

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, JULY 12, 2011

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 4 **Konrad Mauch, Gabriola Health Care Foundation**, re the Community Health and Urgent Care Clinic Project.

MINUTES

- 5 - 13 Minutes of the regular Committee of the Whole meeting held June 14, 2011.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

FINANCE AND INFORMATION SERVICES

FINANCE

- 14 - 16 Bylaw No. 1641 – Alberni Clayoquot Regional District – 2012 Permissive Tax Exemption.

- 17 - 23 Bylaws No. 1642, 1643, 1644, 1645 – Reserve Fund Establishment Bylaws.

FIRE DEPARTMENTS

- 24 - 25 BC Ambulance Service – Request for Temporary Vehicle Shelter Extension.

- 26 - 27 Request for Approval for Bow Horn Bay Volunteer Fire Department to Purchase Rescue Vehicle from Nanoose Bay Volunteer Fire Department.

DEVELOPMENT SERVICES

PLANNING

- 28 - 47 Electoral Area ‘A’ Cedar Main Street Design Project – Terms of Reference.

REGIONAL AND COMMUNITY UTILITIES

WATER

48 - 50 Proposed Rainwater Harvesting Incentive Pilot Program.

TRANSPORTATION AND SOLID WASTE SERVICES

TRANSIT

Highway 19A Speed Limit. (Report to be circulated)

SOLID WASTE

COMMISSION, ADVISORY & SELECT COMMITTEE

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

51 - 53 Minutes from the meeting of the Electoral Area 'H' Parks and Open Space Advisory Committee held May 25, 2011. (for information)

1. *That staff be directed to prepare a report on Dunsmuir Community Park summarizing issues and identifying options to improve the park.*
2. *That the Qualicum Bay Lions Club Grant-In-Aid application in the amount of \$6,739.23, for painting of the Lion's Recreation Centre, be approved and funded by the Electoral Area 'H' Community Parks Function Budget.*

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

54 - 55 Minutes from the meeting of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee held June 13, 2011. (for information)

Drinking Water Watershed Protection Advisory Committee.

56 - 60 Minutes from the meeting of the Drinking Water Watershed Protection Advisory Committee meeting held June 22, 2011. (for information)

Arrowsmith Water Service Management Board.

61 - 64 Minutes from the meeting of the Arrowsmith Water Service Management Board meeting held June 23, 2011. (for information)

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

Burgoyne, Linda

From: Pearse, Maureen
Sent: Monday, July 04, 2011 11:33 AM
To: Burgoyne, Linda
Subject: FW: Delegation request for July 12 RDN Committee of the Whole Meeting

From: Konrad Mauch [mailto:konrad.mauch@gmail.com]
Sent: Monday, July 04, 2011 11:21 AM
To: Pearse, Maureen
Cc: Gisele Rudischer; Brenda Fowler; John Campbell
Subject: Delegation request for July 12 RDN Committee of the Whole Meeting

Dear Maureen,

Gisele Rudischer suggested I contact you to request a spot at the upcoming meeting on behalf of the Gabriola Health Care Foundation. We plan a short presentation informing the Board of the Community Health and Urgent Care Clinic that the Foundation is about to begin building on Gabriola Island. We are requesting that the RDN waive a portion of the building permit fees to support this community funded, non-profit project.

Best regards,

Konrad Mauch
Director - Gabriola Health Care Foundation
250 247 9577

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, JUNE 14, 2011 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 M. Lefebvre	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Alternate	
Director T. Greves	City of Nanaimo
Director J. Ruttan	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director M. Unger	City of Nanaimo

Also in Attendance:

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

CALL TO ORDER

Chairperson welcomed Alternate Director Ted Greves to the meeting.

DELEGATIONS

Sandy Ferguson and Paul Liddy, re Expansion of the Nanaimo Bioenergy Centre.

Ms. Ferguson and Mr. Liddy provided a verbal and visual overview of the expansion to the Nanaimo Bioenergy Centre.

LATE DELEGATIONS

MOVED Director Bartram, SECONDED Director Burnett, that one late delegation be permitted to address the Committee.

CARRIED

Stephen Adams, re Zoning Land Use Issues on Properties Located in Electoral Area 'F'.

Mr. Adams withdrew his request to speak at this time.

MINUTES

MOVED Director Holme, SECONDED Director Bartram, that the minutes of the regular Committee of the Whole meeting held May 10, 2011 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

J. A. Ferrero, re People with Disabilities.

MOVED Director Holme, SECONDED Director Bestwick, that the correspondence from J.A. Ferrero be received.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Use of Development Cost Charges in 2010.

MOVED Director Burnett, SECONDED Director Ruttan, that the report on Development Cost Charges provided under Section 937.01 be received for information.

CARRIED

Bylaws No. 1078.07 and 1317.03 - Board Remuneration Review and Recommendations.

MOVED Director Burnett, SECONDED Director Holme, that the recommendations of the Board Remuneration Committee be approved.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.07, 2011" be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.07, 2011" be adopted.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that "Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317.03, 2011" be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that "Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317.03, 2011" be adopted.

CARRIED

Central Island 911 Service Update.

MOVED Director Sherry, SECONDED Director Unger, that the report be received for information.

CARRIED

Bylaw No. 1611 - Renewal of Central Island 911 Partnership Agreement and 911 Call Answer Levy.

MOVED Director Sherry, SECONDED Director Ruttan, that the Parties support the Guiding Principle to work together to provide 911 Service in each of their respective jurisdictions with the eventual goal of the Parties to fund 911 Service entirely through a call answer - levy (CAL) placed on all telephone subscribers within the service areas.

CARRIED

MOVED Director Sherry, SECONDED Director Ruttan, that until such time as the CAL is sufficient to provide all funding necessary for the 911 Service, that any shortfall will be made up by the Parties on the basis of population in accordance with Schedule 'A' of the "911 Partnership Agreement".

CARRIED

MOVED Director Sherry, SECONDED Director Ruttan, that the "911 Partnership Agreement" between the Regional District of Nanaimo, the Cowichan Valley Regional District and the City of Nanaimo be approved for a period of five years expiring on December 31, 2015.

CARRIED

MOVED Director Sherry, SECONDED Director Ruttan, that "911 Call Answer Levy Bylaw No. 1611, 2011" be introduced and read three times.

CARRIED

MOVED Director Sherry, SECONDED Director Ruttan, that "911 Call Answer Levy Bylaw No. 1611, 2011" be adopted.

CARRIED

Fire Departments Authority to Respond to Emergencies Outside Fire Protection Boundaries.

