATION PROGRAM

The Regional District of Nanaimo's Public Consultation/Communication Framework Policy No.A1.23 measures a successful project as one that provides for meaningful and on-going public involvement. The success of the public process component of the Coats Marsh Regional Park Management Plan will be achieved through meeting the following goals:

- Anyone likely to be affected by a decision shall have opportunities for input into that decision;
- The consultation process shall allow for a meaningful level of involvement;
- All positions and input received will be considered; not all input can and will be accommodated;
- The process shall recognize and take into account the different characteristics and abilities of the community;
- The process shall recognize interdepartmental issues and concerns, and shall involve and coordinate internal staff resources as necessary or appropriate.
- The integrity of broad public involvement must be paramount to the process and must not be superseded by any individual or interest group;
- The RDN shall provide feedback, in a timely manner, about how public input has been utilized in Board decisions, and how the public will be affected;
- An evaluation component shall be built in to the process to allow those involved to learn from past experiences and to ensure the proper use of resources.

A key role of the Consultant in compiling the CMRPMP is to develop, lead and interpret a region-wide community input process that contributes to the project's objectives.

The public input process must use a varied approach to obtaining input in order to maximize participation and must include but is not limited to:

- ongoing consultation with the CMRPMP Sub-Committee, RDN and The Natures Trust of B.C..
- interviews with community organizations, staff at the Islands Trust, other government and corporate organizations;
- public surveys; and
- a minimum of two Gabriola Island Open Houses to solicit views, comments and opinions on the CMRPMP and to present the draft CMRPMP and receive comments prior to the preparation of the final document.

7. REFERRALS

<i>Partnering Organization</i>	–	The Nature Trust of British Columbia
<i>Local Recreation Clubs</i>	–	Gabriola Recreation Society, hiking, mountain biking, field naturalists.
<i>Government Agencies</i>	–	City of Nanaimo, British Columbia Islands Trust, Ministry of the Environment, Ministry of Forests,
<i>Private Corporations</i>	–	Potlatch Properties Ltd.
<i>Other Organizations</i>	–	Gabriola Land and Trails Trust, Gabriola Island Conservation Society, Gabriola Fire Protection District, Gabriola Island Chamber of Commerce.

8. CONSULTANTS PROPOSAL TO INCLUDE:

- A proposed methodology and table of contents for the Regional Parks Plan; a work program detailing stages, deliverables and timing; (This work program will detail all phases, including research, public involvement and plan development);
- an outline of a proposed comprehensive consultation process that:
 - will not direct or control the scope of the project.
 - will facilitate a broad range of input through a continuum of questioning from very general matters to very detailed issues.
 - will account for different stakeholder knowledge levels in regards to Regional Park policies and goals.
 - will utilize a varied approach to obtain input from a wide range of Regional District residents.
 - will obtain detailed and accurate input that will yield data that can be analyzed.
- information as to the qualifications, ability and past experience of the company with similar projects, including references of other Park Plan projects the consultant has completed, preferably in a Regional District setting;
- a list of the personnel who will work on the project, their individual experience specifically related to Park Planning and what their role will be;

- a list of sub-consultants, including their company and staff experience specifically related to their role; and
- a schedule that includes the fee structure and the upper limits of the project cost. This fee structure must include an outline of fees for at least the following:
 - sub-consultants
 - draft plan
 - all disbursements
 - hourly rate schedule of personnel assigned to the project and man-hour requirements for each
 - federal Goods and Services Tax
 - all other fees associated with the project.

9. DELIVERABLES

- A document reflecting the outcome of the first management planning process for CMRP - providing clear directions for the management of the property over the 2011-2021 period. The main section of the plan should be no more than 40 to 50 pages, including maps, photos and charts. Detailed background information should be contained in appendixes if directly relevant to the understanding of the main document and otherwise placed in separate annexes. Use of tables, matrices, charts, maps and photographs is encouraged.
- A draft Conservation Covenant that reflects the RDN's regional park goals and policies and the specific Management Plan directions while protecting the interests of TNT in the Property and its future management.
- Other deliverables include the successful completion of a public and stakeholder consultation process; and the presentation of a clear and concise set of operational policies and actions.
- All material presented by the contractor must be submitted in triplicate hard copy as well as in suitable digital format. At least some photographs should be of presentation quality and useful in the promotion of CMRP; videos may be used to document the current state of the property.

10 PROJECT MANAGEMENT PROCESS

A site visit can be arranged if desired, but is not necessary. Consultants wishing to submit a proposal for consultant services and are interested in a site visit should contact Graham Gidden at (250) 248-3252 or grgidden@rdn.bc.ca by phone or e-mail.

Proposals received by the specified due date will be reviewed and evaluated by the RDN and Working Group. Both this request for proposals and the winning proposal will form part of the project contract.

Proposals will be rated as follows:

Max. Score	Criteria
2	• credentials and references are strong;
2	• experience is relevant and extensive;
2	• the draft work program presented: reflects the objectives detailed in section 3 above;
2	• presents an appropriate mix of team members and sub-consultants;
2	• involves a clear plan to review baseline information and develop policies and actions;
2	• presents a comprehensive public consultation strategy based on the RDN's Public Consultation/Communication Framework Policy No. A1-23;
2	• fee breakdown supports the work program presented & the total fee provides good value.
14	Total

The RDN will attempt to contact the successful proponent by telephone no later than 16:00:00 hours Friday, 9 April 2010. All proponents will be notified of selection results by telephone and mail. A first meeting with the successful proponent will be held Wednesday, 14 April 2010 at the RDN Recreation and Parks Offices in Parksville. RDN Parks staff will manage the project in consultation with members of TNT. Draft and final management plans will be reviewed by the RDN's Regional Parks and Trails Advisory Committee along with the Staff Working Group. The RDN and TNT will provide final management plan approval.

Given the proposed project schedule shown below, equal payments by the RDN will be made as follows: (a) June 2010, (b) September 2010 and (c) December 31 2010.

11. PROPOSED PROJECT SCHEDULE

2010

12 Mar.	Issue request for consultant services.
31 Mar.	Proposals due by 16:30:00 hours.
9 Apr.	Proponent contacted by 16:00:00 hours.
14 Apr.	First meeting between contractor, RDN staff, and TNT.
Apr-May	Data review, stakeholder consultation, confirmation of vision and goals; strategizing.
June	Public consultation & Open House #1.
July	Complete strategies, targets and actions.
August	Review draft management plan.
Sept-Oct.	Circulate Draft Plan and hold Open House #2.
November	Submit revised draft plan.
Nov-Dec	Undertake final changes.
December	Submit final plan for RDN, and TNT.

12. CONTACTS

For all information about this request for consultant services, contact Graham Gidden, RDN Park Planner, 250-248-3252 or 1-888-828-2069 or grgidden@rdn.bc.ca.



RDN REPORT	
CAO APPROVAL	
EAP	
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JAN 26 2010	
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BOARD	
RPTAC - Feb. 2/10	

MEMORANDUM

TO: Wendy Marshall
Manager of Parks

DATE: January 21, 2010

FROM: Joan Michel
Parks and Trails Coordinator

FILE:

SUBJECT: Horne Lake Parks Concept Plan Terms of Reference

PURPOSE

To obtain approval of the Terms of Reference for undertaking a Concept Plan for Horne Lake Regional Park and part of Horne Lakes Provincial Park.

BACKGROUND

The RDN acquired Horne Lake Regional Park in 2002 consequent to the sale and rezoning of resource lands surrounding the lake. Prior to acquisition as Regional Park, the 109 hectare off grid waterfront property was in forestry use with private campsites rented out along the lakeshore for many years. Since taking over the largely clear-cut property in 2002, the RDN has operated a low-service level public campground and boat launch at the Regional Park with a well developed programmed recreation component aimed primarily at schools.

It has been a struggle to meet acceptable campground and park operational standards at Horne Lake Regional Park. Park infrastructure – power, water, septic, roads, campgrounds and related facilities – is poor. The number of campsites is too low for profitability. Armed with a vision of a wilderness campground park focused on outdoor education about the multitude of natural and cultural values at Horne Lake, meaningful outdoor experiences particularly for youth, and sound environmental operations and conservation practices, the Regional District sees to make the required appropriate development investment at Horne Lake Regional Park.

PROPOSED TERMS OF REFERENCE

The Terms of Reference calls for a concept plan for sustainable facility and infrastructure improvements at Horne Lake Regional Park and the entrance Area to Horne Lake Caves Regional Park over a 10-20 year period (2010-2030). It is proposed that the Regional District retain a consultant to undertake the development of the Concept Plan for Horne Lake Regional Park. The Terms of Reference outline a number of objectives to be addressed during the process, and requires the consultant to undertake a significant consultation program.

TIMEFRAME FOR PLAN COMPLETION

Staff anticipates the project work can be completed within 2010 with the following timeframe:

2010

15 Feb.	Request for consultant services issued
24 Feb.	Registration for mandatory site visit by 16:30:00 hours
25 Feb.	Mandatory Site Visit at 9:30:00 hours
8 Mar.	Proposals due by 16:30:00 hours
12 Mar.	Successful proponent contacted by 16:00:00 hours
17 Mar.	First meeting between RDN and consultant: review project purpose, work plan and basic documents
April-June	Information gathering, studies, stakeholder consultation
28 June	Second RDN-consultant meeting: feedback and required revisions.
10 Sept	Presentation of draft concept plan by consultant to RDN and BC Parks; submission of hard and digital copy
15 Oct	Third RDN-consultant meeting: feedback and required revisions
22 Nov	Submission of completed concept plan in triplicate hard clour copy and digital format acceptable to the RDN

ALTERNATIVES

1. That the Terms of Reference for Horne Lake Parks Concept Plan be approved.
2. That the Terms of Reference for Horne Lake Parks Concept Plan not be approved and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

\$30,000 has been allocated in 2010 of the Five Year Financial Plan for the development of the concept plan. The RDN received \$10,000 from the Regional Economic Branch to undertake the concept plan.

SUSTAINABILILTY IMPLICATIONS

The RDN and BC Parks have complimentary development needs and by joining forces can contain the human foot print on the area. The parks include fragile karst topography, the meandering Qualicum River and lakefront creating a diverse and sensitive recreation destination. The development of an environmentally sustainable concept plan will help guide the RDN in managing the lands to preserve these ecosystems and provide a unique recreation opportunity for future generations.

CONCLUSIONS

In 2002, the Regional Board authorized the acquisition and management of Horne Lake Regional Park. The development of a concept plan was outlined as an action in the 2005 Horne Lake Regional Park Management Plan. The Regional District of Nanaimo is partners with the Province of British Columbia to develop a concept plan that provides effective, educational and revenue generating passage of visitors through the Regional Park and into the Provincial Park. The intended result is a world-class outdoor recreation

destination based on two parks that are seamless to the user. A Terms of Reference has been prepared to guide the preparation of the concept plan for the park.

RECOMMENDATIONS

1. That the Terms of Reference for the Horne Lake Parks Concept Plan be approved; and
2. That staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Horne Lake Parks Concept Plan; and

Original copy signed by J. Michel

Original copy signed by T. Osborne

Report Writer

General Manager Concurrence

Original copy signed by W. Marshall

Original copy signed by C. Mason

Parks Manager Concurrence

CAO Concurrence

Terms of Reference

1. Introduction

The Regional District of Nanaimo (RDN) is seeking proposals from qualified consultants interested in preparing a concept plan for sustainable facility and infrastructure improvements at **Horne Lake Regional Park** and the entrance area to **Horne Lake Caves Provincial Park**. These two large adjacent parks are situated at the west end of Horne Lake, approximately 75 km northwest of the City of Nanaimo; see Map 1. Desired improvements involve the creation of a common entrance, operational centre and user amenity area that serves both regional and provincial park needs though located within the Regional Park, and the upgrading and build-out of the Regional Park as a whole. The intended result is a world-class outdoor recreation destination based on two parks that are seamless to the user. The destination will feature a gateway visitor centre showcasing Vancouver Island's acclaimed karst resources and Horne Lake's natural and cultural values, group and family campgrounds, and waterfront development. A range of passive and programmed recreation and educational opportunities will be available that celebrate nature and provide for memorable year-round wilderness experiences.

A market analysis of the proposed visitor centre at Horne Lake Regional Park has been completed. A business plan addressing development financing and operations of a regional park with shared regional-provincial facilities will be pursued once the concept plan being requested here has been completed. An attractive, forward thinking concept plan, showing phased development options with general costs, will be key to generating project interest and securing required public investment.

2. Background

The RDN acquired Horne Lake Regional Park in 2002 consequent to the sale and rezoning of resource lands surrounding the lake. Prior to acquisition as regional park, the 109 hectare off-grid waterfront property was in forestry use with private campsites

rented out along the lakeshore for many years. Since taking over the largely clear-cut property in 2002, the RDN has operated a low-service level public campground and boat launch at the Regional Park with a well developed programmed recreation component aimed primarily at schools.

It has been a struggle to meet acceptable campground and park operational standards at Horne Lake Regional Park. Park infrastructure – power, water, septic, roads, campgrounds and related facilities – is poor. The number of campsites is too low for profitability. Armed with a vision of a wilderness campground park focused on outdoor education about the multitude of natural and cultural values at Horne Lake, meaningful outdoor experiences particularly for youth, and sound environmental operations and conservation practices, the Regional District seeks to make the required appropriate development investment at Horne Lake Regional Park. Note that as the RDN's Regional Trail System and other multi-region trail initiatives, e.g., Trans Canada Trail, E&N Rail Trail, fall into place, Horne Lake will once again function as a primary link between east and west coasts of Vancouver Island.

Horne Lake Caves Provincial Park is a Class A BC Park dedicated to the protection and safe use of a rare Vancouver Island caving resource of significance North America wide. The fragile nature of the karst formations at this Provincial Park requires a high level of operational care and careful management of the human footprint. This has been achieved for some time through minimal development of an un-serviced forested property. As stated in the Park Management Plan however, the use of show caves with guided tours and a visitor centre for interpretation and promotion of conservation needs is considered the best means to ensure the long-term protection of the karst resource. No other such caving centre exists in BC or Canada.

With visitor demand and cave weathering steadily increasing at Horne Lake Caves Provincial Park over the last 20 years, and a desire to create the first real portal to BC's remarkable caving resources, the Province is now ready to consider moving to a higher level of managed development and the realization of a visitor centre. Rather than undertake extensive tree removal and the development of off-grid infrastructure and facilities at the Caves park, the Province seeks to explore a partnership with the Regional District in the use of its park which is already largely clear-cut and the subject of infrastructure upgrading. By joining forces, the Province and the Region will eliminate duplication of development and services at Horne Lake, help contain the human footprint there, and provide for a seamless multi-faceted outdoor experience for regional, provincial and indeed international park users.

The RDN and BC Parks have complimentary development needs at Horne Lake. The two levels of government share common park values regarding environmental protection, public access, recognition of First Nations' historical use of this ancient Island crossing location, the value of experiential outdoor education and the imperative of sustainable development. Both the RDN and BC Parks currently employ the same

park operator and both jurisdictions seek long-term stability in operations at Horne Lake in addition to revenue generation sufficient to support facilities, activities and conservation initiatives.

3. Scope of Work

The concept plan is to deal with the entirety of Horne Lake Regional Park and the current entrance and parking lot area of Horne Lake Caves Provincial Park. Map 2 presents an aerial view of the project area and key development zones. The caves themselves and related access trails, along with the bulk of the forested Provincial Park, are not included in the scope of the concept plan. Providing for the satisfying as well as effective, educational and revenue generating passage of cavers through the Regional Park and into the Provincial Park will though be an important component of the concept plan.

The regional park property is well encumbered by rights-of-way, easement, and undeveloped road allowance. Industrial logging traffic moves regularly through both regional and provincial parks. While respecting legal rights, the concept plan should include creative and practical use of the encumbrances. Consultation with stakeholders at Horne Lake Regional Park, e.g., Park Operator, Canadian Cave Conservancy, Terasen, Island Timberlands, in addition to the Horne Lake Strata Corporation which owns the bulk of Horne Lake waterfront and surrounding lands, will be required to complete the concept plan. The RDN will undertake public consultation at a later project stage.

No survey has been undertaken for Horne Lake Regional Park with the exception of the Terasen gas line right of way; no environmental assessment of the property has been completed. Historical ortho photos of the Qualicum River provided by Terasen give some time-series information on the river's course, and a recently completed Horne Lake shoreline erosion study by the Ministry of Environment provides some information on park lakefront stability. More professional evaluations of Horne Lake Regional Park features would be beneficial. The concept plan will need to be supported by Trimble GPS data.

Horne Lake Regional Park is one of 11 regional parks in the RDN; the *2005-2015 Regional Parks and Trails Plan* addresses the overall management of these properties. The *Horne Lake Regional Park 2005 Management Plan* provides considerable detail about the property. The 2005 Plan reflects the RDN's previous attempt to realize park development through a long-term partnership with a private sector developer-operator. This approach to realizing park development was not successful, hence the current initiative to partner with BC Parks in the quest for publicly funded infrastructure improvements. The 2005 Plan also sets out current park zoning (Bylaw 500.318, s.

3.4.124 Horne Lake Regional Park Comprehensive Development Zone 24). The concept plan being requested here may suggest adjustment to current park zoning.

The RDN's Green Building Policy requires that all new RDN facilities be designed using the Integrated Design Process, a collaborative approach that brings together diverse teams of consultants focused on the shared vision of creating high-performance green buildings and facilities. New RDN facilities are to produce minimal greenhouse gas emissions, be able to handle climate change, show a limited and sensitive human footprint on the environment, and incorporate strong water conservation and waste reduction features. The physical concentration of power, water and septic at a central operational and service area and an operational set-up that limits energy requirements and makes good use of efficient energy sources, embraces open-to-air structures, and maximizes the successful use of non-vehicular transit are examples of going green at Horne Lake Regional Park. A sound and innovative approach to infrastructure and mobility will be central to the success of the concept plan.

The concept plan must be presented in terms of low, medium and high cost approaches that are phased in over the course of a 10-20 year period. Detailed costs, building specifications, interior design details are not required. Focus should be placed on ensuring all general elements of the joint Horne Lake Parks concept are included, gross costs for pursuing the elements and phased concept options are identified, good sustainable functionality exists in terms of movement and operations, and a suitable overall development aesthetic, including destination name, is provided for both built and natural environments. Examples of existing comparable developments and operations will be expected.

4. Elements of Development

The following elements are desired. A case can be made by the consultant for adding additional elements, and for rendering others optional.

Infrastructure and Circulation

- Stand alone central power system, with storage and limited distribution for Northpark; satellite or seasonal power system as required for Southpark
- Primary wells, water storage, treatment and distribution for Northpark; secondary system for Southpark
- Solid waste capture and disposal including Sani-Dump for Northpark
- Single main entrance for two parks with signage and destination name
- Roads and active transportation routes
- Parking and staging
- Pedestrian bridge across Qualicum River

Operational Structures and Spaces

- Visitor Centre – fully accessible reception, theatre, staging area, interpretation
- Retail space – packaged foods, groceries, camping/hiking gear, souvenirs, firewood
- Equipment rentals – caving, hiking, biking, camping, canoeing, kayaking, fishing
- Office, storage and staff training room
- Commercial kitchen – to serve group camping and retail outlet (no restaurant)
- Maintenance compound with workshop and storage
- Year-round staff residence (2 bedroom)
- Seasonal staff accommodation area for up to 30
- Recycling
- Security – gates, fences, lighting
- Fire stations
- Food garden

Campgrounds and Day Use

- Build-out to maximum capacity in Southpark (individual sites)
- Build-out to maximum capacity in Northpark (group camping)
- Showers and washing facility (centralized and satellite)
- Toilets
- Gatehouse and control
- Fixed roof un-plumbed heated cabins (10 max)
- Playgrounds
- Picnic areas
- Shelters
- Kiosks
- Outdoor amphitheatre
- Retail outlet for Southpark
- Provision for accessible use

Waterfront

- Dock(s)
- Boat launch(es)
- Boat trailer parking
- Boat and trailer storage
- Designated swimming areas
- Designated boating areas

Recreation, Programs, Training and Interpretation

- Walking, biking, self-guided nature trails with provision for accessibility
- Low ropes course
- Zip lines and high ropes tree course

- Climbing wall
- Amphitheatre and training areas
- Equestrian staging area with trailer parking and shelter

5. Considerations

Planning and Legal

- *2005-2015 Regional Parks and Trails Plan*
- *Horne Lake Regional Park 2005 Management Plan*
- Flooding Covenant applicable to all of the Regional Park; working assumption should be that all built structures at the park must be raised.
- RDN Bylaw 500.318, section 3.4.124 Horne Lake Regional Park Comprehensive Development Zone 24; RDN Park Use Regulation Bylaw 1399 (amended 2009)
- RDN Green Building Policy
- DL 250 easement
- Terasen gas line right-of way
- Fisheries and Oceans Canada's 1.2 ha lakefront parcel
- Undeveloped 1911 Horne Lake Road
- BC Building Code
- Vancouver Island Health Authority community water provider regulations
- *BC Park Act*
- Ministry of Environment and Fisheries and Oceans Canada regulations concerning development in and around water

Infrastructure

- The two Horne Lake parks will remain off the electrical grid until such time as the Horne Lake Strata chooses to bring in hydro power to Horne Lake. The Strata does not foresee this happening in the coming decades.
- Existing structures, shallow lakefront wells and other Northpark development are largely obsolete, and not situated on RDN owned land. The existing caretaker's house is currently served by a gravity fed water system involving BC Parks and Strata property. Continuation of such a system involving neighbouring properties is not desirable.
- The easement road as it runs through Northpark has not been developed to date. Park and industrial users travelling across the Qualicum River make use of BC Parks' road from lakefront to bridge. Development of the easement road within Northpark may cause the relocation of logging traffic into Northpark and off the BC Parks road.
- The Regional Park has been under a boil water advisory for several years.