MOVED Director Holme, SECONDED Director Bartram, that the Extension, Dashwood, Nanoose Bay, Errington and Coombs Hilliers Volunteer Fire Departments be authorized to deploy fire-fighting resources outside their statutory boundaries for the 2011 fire season as outlined in this report.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that the Errington Volunteer Fire Department be authorized to provide assistance to the BC Ambulance service for cross country and downhill cyclist rescue responses in Blocks 380, 469, 468 and 36 of the Nanoose district, and that the Errington Volunteer Fire Department be authorized to lend their air/lighting pod to the Port Alberni fire department in the case of a tsunami event localized to the Port Alberni area

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Building Inspection – Contaminated Building Remediation Policy.

MOVED Director Bartram, SECONDED Director Kipp, that the Board policy entitled "Building Inspection Procedure for the Remediation of Contaminated Buildings" be adopted as outlined in Schedule No. 1.

CARRIED

Building Inspection – Building Bylaw Contravention – 3106 Northwest Bay Road – Area ‘E’.

MOVED Director Holme, SECONDED Director Kipp, that staff be directed to register a Notice of Bylaw Contravention on the title of the subject property legally described as Lot 2, District Lot 30-A, Plan 3074, Nanoose District, pursuant to Section 57 of the Community Charter.

CARRIED

Bylaw Enforcement – Zoning and Building Bylaw Contraventions – 146 Kinkade Road – Area ‘G’.

MOVED Director Bartram, SECONDED Director Sherry, that staff be directed to register a Notice of Bylaw Contravention on title pursuant to Section 57 Community Charter and that legal action be taken if necessary to ensure that Lots 1, 2 & 3, District Lot 9, Plan 21816, Newcastle Land District, are in compliance with "Regional District of Nanaimo Building Regulations Bylaw No. 1250, 2010 and Regional District of Nanaimo Land Use and Subdivision Bylaw 500, 1987."

CARRIED

PLANNING

Bylaw No. 1615 – Regional District of Nanaimo Growth Strategy Bylaw and Summary of Public Input.

MOVED Director Holme, SECONDED Director Bartram, that the report summarizing the results of Phase 3 of the RGS review community consultation process be received.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that the changes to the Draft Regional Growth Strategy as recommended in this report be included prior to the first two readings of the bylaw.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that "Regional District of Nanaimo Growth Strategy Bylaw No 1615, 2011" be introduced and read two times.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that a public hearing on "Regional District of Nanaimo Growth Strategy Bylaw No. 1615, 2011" be scheduled and chaired by Director Stanhope.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

LIQUID WASTE

Greater Nanaimo Pollution Control Centre and Nanaimo Community Gardens Society Agreement.

MOVED Director Westbrook, SECONDED Director Sherry, that the RDN enter into a two year agreement from September 1, 2011 to August 31, 2013 with the Nanaimo Community Gardens Society for the use of the greenhouses at Greater Nanaimo Pollution Control Centre.

CARRIED

WATER

Drinking Water and Watershed Protection – Water Budget Project – Expenditure of Reserve Funds.

MOVED Director Bartram, SECONDED Director Rudischer, that the expenditure of up to \$107,000 from the Drinking Water and Watershed Protection Reserve Fund Expenditure Bylaw No. 1608 be approved to support proceeding with the Water Budget Project.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Regional Landfill – Cedar Road Bioenergy Facility Expansion Agreement.

MOVED Director Burnett, SECONDED Director Kipp, that the Board approve the Fifth Amending (Facility Expansion) Agreement with Cedar Road Bioenergy Inc.

CARRIED

TRANSPORTATION

Electric Vehicle Use Within Electoral Areas.

MOVED Director Lefebvre, SECONDED Director Westbrook, that staff be directed to send a letter to the Ministry of Transportation and Infrastructure to request a change of the speed limit of the section of Highway 19A that is in Electoral Area 'G' to 50 km/hr.

DEFEATED

COMMISSION, ADVISORY & SELECT COMMITTEE

Arrowsmith Water Services Management Board.

MOVED Director Lefebvre, SECONDED Director Holme, that the minutes from the meeting of the Arrowsmith Water Service Management Board held April 26, 2011 be received for information.

CARRIED

AWS Capital Plan Study.

MOVED Director Lefebvre, SECONDED Director Holme, that the Arrowsmith Water Service Joint Venturers adopt the report 'Englishman River Water Intake, Treatment Facilities and Supply Mains Phase 1 Conceptual Planning, Budgeting and Scheduling Report' dated April 2011, prepared by Associated Engineering.

CARRIED

MOVED Director Lefebvre, SECONDED Director Holme, that the Arrowsmith Water Service Management Board direct the Arrowsmith Water Service Management Committee to proceed with the recommendations in the report.

CARRIED

AWS Communications Strategy.

MOVED Director Lefebvre, SECONDED Director Holme, that the AWS Management Board approve the Arrowsmith Water Service Communications Strategy.

CARRIED

AWS Project Manager.

MOVED Director Lefebvre, SECONDED Director Holme, that the Arrowsmith Water Service Management Board approve the new position of “AWS Program Manager”, effective immediately.

CARRIED

MOVED Director Lefebvre, SECONDED Director Holme, that the AWS Management Board authorize the AWS Management Committee to direct the Operator, (City of Parksville), to appoint and employ a qualified AWS Program Manager, such appointment subject to approval of the AWS Management Board.

CARRIED

MOVED Director Lefebvre, SECONDED Director Holme, that the Operator be reimbursed from the AWS Operating Budget for AWS Program Manager compensation and expenses directly attributable to AWS activities.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Ruttan, that the minutes from the meeting of the District 69 Recreation Commission held May 19, 2011 be received for information.

CARRIED

District 69 Recreation Grants.

MOVED Director Bartram, SECONDED Director Ruttan, that a cross reference process be formalized in RDN Grant-In-Aid procedures to ensure applicants are accurately completing RDN Grant-In-Aid request forms and to verify applying organizations meet the criteria for the Grant-In-Aid programs.