Park Use

- Campground occupancy has been steadily rising since the RDN acquired the park property. Around 70 sites are in current operation and 2009 saw 4571 camper-nights. High season occupancy is averaging 70 per cent. A group camping area for teepee and dome tents with eating area was developed in 2008, primarily to serve programmed recreation delivered to schools. No day use statistics are collected.
- The Caves operation is year-round, with office, tour administration and gear rental located at the Park Operator's yurt, which sits on Terasen property at the current regional park entrance. In 2008, approximately 13,000 individuals paid for guided cave tours.
- Horne Lake represents the only major public boating lake within the Regional District of Nanaimo, and is one of only three in the mid-Vancouver Island area. The lake suffers from swimmers' itch.

Environment

- The level of water in Horne Lake can vary up 4.5 m per year, and is ultimately controlled by a Fisheries and Oceans dam at the east end of the lake. In recent years, lake levels have been kept higher, resulting in an extended flooding season for Northpark waterfront by the Qualicum River.
- The course of the Qualicum River is moving and may break out north of its present course. Preliminary investigations and discussion of solutions have taken place with Terasen and the Ministry of Environment. Alteration of the river's course will not be an option, however pro-active diking is advised and could be incorporated into a river trail. The location of Terasen's 2002 directional drill deep under the river provides insight into how far north the river might shift.
- The Regional Park was heavily logged in the late 1990s and there is strong interest in seeing the property reforested, particularly along the sensitive river corridor.
- A small quarry and gravel pit are situated on site and of questionable utility.

6. Deliverables

The primary deliverables for this project will consist of map displays of low, medium and high cost phased in concept options, along with a report explaining the concepts promoted, underlying assumptions used, results of specific investigations, e.g., off-grid infrastructure options, and references. Examples of comparable developments shall be included. All stakeholder consultations shall be documented. The use of simple drawings to explain various aspects of the concepts, e.g., circulation, campgrounds, is desirable.

All material presented by the contractor must be submitted in triplicate hard copy as well as in suitable digital format. At least some photographs should be of presentation quality; videos may be used to document the current state of the property.

7. Budget, Level of Effort and Available Resources

The maximum budget for the concept plan work is \$30,000 and this is expected to cover all fees, expenses, sub-contractor services, and consultation but not taxes. Expenditure of the budget should reflect the following priorities:

Data collection and study	40 %
Stakeholder Consultation	10
Development of concept plan	50
	100 %

The RDN will provide base support for the development and production of essential maps.

8. Request for Services Process

Available Documents

Digital copy of the *Horne Lake Regional Park 2005 Management Plan*, which includes current park zoning, and the visitor centre market analysis will be emailed upon request. The *2005-2015 Regional Parks and Trails Plan*, Green Building Policy, along with current regional park and campground layout detail are available on the RDN web site www.rdn.bc.ca.

Mandatory Site Visit

A mandatory site visit for interested consultants will be held at Horne Lake Regional Park and Horne Lake Caves Provincial Park at 10:00 a.m., Thursday February 25, 2010. Consultants wishing to submit a proposal in response to this request for consultant services must attend the site visit and pre-register with the RDN project contact by 3:00 p.m. Wednesday February 24. Consultants should allow for travel time to the parks, and be prepared for a minimum two hour visit.

Due Date for Proposals

Proposals for a Horne Lake Parks Concept Plan are due by 16:30:00, Monday March 8. Instructions for delivery are provided on page 1 of this request for consultant services document.

Required Proposal Content

Consultant services proposals submitted in response to this request must include the following:

- (a) credentials and history for the project manager, firm and team including sub-contractors;
- (b) information regarding previous work on the preparation of concept plans for conservation and recreational properties;
- (c) references;
- (d) a draft work program showing how the proponent intends to achieve a Horne Lake Parks concept plan and use team members and sub-contractors; the timing for each component of the program should be identified in a work schedule;
- (e) a total consultant services fee (excluding GST) for the work specified in this request for consultant services along with a breakdown by project personnel and stage of work to be completed; and
- (f) a commitment to undertake and complete the work in accordance with the project schedule set out in section 9 below.

Note that this request for consultant services and the winning proposal will form part of the project contract.

Proposal Review Process

Proposals received by the specified due date will be reviewed and evaluated by a selection committee comprised of staff from RDN Parks and BC Parks. Proposals will be rated as follows:

Maximum Score	Criteria
2	credentials and references are strong;
2	experience is relevant and extensive;
2	the draft work program presented: <ul style="list-style-type: none"> • reflects an understanding of the project purpose, scope, subject and desired output
2	<ul style="list-style-type: none"> • presents an appropriate mix of team members and sub-contractors
2	<ul style="list-style-type: none"> • involves a clear plan to collect information, carry out analysis, integrate consultation input and produce a concept plan
2	<ul style="list-style-type: none"> • shows an informed understanding of the importance of sustainable development and sound infrastructure
2	<ul style="list-style-type: none"> • reveals an appreciation of park, campground and facility operations
2	the fee breakdown supports the work program presented and the total fee provides good value.
16	Total

The RDN will attempt to contact the successful proponent by telephone no later than 4:00 p.m. Friday March 12, 2010. All proponents will be notified of selection results by email on Monday March 15, 2010.

9. Project Management

A first meeting with the successful proponent will be held Wednesday March 17, 2010 at the RDN Recreation and Parks Offices in Parksville. RDN Parks staff will manage the project in consultation with staff from BC Parks. Draft and final concept plans will be reviewed by the RDN's Regional Parks and Trails Advisory Committee along with BC Parks and its partner, the Canadian Cave Conservancy. The RDN Board will provide final concept plan approval.

Given the proposed project schedule shown below, the RDN will make eight equal monthly payments to the contractor beginning at the end of April 2010 and running to the end of November 2010.

10. Project Milestones

2010

15 February	Request for consultant services issued
24 February	Registration for mandatory site visit by 16:30:00 hours
25 February	Mandatory site visit at 09:30:00 hours.
8 March	Proposals due by 16:30:00 hours
12 March	Successful proponent contacted by 16:00:00 hours
17 March	First meeting between RDN and consultant: review project purpose, work plan and basic documents
April-June	Information gathering, studies, stakeholder consultation
28 June	Second RDN-consultant meeting: review findings
10 September	Presentation of draft concept plan by consultant to RDN and BC Parks; submission of hard and digital copy
15 October	Third RDN-consultant meeting: feedback and required revisions.
22 November	Submission of completed concept plan in triplicate hard colour copy and digital format acceptable to the RDN

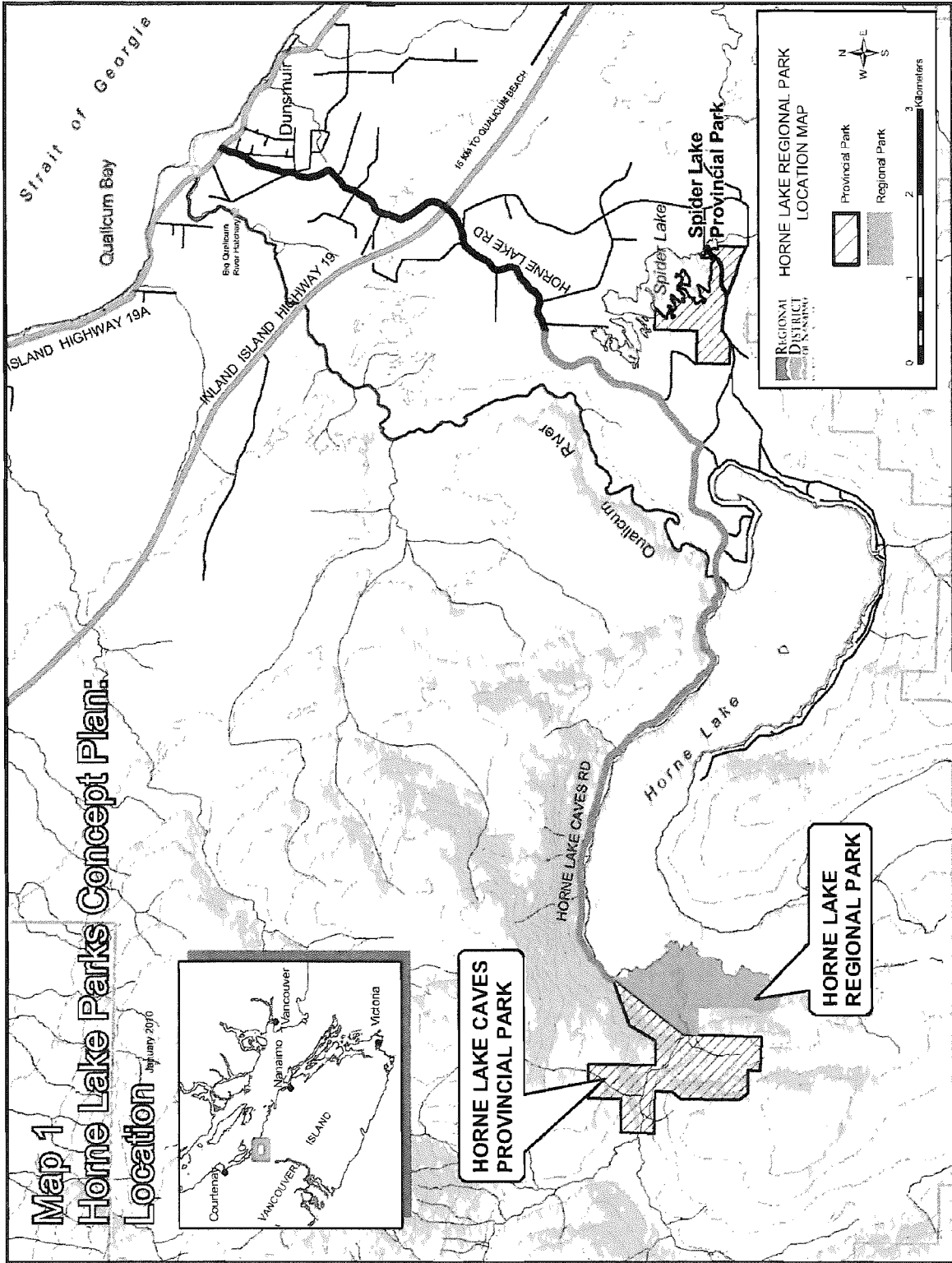
NB: Regular email and telephone contact between RDN Parks staff and the consultant for the purpose of reviewing progress will be expected.

11. Contact

For all information about this request for consultant services, contact Joan Michel, RDN Parks and Trails Coordinator, phone 250-248-3252 or 1-888-828-2069 or jmichel@rdn.bc.ca.

15 February 2010

RDN Recreation and Parks
Oceanside Place
830 W. Island Hwy
Parksville, BC V9P 2X4
(250) 248-3252
1-888-828-2069
www.rdn.bc.ca





Burgoyne, Linda

From: FCM Communique [communique@fcm.ca]
Sent: Friday, January 22, 2010 1:28 PM
To: Burgoyne, Linda
Subject: FCM Members' Advisory: International work in Ukraine / Avis aux membres de la FCM: Collaboration internationale en Ukraine



Le français suit l'anglais

January 22, 2010

Please distribute to all Members of Council and CAO

MEMBERS' ADVISORY

Municipal Expertise Required for FCM's New Program in Ukraine

UKRAINE

From 2010 to 2015, FCM will implement a new \$17-million, Canadian International Development Agency (CIDA) funded program in Ukraine. The program will contribute to improved economic opportunities for Ukrainians through more inclusive and effective local governments that meet the needs of citizens and the business community.

Canadian municipal experts are required to implement the Ukraine Municipal Local Economic Development Program (MLED) project in a peer-to-peer environment under the auspices of FCM. They are expected to both provide strategic leadership and use culturally-sensitive approaches to build the capacity of Ukrainian local government representatives and staff.

FCM International requires municipal experts to participate in Canadian technical team missions to implement the MLED project. Positions include:

Elected Officials

- Municipal Governance/Gender and Economic Development Specialist (1)
- Municipal Governance/Local Economic Development Specialist (1)

Municipal Professionals

- Intergovernmental Relations Specialist (1)
- Municipal Local Economic Development Planners/Officers (4)
- Municipal Finance Specialists (2)
- Municipal Policy Specialist (1)
- Municipal Public Engagement Specialist (1)

FCM covers participant travel, accommodation and meal expenses through funding from CIDA.

TO APPLY: Interested volunteers should apply to this Call for Expressions of Interest through FCM's International database at: <http://www.fcm.ca/participation/english/CFEI.asp> by **Wednesday, February 10, 2010.**

For additional information: please contact us at international@fcm.ca

* * * *

HAITI

FCM reminds interested municipalities and municipal associations that they should register their offer of technical assistance at www.fcm.ca/participation and report their financial contribution to FCM by sending an email to kmurillo@fcm.ca. Members are encouraged to monitor the FCM website for further updates. A third Members' Advisory on Haiti will be sent out at the end of next week.

Le 22 janvier 2010

Veillez distribuer à tous les membres de votre conseil municipal et au directeur/directrice municipal(e)

AVIS AUX MEMBRES

Expertise municipale requise pour un nouveau programme de la FCM en Ukraine

De 2010 à 2015, la FCM mettra en œuvre en Ukraine un nouveau programme de 17 millions de dollars qui est financé par l'Agence canadienne de développement international (ACDI). Ce programme contribuera à améliorer les débouchés économiques des Ukrainiens par le biais d'administrations locales plus complètes et efficaces en mesure de répondre aux besoins des citoyens et de la communauté des affaires.

Des spécialistes de municipalités canadiennes sont requis afin de mettre en œuvre le Programme de développement économique local municipal (DELM) dans un environnement de collaboration entre pairs sous l'égide de la FCM. Ces spécialistes devront assurer un leadership stratégique et utiliser une approche adaptée à la culture pour renforcer la capacité des représentants et des membres du personnel d'administrations locales ukrainiennes.

FCM International a besoin de spécialistes municipaux afin de participer aux missions des équipes techniques et de mettre en œuvre le programme de DELM. Les postes incluent :

Représentants élus

- Spécialiste en gouvernance municipale/égalité hommes-femmes et en développement économique (1)
- Spécialiste en gouvernance municipale/développement économique local (1)
Professionnels municipaux

Spécialiste en relations intergouvernementales (1)

- Agent(e)s/planificateurs/planificatrices de développement économique local municipal (4)
- Spécialistes en finances municipales (2)
- Spécialiste en politiques municipales (1)
- Spécialiste en engagement du public municipal (1)

La FCM couvre les frais de déplacement, d'hébergement et de repas des participants avec des fonds provenant de l'ACDI.

DÉPÔT DES CANDIDATURES : les bénévoles intéressées peuvent déposer leur candidature et répondre à ces appels de manifestations d'intérêt par l'entremise de la base de données des missions internationales de la FCM au lien Web suivant:

<http://www.fcm.ca/participation/Francais/CFEI.asp> d'ici le **mercredi 10 février 2010**.

Pour obtenir de plus amples renseignements veuillez envoyer un courriel à international@fcm.ca

* * * * *

HAÏTI

La FCM rappelle aux municipalités et aux associations municipales intéressées qu'elles devraient inscrire leur offre d'aide technique sur le lien www.fcm.ca/participation et mentionner leur contribution financière à la FCM en envoyant un courriel à kmurillo@fcm.ca. Nous encourageons nos membres à consulter le site Web de la FCM pour d'autres mises à jour. Un troisième avis aux membres au sujet d'Haïti sera envoyé à la fin de la semaine.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE EMERGENCY MANAGEMENT SELECT COMMITTEE
MEETING HELD ON TUESDAY, FEBRUARY 16, 2010 AT 2:00 PM
IN THE RDN COMMITTEE ROOM**

Present:

Director D. Bartram	Chairperson
Director J. Stanhope	Electoral Area G
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E

Also in Attendance:

C. Mason	Chief Administrative Officer
P. Thorkelsson	General Manager, Development Services
T. Armet	Manager - Building, Bylaw and Emergency Planning Services
J. Drew	Emergency Services Coordinator
M. Sparks	Recording Secretary

CALL TO ORDER

The meeting was called to order at 2:00 p.m. by the Chair.

MINUTES

MOVED Director Holme, SECONDED Director Burnett that the minutes of the Emergency Management Select Committee held on November 18, 2009, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

REPORTS

District 69 Regional Emergency Resource Agreement

MOVED Director Burnett, SECONDED Director Holme, that staff be directed to proceed with the execution of a five year agreement to share Emergency Social Services and Emergency Communications resources in the District 69 area commencing April 1, 2010 and ending March 31, 2015.

CARRIED

Appointment of Alternate Emergency Coordinators

MOVED Director Stanhope, SECONDED Director Young that Jack Eubank and Brian Brack be appointed as Emergency Coordinator Alternates for the Regional District of Nanaimo.

CARRIED

Community Operational Fuel Treatment Program (Prescription Phase)

MOVED Director Burnett, SECONDED Director Young that staff be directed to prepare an application for funding under the *Preparing Fuel Management Prescription for Community Operational Fuel Treatments* grant program, and if approved, that staff proceed with a RFP process to engage a qualified consultant.

CARRIED

Flood Response and Weather Events November 2009 and January 2010

MOVED Director Burnett, SECONDED Director Stanhope that the Board receive the report on the Emergency Program response to recent flooding and weather events for information.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Burnett, that this meeting be adjourned.

TIME: 2:38 p.m.

CHAIRPERSON



EAP		GRD APPROVAL
COW		
RHD		
BOARD		
<i>Emerg. mgmt - Feb 16 '10</i>		

MEMORANDUM

TO: Tom Arnet, Manager
Building, Bylaw and Emergency Planning Services

DATE: February 4, 2010

FROM: Jani M. Drew, Emergency Coordinator

FILE: 2240-20 ESS

SUBJECT: District 69 Regional Emergency Resource Agreement

PURPOSE

To obtain Board approval to proceed with an agreement to share Emergency Social Services and Emergency Communications resources in the District 69 area.

BACKGROUND

The Regional District of Nanaimo, City of Parksville and Town of Qualicum Beach have had an informal arrangement in place to jointly support and share the resources of Oceanside Emergency Social Services (OESS) and the Emergency Communications Team (ECT). These two groups provide services that are essential to successful emergency response/recovery and are a vital part of any robust emergency program. For the last several years, each party has paid \$3,000 annually towards core operating costs of OESS/ECT. In addition to these costs, each party is responsible for maintaining the inventory and operational status of their various jurisdictional reception centers.

The proposed agreement formalizes the existing arrangement and describes how an operating committee will be struck, and a fee structure that builds in honorariums for the ESS Director and Emergency Communications Team leader over the course of the five year term. The scope of service provision remains the same.

ALTERNATIVES

1. That staff be directed to proceed with execution of the agreement to share Emergency Social Services and Emergency Communications resources in the District 69 area.
2. Do not enter into a service agreement for shared Emergency Social Services and Emergency Communications resources in the District 69 area at this time.

FINANCIAL IMPLICATIONS

The full package of service is comprised of ESS and ECT core operating costs and honorariums. The agreement term is five years and the cost to each party over the 5 year term is \$32,000. All parties are supportive of the proposed cost sharing formula as outlined on the following table and the 2010 budget and financial plan reflects these costs.


Svc. Components	Year 1	Year 2	Year 3	Year 4	Year 5	Svc Component Totals
ESS Op Costs	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500
ECT Op Costs	\$500	\$500	\$500	\$500	\$500	\$2,500
ESS Honorarium	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000	\$15,000
ECT Honorarium	\$500	\$1,000	\$1,500	\$2,000	\$2,000	\$7,000
TOTALS/YR	\$3,500	\$5,000	\$6,500	\$8,000	\$9,000	\$32,000

SUMMARY

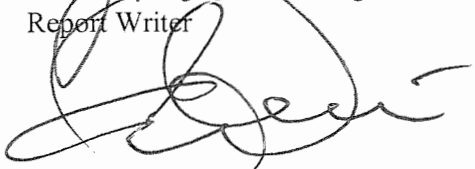
Local authorities are mandated under the *Emergency Program Act* to provide Emergency Social Services and emergency communications that are essential to successful response to and recovery from emergencies or disasters. A regional approach provides optimal services to the communities in District 69. The proposed agreement, supported by the City of Parksville and the Town of Qualicum Beach, shares the costs for these services equally and formalizes the current District 69 funding arrangement.