CARRIED

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

Arrowsmith Community Enhance. Society - youth sport facility rental	\$ 400
Bard to Broadway Society - youth summer theatre facility rental	800
Bard to Broadway Society - Education Series facility rental	1,500
Erik Goetzing BMX Society Qualicum Beach - gate controls, gate repairs and PA speaker	1,500
District 69 Family Resource Association - youth week event	600
Milner Gardens and Woodland - Shoots with Roots youth camps at VIU marine field station	1,195
Oceanside Minor Baseball - video training equipment	1,500
Ravensong Aquatic Club - pool rental	2,500

CARRIED

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

Arrowsmith Community Enhancement Society –	
Coombs Halloween Candy Walk	\$ 1,500
Arrowsmith Agricultural Association - padding for indoor court	2,500
Oceanside Building Learning Together –	
sand; play cars and helmets; play traffic signs	2,500
Nanoose Bay Landscaping Project - landscape materials and irrigation	1,500
Parksville and District Association for Community Living -	
program and event expenses	1,500
Parksville and District 69 Team – transportation	1,500
Parksville Lions Club - playground maintenance	1,500
Qualicum Beach Lawn Bowling Club - equipment and signage	1,400
Qualicum Beach Historical and Museum Society –	
children's day event costs	750

CARRIED

Arrowsmith Community (Area 'F') Recreation Services Agreement 2011-2013.

MOVED Director Bartram, SECONDED Director Biggemann, that the Agreement with the Arrowsmith Community Enhancement Society, as provided in Appendix 'A', covering the term from June 1, 2011 to December 31, 2013, be approved as presented.

CARRIED

District 69 Recreation Services Fees and Charges.

MOVED Director Bartram, SECONDED Director Biggemann, that the 2011-2012 Northern Community Recreation Services Program Fees be approved as provided in Appendix 'A'.

CARRIED

MOVED Director Bartram, SECONDED Director Biggemann, that the 2011-2012 program, admission and rental fees for Oceanside Place be approved as provided in Appendix 'B'.

CARRIED

MOVED Director Bartram, SECONDED Director Biggemann, that the 2011-2012 program, admission and rental fees for Ravensong Aquatic Centre be approved as provided in Appendix 'C'.

CARRIED

MOVED Director Bartram, SECONDED Director Biggemann, that the Fees and Charges Policy be approved as amended in Appendix 'E'.

CARRIED

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

MOVED Director Burnett, SECONDED Director Young, that the minutes from the meeting of the Electoral Area 'A' Parks, Recreation and Culture Commission held May 26, 2011 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that a Porta Potty with a concrete privacy surround, a garbage can and dog sign be installed at the Pebble Beach MOTI water access in Electoral Area 'A'.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Electoral Area 'A' Recreation and Culture Services Fees and Charges Policy be approved as amended in Appendix A.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Electoral Area 'A' Recreation and Culture Services 2011-12 program fees and charges be approved as outlined in Appendix B.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that \$27,000 in 2011 and \$21,000 in 2012 be provided to Cedar Community Hall Association for hall upgrades funded by the Area 'A' Community Parks Budget.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the request by Cedar School and Community Enhancement Society (CSCES) be approved as presented, with the understanding that the placement of the memorial bench for Mr. Jock Gourlay may be temporary due to being on leased land and should the removal of the bench be required, it will be returned to the family.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that a memorial bench policy in RDN Parks be developed.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Regional District enter into an Agreement with the Cedar Community Hall Association that provides for a reduced rental arrangement for a five year period.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the License to Use Agreement between the Regional District of Nanaimo and the Cedar Community School and Enhancement Society for the operation and use of the Cedar Heritage Centre be approved for a Three Year Term from July 1, 2011 – May 30, 2014.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

People with Disabilities.

MOVED Director Holme, SECONDED Director Sherry, that correspondence be sent to senior levels of government regarding services required to assist people with disabilities.

CARRIED

NEW BUSINESS

Noise Control Regulatory Bylaw No. 1082.

MOVED Director Rudischer, SECONDED Director Bartram, that staff be directed to examine the feasibility of amending Electoral Area 'B' Noise Control Bylaw No. 1082 to include firearms related noise and report back to the Board.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Lefebvre, that pursuant to Section 90(1)(e) and (g) of the Community Charter the Board proceed to an In Camera meeting to consider items related to land matters.

CARRIED

TIME: 8:07 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



**REGIONAL
DISTRICT
OF NANAIMO**

RDN REPORT		
CAO APPROVAL <i>[Signature]</i>		
EAP		
COW	✓	July 12 / 11
JUN 28 2011		
RHD		
BOARD		

MEMORANDUM

TO: W. Idema
Acting General Manager, Finance and Information Services

DATE: June 17, 2011

FROM: W. Thexton
Senior Accountant

FILE:

SUBJECT: Bylaw No. 1641 - Alberni Clayoquot Regional District – 2012 Permissive Tax Exemption

PURPOSE:

To introduce for adoption “Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1641, 2011.”

BACKGROUND:

Where a Regional District is the owner of property outside of its boundaries, it is no longer automatically exempt from property taxes. The Alberni-Clayoquot Regional District is the owner of the Mt. Arrowsmith Regional Park, which is located within Electoral Area ‘C’ of the Regional District of Nanaimo. The Board has adopted bylaws annually since 2004 to provide a permissive tax exemption for this property. Permissive tax exemption bylaws must be adopted annually or, with the assent of the electors, may cover a period not exceeding 10 years. Nanaimo and Alberni-Clayoquot Regional District staff have agreed that it is administratively easier to adopt a permissive tax exemption bylaw annually, and Bylaw 1641 covering the 2012 tax year is presented with this report.

ALTERNATIVES:

1. Introduce and adopt “Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1641, 2011” for the 2012 taxation year as presented.
2. Do not grant a permissive tax exemption for the 2012 taxation year for the Mt. Arrowsmith Regional Park properties.

FINANCIAL IMPLICATIONS:

The 2011 assessed values for the two properties in question (folios 768 002268.420 and 768 002268.416) total \$2,498,000. Had the exemption not been in place for the 2011 taxation year, the properties would have been assessed Regional District taxes of approximately \$2,194. However, if the properties were no longer to be statutorily exempt, the assessment value could increase and the property taxes payable would also be higher. Despite this implication, there is an intent and expectation that local governments will be exempt on any land they own directly. These properties represent the only permissive tax exemption provided by the Regional District of Nanaimo.

SUMMARY/CONCLUSIONS:

The bylaw introduced with this report continues the Nanaimo Regional District's acknowledgement that the Mt. Arrowsmith Regional Park should be a tax exempt property. The park is owned by the Alberni-Clayoquot Regional District but is located within the boundaries of the Regional District of Nanaimo. Permissive tax exemption bylaws must be adopted annually. Staff recommend the bylaw as presented.

RECOMMENDATION:

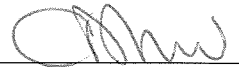
1. That "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1641, 2011" be introduced and read three times.
2. That "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1641, 2011" be adopted.