RECOMMENDATION

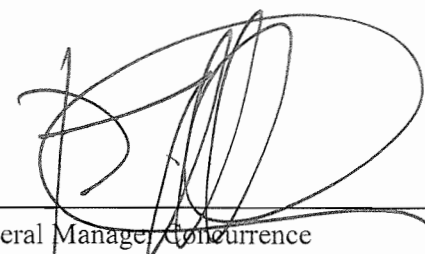
That staff be directed to proceed with execution of a five year agreement to share Emergency Social Services and Emergency Communications resources in the District 69 area commencing April 1, 2010 and ending March 31, 2015.




 Report Writer



 Manager Concurrence



 General Manager Concurrence



 CAO Concurrence

COMMENTS:

Attachment No. 1

REGIONAL EMERGENCY RESOURCE AGREEMENT

THIS AGREEMENT made this day of , 2010

AMONG

THE CITY OF PARKSVILLE

AND

THE TOWN OF QUALICUM BEACH

AND

THE REGIONAL DISTRICT OF NANAIMO

WHEREAS the City of Parksville and the Town of Qualicum and the Regional District of Nanaimo each share and provide a Regional Emergency Social Service and Emergency Communications Team response capability to the City of Parksville, Town of Qualicum Beach and portions of Regional District of Nanaimo Electoral Areas E, F, G and H within School District 69;

AND WHEREAS the parties have entered into an Emergency Management Agreement to support the shared Emergency Social Services and Emergency Communications Team volunteer resources;

AND WHEREAS the parties consider it to be of mutual benefit to provide financial and capital support and share these resources for response to Emergency Incidents within the jurisdictions of the City of Parksville, the Town of Qualicum Beach and Regional District of Nanaimo Electoral Areas E, F, G and H within School District 69;

AND WHEREAS the parties to this Agreement agree and acknowledge that the City of Parksville Emergency Program Coordinator will act as the administrator of the agreement providing the funds and acting as the point of contact for each of the volunteer groups to contact when requesting resources or asking questions;

NOW THEREFORE the parties wish to describe the terms and conditions for support of a Regional Emergency Social Service and Emergency Communications Team response capability to the City of Parksville, Town of Qualicum Beach and portions of Regional District of Nanaimo Electoral Areas E, F, G and H within School District 69.

DEFINITIONS:

District 69 means the land within the boundary of School District 69 including the City of Parksville, Town of Qualicum Beach and the Regional District of Nanaimo Electoral Areas E, F, G and H.

Local Government means the City of Parksville, the Town of Qualicum Beach and the Regional District of Nanaimo.

Operating Committee means the committee established under Section 2.1 of this Agreement.

Party means the City of Parksville, the Town of Qualicum Beach and the Regional District of Nanaimo.

Primary Contact/Chair means an appointed member of the operating committee that will organize and lead the operating committee.

Volunteer Resource Groups means the Oceanside Emergency Social Services and the Emergency Communications Team.

1.0 TERM OF AGREEMENT

1.1 The parties agree that the term of this agreement shall be for five years commencing on April 1, 2010 and ending March 21, 2015, subject to earlier termination as herein provided.

2.0 PURPOSES:

2.1 To ensure the long term funding and support of Emergency Social Services and Emergency Communications within the City of Parksville, Town of Qualicum Beach and portions of Regional District of Nanaimo Electoral Areas E, F, G and H within School District 69.

2.2 To ensure adequately trained personnel that can respond when activated, and arrive at the Emergency Incident in a timely manner to act on behalf of each local government.

2.3 To provide for an enhanced, effective and economical level of emergency response support services for residents or occupants who live within the area described in Section 1.1.

2.4 To provide a terms of reference for Emergency Social Services in accordance with Schedule "A" of this agreement and the Emergency Communications Team in accordance with Schedule "B" of this agreement.

3.0 OPERATING COMMITTEE:

3.1 An Operating Committee shall be established, and will consist of the Emergency Program Coordinator or designate of each of the local governments. The Operating Committee will designate one of its members as the primary contact/chair for communications between the Parties arising in the course of this Agreement. The primary contact/chair position shall be rotated through the members of the operating committee on an annual basis.

3.2 The Operating Committee is authorized to make amendments to Schedule A and Schedule B of this Agreement and the primary contact of the Operating Committee designated under Section 2.1

shall be responsible for ensuring that all changes are communicated in writing in a timely manner to each Party.

3.3 The Operating Committee is authorized to review and comment on the annual operating budget, capital budget and annual accounting of operating expenses for both of the volunteer groups.

3.4 The Operating Committee will meet at the request of any Party to review any request by the volunteer groups.

4.0 OBLIGATIONS OF THE PARTIES TO THIS AGREEMENT

Upon entering this Agreement, each Party shall provide the other Parties to this Agreement with its applicable payment each year on or before January 31 of each year for the duration of the agreement.

5.0 FINANCIAL OBLIGATIONS

5.1 Each of the local governments agrees to provide \$1500.00 as an annual operating budget totaling \$4,500 for Emergency Social Services. The amount will be paid to the City of Parksville and distributed to Oceanside Emergency Social Services in the form of one consolidated cheque in the amount of \$4500.00.

5.2 Each of the local governments agrees to provide \$500.00 as an annual operating budget totaling \$1500.00 for the Emergency Communications Team. The amount will be paid to the City of Parksville and distributed to the Emergency Communications Team in the form of one consolidated cheque in the amount of \$1500.00.

5.3.1 Each of the local governments agrees to provide \$1000.00 in the first year, \$2000.00 in the second year, \$3000.00 in the third year, \$4000.00 in the fourth year and \$5000.00 in the fifth year of the agreement for a total of \$15000.00 as an annual honorarium to be distributed to the Emergency Social Services volunteers in accordance with Schedule "C" of this agreement.

5.3.2 Each of the local governments agrees to provide \$500 in the first year, \$1,000 in the second year, \$1,500 in the third year, \$2,000 in the fourth year and \$2,000 in the fifth year of the agreement as an annual honorarium to be distributed to the Emergency Communications Team volunteers in accordance with Schedule "D" of this agreement.

5.4

Svc. Components	Year 1	Year 2	Year 3	Year 4	Year 5	Svc Component Totals
ESS Op Costs	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500
ECT Op Costs	\$500	\$500	\$500	\$500	\$500	\$2,500
ESS Honorarium	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000	\$15,000
ECT Honorarium	\$500	\$1,000	\$1,500	\$2,000	\$2,000	\$7,000
TOTALS/YR	\$3,500	\$5,000	\$6,500	\$8,000	\$9,000	\$32,000

5.5 It is agreed and acknowledged by each Party that requests by each of the volunteer resources for capital equipment, etc will be reviewed by the operating committee and the costs for this equipment will be equally distributed between the local governments if the item is for the benefit of the entire Region. Capital items for the use of one single jurisdiction will be reviewed and paid for entirely by the jurisdiction benefitting from the purchase.

6.0 ANNUAL REVIEW OF OPERATING EXPENSES

6.1 Oceanside Emergency Social Services is required to provide a complete accounting of the operating funds supplied by the local governments no later than January 31 of each year. The accounting must be submitted to the City of Parksville Emergency Program Coordinator.

6.2 The Emergency Communications Team is required to provide a complete accounting of the operating funds supplied by the local governments no later than January 31 of each year. The accounting must be submitted to the City of Parksville Emergency Program Coordinator.

6.3 Upon receipt of the accounting from the volunteer resource groups, the Operating Committee will meet to review the accounting to determine that the funds were spent appropriately on operating expenses for the submitted year.

6.4 Upon completion of a satisfactory review, the Operating Committee will approve the release of the funding for the following year to each volunteer group.

6.5 If a volunteer group fails to submit an accounting or does not submit a satisfactory accounting, the Operating Committee can hold the following year operating funds and ask the City of Parksville to administer the funds. As a result, the volunteer group would be required to make written requests to the City of Parksville Emergency Program Coordinator in advance of events requiring operating funding.

7.0 DISPUTE RESOLUTION

7.1 Should a dispute arise regarding any matter involving this Agreement it will be adjudicated by a panel of one appropriately qualified staff person designated by each of the Local Government Parties to this Agreement. The decision of the panel will be by simple majority.

7.2 Notwithstanding Section 6.1, all disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated therewith or derived therefrom, may at the instance of any party, be referred to a Court of competent jurisdiction or to arbitration by delivery of a Notice of Arbitration in writing. If the parties cannot agree on a choice of arbitrator then each party may appoint an arbitrator and the two arbitrators so appointed must appoint a third arbitrator failing which the third arbitrator must be appointed by a Judge of the Supreme Court of British Columbia. Arbitration will be governed by the *Commercial Arbitration Act (British Columbia)*. The place of arbitration shall be Nanaimo, British Columbia, Canada and the costs shall be borne equally by the parties.

8.0 GENERAL

- 8.1 This Agreement enhances and is in addition to and does not derogate from the Emergency Management Agreement.
- 8.2 In addition to Section 2.2, this Agreement shall be amended only with the written consent of the Parties.
- 8.3 Nothing in this Agreement shall be interpreted as prejudicing or affecting the rights and powers of the Parties in the exercise of their functions under any public and private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised as if this Agreement had not been executed.
- 8.4 This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
- 8.5 The waiver by a Party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- 8.6 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- 8.7 Wherever the singular masculine and neuter are used throughout this Agreement, the same shall be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- 8.8 No remedy under this Agreement shall be deemed exclusive but shall, where possible, be cumulative with all other remedies at law or in equity.
- 8.9 This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

9.0 NOTICES

All notices and demands required or permitted to be given hereunder shall be in writing and may be delivered personally, sent by facsimile or may be mailed by first class, prepaid registered mail to the addresses set forth below. Any notice delivered or sent by facsimile shall be deemed to have been given and received at the time of delivery. Any notice mailed as aforesaid shall be deemed to have been given and received on the expiration of 5 business days after it was posted, addressed as follows:

The Town of Qualicum Beach
PO Box 130
Qualicum Beach, BC V9K 1S7
Attention: Administrator

Regional District of Nanaimo
6300 Hammond Bay Rd.
Nanaimo, B.C. V9T 6N2
Attention: Chief Administrative Officer

The City of Parksville
100 E. Jensen Avenue
Parksville, BC V9P 2H3
Attention: Administrator

10.0 TERMINATION

Any party to this Agreement may terminate its participation by giving notice in writing to all of the other Parties notice of termination, not less than six months in advance of the date on which it wishes to terminate its participation. The party terminating participation in this agreement gives up the ability to use or rely on the volunteer resources named in this agreement.

IN WITNESS WHEREOF the parties hereto have set their hands as of the day and year first above written.

FOR THE CITY OF PARKSVILLE

Mayor, Ed Mayne

Fred Manson, C.A.O.

FOR THE TOWN OF QUALICUM BEACH

Mayor, Teunis Westbroek

Mark Brown, C.A.O.

FOR THE REGIONAL DISTRICT OF NANAIMO

Chair, Joseph Stanhope

Carol Mason, C.A.O.

Schedule "A"

Terms of Reference For Oceanside Emergency Social Services Director

Reporting to the Emergency Program Coordinator for each party, the Oceanside Emergency Social Services Director (OESSD) is responsible and accountable for staffing and delivery of emergency social services including ensuring evacuees are appropriately provided with temporary food, clothing and lodging support.

The following information is a general description of the preferred training and principal functions of this job and is not a detailed description of all job duties:

Required Training;

- Introduction to Emergency Social Services course
- Reception Centre Course
- Documentation Unit course
- Managing Walk-In Disaster Volunteers course
- Group Lodging Course
- ESS Resource Acquisition: Food, Clothing & Lodging course
- Leadership course
- ESS Directors Course
- ESS in a BCERMS Environment course
- Referrals Unit course
- Level One ESS course
- Level One ESS Supervisors Guidelines course

The OESSD must have exceptional interpersonal, communication, presentation, facilitation, negotiation, problem solving, decision making, leadership and general management skills. A proven ability to effectively lead, coach, and motivate volunteers in a team environment along with the ability to address confidential and sensitive issues on a regular basis.

The OESSD must ensure the following functions are completed and the OESSD must also ensure appropriate direction is provided to Oceanside ESS members who provide these functions (the order of these is random):

- ❑ Accounting – all revenue and expenditures are tracked and approved, with bank accounts balanced to bank statements on a continual basis.
- ❑ Training – all volunteers receive an orientation and training consistent with the needs of their assigned areas of responsibility. Training and evaluation of team members is provided with the approval of the OESSD or a designated alternate.
- ❑ Volunteer management – all volunteers are supervised by the OESSD, with personal information held in confidence. Volunteers are assigned to areas of interest where possible and are informed of the training requirements for their assigned responsibilities; and volunteers are informed when training sessions of interest to them are scheduled. The OESSD is responsible for maintaining the support and motivation of team members.

- ❑ Administration – ensure computer files are established and maintained for the organization’s requirements and agreements are in place and regularly reviewed and updated with potential suppliers of goods and services that may be required in the event of any type of emergency to which Oceanside ESS may be asked to respond to. The OESSD is also responsible for the development and maintenance of Community ESS plan.
- ❑ Emergency exercise training – ensure emergency exercises are conducted with sufficient regularity to ensure ESS members get opportunities to practice the skills they may be called upon to use in a real emergency.
- ❑ Promoting public education, awareness of and support for Oceanside ESS – meet with various groups including: service clubs, chambers of commerce, church groups, residents associations, etc to inform these groups on the function of Oceanside ESS, discuss how these organizations might support ESS in an emergency, and potentially recruit new volunteers for ESS.
- ❑ Network with partner agencies – maintain regular contact with groups such as the Salvation Army, Emergency Communications Team, Search and Rescue, Victim Services, and other agencies to ensure an understanding of the respective roles of the partner agencies and ESS in an emergency and to provide an opportunity to become acquainted with key personnel in these organizations.
- ❑ The OESSD must appoint an alternate OESSD to act on his or her behalf during any absences.
- ❑ Attend meetings with and provide information to the EPC as requested.
- ❑ The OESSD must establish a regular meeting schedule for the ESS planning team.

In fulfilling his or her position requirements, it may be necessary for the Oceanside OESSD to travel anywhere within the Oceanside area from Bowser to Nanoose and occasionally it will also be necessary to travel outside the Oceanside area for training or for other purposes. The Oceanside ESSD may occasionally send someone else to fulfill his or her commitment or perhaps to accompany the OESSD and or assist the OESSD in his or her role.

Schedule "B"

**Terms of Reference
For
Emergency Communications Team**

Reporting to the Emergency Program Coordinator for each party, the Municipal Amateur Coordinator (MAC) for the Emergency Communications Team is responsible and accountable for staffing and delivery of emergency communications including ensuring volunteers with appropriate training are available to support OESS on a call by call basis and to the EOC/ECC should one be activated.

The following information is a general description of the preferred training and principal functions of this job and is not a detailed description of all job duties:

Required Training;

- Current Amateur Radio Operator Certificate
- Introduction to Emergency Management course
- EOC Level 1 course
- ICS-100 Course
- EOC Level 2 course
- EOC Level 3 Logistics Section course

The MAC must have exceptional interpersonal, communication, presentation, facilitation, negotiation, problem solving, decision making, leadership and general management skills. A proven ability to effectively lead, coach, and motivate volunteers in a team environment along with the ability to address confidential and sensitive issues on a regular basis.

The MAC must ensure the following functions are completed and the MAC must also ensure appropriate direction is provided to ECT members who provide these functions (order of the below is not prioritized):

- Accounting – all revenue and expenditures are tracked and approved, with bank accounts balanced to bank statements on a continual basis.
- Training – all volunteers receive training consistent with the needs of their assigned areas of responsibility. Training and evaluation of team members is provided with the approval of the MAC or a designated alternate and the EPC.
- Volunteer management – all volunteers are tracked, with personal information held in confidence. Volunteers are assigned to areas of interest where possible and are informed of the training requirements for their assigned responsibilities; and volunteers are informed when training sessions of interest to them are scheduled. The MAC is responsible for maintaining the support and motivation of team members.
- Administration – ensure computer files are established and maintained for the organization's requirements and agreements are in place and regularly reviewed and updated with potential suppliers of goods and services that may be required in the event of any type of emergency to which Oceanside ESS may be asked to respond to. The MAC is also responsible for the development and maintenance of an ECT response plan.
- Emergency exercise training – ensure emergency exercises are conducted with sufficient regularity to ensure ECT members get opportunities to practice the skills they may be called upon to use in a real emergency.
- Promoting public education, awareness of and support for the ECT – meet with various groups including: service clubs, chambers of commerce, church groups, residents associations, etc to

inform these groups on the function of Oceanside ESS, discuss how these organizations might support the ECTS in an emergency, and potentially recruit new volunteers for the ECT.

- ❑ Network with partner agencies – maintain regular contact with groups such as the Salvation Army, Emergency Social Services, Search and Rescue, Victim Services, and other agencies to ensure an understanding of the respective roles of the partner agencies and the ECT in an emergency and to provide an opportunity to become acquainted with key personnel in these organizations.
- ❑ The MAC must appoint an alternate MAC to act on his or her behalf during any absences.
- ❑ Attend meetings with and provide information to the EPC as requested.
- ❑ The MAC must establish a regular meeting schedule for the ECT members.

In fulfilling his or her position requirements, it may be necessary for the MAC to travel anywhere within the Oceanside area from Bowser to Nanoose and occasionally it will also be necessary to travel outside the Oceanside area for training or for other purposes. The MAC may occasionally send someone else to fulfill his or her commitment or perhaps to accompany the MAC and or assist the MAC in his or her role.

Schedule "C"

**Terms of Reference
For
Oceanside Emergency Social Services Honorarium**

For the purpose of this document, travel costs means mileage undertaken by an OESS volunteer when responding to a request for emergency social service. Mileage costs shall be at the same rate paid to City of Parksville staff for using their own vehicle for work purposes by the party at the time of the request for service.

The honorarium provided by the parties to the Oceanside Emergency Social Services Team (OESS) shall be distributed as follows;

	Year 1	Year 2	Year 3	Year 4	Year 5
Amount	\$3000.00	\$6000.00	\$9000.00	\$12,000.00	\$15,000.00
ESSD	\$1100.00	\$3000.00	\$4800.00	\$7200.00	\$8400.00
Alternate	\$900.00	\$2000.00	\$3200.00	\$4800.00	\$5600.00
Travel Costs	\$1000.00	\$1000.00	\$1000.00	\$1000.00	\$1000.00

Emergency Social Services Director (ESSD)

The amount includes travel costs.

Total amount to be divided by 12 and paid monthly.

Alternate Emergency Social Services Director (Alternate)

This amount includes travel costs.

Total amount to be divided by 12 and paid monthly.

Travel costs

Made by remaining ESS members using their vehicle for call out, training or special event reasons.

Amounts to be paid on a case by case basis. Form to be completed by member and submitted to ESSD for approval and forwarding to the EPC for payment.

Schedule "D"

**Terms of Reference
 For
 Emergency Communications Team Honorarium**

For the purpose of this document, travel costs means mileage undertaken by an ECT volunteer when responding to a request for emergency communications service. Mileage costs shall be at the same rate paid to City of Parksville staff for using their own vehicle for work purposes by the party at the time of the request for service.

The honorarium provided by the parties to the Emergency Communications Team (ECT) shall be distributed as follows;

	Year 1	Year 2	Year 3	Year 4	Year 5
Amount	\$1500.00	\$3000.00	\$4500.00	\$6000.00	\$6000.00
ECT MAC	\$600.00	\$1500.00	\$2400.00	\$3300.00	\$3300.00
Alternate	\$400.00	\$1000.00	\$1600.00	\$2200.00	\$2200.00
Travel Costs	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00

ECT Municipal Amateur Coordinator

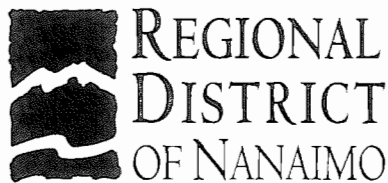
The amount includes travel costs.
 Total amount to be divided by 12 and paid monthly.

Alternate ECT Municipal Amateur Coordinator

The amount includes travel costs.
 Total amount to be divided by 12 and paid monthly.

Travel costs

Made by any ECT member using their vehicle for call out, training or special event reasons.
 Amounts to be paid on a case by case basis. Form to be completed by member and submitted to ESSD for approval and forwarding to the EPC for payment.



CAG APPROVAL		ON
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COW		
RHD		
BOARD		
Emergency Mgmt. - Feb 16 '10		

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw and Emergency Planning Services

DATE: February 4, 2010

FROM: Jani M. Drew, Emergency Coordinator

FILE:

SUBJECT: Appointment of Alternate Emergency Coordinators

PURPOSE:

To obtain Board approval for the appointment of Alternate Emergency Coordinators.

BACKGROUND:

The Emergency Coordinator and alternate(s) for the Regional District of Nanaimo are appointed by the Board pursuant to Regional District of Nanaimo Emergency Measures Bylaw No 1416, 2005, which states:

"An Emergency Coordinator and an alternate shall be appointed by the Board to facilitate emergency preparedness, response and recovery measures."

Additionally, the *Emergency Program Act* defines a Regional District Coordinator as "A person appointed in accordance with a Regional District Emergency Program Bylaw".

Alternate Emergency Coordinators for the RDN have not yet been appointed. In accordance with the statutory authority and Bylaw No. 1416, a Board appointment is necessary to comply with Provincial and Regional District powers and mandates.

ALTERNATIVES

1. To appoint Bylaw Enforcement Officers Jack Eubank and Brian Brack as Alternate Emergency Coordinators.
2. To not appoint Alternate Emergency Coordinators.

FINANCIAL IMPLICATIONS

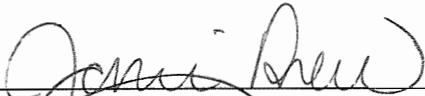
There are no financial implications with appointing Alternate Emergency Coordinators. Should an Alternate Emergency Coordinator be required to act as Emergency Coordinator during an emergency, the cost of backfilling that staff position can be claimed from the Province under Disaster Financial Assistance.

CONCLUSION:

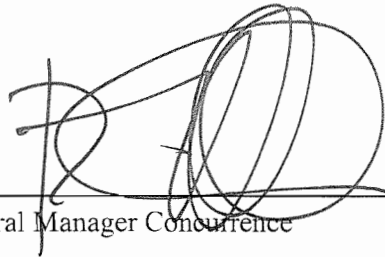
Alternates to the Emergency Coordinator position are a requirement of “*Regional District of Nanaimo Emergency Measures Bylaw No 1416, 2005*” and the *Emergency Program Act*. In order to carry out these duties, they must be appointed by the Board. The two Bylaw Enforcement Officers are fully trained in emergency management. Staff is recommending that two Alternate Emergency Coordinators be appointed to ensure the availability of a coordinator at all times, in the event of an emergency.

RECOMMENDATION:

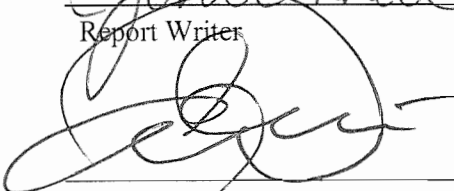
That Jack Eubank and Brian Brack be appointed as Emergency Coordinator Alternates for the Regional District of Nanaimo.



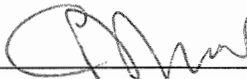
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence



CACAF APPROVAL	
EAP	
COW	
RHD	
BOARD	
Emergency Mgmt. - Feb 16 '10	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw and Emergency Planning Services

DATE: February 4, 2010

FROM: Jani M. Drew, Emergency Coordinator

FILE: 1855 FUEL MGMT

SUBJECT: Community Operational Fuel Treatment Program (Prescription Phase)

PURPOSE

To obtain Board approval to proceed with an application under the UBCM *Preparing Fuel Management Prescriptions for Community Operational Fuel Treatments* grants program.

BACKGROUND

As a result of the Filmon Firestorm Review in 2003, the Province has taken a lead role in the development of strategic plans in cooperation with local governments to improve fire prevention in urban interface areas. Fires that have the potential to involve buildings and wildland fuels or vegetation simultaneously are known as Wildland-Urban Interface (WUI) fires. The 2009 Hazard Vulnerability Risk Analysis indicates that the risk of interface fire in the Regional District of Nanaimo is high. The purpose of the grant program is to assist communities in the treatment of forest fuels identified during the planning process, in order to mitigate the potential impacts of wildfire in the interface areas.

Fuel Management is the process of changing forest fuels to reduce aggressive fire behaviour. This may include treatments such as thinning, spacing and pruning trees and the removal of needles and woody debris from the forest floor. This process will reduce fuel load in the forest and reduce the potential for devastating wildfires that are a risk to public safety and property.

Prior to Fuel Treatment programs being undertaken, Fuel Management Prescriptions must be developed by a consultant, based on recommendations contained with existing Community Wildfire Protection Plans (CWPPs). The RDN Emergency Program has used the initial phase of this fuel management funding initiative by preparing Community Wildfire Protection Plans (CWPP) in most Electoral Areas in the Regional District of Nanaimo. CWPPs are underway for Lantzville/Nanose Bay/Nanose First Nation and for Coombs Hilliers.

The next phase is to obtain funding under this program to prepare Fuel Management Prescriptions to assess and define treatment programs in all those areas identified in the Community Wildfire Protection Plans. The RDN meets the program requirements by having these CWPPs in place that identify fuel stands to be treated that pose a threat due to wildfire. Staff proposes to use the grant to undertake multiple (prescription) projects based on recommendations from existing Community Wildfire Protection Plans (CWPPs). Project selection will be based on level of wildfire risk (as established by the Provincial Strategic Threat Analysis Data), proximity to residential density, cost

effectiveness and stakeholder/land management and Ministry of Forests and Range cooperation and approval.

Our existing Community Wildfire Protection Plans indicate a significant number of homes are at 'extreme' risk of Wildland–Urban Interface fire, as indicated on the following table:

Electoral Area	Number of homes in Extreme Zone	Population at Risk
A	488	1,220
B	1,026	2,052
C	112	269
F	315	756
H	462	1,016

It is important to note that prescriptions and treatments can take place on Crown and public lands only. The applications will not be approved unless there is stakeholder and land manager consensus. Emergency Planning and Recreation & Parks staff are working together to ensure that fire suppression interests in community and regional parks is considered in the fuel management grant program

ALTERNATIVES

1. To approve a grant application for funding under the UBCM *Preparing Fuel Management Prescriptions for Community Operational Fuel Treatments* grant program.
2. To not approve a grant application at this time and provide staff with further direction.

FINANCIAL IMPLICATIONS

The funding program for Prescriptions covers 100% of project hard costs and there is no set cap amount per local authority. Project applications are prioritized based on level of WUI risk and cost effectiveness. No other costs to Emergency Planning are anticipated other than staff time for project management which is considered in the 2010 Business Plan. While we can not be certain of the level of funding, the approximate cost per hectare for prescriptions is anticipated to be in the range of \$80 to \$150 hence grant amounts will vary per project. Ministry of Forests and Range staff has advised that funding for this fuel management program may not be available after 2010.

CONCLUSION

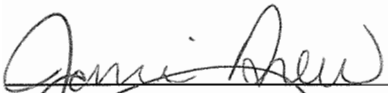
The Regional District of Nanaimo Hazard Vulnerability Risk Analysis indicates that interface fire is our number one threat. Preparing Prescriptions for Operational Fuel Treatments is the next step in fuel management and is recommended in RDN Community Wildfire Protection Plans (each CWPP identifies areas for further treatment and risk reduction). Urban sprawl continues to push development into heavily forested areas, and the frequency and intensity of forest fires increases due to higher fuel loading and human interaction. Climate change and hotter, drier conditions will continue to affect the frequency and impacts of interface fires. In 2009, 58 wildfires were reported in the mid island area, 7

of which were in the interface area – a 12% annual increase (there was an 8% increase in interface fires across British Columbia in 2008).

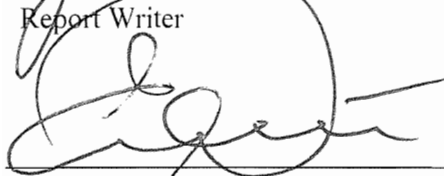
The *Preparing Fuel Management Prescriptions for Community Operational Fuel Treatments* grant program provides an opportunity for the RDN to plan to alter fuel composition and structure in order to reduce the wildfire risks to our communities. Should the RDN's grant application be successful, it would be necessary to engage the services of a qualified consultant, through a Request for Proposals (RFP) process, to prepare the appropriate prescriptions. Once prescriptions are in place, there is another grant implementation phase for Operational Treatments. It is anticipated that both grant phases can be conducted in 2010 and staff will provide the Board with further information on the Operational Treatment phase at a later date. Undertaking Prescriptions and future Operational Treatments are an important part of public safety and property protection within the Electoral Areas.

RECOMMENDATION

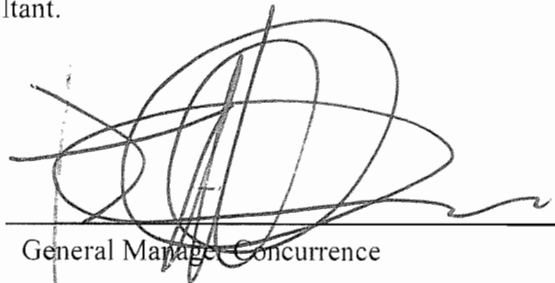
That staff be directed to prepare an application for funding under the *Preparing Fuel Management Prescriptions for Community Operational Fuel Treatments* grant program, and if approved, that staff proceed with a RFP process to engage a qualified consultant.



Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:



RDN REPORT	
CAO APPROVAL	
EAP	
CDW	
RHD	
BOARD	
<i>Emerg. Mgmt. - Feb 16 '10</i>	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw and Emergency Planning Services

DATE: February 4, 2010

FROM: Jani M. Drew, Emergency Coordinator

FILE: 7139-09

SUBJECT: Flood Response and Weather Events November 2009 and January 2010

PURPOSE

To provide the Board with an overview on the Emergency Program response to recent flooding and weather events in the Regional District of Nanaimo.

BACKGROUND

On November 16th, 2009, the Provincial Emergency Program (PEP) advised of a series of winter storm systems that would bring heavy rain to the area for an extended period of time. A Flood Watch was posted by the River Forecast Center for both the Nanaimo and Englishman Rivers. The RDN Emergency Coordination Center (ECC) was activated to level two and eleven staff were re-assigned to dedicated emergency flood response duties.

The Nanaimo River, near the Riverside Trailer Park in Electoral Area "A", rose quickly and a Ministry of Environment hydrologist concurred that affected residents should be alerted to the rapidly rising water levels. A Declaration of State of Local Emergency was signed by Board Chairperson Joe Stanhope and Evacuation Alerts delivered to area residents by Nanaimo Search and Rescue. The Snuneymuxw First Nation was affected by potential flooding along Raines Rd. and they opted to coordinate their response efforts with RDN and participated in briefings and evacuation alerting. An operational evacuation plan was prepared jointly with Nanaimo RCMP, Nanaimo Search and Rescue, and Cedar/Extension Emergency Social Services. Sand bags and sand were supplied to affected residents to assist in containment of water. Seven dwelling units in the Riverside Trailer Park experienced flooding however, no major damage was sustained. Evacuation and assistance from Emergency Social Services (ESS) were not required.

Weather warnings continued and heavy rainfall caused the Englishman River in Area "G" to overflow its banks, creating minor flooding of Parry's Trailer Park and the Martindale Rd. area. As a result of previous bylaw enforcement intervention, there were no occupied recreational vehicles in the area, hence public safety was not an issue, and only one person self evacuated from a single wide mobile home. In the Little Qualicum River, a tree became lodged and other wood debris began to accumulate. The Province approved the RDN hiring a contractor to remove the tree for public safety and protection of downstream properties. The following day, a debris jam built up in French Creek near the regional park. RDN staff organized its removal. Nash and Nile Creeks experienced minor flooding but there were no life safety issues.

Days of heavy rain caused some ground instability in steep slope areas and around watercourses. The RDN became aware of slope instability issues on a large parcel of land in the Deep Bay area (Area 'H').

The RDN staff responded by delivering Information Notices to all affected residences, warning of the potential dangers. Once the weather event was over and the ECC closed, staff organized a recovery meeting at the Cranberry Hall and affected residents received free Red Cross disaster clean up kits, Disaster Financial Assistance and other information. A debriefing was held later with participating staff and stakeholders.

On January 14th, the Province advised the RDN of a ‘pineapple express’ storm system that would bring warm temperatures and heavy rain overnight. A Flood Watch was issued for the Nanaimo River, with peak water levels occurring the next morning at high tide. The RDN ECC was activated and seven staff were seconded to flood response duty. An evacuation plan was formulated and shared with Nanaimo Search and Rescue, Nanaimo RCMP and Cedar/Extension ESS. Evacuation Alerts were delivered to affected residents in the Wilkinson Rd. area, and sand and sand bags were once again supplied to area residents. As a result of decreased overnight temperatures, the amount of snow melt was reduced and only minor flooding occurred on Riverside Rd. However, Snuneymuxw First Nations experienced flooding on the lower portion of Raines Rd., leaving 6 families unable to leave, and one family unable to go home. The RDN worked cooperatively with Snuneymuxw, and was able to provide 24 hours of Emergency Social Services assistance for the family that could not make it home.

ALTERNATIVES

This report is presented for Board information only.

FINANCIAL IMPLICATIONS

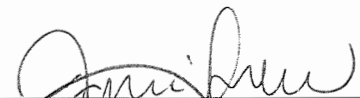
All expenses incurred by the Regional District of Nanaimo in the management of these events have been submitted to the Province for reimbursement under the Disaster Financial Assistance Program. It is anticipated the RDN will be reimbursed 100% of the costs arising from these two events, totaling \$5,040. Accordingly, there is no financial impact on the Emergency Program budget.

CONCLUSION

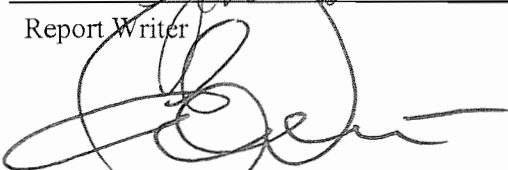
Winter storms caused significant flooding in various locations throughout the RDN during November 2009 and January 2010. Emergency management training, staff’s local knowledge and excellent stakeholder relations were instrumental in a successful flood response by the RDN Emergency Program.

RECOMMENDATION

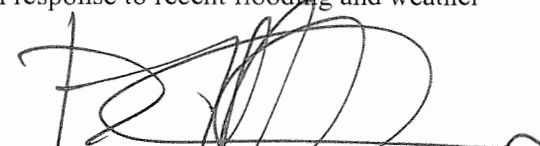
That the Board receive the report on the Emergency Program response to recent flooding and weather events for information.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence



CAC APPROVAL	
EAP	
COW	
RnD	
BOARD	✓ Feb 23 '10

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: February 17, 2010

FROM: Dennis Trudeau
General Manager of Transit and Solid Waste Services

FILE: 8700-03-GREEN

SUBJECT: Green's Landing Wharf - Gabriola Island

PURPOSE

To report on issues related to potential Regional District of Nanaimo involvement in taking over the ownership of Green's Landing Wharf from Public Works Canada.

BACKGROUND

There has been a wharf structure at Green's Landing since the late 1800's. The present Green's Landing Wharf was originally constructed in 1959 by the Federal Government. It is currently owned and operated by Public Works and Government Services Canada (PWGSC). The wharf was declared surplus to the Federal Government's needs in August 1988. At that time, PWGSC attempted to retrocede the waterlot on which the wharf is situated to the Province. The Province indicated that it would not accept the retrocession unless all of the wharf structures were removed. The Nanaimo Harbour Commission, Islands Trust and BC Ferries have at various times declined to accept responsibility for the wharf.

In 1993 and 1995, the Regional District of Nanaimo (RDN) looked into taking over the wharf and declined, given the range of issues involved and the potential costs of the dock and roadway improvements. Since April of 2000, when PWGSC announced its intention to demolish the Green's Landing Wharf, a concerted effort has been made by the RDN to gain control of the facility for the residents of Gabriola and Mudge Islands. Discussions have taken place with governmental and resident stakeholders to achieve this end and short-term leasing arrangements in the name of the RDN were secured to allow for the continued operation of the wharf. The RDN short-term lease of the wharf facilities expired in 2003. At the expiry of the lease PWGSC took over the operation and maintenance of the facility and are indicating again that it will be demolished unless someone takes over responsibility of the facility.

As a result the following motion was passed at the September 2009 Board meeting:

"that staff be directed to prepare a report on the costs and any other aspects that would be associated with taking over the operation and maintenance of a wharf at Green's Landing on Gabriola Island."

In previous discussions the Province, who holds the waterlot license, has indicated that the Regional District would be acceptable as recipient of the property.

The process for obtaining ownership of Green's Landing Wharf would start with an application made to the Province for waterlot 272 that is currently being reserved for Federal use as a wharf. The application includes a number of Crown Land processes, including consultation with First Nations. If the application is successful, PWGSC would be in a position to transfer the facility (Green's Landing Wharf) to the RDN.

There may be an opportunity to receive some monetary incentives from PWGSC for taking over the wharf. The incentives would be subject to negotiation between the RDN and PWGSC. Staff has been advised that past practice has been to provide incentives equal to the cost to remove or repair the wharf.

In the past the main impediment to the RDN gaining control of the wharf has been the requirement of the BC Assets and Lands Corporation that the upland owner's consent be granted as part of the waterlot lease transfer from PWGSC to the RDN. The upland owner has recently contacted staff at the RDN and indicated they do not support the location of the wharf and the use of their land to access the facility. If the Province continues to make similar access requirements as a condition of their approval, then the process for the RDN to gain control of the Green's Landing Wharf will need to include a negotiation to settle this issue with the landowner, which will take additional staff time and may incur increased costs.

The road to the wharf traverses a slope and is relatively steep and narrow (single lane), with limited parking and turn-around space at the wharf. The section of the road closest to the wharf is an unsurveyed road. Given that it has been maintained by the Ministry of Transportation and Highways, it is viewed by the Ministry to have status as a Section 4 road under *The Highway Act*. The owner of the property over which the road is located has raised concern regarding the safety of the road if the wharf is retained. In particular, concern has been expressed about the stability of the slope and the potential for slippage or the movement of boulders down the slope and across the road. In addition, the owner has corresponded with the Ministry questioning the legality of its declaration as a Section 4 road. The Ministry has indicated that there is a Court process for owners to challenge a classification under *The Highway Act*.

The wharf requires regular maintenance and repairs. Recent information from PWGSC indicates the following expenses for the facility.

<u>Year</u>	<u>Labour</u>	<u>Disbursements</u>	<u>Sub-total</u>
2003/04	\$ 5,620	\$ 5,272	\$10,892
2004/05	\$ 6,500	\$14,900	\$21,400
2005/06	\$ 4,700	\$10,300	\$15,000
2006/07	\$ 4,402	\$14,850	\$19,252
2007/08	\$11,250	\$44,161	\$55,411
<u>2008/09</u>	<u>\$ 7,437</u>	<u>\$ 6,651</u>	<u>\$14,088</u>
<u>Totals:</u>	<u>\$39,909</u>	<u>\$96,134</u>	<u>\$136,043</u>

The average cost for the six years is approximately \$23,000. Staff expects that these expenditures are typical for a dock of this age and condition but caution that, depending upon the condition of the dock, there could be substantial maintenance and repair costs in the future.

A recent survey of the dock condition was completed by PWGSC in 2008 that indicates, with regular maintenance and repair, the wharf approach and substructure should be serviceable for another 5-10 years. The gangway has an estimated 3 years of useful life (from 2008) before it would have to be replaced. The floats should be serviceable for 1-3 years from the date of the inspection.

The report indicates that new floats would cost approximately \$30,000 and a new gangway would cost \$35,000-\$40,000. Repairs to the major structural components (wharf approach and substructure) could cost around \$75,000-\$125,000.

Any budget set up for the maintenance and repair of this structure would have to include these ongoing major repair expenses, in addition to the regular maintenance that would be required annually.

The RDN has an existing service to operate and maintain a wharf on Gabriola Island. In 2003 the *Descanso Bay Wharf Service Bylaw No.1357* was established for an emergency evacuation wharf facility. The bylaw imposed an annual tax requisition for the capital expenditures and cost recoveries that would be required for ongoing maintenance and operation of the wharf facility. A review of the bylaw indicates that it could be amended and expanded to include the Green's Landing Wharf.

Currently the maximum tax rate that can be applied in the Bylaw is \$1.70 per \$100,000 of assessment. When applied to the taxable value of land and improvements in Electoral Area B it will yield approximately \$20,400. Currently the tax rate is \$0.40 per \$100,000 of assessment, which will raise \$5,360 in 2010.

ALTERNATIVES

1. That staff be directed to:
 - a. Make an application to BC Assets and Lands Corporation for waterlot 272 for the purpose of operating the Green's Landing Wharf and negotiate with Public Works and Government Services Canada for the transfer of the Green's Landing Wharf to the Regional District of Nanaimo.
 - b. Amend *Descanso Bay Wharf Service Bylaw No.1357* to include Green's Landing Wharf.
2. Decline Public Works and Government Services Canada's offer to take over the wharf.