Report Writer



General Manager



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1641

**A BYLAW TO AUTHORIZE A PROPERTY
TAX EXEMPTION FOR THE YEAR 2012**

WHEREAS a Board may, by bylaw adopted by at least 2/3 of the votes cast, exempt property from property taxes under Section 809(3), in accordance with Section 809(4) of the *Local Government Act*;

AND WHEREAS the Alberni-Clayoquot Regional District is the owner of properties located within the boundaries of the Regional District of Nanaimo and the properties are used as a public park;

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

1. The properties described as:

- a) District Lot 2000, Cameron Land District
- b) Lot 1, Block 1324, Plan 28909, Cameron Land District

which are owned by the Alberni-Clayoquot Regional District and are used for public park purposes, are authorized to be exempt from property taxes in accordance with Section 809(4)(g) of the *Local Government Act* for the year 2012.

2. This bylaw may be cited as the “Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1641, 2011”.

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

Adopted this 26th day of July, 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



RDN REPORT		
CAO APPROVAL <i>CW</i>		
EAP		
COW	✓	July 12/11
JUL - 4 2011		
RHD		
BOARD		

MEMORANDUM

TO: W. Idema **DATE:** June 30, 2011
 Acting General Manager, Finance & Information Services

FROM: W. Thexton **FILE:**
 Senior Accountant

SUBJECT: Bylaws No. 1642, 1643, 1644, and 1645 - Reserve Fund Establishment Bylaws

PURPOSE:

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

- “Electoral Area ‘C’ (Defined Area ‘C’) Community Parks Reserve Fund Establishment Bylaw No. 1642, 2011”.
- “Building Inspection Service Operational Reserve Fund Establishment Bylaw No. 1643, 2011”.
- “Englishman River Community Storm Water Management Service Area Reserve Fund Establishment Bylaw No. 1644, 2011”.
- “Whiskey Creek Water Service Reserve Fund Establishment Bylaw No. 1645, 2011”

BACKGROUND:

The 2011 budget includes the establishment and funding of reserve funds for the Electoral Area ‘C’ (Defined Area ‘C’) Community Parks Local Service, the Building Inspection Service and the Englishman River Community Storm Water Management Service Area. Funding for the Whiskey Creek Water Service reserve fund is being allocated from part of the funds transferred to the Regional District by the Whiskey Creek Water District earlier this year.

Electoral Area ‘C’ (Defined Area ‘C’) Community Parks Local Service reserve fund will be utilized for the acquisition of or improvements to community parks within the local service. The Building Inspection Service reserve fund is established to provide operational funding to the service in the event of unforeseen changes in the economy as well as for funding of special programs related to building inspection.

The Englishman River Community Storm Water Management service area and the Whiskey Creek Water Service reserve fund will be used to set aside funding to pay for capital improvements, expansions, acquisitions or major repairs.

In order to retain these funds for these specified future purposes, staff propose establishing formal reserve funds bylaws 1642, 1643, 1644 and 1645.

ALTERNATIVES:

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

FINANCIAL IMPLICATIONS:

If the bylaws are adopted, initial transfers to the reserve funds in 2011 are estimated as follows:

Electoral Area 'C' (Defined Area 'C') Community Parks Reserve Fund	\$2,000
Building Inspection Service Operational Reserve Fund	\$130,000
Englishman River Community Storm Water Management Service Area Reserve Fund	\$2,000
Whiskey Creek Water Service	\$51,690

The planned reserve transfers above are included in the 2011 operating budget, and at the time of this report, based on current financial results will be completed as noted.

SUMMARY/CONCLUSIONS:

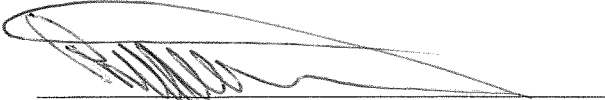
The 2011 budget includes the establishment and funding of reserve funds for the Electoral Area 'C' (Defined Area 'C') Community Parks Local Service, the Building Inspection Service, and the Englishman River Community Storm Water Management Service Area. Funding for the Whiskey Creek Water Service reserve fund is available from existing reserves recently transferred from the Whisky Creek Water District. A review of the 2011 financial results to date shows that there will be sufficient funding available to transfer the budgeted amounts to reserves for each service.

In order to retain these funds for future operating and capital purposes, staff propose establishing capital reserve funds.


RECOMMENDATION:

1. That "Electoral Area 'C' (Defined Area 'C') Community Parks Reserve Fund Establishment Bylaw No. 1642, 2011" be introduced and read three times
2. That "Electoral Area 'C' (Defined Area 'C') Community Parks Reserve Fund Establishment Bylaw No. 1642, 2011" be adopted.
3. That "Building Inspection Service Operational Reserve Fund Establishment Bylaw No. 1643, 2011" be introduced and read three times.
4. That "Building Inspection Service Operational Reserve Fund Establishment Bylaw No. 1643, 2011" be adopted.
5. That "Englishman River Community Storm Water Management Service Area Reserve Fund Establishment Bylaw No. 1644, 2011" be introduced and read three times.
6. That "Englishman River Community Storm Water Management Service Area Reserve Fund Establishment Bylaw No. 1644, 2011" be adopted.

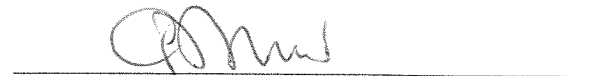
7. That "Whiskey Creek Water Service Reserve Fund Establishment Bylaw No. 1645, 2011" be introduced and read three times.
8. That "Whiskey Creek Water Service Reserve Fund Establishment Bylaw No. 1645, 2011" be adopted.



Report Writer



A/General Manager



C.A.O. Concurrency

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1642

**A BYLAW TO ESTABLISH A RESERVE FUND FOR THE
ELECTORAL AREA 'C' (DEFINED AREA 'C')
COMMUNITY PARKS LOCAL SERVICE**

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

AND WHEREAS it is considered desirable to establish a reserve fund to provide for costs related to purchasing and improving community parks established pursuant to Bylaw No. 801, cited as "Electoral Area 'C' Community Parks Local Service Establishment Bylaw No. 801, 1990".

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the "Electoral Area 'C' (defined Area 'C') Community Parks Reserve Fund".
2. Money from the current revenue of the Electoral Area 'C' (defined Area 'C') Community Parks Service, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for acquisition of improvements to community parks within Electoral Area 'C' (defined Area 'C').
5. This bylaw may be cited as the "Electoral Area 'C' (defined Area 'C') Community Parks Reserve Fund Bylaw No. 1642, 2011".