FINANCIAL IMPLICATIONS

The average cost for maintenance of the Green's Landing Wharf over the last six years is approximately \$23,000. A recent survey of the dock condition was completed by PWGSC in 2008 and indicates that there will be ongoing major repairs of the facility to ensure its safe operation.

The report indicates that new floats and gangway will be needed soon and will cost roughly \$30,000 to \$40,000 each. Repairs to the major structural components needed in 5-10 years (wharf approach and substructure) could cost around \$75,000-\$125,000.

Any budget set up for the maintenance and repair of this structure would have to include a reserve to cover these ongoing major repair expenses, in addition to the regular maintenance that would be required annually. The budget would also have to account for RDN staff time for the administration of this service.

At this early stage staff estimates that \$40,000 to \$50,000 would be needed as an annual budget to maintain the facility and set up required reserves for major repairs. This would be in addition to the \$5,360 that is currently being collected for the Descanso Bay Wharf.

The current tax rate for the Descanso Bay Wharf service area is \$0.40 per \$100,000 of assessment. In order to raise an additional \$50,000 the rate would have to be increased to \$4.10 per \$100,000 of assessment.

CONCLUSIONS

The RDN has looked into taking over the ownership of the Green's Landing Wharf facility numerous times in the past but declined, given the range of issues involved and the potential costs of the dock and roadway improvements. PWGSC is again indicating that the wharf is surplus to their needs and that it will be demolished unless someone takes over responsibility of the facility.

The process for obtaining ownership of the Green's Landing Wharf would start with an application made to the Province for waterlot 272 that is currently being reserved for the Federal use as a wharf. The application includes a number of Crown Land processes, including consultation with First Nations. If successful with the application, PWGSC would be in a position to transfer the Wharf facility to the RDN.

In the past the main impediment to the RDN gaining control of the wharf has been the requirement of the BC Assets and Lands Corporation that upland owner consent be granted as part of the waterlot lease transfer from PWGSC to the RDN. While the upland owner may not support the location of the wharf or the use of their land to access the facility, the Ministry of Transportation and Highways has indicated that the access has status as a Section 4 road under *The Highway Act*. Staff has been advised that there have been no agreements in place between the upland owner and PWGSC for the past operation of Green's Landing Wharf. If the Province continues to make similar access requirements as a condition of their approval, then the process for the RDN to gain control of the Green's Landing Wharf will need to include a negotiation to settle this issue with the landowner, which will take additional staff time and may incur increased costs.

The RDN has a service for the purpose of establishing and operating wharf facilities in Electoral Area B. The *Descanso Bay Wharf Service Bylaw No.1357* was established in 2003 for the emergency wharf in Descanso Bay. Advice from Regional District legal counsel indicates that the bylaw could be amended to expand the bylaw to include the Green's Landing Wharf.

Currently the tax rate for this service is \$0.40 per \$100,000 of assessment, which will raise \$5,360 for the 2010 budget year. The maximum amount that may be requisitioned annually for the Descanso Bay Wharf service is \$1.70 per \$100,000 assessment, which would raise \$20,400. At this stage staff expects that this amount would be insufficient to adequately and safely maintain both the Descanso Bay and Green's Landing Wharf facilities. Historical information from PWGSC on expenditures for maintenance and repairs and information from a recent assessment of the wharf facility indicate that as much as an additional \$50,000 per year may be required to maintain it and have reserves available in the future for major repairs.

Staff has been advised that the Green's Landing Wharf will be demolished unless the ownership is transferred from PWGSC to another entity. As the RDN currently has a service for operating and maintaining wharfs it does not seem unreasonable to also operate and maintain this additional facility for the area residents. It has for many years been an important amenity for those residents living in this Electoral Area. If it is maintained properly it would be an asset to the community. Staff are recommending that the *Descanso Bay Wharf Service Bylaw No.1357* be amended to include the Green's Landing Wharf and that the requisition rates be increased from \$1.70 per \$100,000 of assessment to \$4.10 per \$100,000 of assessment.

Since this is a significant amendment to the bylaw there will need to be a process to obtain the assent of the electors of the service area. If the Board supports proceeding with an application to acquire ownership of Green's Landing Wharf, a bylaw amendment will be brought back for board consideration with options for obtaining assent of the electors in electoral Area B.

RECOMMENDATION

1. That staff be directed to make an application to BC Assets and Lands Corporation for transfer of ownership of waterlot 272 to the RDN for the purpose of operating Green's Landing Wharf and negotiate with Public Works and Government Services Canada for the transfer of Green's Landing Wharf to the RDN.
2. That a report be brought back for Board consideration to amend the *Descanso Bay Wharf Service Bylaw No.1357* to include the Green's Landing Wharf and increase the tax requisition to cover the increased cost of operating and maintaining the additional wharf.



Report Writer



CAO Concurrance



CAG APPROVAL		<i>[Signature]</i>
EAP		
COW		
RHD		
BOARD	✓	Feb 23 '10

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: February 10, 2010

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-NBP-05

**SUBJECT: Nanoose Bay Peninsula Water Service Area
Proposed Water Treatment Facility**

PURPOSE

To seek direction from the Board with respect to advancing the proposed Water Treatment Facility for the Nanoose Bay Peninsula Water Service Area (NBPWSA).

BACKGROUND

The aesthetic quality of ground water within the Nanoose Bay Peninsula Water Service area has been a concern for a number of years. The groundwater supplies for the service area contain varying levels of iron and manganese; some of the wells contain levels of iron and manganese that consistently exceed aesthetic drinking water standards.

Operational approaches to improve water quality have been undertaken without achieving a sustainable improvement for some areas within the service area. In 2005, the Board approved funds to proceed with field testing of a water treatment process to treat all of the Red Gap and Nanoose wells. Although the field test was successful, the estimated cost of approximately \$5 million for the water treatment system and associated transmission piping was considered too costly and the project was abandoned.

An alternative approach to improve water quality was proposed that would manage flows from the well inventory in such a way that wells with lower iron and manganese would be utilized more fully with a corresponding reduction in pumping from higher iron and manganese wells. This "Well Sequencing" approach would lower the average concentrations of iron and manganese in the distribution system but not reduce them to below the aesthetic levels outlined in the Canadian Drinking Water Standards.

Well sequencing was significantly less costly than treatment and complemented necessary changes required to further integrate the overall water distribution system for the NBPWSA. This approach was approved by the Board in 2008 and completed in January of this year. Although sequencing is now underway, it is too soon to assess the water quality impact of this approach.

The proposed NBPWSA Water Treatment Facility is being considered due to continued public dissatisfaction with water quality and concerns that the well sequencing approach, while lowering concentrations of iron and manganese, will not sufficiently reduce them.

The treatment facility will be located on RDN property at 2834 Northwest Bay Road. The treatment plant is modular in design and is configured to process water from only those wells located in the Red Gap group. This approach reduces the treatment and significant transmission piping costs associated with the proposal to treat all the supply wells in the NBPWSA. However, should additional water treatment capacity be required in the future, the facility is designed to expand. The estimated cost for this facility is \$1.4 million based on the recently completed preliminary design.

Grant funding for this project has been discussed with representatives from the Ministry of Community and Rural Development. There are no active grant funding programs in place at this time, however, the Ministry representatives suggested that a letter of intent be provided to them outlining the project and its benefits. This letter would notify the Ministry of the Board's intent to proceed with the project and would provide notice that a formal application will be submitted once new programs are announced.

The timing of new grant program announcements and the subsequent review and approval of applications will have an impact on the Water Treatment Plant project completion date. The target project completion goal is the summer of 2011. This is achievable if any grant funding is approved before October, 2010.

In order to complete the design, finalize cost estimates for the project and provide detailed information for any grant funding programs that may be released this spring, it will be necessary to proceed with final design of this project now.

At the November 2009 Board meeting the following resolution was adopted:

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.

The proposed treatment facility project was presented at a public meeting held at Nanoose Place Community Centre on February 8, 2010. Staff and the project consultant outlined the need for the project, estimated costs, process description and potential funding sources. Approximately 200 residents from across the service area attended and asked a number of questions related to the need, costs and timing of the project. In general, based on the questions, position of the attendees and discussions with RDN staff during and following the meeting, staff felt that those attending were supportive of the project. The proposed \$10 to \$24 annual cost/property did not appear to be a contentious issue.

ALTERNATIVES

1. Direct staff to proceed with the NBPWSA Water Treatment Facility final design including tender documentation, and to prepare a Letter of Intent from the RDN Board to the Ministry of Community and Rural Development and the appropriate Federal Ministry Branch with copies to the area MLA, MP outlining the project need, benefits and projected costs.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Alternative 1: The estimated cost to complete the final design is \$92,000 and is included in the Nanoose Bulk Water 2010 operating budget.

CONCLUSIONS

Preliminary design of the proposed Nanoose Bay Peninsula Water Treatment Facility has been completed. The estimated cost of the project is \$1.4 million and the projected completion date is the summer of 2011.

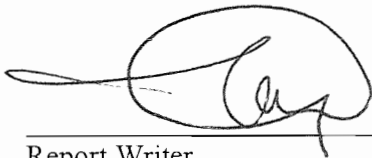
A public meeting was held on February 8th, 2010 to provide NBPWSA residents an update on the Water Treatment facility including need for the project, estimated costs, process description and potential funding sources. Approximately 200 people attended the meeting and generally appeared to be supportive of proceeding with the project.

While no grant funding programs are currently in place, new programs may be announced in 2010. The Ministry of Community and Rural Development has suggested that the RDN provide them with a Letter of Intent for this project in advance of any announcements on grant programs.

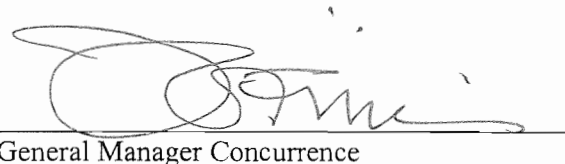
Final design for the project should now proceed to finalize cost estimates and to provide the necessary detail to prepare for possible grant application opportunities.

RECOMMENDATION

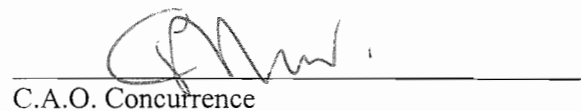
1. That the Board direct staff to proceed with the Nanoose Bay Peninsula Water Service Area Water Treatment Facility final design including tender documentation.
2. That staff prepare a Letter of Intent from the RDN Board to the Ministry of Community and Rural Development and the appropriate Federal Ministry Branch with copies to the area MLA and MP outlining the project need, benefits and projected costs.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:



CAO APPROVAL <i>AM</i>		
EAP		
COW		
RHD		
BOARD	✓	Feb 23 '10

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: February 12, 2010

FROM: Tom Osborne
General Manager of Recreation and Parks

FILE:

SUBJECT: Release of Reserve Funds for Capital Equipment Replacement at Oceanside Place

PURPOSE

To obtain Board approval for the release of funds from the reserve fund for Arena Function in District 69 for two capital equipment replacement projects at Oceanside Place.

BACKGROUND

Funds in the amount of \$40,320 have been set aside to the reserve fund for Oceanside Place for capital equipment replacement projects.

In December 2010 one of the domestic hot water boilers failed requiring immediate replacement. During the same month, the dehumidifier wheel that serves the facility's three arenas also required replacement. The dehumidifier wheel has been ordered and is scheduled for installation in the coming days in order to ensure the facility's humidity remains at an optimal level. Both pieces of equipment expired at the front end of their anticipated lifespan and their future replacements have been factored into the Five Year Financial Plan.

The costs to undertake the boiler replacement was \$8,450 and the costs for the replacement of the dehumidifier wheel is \$22,450.

A release of \$30,900 from the reserve fund is now required in order to fund these two items.

ALTERNATIVES

1. Approve the release of \$30,900 from the reserve fund for Oceanside Place for the purpose of replacing a domestic hot water boiler and a dehumidifier wheel.
2. Not approve the release reserve funds for Oceanside Place.

FINANCIAL IMPLICATIONS

Alternative 1

The amount available in the reserve fund for Oceanside Place totals \$40,320. The cost associated with both capital equipment replacement totals \$30,900 (\$8,450 for the domestic hot water boiler and \$22,450 for the dehumidifier wheel).

Alternative 2

Staff considered using operational funds within the 2009 and 2010 budget to cover the costs associated with the two projects. Upon review of the 2009 budget year end surpluses and the proposed 2010 operating budget, the facility does not have sufficient operating surpluses for this to take place, therefore the use of reserve funds is required.

If the funds are not released the project costs would substantially impact the 2010 budget and place the operation budget for Oceanside Place into a deficit position and significantly impact the Five Year Financial Plan.

CONCLUSION

In December 2010 one of the domestic hot water boilers failed requiring immediate replacement. During the same month, the dehumidifier wheel for the facility's three arenas also required replacement.

A reserve fund for the facility has been established to use for capital equipment replacement. The amount available in the reserve fund for Oceanside Place totals \$40,320. The cost associated with both capital equipment replacement totals \$30,900 (\$8,450 for the domestic hot water boiler and \$22,450 for the dehumidifier wheel).


Staff are recommending the release of reserve funds for the two projects which will provide for the facility to operate at an optimal level and meet 2010 operational budget targets set by the Regional Board.

RECOMMENDATION

That \$30,900 be released from the reserve fund for Oceanside Place to fund the replacement of a domestic hot water boiler and a dehumidifier wheel at the facility.



Report Writer



CAO Concurrency



KRM REPORT		
CAO APPROVAL		✓
EAF		
COV		
R-D		
BOARD	✓	Feb 23 '10

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: February 15, 2010

FROM: Tom Osborne
General Manager of Recreation and Parks

FILE:

SUBJECT: Ravensong Aquatic Centre Project – Authorization Limits

PURPOSE

To obtain Board approval to increase staff authorization purchasing limits for the Ravensong Aquatic Centre Remedial and Upgrade Project.

BACKGROUND

On November 12, 2009 a formal announcement was made that the Regional District was successful in obtaining a one million dollar grant under the Western Economic Diversification Canada Recreation Infrastructure Canada Program (RInC) for the Ravensong Aquatic Centre Remedial and Upgrade Project. In order to receive the full grant funding, certain project elements have to be completed by March 31, 2010 and the overall project must be completed by March 31, 2011. The project cost estimate is \$4.6 million dollars. A list of the project elements that will be funded in part through the RInC program and their updated costs is attached as *Appendix I*.

In light of a longer than normal facility shutdown, which will be required in 2010, staff reviewed all pending capital replacements and upgrades and presented options to the Regional Board to undertake along with the main project. The cost of these items is estimated at \$531,550.

At the November 24, 2009 Regional Board Meeting, a series of resolutions were approved to fund and commence immediately the project in order to meet the funding deadlines and project schedule timelines.

The Ravensong project is being undertaken through the construction management method. In anticipation of the tight project timelines, the Regional Board approved retaining the services of Venture Pacific Construction Management at the April 14, 2009 meeting. This method will allow the project to be designed and tendered in stages providing for faster turn around on the project's nine elements. This method of construction has been implemented successfully with various City of Nanaimo projects including Oliver Woods Community Centre, Nanaimo Aquatic Centre, Nanaimo Ice Centre and most recently is being used for the Beban Park retrofit project.

The construction management company is working in collaboration with the architectural firm, Hughes Condon Marler Architects, and the structural, mechanical, and electrical engineering firms that were retained following a Request for Proposal process in March 2009.

The RInC grant funding agreement requires meeting specific timelines for expenditures throughout the project. An increase in spending authority levels would allow staff to engage resources and meet those deadlines efficiently and effectively. As also done at the City of Nanaimo for the Beban Park retrofit project, staff will prepare monthly reports of all tenders awarded over \$100,000.

The recommended authorization purchasing limits for the Ravensong Aquatic Centre project are:

Manager of Recreation Services	<\$50,000
General Manager, Recreation and Parks Services	<\$450,000
Chief Administrative Officer	<\$900,000
Regional Board	>\$900,000

All the purchases will be made in accordance to the Regional District of Nanaimo *Authorization to Purchase and Pay Accounts – Policy A2.9*.

It is anticipated the project costs estimated to be in the \$50,000 – \$900,000 range include:

Drain Work	\$72,000
Sound Baffling	\$50,000
Interior Structural Steel	\$155,000
Air Handling / Heat Recovery Units	\$200,000
Water Treatment System Installation	\$280,000
Skylight Replacement	\$290,000

The project budget for the building envelope remedial work is estimated at \$1,465,000. The installation of the mechanical equipment for the air handling / heat recovery systems is projected to be in the range of \$1,095,000. Therefore these two elements will likely require Board approval of the tender results.

ALTERNATIVES

1. Approve the proposed senior staff authorization limits for the Ravensong Remediation and Upgrade Project.
2. Provide alternative direction on increasing senior staff authorization limits for Ravensong Remediation and Upgrade Project.

FINANCIAL IMPLICATIONS

Alternative 1

The *Authorization to Purchase and Pay Accounts – Policy A2.9* provides the following limits:

Manager	<20,000
General Manager	<\$50,000
Chief Administrative Officer	<\$150,000
Regional Board	>\$150,000

It is recommended that the following authorization limits be increased for this project in order to ensure staff can engage resources and meet grant deadlines efficiently and effectively. The proposed authorization purchasing limits are as follows:

Manager of Recreation Services	<\$50,000
General Manager, Recreation and Parks Services	<\$450,000
Chief Administrative Officer	<\$900,000
Regional Board	>\$900,000

Alternative 2

Due to the restrictive timelines afforded by the RInC funding program and the aggressive project deadlines required to successfully meet those timelines, the current limits in Policy A2.9 would cause additional delays to the project. It is anticipated that some of the more minor project elements as shown on Appendix 1 will be over staff authorization limits and would require Board approval at monthly Board meeting or at Special Board meetings when scheduled.

CONCLUSION

The Ravensong project is being undertaken through the construction management method. This method of construction provides for the project to be designed and tendered in stages which in turn creates faster turn around times on the project's nine elements. This method of construction has been implemented successfully with recent City of Nanaimo projects including Oliver Woods Community Centre, Nanaimo Aquatic Centre, Nanaimo Ice Centre and most recently for the Beban Park retrofit project.

In order to receive the full grant funding from the Western Economic Diversification Canada Recreation Infrastructure Canada Program, certain project elements have to be completed by March 31, 2010 and the overall project must be completed by March 31, 2011.

It is recommended that the following authorization limits be increased for this project in order to ensure staff can engage resources in a timely manner and meet grant deadlines efficiently and effectively. The proposed limits are as follows:

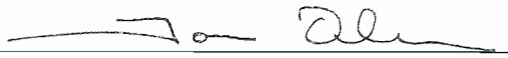
Manager of Recreation Services	<\$50,000
General Manager, Recreation and Parks Services	<\$450,000
Chief Administrative Officer	<\$900,000
Regional Board	>\$900,000

All the purchases will be made in accordance to the Regional District of Nanaimo *Authorization to Purchase and Pay Accounts – Policy A2.9*.

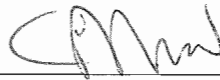
RECOMMENDATION

That the following authorization purchasing limits be set for the Ravensong Aquatic Centre Remediation and Upgrade project:

Manager of Recreation Services	<\$50,000
General Manager, Recreation and Parks Services	<\$450,000
Chief Administrative Officer	<\$900,000
Regional Board	>\$900,000



Report Writer



CAO Concurrence

Appendix 1 – Recreation Infrastructure Canada (RInC) Project Budget

Project #652 RInC -
Regional Dist of Nanaimo - Ravensong Aquatic Centre Repairs and Improvements, Qualicum Beach, BC
Project Cost - Material and Labour Estimates - Revised Schedule @ Feb 3, 2010

Project Element	Total Other Construction Costs to Mar 31/10		Total Other Construction Costs to Mar 31/11		Equipment Costs to Mar 31/10		Total Costs		WD Portion Total		2009/2010 WD Contribution		Cash Now 2010/2011		2010/2011 WD Contribution	
									WD Portion Total Equipment Costs	WD Portion Other Construction Costs						
Project Element	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Band Vault Skylight Reinstallation	0	388,890	0	388,890	0	0	388,890	0	0	0	0	0	0	388,890	0	63,072
Building Envelope Remedial Work	0	1,465,227	0	1,465,227	0	0	1,465,227	0	0	0	0	0	0	1,465,227	0	322,350
Interior Structural Steel	0	155,343	0	155,343	0	0	155,343	0	0	0	0	0	0	155,343	0	34,175
Naturalum Light Fixture Replacement	0	122,194	0	122,194	16,740	0	139,524	3,693	0	26,960	0	0	0	122,194	0	26,993
Black Pipe Drain Work	0	71,997	0	71,997	0	0	71,997	0	0	15,937	0	0	0	71,997	0	0
Electrical / Communication Service	0	20,000	0	20,000	0	0	20,000	0	0	4,400	0	0	0	20,000	0	0
Soft Water / Recirculator Water Treatment System	0	279,578	0	279,578	45,000	0	324,578	3,909	0	61,907	0	0	0	279,578	0	61,907
Air Handling Units and Heat Recovery	0	1,294,523	0	1,294,523	200,000	0	1,494,523	44,000	0	240,755	0	0	0	1,294,523	0	240,795
Pool Tank Insulation	0	11,000	0	11,000	0	0	11,000	0	0	5,936	0	0	0	11,000	0	3,415
Design, Engineering and Project Management Fees	0	510,449	0	510,449	0	0	510,449	0	0	181,105	0	0	0	510,449	0	88,806
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	613,435	3,731,025	261,740	4,007,000	57,593	955,957	4,007,000	57,593	955,957	1,013,540	1,000,000	192,539	3,731,025	4,507,000	1,013,540	821,002

Maximum = \$ 1,000,000
Max WD for 2 yrs \$ 1,000,000



CAO APPROVAL <i>CM</i>		
EAP		
CCW		
RHD		
BOARD	✓	Feb 23 '10

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: February 16, 2010

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

FILE:

SUBJECT: 2010 to 2014 Financial Plan

PURPOSE:

To present an update on amendments to the 2010 budget and an outline of the 2010 to 2014 financial plan.