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

Adopted this 26th day of July, 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1643
A BYLAW TO ESTABLISH A RESERVE FUND
FOR BUILDING INSPECTION SERVICE

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

AND WHEREAS it is considered desirable to set aside funds to provide for costs related to meeting the objectives of Building Inspection Service established pursuant to Bylaw No. 787, cited as “Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989”.

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the “Building Inspection Service Reserve Fund”.
2. Money from the current revenue of Building Inspection Service, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for Building Inspection costs which may exceed the annual budget for a year and for future special programs established under the Building Inspection Service.
5. This bylaw may be cited as the “Building Inspection Service Operational Reserve Fund Bylaw No 1643, 2011”.

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

Adopted this 26th day of July, 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1644

**A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE ENGLISHMAN RIVER COMMUNITY STORM WATER
MANAGEMENT SERVICE AREA**

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

AND WHEREAS it is considered desirable to establish a reserve fund to provide for costs related to the acquisition, repair, replacement or improvement of the capital infrastructure of the Englishman River Community Storm Water Management Service Area established pursuant to Bylaw No.1363, cited as the “Regional District of Nanaimo Englishman River Community Storm Water Management Service Area Establishment Bylaw No. 1363, 2003”;

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the “Englishman River Community Storm Water Management Service Area Reserve Fund”.
2. Money from the current revenue of the Englishman River Community Storm Water Management Service Area, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for capital improvements, major repairs, expansions, acquisitions or expenditures of a like nature for the Englishman River Community Storm Water Management Service Area.
5. This bylaw may be cited as the “Englishman River Community Storm Water Management Service Area Reserve Fund Establishment Bylaw No. 1644, 2011”.

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

Adopted this 26th day of July, 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1645

**A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE WHISKEY CREEK WATER SERVICE**

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

AND WHEREAS it is considered desirable to establish a reserve fund to provide for costs related to the acquisition, repair, replacement or improvement of the capital infrastructure of the Whiskey Creek Water Service established pursuant to Bylaw No.1605, cited as “Whiskey Creek Water Service Establishment Bylaw No. 1605, 2010”;

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the “Whiskey Creek Water Service Capital Reserve Fund”.
2. Money from the current revenue of the Whiskey Creek Water Service, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for capital improvements, major repairs, expansions, acquisitions or expenditures of a like nature for the Whiskey Creek Water Service.
5. This bylaw may be cited as the “Whiskey Creek Water Service Reserve Fund Establishment Bylaw No. 1645, 2011”.

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

Adopted this 26th day of July, 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



RON REPORT		
CAO APPROVAL <i>(Signature)</i>		
EAP		
COW	✓	July 12/11
JUL - 6 2011		
RHD		
BOARD		

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: July 4, 2011

FROM: Wendy Idema
Acting General Manager, Finance & Information Services

File:

SUBJECT: BC Ambulance Service – Request for Temporary Vehicle Shelter Extension

PURPOSE:

To seek approval to extend the authorization provided in November, 2010 to site a temporary vehicle shelter for the BC Ambulance Service at the site of the Bow Horn Bay Fire Department.

BACKGROUND:

At its meeting held November 23, 2010 the Regional Board approved a request by the BC Ambulance Service (BCAS), which has a station located at the site of the Bow Horn Bay Fire Department in Bowser, to install a temporary vehicle shelter to provide a covered and enclosed parking stall for one ambulance. This temporary approval to June 30, 2011 was provided based on the long term plan of the BCAS to erect a permanent prefabricated structure on the site in 2011.

The BCAS is continuing to work on its plan to install a permanent structure, but has been unable complete the process by June 30 as a result of some problems in siting the desired structure at the location. As such they are requesting an extension to allow use of the temporary structure for a further period of one year to June 30, 2012 in order to finalize plans and build a new structure.

As reported previously, the BCAS is no longer able to utilize space in the existing fire hall as the Bow Horn Bay Fire Department is fully occupying the space with their vehicles. Staff have expressed concern over the suitability of the structure should it be in place for an extended period of time and worker safety with respect to snow build up and potential collapse of the structure. The BCAS acknowledges those concerns and will ensure that adequate precautions and processes are in place to maintain the safety of the shelter.

Staff are recommending that the extension of the permit be approved at this time as requested. A temporary building permit which requires a security bond of \$1,000 has been paid by the BCAS, and staff will follow up with their representatives to ensure plans are concluded for a permanent structure.

ALTERNATIVES:

1. Receive this report and approve the extension of a temporary building permit for the alternative vehicle shelter being utilized by the BC Ambulance Service.
2. Do not approve the extension of the permit for a temporary vehicle shelter.

FINANCIAL IMPLICATIONS:

Alternative 1

Under this alternative the BCAS commits to replacing the temporary shelter on or before June 30, 2012. The BCAS has indicated that their staff will monitor the weather conditions to ensure no snow build up over the winter. A security bond in the amount of \$1,000 and a permit fee of \$150 have been paid and the permit will be diarized for review in December, 2011.

SUMMARY/CONCLUSIONS:

The BC Ambulance Service shares the Bow Horn Bay Fire Department property and in November 2010 the Board approved a permit to install a temporary vehicle shelter to provide a covered and enclosed parking stall for one ambulance. The BCAS is continuing to work on a plan to install a permanent structure, but has been unable to complete the process by the originally planned date of June 30, 2011 as a result of some problems in siting the desired structure at the location. As such they are requesting an extension to allow use of the temporary structure for a further period of one year to June 30, 2012 in order to finalize plans and build a new structure.

Staff expressed concerns to BCAS over the suitability of extended use of this type of structure and worker safety with respect to snow build up and potential collapse of the structure. The BCAS acknowledges those concerns and will ensure that adequate precautions and processes are in place to maintain the safety of the shelter. On that basis staff recommends extension of the temporary permit for the shelter and diarizing a review for December 2011.

RECOMMENDATION:

That the request by the BC Ambulance Service to extend the temporary vehicle shelter permit at the site of the Bow Horn Bay Fire Department be approved subject to the removal and replacement of the shelter with a permanent structure on or before June 30, 2012.



Report Writer



CAO Concurrence



CAO APPROVAL	
EAP	
COW	✓ July 12/11
JUL - 6 2011	
RHD	
BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer **DATE:** June 29, 2011

FROM: W. Idema
Acting General Manager, Finance & Information Services

SUBJECT: Request for Approval for Bow Horn Bay Volunteer Fire Department to Purchase Rescue Vehicle from Nanoose Bay Volunteer Fire Department

PURPOSE:

To request Board approval for the Bow Horn Bay Volunteer Fire Department to purchase a used fire rescue vehicle from the Nanoose Bay Volunteer Fire Department, using funds provided from the department's vehicle reserve fund.

BACKGROUND:

The Bow Horn Bay Volunteer Fire Department has requested Regional District Board approval for a proposal to purchase a 1995 Freightliner FL60 fire rescue/mini-pumper vehicle, plus miscellaneous firefighting equipment, from the Nanoose Bay Volunteer Fire Department at a cost of \$20,000. The vehicle will add needed redundancy in their response to interface fires, serve as a platform to respond to any low-angle rope rescue situations, and provide the ability to develop an auto-extrication capability at some time in the future. Also with the breathing air cascade system in the vehicle returned to functionality, the Fire Department would be able to remove an out-dated system currently in an older 1979 Ford E-250 vehicle.

The Bow Horn Bay Volunteer Fire Department Board of Directors passed a motion on June 21st, 2011 approving the purchase of the fire rescue/mini-pumper vehicle from the Nanoose Bay Volunteer Fire Department, subject to funding approval from the Regional District Board.

ALTERNATIVES:

1. Approve the purchase of the 1995 Freightliner FL60 fire rescue/mini-pumper vehicle by the Bow Horn Bay Volunteer Fire Department from the Nanoose Bay Volunteer Fire Department at a cost of \$20,000, utilizing funds from their vehicle reserve fund.
2. Do not approve the purchase.

FINANCIAL IMPLICATIONS:

Alternative 1

The Bow Horn Bay Volunteer Fire Department's approved capital budget for 2011 includes using vehicle reserve funds to purchase and enhance a 2011 Rosenbauer Pumper truck for \$253,470. The remaining available vehicle reserve fund balance, including this year's contribution from the operating fund and interest earned, is \$37,700. Therefore, reserve funds are available for this \$20,000 purchase.

Alternative 2

The Bow Horn Bay Volunteer Fire Department would miss an opportunity to improve its firefighting response capability at a minimal cost.

SUMMARY/CONCLUSIONS:

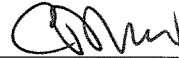
The Bow Horn Bay Fire Department has requested that \$20,000 be released from the vehicle reserve fund to purchase a 1995 Freightliner FL60 fire rescue/mini-pumper vehicle from the Nanoose Bay Volunteer Fire Department. This purchase would significantly enhance their firefighting response capability. The Bow Horn Bay Fire Department Board has already passed a motion approving the purchase, subject to RDN Board funding approval. Reserve funds are available to accommodate this purchase in 2011.

RECOMMENDATION:

1. That the capital purchase of a 1995 Freightliner FL60 fire rescue/mini-pumper vehicle by the Bow Horn Bay Volunteer Fire Department from the Nanoose Bay Volunteer Fire Department at a cost of \$20,000 be approved.
2. That Bow Horn Bay Fire department vehicle reserve funds in the estimated amount of \$20,000 be released for this purpose when required.



Report Writer



CAO Concurrence



RDN REPORT		
CAO APPROVAL <i>(Signature)</i>		
EAP		
COW	✓	July 12/11
JUN 28 2011		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thompson
 Manager of Long Range Planning

DATE: June 21, 2011

FROM: Greg Keller
 Senior Planner

FILE: 6480-01 EAAR

SUBJECT: Electoral Area 'A' Cedar Main Street Design Project - Terms of Reference

PURPOSE

To consider the Terms of Reference for the Cedar Main Street Design Project and initiate the planning process.

BACKGROUND

The Electoral Area 'A' Official Community Plan (OCP) has been given 3rd reading by the Board and is awaiting approval from the Ministry of Community, Sport and Cultural Development before being presented to the Board for adoption.

During the OCP review, the community expressed a desire to support community diversity, create and preserve community identity and a sense of place, and provide opportunities for local employment, services, and a range of housing types and sizes. In response, the new OCP includes a new land use designation titled "Cedar Main Street" which applies to the lands located on both sides of Cedar Road between MacMillan and Hemer Roads.

Uses supported by the OCP within the Cedar Main Street land use designation include local commercial, professional office use, personal service, residential, recreation, and mixed use which is of high quality design, is pedestrian oriented, and includes public space. The intent of the Cedar Main Street is to support a broad range of uses which are oriented towards Cedar Road and create a vibrant place where local residents can go to shop, access services, work, socialize, and participate in recreational activities.

The new OCP supports the creation of a Village Plan or other similar plan for lands within the Cedar Main Street land use designation. The Plan also includes general policies for these lands that are intended to apply as an interim measure until such time as a detailed plan is prepared and adopted by the Board. There was strong community support during the OCP review to include a design charrette as part of the Cedar Main Street planning project.

The purpose of the 'Cedar Main Street Design Project' (the Project) is to implement policy 6.2.2 of the new OCP by creating a detailed plan for lands within the Cedar Main Street land use designation. The resulting plan will be called the "Cedar Main Street Plan" (the Plan).

To guide the process for the Project, staff has prepared a Terms of Reference (*see Schedule No. 1*).

ALTERNATIVES

1. To receive the staff report and approve the Terms of Reference for the Project.
2. To receive the staff report, amend the Terms of Reference, then direct staff to proceed with the Project.
3. To not proceed with the Project at this time.

OFFICIAL COMMUNITY PLAN IMPLICATIONS

The *Local Government Act* defines an OCP as a “*statement of objectives and policies to guide local government decisions on planning and land use management within the planning area.*” The new OCP includes interim and somewhat generic policies and development permit area guidelines that apply to the Cedar Main Street land use designation.

The proposed Project, which is focused on a multi-day community design charrette, is designed to provide a greater level of detail for the Cedar Main Street land use designation to replace the existing generic interim policies. The proposed Project provides flexibility to allow the community to define the level of detail desired for the Cedar Main Street which could range from general illustrated guidelines to very detailed design guidelines and artists renderings. It is also intended that the Project provide an opportunity to fine tune the boundaries of the Cedar Main Street land use designation to best reflect community needs.

From a legislative and policy perspective, the Project will need to consider the direction provided by the new OCP's vision, sustainability principles, community goals, and objectives. In addition the Project will also need to consider the Regional Growth Strategy and other RDN plans, First Nations interests, as well as Federal and Provincial interests and legislation. The community, through the consultation process, will likely also identify other issues to be addressed.

The Project is scheduled to be completed in late 2012 with the adoption of the Cedar Main Street Plan. Staff are concerned that during the course of the Project, applications to amend the OCP or rezone lands within the Cedar Main Street land use designation may be received. Amendment applications received during the design process have potential to undermine the Project by proposing developments contrary or in some way inconsistent with the direction that the Project is going. Therefore, staff recommends that the Board adopt a policy to not proceed with applications to amend the OCP or to rezone lands within the Cedar Main Street land use designation while the Project is underway.