BACKGROUND:

2010 Proposed Budget:

The Board reviewed the preliminary 2010 budget on January 12th and subsequently convened a special Committee of the Whole meeting on January 26th, 2010. At that meeting a number of changes were recommended which are summarized below:

Additions:

Regional Parks \$ 30,000 Nanaimo Area Land Trust operating grant

Reductions:

Regional Parks (\$ 39,000) Deferred land survey for Little Qualicum River Estuary, reduced cost of kiosk for Mt. Benson Regional Park, applied funds from Municipal Insurance Association for fire management plans

General Administration (\$ 35,000) Reduced requirement for repayment to reserve fund for 2009 building expansion

Electoral Areas Administration - Legislative (\$ 4,000) Reduced publication of electoral area newsletters from three to two in 2010

Electoral Areas Administration - Building Policy & Advice (\$ 10,000) Administrative costs (\$140,000 in 2010)

Oceanside Place (\$ 6,000) Reduced revenue requirements; original proposal \$23,000, year end equipment failures reduced available budget room

D69 Recreation Coordinating	(\$ 18,100)	Reduced revenue requirements; original reduction \$6,100- due to better year end results, additional applied to offset Oceanside Place
Northern Community Wastewater	(\$ 33,000)	Defer video inspection of interceptors, health & safety audits, purchase used vehicle instead of new
Southern Community Wastewater	(\$ 30,000)	Defer health & safety audits and vehicle replacement
Nanoose Bay (Fairwinds) & Duke Point Wastewater	(\$ 7,000)	Defer health & safety audits and vehicle replacement
Southern Community	(\$ 108,211)	Defer equipment & vehicle purchases and roadside assistance/supervision staff position
Community Parks	(\$ 35,000)	Defer Parks Operations Coordinator
Regional & Community Planning	(\$ 42,945)	Defer Senior Planner position to July 1, 2010
Water Services	(\$ 30,000)	Defer vehicle purchase
<u>Community Parks</u>		
Area C (Extension)	(\$ 4,750)	Defer full park survey costs; to be raised over two years
Area C (E. Wellington)	(\$ 10,000)	Defer planning in new park for one year
Area E	(\$ 13,075)	Delete waterfront pathway and adjust for better year end results
Area F	(\$ 11,000)	Reduce future years requirements allowing current year to be adjusted downward
Area G	\$ 2,710	Increase to address river bank safety issue over two years
Area H	(\$ 9,000)	Defer full park development; to be raised over two years
Total Reductions	(\$443,371)	
Total Changes	<u>(\$413,371)</u>	
Other Adjustments:	(no impact to 2010 requisition)	
Electoral Areas Only	(\$ 50, 000)	Deleted transfer to Inspection Services – new funding model for Building Inspection approved at Feb 9 th Board meeting (affected future years only)
D69 Recreation	\$ 6,500	Contribution to Ballenas school field upgrades
	\$ 5,800	Additional support to Arrowsmith Community Enhancement Society for programming in Electoral Area F
	(\$ 12,300)	Reduce contribution to capital reserve for the above noted items

Adjustments resulting from finalizing year end results for sportsfields/facilities cost sharing agreements, noise control, animal control, feasibility study recoveries, Cedar Sewer Collection start up costs and library services totaled an additional \$53,346. One new service (Cedar Stormwater) was also added in the amount of \$4,500, bringing property tax revenues to a revised total of \$33,782,235, an overall increase of 7.3% and a decrease from the original estimate of 8.4%.

Reconsiderations:

At a Board seminar on the financial plan held February 17, members expressed interest in reconsidering two items not included in the list above.

Drinking Water & Watershed Protection - reduce the 2010 program by \$66,000 as some elements identified in the master planning document are unlikely to be completed this year. The estimated reduction in property taxes is \$3 per property in the Electoral Areas.

Parks Operations Coordinator – fully implement the Parks Coordinator position approved in 2009 to improve park development and maintenance work.

FINANCIAL PLAN OVERVIEW:

Appendix A summarizes the items affecting the year over year change. New service levels account for 3.6% of the change, Other Jurisdiction levies account for 0.4% and existing services (excluding the Ravensong Aquatic Center) account for 1.8%. Appendices A-1, A-2 and A-3 are the revised listings of tax requisitions for 2010.

Appendices B, B-1 and B-2 provide a snapshot of the revised budget impact to each jurisdiction, updated with 2010 assessment values. With the exceptions of Electoral Areas A and F, all members have benefited from the budget reductions. The results in Areas A and F have to do with changes in property values year over year. Both of these Electoral Areas property values, increased at rates substantially higher (Area A – overall 7.4%, Area F- overall 6.2%) than elsewhere in the region. This results in some of the requisition dollars shifting among participants. Appendix B-3 is provided to show the revised impact of the 2010 budget for Electoral Area properties at varying assessed values. Increases are higher in District 69 primarily due to financing upgrades at the Ravensong Aquatic Center and increasing support to Victim Services.

Appendix C

This schedule shows the overall financial plan summary. Total tax revenues are forecast at \$45 million dollars by 2014. This represents an overall increase of about 8% in each year of the plan (consistent with the prior plan).

Appendices D through D-4

These schedules list the projected tax revenues for each service provided by the Regional District between 2010 to 2014.

Appendix D – Corporate Services

The Corporate Services division oversees general government administration, E911 services and fire/rescue services.

The General Administration service tax requisition is projected to increase approximately \$30,000 annually. The main driver for General Administration is maintaining regular replacement and upgrades of

central computer equipment including continuing to set aside reserves for the replacement of the main financial software. The 2010 to 2014 capital plan totals just over \$1,000,000.

Fire/Rescue Services: Volunteer fire/rescue department requisitions reflect individual needs for capital replacements over the five year horizon. Major building upgrades are anticipated in each operating department with the exception of the Errington Fire Department, whose buildings will likely be addressed beyond this five year horizon. Attention is currently focused developing a plan and timeframe for the reconstruction of the Bow Horn Bay (Area H), Dashwood (Area G/H) and Coombs Hilliers (Area F). At this time, the plan reflects a three year timeframe for those projects, each with preliminary budget estimates of \$3,000,000. The timeframe and costs will however, depend on Board and public support of final designs. Staff estimates that tax support for those budgets would need to increase by about 25% in each of the next three years to accommodate new debt. The Nanoose Bay Fire Department tax requisition has been increased over 2009 and 2010 in anticipation of its upgrades and so the requisition for that department falls in 2011 as new financing costs will have been built into the annual budget. None of these projects have received public approval – however, the budget forecasts are attempting to build in the debt servicing capacity to reduce the impact in later years.

The Electoral Areas Administrative service has changed considerably since 2009. Commencing in 2010 building policy and advice administrative costs will be paid for through this electoral area service which covers the publication of electoral area newsletters, electoral area director remuneration allowances, local government elections and memberships and travel for electoral area directors with respect to the Union of BC Municipalities, Federation of Canadian Municipalities and Association of Vancouver Island Coastal Communities. Revenues from building permit fees will offset a portion of the building and policy advice costs, subject to building activity volumes.

Appendix D-1 – Development Services

The major operating budgets under Development Services are Building Inspection, Community Planning, Regional Growth Management and Emergency Planning. Community Planning, Regional Growth Management and Emergency Planning are almost entirely supported by property taxes.

The Community Planning and Regional Growth Management Services requisitions reflect a decreasing accumulated surplus position which has been supporting the tax requisition for some time. There are no staff positions or other program changes projected up to 2014 at this time.

The Emergency Planning service projects annual increases of about 5% at this time. The plan includes the purchase and installation of two further emergency generators at reception centers (2012 and 2014). Should grants become available it may be possible to make those purchases earlier. The plan also includes establishing a small reserve fund to provide financial support for post recovery expenses. This reserve will have an initial \$5,000 contribution in 2010, with further funds available once the generator installations are complete.

The direct costs of Building Inspection services will, beginning in 2010, be entirely funded by permit revenues. Administrative costs related to building policy and advice will as noted above, be assessed through the Electoral Area Administrative Service. There continue to be risks to the forecast for permit fee revenues, although early signs in 2010 are encouraging.

Appendix D-2 – Recreation & Parks Services

Ravensong Aquatic Centre: The two years, 2010 and 2011 have large projected increases for the Ravensong Aquatic Centre. These requisitions reflect funds to undertake major building repairs and the impact of accommodating a repayment of reserve funds borrowed from the Southern Community Wastewater Treatment service. Commencing in 2012 the annual increases fall to between 3.0% to 3.5%.

Oceanside Place projects 4.5% annual changes to its requisition. Although this is one of the Regional District's newest facilities, the capital replacement and maintenance program is increasing as a consequence of aging. The facility is highly mechanized and late in December a hot water boiler and a dehumidifier wheel failed at the end of their useful lives. The cost to replace that equipment was \$28,000. The capital plan for Oceanside Place totals about \$400,000 up to 2014, contributions to a capital replacement reserve are projected to total \$206,000 by 2014 and the operating budget is projecting modest annual surpluses of about \$30,000 to address potential unforeseen equipment malfunctions.

The Northern Community Recreation service, projects 4.5% to 4.7% annual increments which maintains an almost balanced budget. Direct program costs (instructors, supplies, building rentals) are recovered through user fees, with adult programs having higher cost recoveries and children/youth programs having lower recovery targets as established by the D69 Recreation Commission. The tax requisition for this service supports the overall administration of the service, including producing the program guide, financial assistance to low income families, grants for new program development, contract services and staff who oversee delivery of recreation services in District 69.

The Sportsfield Agreement requisition increases in 2010 to undertake usage surveys to determine cost sharing and then falls to a projected 2.5% annual increase.

Regional Parks Operations – The requisition for operations is shown as declining in 2011 reflecting removing one time costs for the development of trail approaches along the Lighthouse Country Trail. The 2010 budget includes \$62,500 in additional taxes for this project with a further \$62,500 provided by a grant from the Island Coastal Economic Trust. Following 2011, the tax requisition increases by 4% annually to account for required annual maintenance as well as continued park and trail development for existing regional parks and in anticipation of new park acquisitions.

The Regional Parks – Capital requisition is the amount of parcel taxes projected to be raised by a levy of \$10 per property in the Regional District. The requisition will fall in 2011 as the final retroactive adjustment for the Electoral Areas and Lantzville is removed. The plan forecasts revenues from 100 new properties per year.

Appendix D-3 – Regional & Community Utilities

Regional & Community Utilities manages services as diverse as wastewater treatment facilities, water and sewer utility systems and streetlighting.

Wastewater Services:

The Nanaimo and French Creek wastewater treatment plants will each undergo significant capital improvements over the next five years, culminating in expansions and upgrades to secondary treatment (Nanaimo). The capital plans for both these locations total over \$170 million dollars. Development Cost Charges in the estimated amount of \$30 million will support the capital plan, with the remainder funded by other capital reserves (\$33 million), operations (\$35 million) and borrowing (\$72 million). Once both plants are upgraded and expanded, operating costs will also increase. By authorizing regular increases to

the requisitions for these two plants the impact of new debt and operating costs has been made more manageable. The property tax requisitions are projected to rise between 5% to 6% annually.

While most residents with community sewer are connected to the Northern and Southern treatment plants, a smaller treatment plant serves property owners in the Fairwinds area. This plant must also be upgraded to secondary treatment. A review of that capital program will be completed later this year and its results will be reflected in the next plan to be adopted in 2011.

Water Services:

The focus of water services is water quality and security of supply. Well sequencing was proposed for the Nanoose Bay peninsula to improve water quality. That project was recently completed and staff are continuously monitoring the results. Water treatment of Nanoose Bay peninsula wells is part of the overall strategy for developing the bulk water service. While no costs are currently reflected for water treatment in this financial plan, efforts are underway to review the options with the community. The capital plan for this water system includes continued well redevelopment work. Property tax revenues and user fees will rise at 6.9% and 2% annually, respectively.

There are four water service areas in Electoral Area G – San Pareil (288 properties), French Creek (241 properties), Surfside (39 properties) and Englishman River (156 properties). Property tax revenue increases for these services reflect the individual characteristics of each system. In San Pareil, a new reservoir is likely to be recommended and the 8% annual increases offset new debt financing. In the Surfside system, which is one of the RDN's smallest, the tax revenues are increased to build in some capital reserves. The same reserve fund approach is why the French Creek service budget continues to increase at 4.5% annually. The Englishman River system is quite new, but even at this early stage staff recommend a reserve fund program to reduce the borrowing costs for future replacement of infrastructure. The Englishman River water service will set aside approximately \$69,000 over the life of this plan.

The local water supply and distribution systems on the Nanoose Bay Peninsula and in the French Creek area continue to be developed, maintained and monitored in conjunction with the Arrowsmith Water Service, a joint venture between the Regional District, the City of Parksville and the Town of Qualicum Beach. A review of sites for intake of water from the Englishman River is underway and should be complete by early 2011. The construction of a permanent water intake/treatment location for the overall delivery of bulk water to local distribution lines is a key component of the future water supply in these areas. At this time, the financial plans for both bulk water service areas do not include the costs of a water intake/treatment plant.

Appendix D-4 – Transportation & Solid Waste Management

Transportation Services:

As outlined in previous reports, property taxes supporting public transit will increase in tandem with planned expansions in each year of the five year forecast. The current Transit Business Plan has a ten year horizon with the ambitious goal of doubling transit ridership over that period. While the plan includes the expansions outlined in the business plan, the actual expansions are dependant on partnership funding from BC Transit.

Solid Waste Management:

The Solid Waste Management service is almost entirely funded by disposal fees generated at the regional landfill and transfer station locations. The service generates approximately \$8 million annually from disposal fees.

The management of landfills and transfer stations is an increasingly complex operation. The Regional District has an agreement with a private enterprise to use methane gas from the landfill as a source of electricity. One turbine engine in the gas recovery facility was recently commissioned and a second could be operational by the end of 2010. The expectation is that with careful management of the landfill gas collection system the Regional District will eventually generate revenues by transferring electricity back to the grid. The longer term plan for the landfill continues to anticipate turning the closed areas into green space as a future public amenity. Most of the capital program for Solid Waste is being financed from internally generated reserves.

ALTERNATIVES:

1. Receive the report on the revised 2010 budget and 2010 to 2014 financial plan and direct staff to prepare the financial plan bylaw on that basis.
2. Recommend further adjustments to the 2010 budget and/or the 2010 to 2014 financial plan and direct staff to prepare the financial plan bylaw on an amended basis.

FINANCIAL IMPLICATIONS:

Alternative 1

As noted above total tax revenues are forecast at \$45 million dollars by 2014. This represents an increase of about 8% annually in each year of the plan, however, as is illustrated in Appendices D through D-4, the level of tax support for each individual service varies widely. In very general terms, staff expects the participation by each member jurisdiction to be similar to the distribution resulting from the 2010 budget.

Alternative 2

Any further amendments must be approved and adopted no later than March 23, 2010 to meet our statutory deadline.

SUMMARY/CONCLUSIONS:

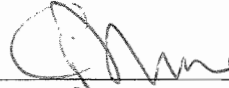
The 2010 budget has been amended where recommended. Two items have been identified for reconsideration – a reduction in the requisition for the Drinking Water & Watershed Protection service of \$66,000 and implementation of the Parks Coordinator position approved in 2009 but deferred to 2010. The remainder of the report outlines the directions of the 2010 to 2014 financial plan. Recommendations with respect to the 2010 budget and financial plan are provided below.

RECOMMENDATIONS:

1. That the Drinking Water & Watershed Protection Service program budget be reduced by \$66,000 to offset implementation of the Parks Coordinator position in 2010.
2. That the Board receive the final report on the 2010 budget as amended and the 2010 to 2014 financial plan and direct staff to prepare the financial plan bylaw on that basis.



Report Writer



C.A.O. Concurrence

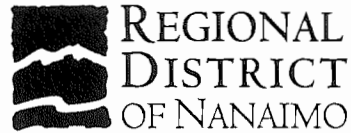
COMMENTS:



2010 BUDGET
ANALYSIS OF CHANGES IN GENERAL PROPERTY TAX REVENUES

	%		
	Change		
General Property Tax Revenues 2009		25,751,319	
Changed service levels			
General Grants in Aid		8,340	10% increase for General (\$4,250)/Top up Community Safety grants in aid
District 69 Community Justice		22,500	Additional for Victim Services
Emergency Planning - EA's		9,265	Reception centers generators plan
Animal Control Area F		30,845	Extra legal expense
Community Parks		39,955	Varies per Electoral Area
Transportation Services		667,506	Annualized September '09/Jan 2010 service expansions
Regional Parks		154,120	Final phased in municipal parcel tax/more parks inventory
	3.6	932,531	
Changes for Other Jurisdictions			
D68 E911		1,606	
D69 E911		26,150	
Southern Community Recreation		8,195	
D69 Sportsfields		15,210	
Vancouver Island Regional Library		51,030	
	0.4	102,191	
Changes within existing service levels			
Ravensong Aquatic Center	1.2%	298,000	
Other increases/decreases	1.8%	457,118	
	2.9	755,118	
General Taxes/ Overall Change	7.0	27,541,159	
Total Annual 2010 Tax Revenues			
Total Annual 2010 Tax Revenues		33,782,235	
Less: Local Service Area/Parcel Taxes		(6,241,076)	
2010 General Taxes		27,541,159	
2009 General Taxes		(25,751,319)	
Change	7.0	1,789,840	

General property taxes are levied to all properties within the Electoral Area.
Local Service Area taxes are paid only by property owners within the boundaries of the specific service area.