INTERDEPARTMENTAL IMPLICATIONS

The detailed nature of the Project requires a multijurisdictional collaborative planning process with participation and active involvement from key RDN departments, senior levels of government, First Nations, stakeholders, property owners, user groups, and community members because it crosses over jurisdictions (public highways, environment, transit, community servicing, parks and recreation, community energy and sustainability).

Staff are proposing to involve a number of RDN departments to collaborate throughout the Project and its implementation. The following is a brief outline of the proposed RDN involvement which is required to make the Project a success.

RDN Department	Role
Development Services (Long Range Planning)	<ul style="list-style-type: none"> • Take the lead role in the planning process, public engagement, plan preparation, adoption, and implementation.
Corporate Administration and Finance and Information Services	<ul style="list-style-type: none"> • Liaise with the Ministry of Transportation and Infrastructure and the Ministry of Community, Sport and Cultural Development to address issues which arise within the road right of way (ie sidewalks, jurisdictional issues, issues related to servicing, etc). • Play an active role in implementing portions of the Plan which involve the establishment of new services, financial, or servicing bylaws. • Provide GIS mapping support.
Recreation and Parks	<ul style="list-style-type: none"> • Advise on matters related to the design and acquisition of park land. • Play an active role in the community design charrette. • Assist with policy language related to parks and recreation. • Take the lead on implementation of park and recreation actions identified in the Cedar Main Street Design Project.
Regional and Community Utilities	<ul style="list-style-type: none"> • Explore options for community servicing including the possibility of accessing additional capacity from the Duke Point Pollution Control Centre. • Assist with developing a feasibility strategy for community sewer servicing that could be included in the Plan and considered for implementation following the adoption of the Cedar Main Street Plan Design Project. • Advise on issues that arise during the planning process relating to engineering and servicing.
Transportation Services and Solid Waste Services	<ul style="list-style-type: none"> • Advise on transportation planning issues.

PUBLIC PARTICIPATION AND AGENCY CONSULTATION IMPLICATIONS

The Project Terms of Reference has been drafted in accordance with both the RDN Board Public Consultation Policy and the *Local Government Act* requirements. In addition, the proposed public participation strategy has been developed in recognition of the input received during the recent Electoral Area 'A' OCP review, which identified the desire to include a high level of community involvement through various methods including the use of a community design charrette.

A community design charrette is an intensive interactive multi-day collaborative and creative design process where residents, business owners, interest groups, and various subject matter experts work together with design professionals to create a visual representation of the study area resulting in a feasible plan which visually represents the community's preference and is supported by charrette participants.

Following the process outlined in the Terms of Reference attached as *Schedule No. 1*, the Project will include ample opportunities for public participation which far exceed the minimum requirements of the *Local Government Act* including the formation of two advisory groups.

1. **A Technical Advisory Group** consisting of representatives from various RDN departments, provincial and federal agencies, First Nations, design professionals, North Cedar Improvement

District, and various other agencies that are responsible for collaborating on interjurisdictional and interdisciplinary issues.

2. **A Citizen's Advisory Group** consisting of affected property and business owners, residents at large, as well as members who represent a range of interests such as environmental protection, social issues and housing, and the local economy. The Citizens Advisory Group's role is to represent the community's interest in creating and guiding the Plan's goals, objectives, policies and implementation strategies.

In addition, as required by the *Local Government Act*, the Project will also provide opportunities for consultation with persons, organizations and authorities, that the Board considers will be affected by the resulting Plan. Staff have identified a list of agencies included the Terms of Reference that will, subject to Board consideration, receive formal referrals during the Project.

FINANCIAL IMPLICATIONS

All costs related to the Project have been accounted for in the RDN 2011 Budget. Currently, almost one full-time staff equivalency has been assigned for this Project. It is estimated that external costs, primarily related to the community design charrette and public consultation, will be in the order of \$50,000 to \$60,000.

Staff may seek sources of grant funding to support a small-scale community project to build community identity and encourage participation in the Project. If a suitable funding source becomes available, staff will present a proposal to the Board for its endorsement.

LEGAL IMPLICATIONS

The process to draft and adopt an amendment to the new OCP must be consistent with the requirements outlined in the *Local Government Act*. By adopting the attached Terms of Reference, the Board is acknowledging that the Board has considered public consultation issues related to the proposed OCP amendment and adopted a Terms of Reference that satisfies the requirements contained in section 879 of the *Local Government Act*.

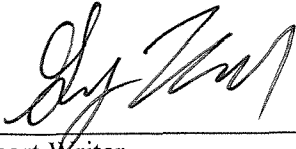
SUMMARY/CONCLUSIONS

The Project is scheduled to be initiated this summer with the community outreach process to begin as soon as the Terms of Reference are approved by the Board. The Project is centred on a multi-day community design charrette which will provide the foundation for drafting the policies, design guidelines, Development Permit Areas, and implementation actions which are required to achieve the vision created by the community during the charrette. The intent of the Project to create a plan for the Cedar Main Street land use designation which is incorporated into the new Electoral Area 'A' OCP.

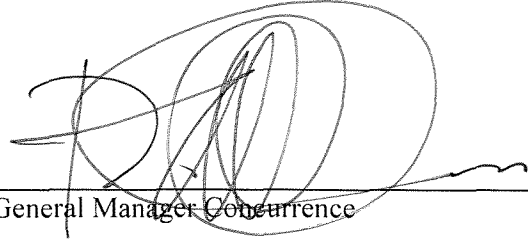
As outlined in the attached Terms of Reference, the proposed planning process is designed to provide a range of opportunities for public participation at various stages of the process including the use of both a Technical and Citizen's advisory group.

RECOMMENDATIONS

1. That the staff report on the Cedar Main Street Design Project Terms of Reference be received.
2. That the Cedar Main Street Design Project Terms of Reference (*attached as Schedule No. 1*) be endorsed by the Board.
3. That the Board adopt the following resolution: "*that applications to amend the new Electoral Area 'A' Official Community Plan or to rezone lands in a way which is not consistent with the intent of the Cedar Main Street land use designation will not be considered while the Cedar Main Street Design Project is underway*".