**CORPORATE SERVICES**

Corporate Administration
House Numbering
Electoral Areas Only
General Grants In Aid
District 68 Restorative Justice
District 69 Community Justice
Feasibility Studies/Referendums

DEVELOPMENT SERVICES

Electoral Area Community & Long Range Planning
Regional Growth Strategy
Emergency Planning
Emergency Planning - Lantzville contract
District 68 Search & Rescue
Building Inspection

Bylaw Enforcement

Animal Control - Area A, B,C,Lantzville
Animal Control Area E,G,H
Animal Control Area F
Hazardous Properties
Unsanitary Premises
Noise Control

RECREATION & PARKS

Ravensong Aquatic Center
Oceanside Place
District 69 Recreation Coordinating
Gabriola Island Recreation
Area A Recreation & Culture
Port Theater Contribution
Regional Parks- operating
Regional Parks - capital
Community Parks

REGIONAL & COMMUNITY UTILITIES

Southern Wastewater Treatment
Northern Wastewater Treatment
Liquid Waste Management Planning
Drinking Water Protection

TRANSPORTATION & SOLID WASTE SERVICES

Southern Community Transit
Northern Community Transit
Descanso Bay Emergency Wharf
Solid Waste Management & Disposal

GENERAL TAXATION FOR OTHER JURISDICTIONS

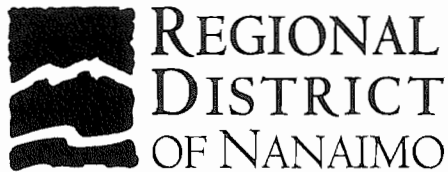
SD 68 Emergency 911
SD69 Emergency 911
Southern Community Recreation
District 69 Sportsfield Agreement
Vancouver Island Regional Library

GENERAL SERVICES PROPERTY TAX REVENUES**LOCAL SERVICE AREA TAXES**

Duke Point Wastewater Treatment
Fire Protection Areas
Streetlighting Service Areas
Stormwater Management
Utility Services

TOTAL PROPERTY TAX REVENUES

	2009 Annual	2010 Proposed	2010 Revised	Change from proposed
CORPORATE SERVICES				
Corporate Administration	700,865	770,910	735,910	(35,000)
House Numbering	21,500	21,500	21,500	0
Electoral Areas Only	170,280	174,795	318,000	143,205
General Grants In Aid	51,020	59,055	59,360	305
District 68 Restorative Justice	5,000	5,000	5,000	0
District 69 Community Justice	55,000	77,500	77,500	0
Feasibility Studies/Referendums	15,615	0	8,375	8,375
	1,019,280	1,108,760	1,225,645	116,885
DEVELOPMENT SERVICES				
Electoral Area Community & Long Range Planning	1,131,465	1,229,610	1,216,965	(12,645)
Regional Growth Strategy	370,140	382,245	351,945	(30,300)
Emergency Planning	185,310	194,575	194,575	0
Emergency Planning - Lantzville contract	21,720	17,000	17,000	0
District 68 Search & Rescue	27,000	27,000	27,000	0
Building Inspection	92,000	150,000		(150,000)
Bylaw Enforcement				
Animal Control - Area A, B,C,Lantzville	52,815	55,190	55,190	0
Animal Control Area E,G,H	72,530	75,430	75,430	0
Animal Control Area F	13,110	34,240	43,955	9,715
Hazardous Properties	3,895	5,820	6,005	185
Unsanitary Premises	5,940	5,740	5,740	0
Noise Control	26,325	30,310	35,310	5,000
	2,002,250	2,207,160	2,029,115	(178,045)
RECREATION & PARKS				
Ravensong Aquatic Center	1,374,470	1,672,470	1,672,470	0
Oceanside Place	1,337,330	1,497,565	1,491,565	(6,000)
District 69 Recreation Coordinating	804,800	824,755	806,655	(18,100)
Gabriola Island Recreation	76,995	82,995	82,995	0
Area A Recreation & Culture	83,385	93,725	93,725	0
Port Theater Contribution	65,160	65,160	65,010	(150)
Regional Parks- operating	721,690	853,140	844,140	(9,000)
Regional Parks - capital	683,779	715,450	715,450	0
Community Parks	661,260	781,330	701,215	(80,115)
	5,808,869	6,586,590	6,473,225	(113,365)
REGIONAL & COMMUNITY UTILITIES				
Southern Wastewater Treatment	4,273,010	4,357,470	4,327,470	(30,000)
Northern Wastewater Treatment	3,582,030	3,725,310	3,692,310	(33,000)
Liquid Waste Management Planning	135,720	150,000	150,000	0
Drinking Water Protection	425,395	425,385	425,385	0
	8,416,155	8,658,165	8,595,165	(63,000)
TRANSPORTATION & SOLID WASTE SERVICES				
Southern Community Transit	4,892,675	5,624,075	5,515,865	(108,211)
Northern Community Transit	644,535	688,520	688,850	330
Descanso Bay Emergency Wharf	5,255	5,360	5,360	0
Solid Waste Management & Disposal	322,305	328,750	328,750	0
	5,864,770	6,646,705	6,538,825	(107,881)
GENERAL TAXATION FOR OTHER JURISDICTIONS				
SD 68 Emergency 911	79,435	81,820	81,820	0
SD69 Emergency 911	503,725	529,875	529,875	0
Southern Community Recreation	933,135	934,270	941,330	7,060
District 69 Sportsfield Agreement	244,370	253,830	259,580	5,750
Vancouver Island Regional Library	1,426,210	1,479,500	1,477,240	(2,260)
	3,186,875	3,279,295	3,289,845	77,445
GENERAL SERVICES PROPERTY TAX REVENUES	26,298,199	28,486,675	28,151,820	(345,406)
	8.3%	8.3%	7.0%	
LOCAL SERVICE AREA TAXES				
Duke Point Wastewater Treatment	129,150	147,230	141,230	(6,000)
Fire Protection Areas	2,308,065	2,546,415	2,546,415	0
Streetlighting Service Areas	65,525	73,155	73,155	0
Stormwater Management	4,500	4,500	9,000	4,500
Utility Services	2,675,015	2,879,785	2,860,615	(19,170)
	5,182,255	5,651,085	5,630,415	(20,670)
TOTAL PROPERTY TAX REVENUES	31,480,454	34,137,760	33,782,235	(366,076)
	8.5%	8.4%	7.3%	
		Total Change		Reduction from Forecast



	2009 Annual	2010 Proposed	2010 Revised	Change from proposed
DETAILS OF GENERAL SERVICES				
PORT THEATER CONTRIBUTION				
Electoral Area A	13,900	13,900	13,900	0
Electoral Area B	13,915	13,915	13,915	0
Electoral Area C(Extension)	13,820	13,820	13,670	(150)
Electoral Area C(E. Wellington)	3,575	3,575	3,575	0
Electoral Area E	19,950	19,950	19,950	0
	65,160	65,160	65,010	(150)
COMMUNITY PARKS				
Electoral Area A	79,800	97,800	92,800	(5,000)
Electoral Area B	137,560	160,060	155,060	(5,000)
Electoral Area C(Extension)	28,705	39,850	32,600	(7,250)
Electoral Area C(E. Wellington)	54,705	77,345	64,845	(12,500)
Electoral Area E	72,060	88,705	70,630	(18,075)
Electoral Area F	90,430	104,140	88,140	(16,000)
Electoral Area G	90,430	90,430	88,140	(2,290)
Electoral Area H	107,570	123,000	109,000	(14,000)
	661,260	781,330	701,215	(80,115)
LOCAL SERVICES TAX REVENUES				
FIRE PROTECTION				
Nanaimo River Fire (Capital)	12,795	17,795	17,795	0
Coombs-Hilliers Fire Volunteer	275,405	304,795	304,795	0
Errington Fire Volunteer	229,125	241,670	241,670	0
Nanoose Bay Fire Volunteer	377,750	474,855	474,855	0
Dashwood Fire Volunteer	318,760	347,800	347,800	0
Meadowood Fire (Capital)	65,000	137,515	137,515	0
Extension Fire Volunteer	120,305	125,915	125,915	0
Bow Horn Bay Volunteer	180,800	192,305	192,305	0
Cassidy Waterloo Fire Contract	234,000	165,080	165,080	0
Wellington Fire Contract	48,465	55,480	55,480	0
Parkville (Local) Fire Contract	108,775	114,215	114,215	0
French Creek Fire Contract	336,885	368,990	368,990	0
	2,308,065	2,546,415	2,546,415	0
STREETLIGHTING				
Rural Areas Streetlighting	13,235	14,280	14,280	0
Fairwinds Streetlighting	15,985	21,385	21,385	0
French Creek Village Streetlighting	5,065	5,120	5,120	0
Highway Intersections Streetlighting (French Creek)	2,240	2,940	2,940	0
Morningstar Streetlighting	11,390	11,620	11,620	0
Sandpiper Streetlighting	9,935	10,135	10,135	0
Hwy # 4 (Area F)	2,675	2,675	2,675	0
Englishman River Community	5,000	5,000	5,000	0
	65,525	73,155	73,155	0
NOISE CONTROL				
Noise Control Area A	4,255	4,385	4,385	0
Noise Control Area B	4,325	4,975	4,975	0
Noise Control Area C	7,810	7,890	7,890	0
Noise Control Area E	3,695	4,635	4,635	0
Noise Control Area G	6,240	8,425	13,425	5,000
	26,325	30,310	35,310	895
UTILITIES				
Englishman River Community Stormwater	4,500	4,500	4,500	0
Cedar Sewer Stormwater			4,500	4,500
	4,500	4,500	9,000	4,500



UTILITY SERVICES

WATER UTILITIES

Nanoose Peninsula
 Nanoose
 Driftwood
 Surfside
 French Creek
 Englishman River Community
 San Pareil Water
 Melrose Place
 Decourcey Water
 Nanoose Bulk Water
 French Creek Bulk Water

SEWAGE COLLECTION UTILITIES

French Creek
 Fairwinds
 Surfside Sewer
 Pacific Shores
 Barelay Crescent
 Cedar Sewer Services

TOTAL UTILITY PARCEL TAX REVENUES

	2009 Annual	2010		Change from proposed	Projected Parcel Tax Rates		
		Proposed	2010 Revised		2009 Projected	2010 Change	
	604,650	640,115	620,320	-19,795	246	253	\$7
	0	0	0	0	0	0	\$0
	7,990	7,990	7,990	0	571	571	\$0
	10,270	11,730	11,415	-315	263	293	\$30
	50,925	53,980	52,230	-1,750	214	219	\$5
	36,945	38,240	37,090	-1,150	237	238	\$1
	102,795	107,365	105,245	-2,120	357	365	\$8
	17,170	18,485	18,280	-205	613	653	\$40
	6,390	7,515	7,480	-35	1,278	1,496	\$218
	580,165	609,170	609,170	0	236	248	\$12
	240,940	248,170	248,170	0	121	125	\$4
	1,658,240	1,742,760	1,717,390	-25,370			
	371,470	387,615	383,830	-3,785	217	224	\$7
	391,785	433,935	431,200	-2,735	499	549	\$50
	17,975	18,410	18,365	-45	899	918	\$19
	44,705	53,290	53,015	-275	358	424	\$66
	93,955	116,360	115,830	-530	486/82	574/180	\$88
	96,885	127,415	140,985	13,570	varies	varies	N/A
	1,016,775	1,137,025	1,143,225	6,200			
	2,675,015	2,879,785	2,860,615	-19,170			

**2010 BUDGET
SUMMARY OF REQUISITION PARTICIPATION BY MEMBER**



	2009 Final		2010 Revised		Revised Change from 2009 including 2010 assessments		Initial Change from 2009 with 2009 assessments		Changed Service Levels with Budget Reductions	Other Jurisdictions	Existing Service Levels with Budget Reductions
City Of Nanaimo Regional Parks Parcel Tax	10,591,666 \$10.00	11,322,294 \$10.00	730,628 6.9%	895,549 8.5%	\$ 651,859 6.2%	- 0.0%	\$ 78,769 0.7%				
District of Lantzville Regional Parks Parcel Tax Regional Parks Parcel Tax(retro)	534,547 \$7.50 \$2.25	564,680 \$10.00 \$2.25	30,133 5.6%	37,655 7.0%	\$ 26,681 5.0%	320 0.1%	\$ 3,132 0.6%				
City Of Parksville Regional Parks Parcel Tax Community Justice Parcel Tax	3,454,442 \$7.50 \$2.32	3,551,796 \$10.00 \$2.32	97,354 2.8%	135,742 3.9%	\$ 52,793 1.5%	5,801 0.2%	\$ 38,760 1.1%				
Town of Qualicum Beach Regional Parks/Community Justice Parcel Tax Community Justice Parcel Tax	2,317,102 \$7.50 \$2.32	2,634,548 \$10.00 \$2.32	317,446 13.7%	332,396 14.3%	\$ 49,573 2.1%	5,884 0.3%	\$ 261,989 11.3%				

**2010 BUDGET
SUMMARY OF REQUISITION PARTICIPATION BY MEMBER**



	2009 Final		2010 Revised		Revised Change from 2009 including 2010 assessments		Initial Change from 2009 with 2009 assessments		Changed Service Levels with Budget Reductions		Other Jurisdictions		Existing Service Levels with Budget Reductions	
Electoral Area A														
Tax cost per \$100,000	1,237,809		1,339,287		101,478	8.2%	86,131	7.0%	\$ 33,895	2.7%	\$ 18,730	1.5%	\$ 48,853	3.9%
Regional Parks Parcel Tax	\$105.36		\$106.20											
Drinking Water Protection	\$20.32		\$20.32											
	\$137.90		\$138.74											
	\$26.21		\$0.84											
Electoral Area B														
Tax cost per \$100,000	848,069		888,309		40,240	4.7%	55,882	6.6%	\$ 21,497	2.5%	\$ 5,843	0.7%	\$ 12,900	1.5%
Regional Parks Parcel Tax	\$58.57		\$62.91											
Drinking Water Protection	\$12.22		\$12.22											
	\$20.32		\$20.32											
	\$91.11		\$95.45											
	\$24.04		\$4.34											
Electoral Area C														
Tax cost per \$100,000 (Excluding Transit)	780,793		841,050		60,257	7.7%	78,554	10.1%	\$ 30,300	3.9%	\$ 8,437	1.1%	\$ 21,520	2.8%
Regional Parks Parcel Tax	\$75.32		\$76.16											
Drinking Water Protection	\$12.22		\$12.22											
	\$20.32		\$20.32											
	\$107.86		\$108.70											
	\$25.77		\$0.84											

**2010 BUDGET
SUMMARY OF REQUISITION PARTICIPATION BY MEMBER**

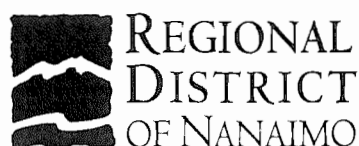


	2009 Final	2010 Revised	Revised Change from 2009 including 2010 assessments	Initial Change from 2009 with 2009 assessments	Changed Service Levels with Budget Reductions	Other Jurisdictions	Existing Service Levels with Budget Reductions
Electoral Area E	1,659,067	1,706,534	47,467 2.9%	114,257 6.9%	\$ 7,878 0.5%	\$ 12,587 0.8%	\$ 27,002 1.6%
Tax cost per \$100,000	\$86.50	\$89.95					
Regional Parks Parcel Tax	\$12.22	\$12.22					
Community Justice Parcel Tax	\$2.32	\$3.27					
Drinking Water Protection	\$20.32	\$20.32					
	\$121.36	\$125.76					
	\$23.51	\$4.40					
Electoral Area F	1,364,838	1,563,438	198,600 14.6%	138,188 10.1%	\$ 41,915 3.1%	\$ 24,048 1.8%	\$ 132,637 9.7%
Tax cost per \$100,000	\$107.28	\$116.92					
Regional Parks Parcel Tax	\$12.22	\$12.22					
Community Justice Parcel Tax	\$2.32	\$3.27					
Drinking Water Protection	\$20.32	\$20.32					
	\$142.14	\$152.73					
	\$24.28	\$10.59					
Electoral Area G	1,830,783	1,920,977	90,194 4.9%	139,173 7.6%	\$ 8,553 0.5%	\$ 13,905 0.8%	\$ 67,736 3.7%
Tax cost per \$100,000	\$114.93	\$123.20					
Regional Parks Parcel Tax	\$12.22	\$12.22					
Community Justice Parcel Tax	\$2.32	\$3.27					
Drinking Water Protection	\$20.32	\$20.32					
	\$149.79	\$159.01					
	\$25.74	\$9.22					
Electoral Area H	1,132,203	1,208,246	76,043 6.7%	100,448 8.9%	\$ 7,587 0.7%	\$ 6,636 0.6%	\$ 61,820 5.5%
Tax cost per \$100,000	\$101.57	\$110.62					
Regional Parks Parcel Tax	\$12.22	\$12.22					
Community Justice Parcel Tax	\$2.32	\$3.27					
Drinking Water Protection	\$20.32	\$20.32					
	\$136.43	\$146.43					
	\$21.92	\$10.00					
General Services	25,751,319	27,541,159					
Percent change	8.4%	7.0%					
Local Services	5,729,135	6,241,076					
Percent change	8.9%	8.9%					
Total Tax Revenues	31,480,454	33,782,235			\$ 932,531 3.6%	\$ 102,191 0.4%	\$ 755,118 2.9%
Overall change	8.5%	7.3%					



**2010 BUDGET
ELECTORAL AREAS ESTIMATED PROPERTY TAX
CHANGE**

	Area A Cedar Yellowpoint Cassidy	Area B Gabriola Mudge Decourcey Islands	Area C Extension E.Wellington Pleasant Valley	Area E Nanoose Bay	Area F Coombs Hilliers Errington	Area G French Creek San Pareil Surfside	Area H Bowser Deep Bay
General Property Tax							
2009	\$ 105	\$ 59	\$ 75	\$ 86	\$ 107	\$ 115	\$ 101
2010	\$ 106	\$ 63	\$ 76	\$ 90	\$ 117	\$ 123	\$ 111
Change per \$100,000	\$ 1	\$ 4	\$ 1	\$ 4	\$ 10	\$ 8	\$ 10
Percent Change	1.0%	6.8%	1.3%	4.7%	9.3%	7.0%	9.9%
General Parcel Taxes							
2009	\$ 33	\$ 33	\$ 33	\$ 35	\$ 35	\$ 35	\$ 35
2010	\$ 33	\$ 33	\$ 33	\$ 36	\$ 36	\$ 36	\$ 36
Change per property	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ 1	\$ 1
Percent Change	0.0%	0.0%	0.0%	2.7%	2.7%	2.7%	2.7%
Total Change at \$	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Change at \$	\$ 1	\$ 4	\$ 1	\$ 5	\$ 11	\$ 9	\$ 11
Total Change at \$	\$ 2	\$ 8	\$ 2	\$ 9	\$ 21	\$ 17	\$ 21
Total Change at \$	\$ 3	\$ 12	\$ 3	\$ 13	\$ 31	\$ 25	\$ 31
Total Change at \$	\$ 4	\$ 16	\$ 4	\$ 17	\$ 41	\$ 33	\$ 41



**FINANCIAL PLAN SUMMARY
2010 to 2014 FINANCIAL PLAN**

	2009 Budget	2010 Budget	2011	2012	2013	2014
Revenues						
Property taxes	(27,668,810)	(29,708,416)	(32,409,086)	(34,921,410)	(37,313,111)	(39,763,010)
Parcel taxes	(3,478,120)	(3,779,240)	(3,958,694)	(4,163,538)	(4,379,504)	(4,581,121)
Municipal agreements	(244,370)	(294,580)	(304,920)	(313,465)	(322,220)	(331,193)
	<u>(31,391,300)</u>	<u>(33,782,236)</u>	<u>(36,672,700)</u>	<u>(39,398,413)</u>	<u>(42,014,835)</u>	<u>(44,675,324)</u>
Operating revenues	(1,831,855)	(2,283,385)	(1,761,716)	(1,857,792)	(1,876,675)	(1,905,370)
Interest income	(385,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
Transit fares	(3,597,416)	(3,519,830)	(3,972,029)	(4,126,749)	(4,365,551)	(4,524,206)
Landfill tipping fees	(9,279,750)	(8,154,000)	(8,326,620)	(8,742,951)	(9,180,099)	(9,639,104)
Recreation fees	(497,760)	(332,040)	(431,681)	(440,315)	(449,122)	(460,472)
Recreation facility rentals	(564,785)	(547,450)	(558,399)	(569,567)	(580,958)	(592,577)
Recreation vending sales	(15,500)	(16,240)	(16,240)	(16,240)	(16,240)	(16,240)
Recreation concession	(5,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)
Recreation - other	(296,530)	(365,690)	(373,003)	(380,463)	(388,072)	(395,834)
Utility user fees	(3,495,568)	(4,005,483)	(4,132,203)	(4,273,288)	(4,408,907)	(4,435,353)
Operating grants	(13,414,365)	(10,564,642)	(5,343,069)	(5,276,119)	(5,582,224)	(5,913,217)
Planning grants	(13,500)	(1,934,850)	(1,121,630)	(237,510)	(237,510)	(237,510)
Grants in lieu of taxes	(109,230)	(119,400)	(119,400)	(119,400)	(119,400)	(119,400)
Interdepartmental recoveries	(3,578,220)	(4,011,010)	(3,968,751)	(3,967,471)	(4,040,004)	(4,113,934)
Transfer from reserves	(13,627,928)	(18,666,180)	(1,197,942)	(622,502)	(657,502)	(657,502)
Miscellaneous	(5,613,740)	(5,318,380)	(5,951,480)	(5,642,619)	(5,332,494)	(5,282,494)
Prior year (surplus)/deficit	(11,619,425)	(9,926,280)	(4,360,884)	(3,817,560)	(4,000,072)	(5,097,639)
Total Revenues	<u>(99,361,607)</u>	<u>(103,801,596)</u>	<u>(78,562,247)</u>	<u>(79,743,459)</u>	<u>(83,504,165)</u>	<u>(88,320,676)</u>
Expenditures						
Administration	3,231,838	3,477,317	3,486,528	3,496,336	3,506,243	3,516,250
D68E911	495	1,000	1,000	1,000	1,000	1,000
Community grants	34,005	37,698	34,188	34,188	34,188	34,188
Legislative	345,470	353,145	434,146	345,957	345,957	426,886
Professional fees	2,099,812	2,524,566	1,820,461	1,565,461	1,565,461	1,565,461
Building Ops	2,307,392	2,357,188	2,383,791	2,375,848	2,405,343	2,425,497
Veh & Equip ops	5,869,315	5,599,578	6,060,451	6,375,141	6,695,101	7,019,185
Operating Costs	12,398,470	13,534,200	12,556,957	12,860,062	13,369,453	13,615,329
Program Costs	347,545	429,241	419,427	419,986	420,553	421,129
Wages & Benefits	22,195,670	22,880,451	24,523,956	25,727,056	27,092,983	28,396,060
Transfer to other govt/org	4,970,370	4,925,962	5,148,725	5,297,451	5,435,270	5,620,720
Debt financing	8,353,800	7,878,250	6,369,285	7,085,852	7,733,456	8,806,624
Contributions to reserve funds	4,385,259	4,481,705	6,255,595	6,783,995	7,150,609	7,006,567
Capital	27,338,891	30,967,411	4,313,555	2,339,640	1,361,245	1,732,870
SubTotal	<u>93,902,332</u>	<u>99,447,712</u>	<u>73,808,065</u>	<u>74,707,973</u>	<u>77,116,862</u>	<u>80,587,766</u>
New debt	0	0	938,622	1,037,414	1,291,664	1,433,585
Total expenditures	<u>93,902,332</u>	<u>99,447,712</u>	<u>74,746,687</u>	<u>75,745,387</u>	<u>78,408,526</u>	<u>82,021,351</u>
(Surplus)/deficit	<u>(5,459,275)</u>	<u>(4,353,884)</u>	<u>(3,815,560)</u>	<u>(3,998,072)</u>	<u>(5,095,639)</u>	<u>(6,299,325)</u>



**CORPORATE SERVICES
2010 to 2014 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2009 Budget		2010 Budget		2011		2012		2013		2014	
General Government Administration	\$ (700,865)	10.0%	\$ (735,910)	5.0%	\$ (765,346)	4.0%	\$ (795,960)	4.0%	\$ (827,798)	4.0%	\$ (860,910)	4.0%
Electoral Areas Only - Property Taxes	(170,280)	1.5%	(300,000)	76.2%	(303,000)	1.0%	(375,000)	23.8%	(460,000)	22.7%	(550,000)	19.6%
Electoral Areas Only - Municipal Agreement	(51,020)	6.8%	(18,000)		(21,000)	16.7%	(22,000)	4.8%	(23,000)	4.5%	(24,000)	4.3%
Grants-in-Aid	(15,615)	N/A	(8,375)	16.3%	(59,360)	0.0%	(59,360)	0.0%	(59,360)	0.0%	(59,360)	0.0%
Feasibility Studies				N/A		N/A		N/A		N/A		N/A
D68 E911	(79,435)	1.0%	(81,820)	3.0%	(84,275)	3.0%	(86,803)	3.0%	(89,407)	3.0%	(92,089)	3.0%
D69 E911	(503,725)	4.8%	(529,875)	5.2%	(559,218)	5.5%	(590,179)	5.5%	(609,884)	3.3%	(630,181)	3.3%
D68 Community Justice	(55,001)	0.0%	(77,500)	40.9%	(77,500)	0.0%	(77,500)	0.0%	(77,500)	0.0%	(77,500)	0.0%
D68 Restorative Justice	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%
Fire Protection - Coombs-Hilliers	(275,405)	10.0%	(304,795)	10.7%	(380,994)	25.0%	(476,243)	25.0%	(571,492)	20.0%	(685,790)	20.0%
Fire Protection - Dashwood	(318,760)	3.0%	(347,800)	9.1%	(417,360)	20.0%	(500,832)	20.0%	(575,957)	15.0%	(662,351)	15.0%
Fire Protection - French Creek	(336,885)	9.5%	(388,990)	9.5%	(391,129)	6.0%	(416,552)	6.5%	(443,628)	6.5%	(472,464)	6.5%
Fire Protection - Parksville Local	(108,775)	5.0%	(114,215)	5.0%	(118,784)	4.0%	(123,535)	4.0%	(128,476)	4.0%	(133,615)	4.0%
Fire Protection - Cassidy	(165,890)	-28.8%	(165,080)	-0.5%	(170,080)	3.0%	(175,080)	2.9%	(180,080)	2.9%	(185,080)	2.8%
Fire Protection - Errington	(229,125)	3.0%	(241,670)	5.5%	(253,754)	5.0%	(263,904)	4.0%	(274,460)	4.0%	(285,438)	4.0%
Fire Protection - Extension	(120,305)	3.0%	(125,915)	4.7%	(132,211)	5.0%	(138,822)	5.0%	(145,763)	5.0%	(152,604)	4.2%
Fire Protection - Nanoose Bay	(377,750)	25.7%	(474,855)	25.7%	(512,843)	8.0%	(543,614)	6.0%	(576,231)	6.0%	(610,805)	6.0%
Fire Protection - Wellington	(48,465)	0.0%	(55,480)	14.5%	(57,509)	3.7%	(59,759)	3.9%	(62,098)	3.9%	(64,530)	3.9%
Fire Protection - Bow Horn Bay	(180,800)	5.0%	(192,305)	6.4%	(241,920)	25.8%	(354,016)	45.3%	(476,717)	34.7%	(500,553)	5.0%
Fire Protection - Nanaimo River	(12,795)	39.1%	(17,795)	39.1%	(18,685)	5.0%	(19,619)	5.0%	(20,600)	5.0%	(21,630)	5.0%
Fire Protection - Meadwood	(65,000)		(137,515)	111.6%	(185,226)	34.7%	(185,226)	0.0%	(185,226)	0.0%	(185,226)	0.0%
Subtotal Regional District Services	(3,820,896)		(4,362,255)		(4,755,194)		(5,269,004)		(5,792,677)		(6,312,285)	
Vancouver Island Regional Library	(1,426,210)		(1,477,240)	3.6%	(1,521,557)	3.0%	(1,567,204)	3.0%	(1,614,220)	3.0%	(1,662,647)	3.0%
Total Corporate Services	\$ (5,247,106)		\$ (5,839,495)		\$ (6,276,751)		\$ (6,836,208)		\$ (7,406,897)		\$ (7,974,932)	



**DEVELOPMENT SERVICES
2010 to 2014 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2009 Budget		2010 Budget		2011		2012		2013		2014	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
Building Inspection	(92,000)	31.7%	-	-100.0%	-	-	(1,419,468)	8.0%	(1,533,025)	8.0%	(1,609,676)	5.0%
Community Planning	(1,131,465)	12.0%	(1,216,965)	7.6%	(1,314,322)	8.0%	(451,854)	13.8%	(497,039)	10.0%	(546,743)	10.0%
Regional Growth Strategy	(370,140)	11.0%	(351,945)	-4.9%	(397,140)	12.8%	(21,500)	0.0%	(21,500)	0.0%	(21,500)	0.0%
House Numbering	(21,500)	0.0%	(21,500)	0.0%	(21,500)	0.0%	(21,500)	0.0%	(21,500)	0.0%	(21,500)	0.0%
Emergency Planning - Electoral Areas	(185,310)	5.0%	(194,575)	0.0%	(204,304)	5.0%	(214,519)	5.0%	(225,245)	5.0%	(236,507)	5.0%
Emergency Planning - District of Lantzville	(21,720)	new	(17,000)	#DIV/0!	(17,850)	5.0%	(18,743)	5.0%	(19,680)	5.0%	(20,664)	5.0%
D68 Search & Rescue	(27,000)		(27,000)	0.0%	(27,000)	0.0%	(27,000)	0.0%	(27,000)	0.0%	(27,000)	0.0%
Bylaw Enforcement												
Animal Control - Electoral Areas A,B,C,Lantzville	(52,815)	4.5%	(55,190)	4.5%	(57,950)	5.0%	(60,848)	5.0%	(63,890)	5.0%	(67,085)	5.0%
Animal Control Electoral Areas E,G,H	(72,530)	4.0%	(75,430)	4.0%	(78,447)	4.0%	(81,585)	4.0%	(84,033)	3.0%	(86,554)	3.0%
Animal Control Electoral Area F	(13,110)	3.5%	(43,955)	235.3%	(33,955)	-22.8%	(28,955)	-14.7%	(28,955)	0.0%	(28,955)	0.0%
Hazardous Properties	(3,895)	18.7%	(6,005)	54.2%	(6,725)	12.0%	(7,060)	5.0%	(7,201)	2.0%	(7,345)	2.0%
Unslightly Premises	(5,940)	-3.4%	(5,740)	-3.4%	(5,970)	4.0%	(6,209)	4.0%	(6,457)	4.0%	(6,715)	4.0%
Noise Control A	(4,255)	3.0%	(4,385)	3.1%	(4,824)	10.0%	(5,306)	10.0%	(5,943)	12.0%	(6,656)	12.0%
Noise Control B	(4,325)	3.5%	(4,975)	15.0%	(5,473)	10.0%	(6,020)	10.0%	(6,722)	11.7%	(7,058)	5.0%
Noise Control C	(7,810)	1.0%	(7,890)	1.0%	(7,969)	1.0%	(8,049)	1.0%	(8,129)	1.0%	(8,210)	1.0%
Noise Control D	-		-		-		-		-		-	
Noise Control E	(3,695)	6.5%	(4,635)	25.4%	(5,635)	21.6%	(6,786)	20.4%	(7,329)	8.0%	(7,915)	8.0%
Noise Control F	-		-		-		-		-		-	
Noise Control G	(6,240)	35.0%	(13,425)	115.1%	(10,925)	-18.6%	(11,144)	2.0%	(11,367)	2.0%	(11,594)	2.0%
Noise Control H	-		-		-		-		-		-	
TOTAL	\$ (2,023,750)		\$ (2,050,615)		\$ (2,199,989)		\$ (2,375,046)		\$ (2,553,515)		\$ (2,700,177)	



**RECREATION & PARKS SERVICES
2010 to 2014 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2009 Budget		2010 Budget		2011		2012		2013		2014						
Ravensong Aquatic Center	\$	(1,374,470)	\$	(1,672,470)	21.7%	\$	(2,298,538)	37.4%	\$	(2,379,407)	3.5%	\$	(2,451,149)	3.0%	\$	(2,525,043)	3.0%
Oceanside Place		(1,337,330)		(1,491,565)	11.5%		(1,558,685)	4.5%		(1,628,826)	4.5%		(1,702,123)	4.5%		(1,778,719)	4.5%
Northern Community Recreation		(804,800)		(806,655)	0.2%		(842,954)	4.5%		(882,487)	4.7%		(923,699)	4.7%		(965,265)	4.5%
Northern Community Recreation - Sportsfields		(244,370)		(259,580)	6.2%		(266,070)	2.5%		(272,722)	2.5%		(279,540)	2.5%		(286,529)	2.5%
Gabriola Island Recreation		(76,995)		(82,995)	7.8%		(88,195)	6.3%		(90,695)	2.8%		(93,395)	3.0%		(96,263)	3.1%
Area A Recreation		(83,385)		(93,725)	12.4%		(105,098)	12.1%		(118,608)	12.9%		(133,469)	12.5%		(146,816)	10.0%
Southern Community Recreation		(933,135)		(941,330)	0.9%		(960,714)	2.1%		(983,904)	2.4%		(1,007,666)	2.4%		(1,032,012)	2.4%
Regional Parks - Operations		(721,690)		(844,140)	17.0%		(866,054)	2.6%		(900,696)	4.0%		(936,724)	4.0%		(983,560)	5.0%
Regional Parks - Capital		(683,779)		(715,450)	4.6%		(665,934)	-6.9%		(666,934)	0.2%		(670,032)	0.5%		(673,156)	0.5%
Community Park Area A		(79,800)		(92,800)	16.3%		(102,080)	10.0%		(112,288)	10.0%		(119,025)	6.0%		(124,976)	5.0%
Community Park Area B		(137,560)		(155,060)	12.7%		(162,813)	5.0%		(170,954)	5.0%		(179,502)	5.0%		(188,477)	5.0%
Community Park Area C		(28,705)		(32,600)	13.6%		(48,578)	49.0%		(52,007)	7.1%		(54,607)	5.0%		(57,337)	5.0%
Community Park Area C(Pleasant Valley/E. Wellington)		(54,705)		(64,845)	18.5%		(68,087)	5.0%		(71,491)	5.0%		(75,066)	5.0%		(78,819)	5.0%
Community Park Area E		(72,060)		(70,630)	-2.0%		(74,868)	6.0%		(79,360)	6.0%		(84,122)	6.0%		(89,169)	6.0%
Community Park Area F		(90,430)		(88,140)	-2.5%		(90,784)	3.0%		(93,508)	3.0%		(96,313)	3.0%		(99,202)	3.0%
Community Park Area G		(90,430)		(88,140)	-2.5%		(100,784)	14.3%		(122,808)	21.9%		(179,492)	46.2%		(184,877)	3.0%
Community Park Area H		(107,570)		(109,000)	1.3%		(115,540)	6.0%		(122,472)	6.0%		(129,820)	6.0%		(137,609)	6.0%
Port Theater Area A		(13,900)		(13,900)	0.0%		(13,900)	0.0%		(13,900)	0.0%		(13,900)	0.0%		(13,900)	0.0%
Port Theater Area B		(13,915)		(13,915)	0.0%		(13,915)	0.0%		(13,915)	0.0%		(13,915)	0.0%		(13,915)	0.0%
Port Theater Area C		(13,820)		(13,670)	-1.1%		(13,820)	1.1%		(13,820)	0.0%		(13,820)	0.0%		(13,820)	0.0%
Port Theater Area C(Pleasant Valley/E. Wellington)		(3,575)		(3,575)	0.0%		(3,575)	0.0%		(3,575)	0.0%		(3,575)	0.0%		(3,575)	0.0%
Port Theater Area E		(19,950)		(19,950)	0.0%		(19,950)	0.0%		(19,950)	0.0%		(19,950)	0.0%		(19,950)	0.0%
TOTAL	\$	(6,986,374)	\$	(7,674,135)		\$	(8,480,936)		\$	(8,814,327)		\$	(9,180,904)		\$	(9,512,989)	



**REGIONAL & COMMUNITY UTILITIES
2010 to 2014 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2009 Budget		2010 Budget		2011		2012		2013		2014	
Wastewater - Northern	\$ (3,582,030)	4.0%	(3,692,310)	3.1%	(3,876,926)	5.0%	(4,070,772)	5.0%	(4,315,018)	6.0%	(4,573,919)	6.0%
Wastewater - Southern	(4,273,010)	3.5%	(4,327,470)	1.3%	(4,522,206)	4.5%	(4,748,316)	5.0%	(4,985,732)	5.0%	(5,259,947)	5.5%
Wastewater - Fairwinds(Nanoose)	(384,960)	7.0%	(425,905)	10.6%	(468,496)	10.0%	(515,346)	10.0%	(566,881)	10.0%	(623,569)	10.0%
Duke Point Wastewater	(129,150)	14.0%	(141,230)	9.4%	(162,415)	15.0%	(186,777)	15.0%	(205,455)	10.0%	(226,001)	10.0%
Liquid Waste Management Planning	(135,720)	10.5%	(150,000)	10.5%	(151,500)	1.0%	(153,015)	1.0%	(154,545)	1.0%	(156,090)	1.0%
Water - Nanoose Peninsula	(604,650)	10.0%	(620,320)	2.6%	(663,122)	6.9%	(708,877)	6.9%	(757,790)	6.9%	(803,257)	6.0%
Water - Driftwood	(7,990)	0.0%	(7,990)	0.0%	(7,990)	0.0%	(7,990)	0.0%	(7,990)	0.0%	(7,990)	0.0%
Water - San Pareil	(102,795)	2.5%	(105,245)	2.4%	(113,665)	8.0%	(122,758)	8.0%	(132,579)	8.0%	(143,185)	8.0%
Water - French Creek	(50,925)	6.0%	(52,230)	2.6%	(54,580)	4.5%	(57,036)	4.5%	(59,603)	4.5%	(62,285)	4.5%
Water- Englishman River	(36,945)	3.5%	(37,090)	0.4%	(38,759)	4.5%	(40,503)	4.5%	(42,528)	5.0%	(44,654)	5.0%
Water - Surfside	(10,270)	4.5%	(11,415)	11.1%	(12,986)	13.8%	(14,285)	10.0%	(15,714)	10.0%	(17,285)	10.0%
Water - Decourcy	(6,390)	17.7%	(7,480)	17.1%	(7,630)	2.0%	(7,783)	2.0%	(7,939)	2.0%	(8,098)	2.0%
Water - Melrose Place	(17,170)	7.7%	(18,280)	6.5%	(19,742)	8.0%	(21,321)	8.0%	(23,027)	8.0%	(24,869)	8.0%
Drinking Water Protection	(384,960)	21.3%	(425,385)	10.5%	(439,810)	3.4%	(460,745)	4.8%	(481,675)	4.5%	(481,675)	0.0%
Water - French Creek Bulk Water	(240,940)	3.0%	(248,170)	3.0%	(255,615)	3.0%	(263,283)	3.0%	(271,181)	3.0%	(279,316)	3.0%
Water - Nanoose Bay Bulk Water	(580,165)	5.0%	(609,170)	5.0%	(645,720)	6.0%	(684,463)	6.0%	(725,531)	6.0%	(769,063)	6.0%
Sewer- French Creek	(371,470)	4.3%	(383,830)	3.3%	(399,183)	4.0%	(415,150)	4.0%	(431,756)	4.0%	(449,026)	4.0%
Sewer - Fairwinds(Collector)	(6,825)	3.0%	(5,295)	-22.4%	(6,619)	25.0%	(8,274)	25.0%	(10,343)	25.0%	(12,929)	25.0%
Sewer - Pacific Shores	(44,705)	19.2%	(53,015)	18.6%	(54,605)	3.0%	(56,243)	3.0%	(57,930)	3.0%	(59,668)	3.0%
Sewer- Surfside	(17,975)	16.3%	(18,365)	2.2%	(19,008)	3.5%	(19,673)	3.5%	(20,362)	3.5%	(21,075)	3.5%
Sewer - Barclay Crescent	(93,955)	22.8%	(115,830)	23.3%	(138,363)	19.5%	(139,747)	1.0%	(142,542)	2.0%	(145,393)	2.0%
Sewer - Cedar Sewer Capital Financing	(96,885)		(115,985)	19.7%	(92,312)	-20.4%	(92,312)	0.0%	(92,312)	0.0%	(92,312)	0.0%
Sewer - Cedar Sewer Collection	-		(25,000)	new	(26,000)		(32,760)		(34,234)		(35,261)	
Stormwater - Englishman River	(4,500)	0.0%	(4,500)	0.0%	(4,590)	2.0%	(4,682)	2.0%	(4,776)	2.0%	(4,872)	2.0%
Stormwater - Cedar Estates	-	#DIV/0!	(4,500)	#DIV/0!	(4,527)	0.6%	(4,561)	0.8%	(4,596)	0.8%	(4,638)	0.9%
Streetlighting - Fairwinds	(15,985)	49.4%	(21,385)	33.8%	(21,920)	2.5%	(22,468)	2.5%	(23,030)	2.5%	(23,721)	3.0%
Streetlighting - Fr. Cr. Village	(5,065)	1.0%	(5,120)	1.1%	(5,325)	4.0%	(5,485)	3.0%	(5,650)	3.0%	(5,825)	3.0%
Streetlighting - Morningstar	(11,390)	2.0%	(11,620)	2.0%	(13,201)	13.6%	(14,881)	12.6%	(15,604)	5.0%	(16,384)	5.0%
Streetlighting - Sandpiper	(9,935)	2.0%	(10,135)	2.0%	(10,338)	2.0%	(10,545)	0.0%	(10,755)	0.0%	(10,965)	0.0%
Streetlighting - Englishman River	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%
Streetlighting - Highway Intersections	(2,240)	31.3%	(2,940)	31.3%	(3,640)	23.8%	(3,676)	1.0%	(3,713)	1.0%	(3,750)	1.0%
Streetlighting - Rural Areas	(13,235)	7.9%	(14,280)	7.9%	(16,337)	14.4%	(17,317)	6.0%	(18,356)	6.0%	(19,457)	6.0%
Streetlighting - Highway #4	(2,675)	0.0%	(2,675)	0.0%	(2,675)	0.0%	(2,675)	0.0%	(2,675)	0.0%	(2,675)	0.0%
	\$ (11,249,910)		\$ (11,679,165)		\$ (12,264,805)		\$ (12,918,659)		\$ (13,636,612)		\$ (14,393,559)	



**TRANSPORTATION & SOLID WASTE MANAGEMENT
2010 to 2014 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2009 Budget	2010 Budget	2011	2012	2013	2014
Southern Community Transit	\$ (4,892,675)	\$ (5,515,865)	\$ (6,343,245)	\$ (7,294,732)	\$ (8,024,205)	\$ (8,826,626)
D69 Transit	(644,535)	(688,851)	(760,182)	(805,793)	(854,141)	(905,389)
Gabriola Emergency Wharf	(5,255)	(5,360)	(5,467)	(5,576)	(5,688)	(5,802)
Solid Waste Management	(322,305)	(328,750)	(335,325)	(342,032)	(348,873)	(355,850)
	\$ (5,864,770)	\$ (6,538,826)	\$ (7,444,219)	\$ (8,448,133)	\$ (9,232,907)	\$ (10,093,667)
			11.5%	13.8%	13.5%	9.3%
			17.0%	15.0%	15.0%	10.0%
			14.0%	10.4%	6.0%	6.0%
			2.0%	2.0%	2.0%	2.0%
			2.0%	2.0%	2.0%	2.0%