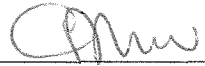
Report Writer



General Manager Concurrence

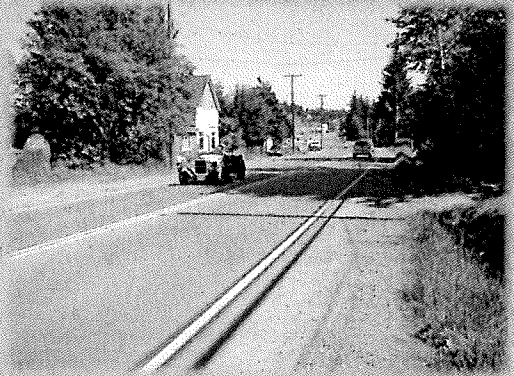
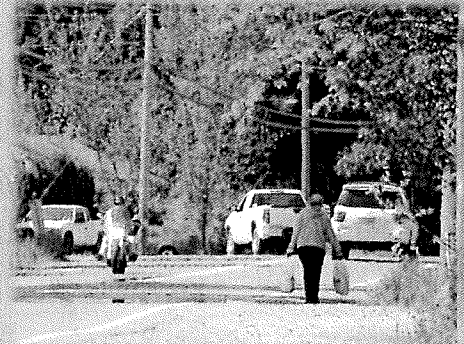
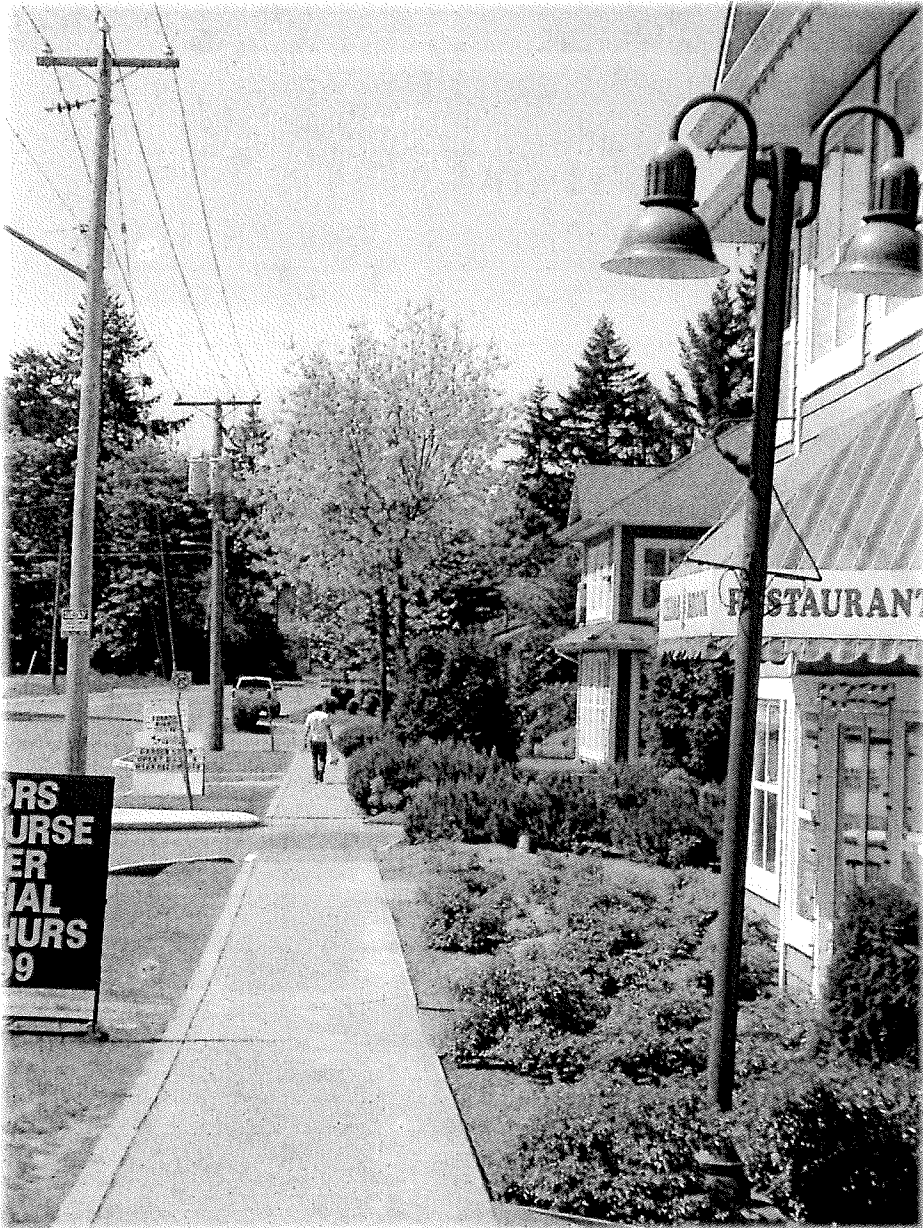


Manager Concurrence



CAO Concurrence

Cedar Main Street Design Project Terms of Reference



June 2011

BACKGROUND

During the Electoral Area 'A' Official Community Plan (OCP) review, there was community desire to support community diversity, create and preserve community identity and a sense of place, and provide opportunities for local employment, services, and a range of housing types and sizes. In response, the new OCP includes a new land use designation titled "Cedar Main Street" which applies to the lands located on both sides of Cedar Road between MacMillan and Hemer Roads.

Uses supported by the OCP within the Cedar Main Street land use designation include local commercial, professional office use, personal service, residential, recreation, and mixed use which is of high quality design, is pedestrian oriented, and includes public space. The intent of the Cedar Main Street land use designation is to support a broad range of uses which are oriented towards Cedar Road and create a vibrant place where local residents can go to shop, access services, work, socialize, and participate in recreational activities.

The new OCP supports the creation of a village plan or other similar plan for lands within the Cedar Main Street land use designation. The Plan also includes general policies for these lands that are intended to apply as an interim measure until such time as a detailed village plan is prepared and adopted by the Board. There was strong community support during the OCP review to include a design charrette as part of the Cedar Main Street planning project.

The purpose the 'Cedar Main Street Design Project' (the Project) is to implement policy 6.2.2 of the new OCP by creating a detailed plan for lands within the Cedar Main Street land use designation. The resulting plan will be called the "Cedar Main Street Plan" (the Plan).

SCOPE AND PROJECT OBJECTIVES

Based on the direction provided by the new OCP, the Project involves creating a detailed plan, through public consultation for the Cedar Main Street land use designation as shown in figure 1 below. The Project is designed to provide flexibility to allow the community to define the level of detail desired for the Cedar Main Street which could range from general illustrated guidelines to very detailed design guidelines and artists renderings. It is also intended that the Project provide an opportunity to fine tune the boundaries of the Cedar Main Street land use designation to best reflect community needs.

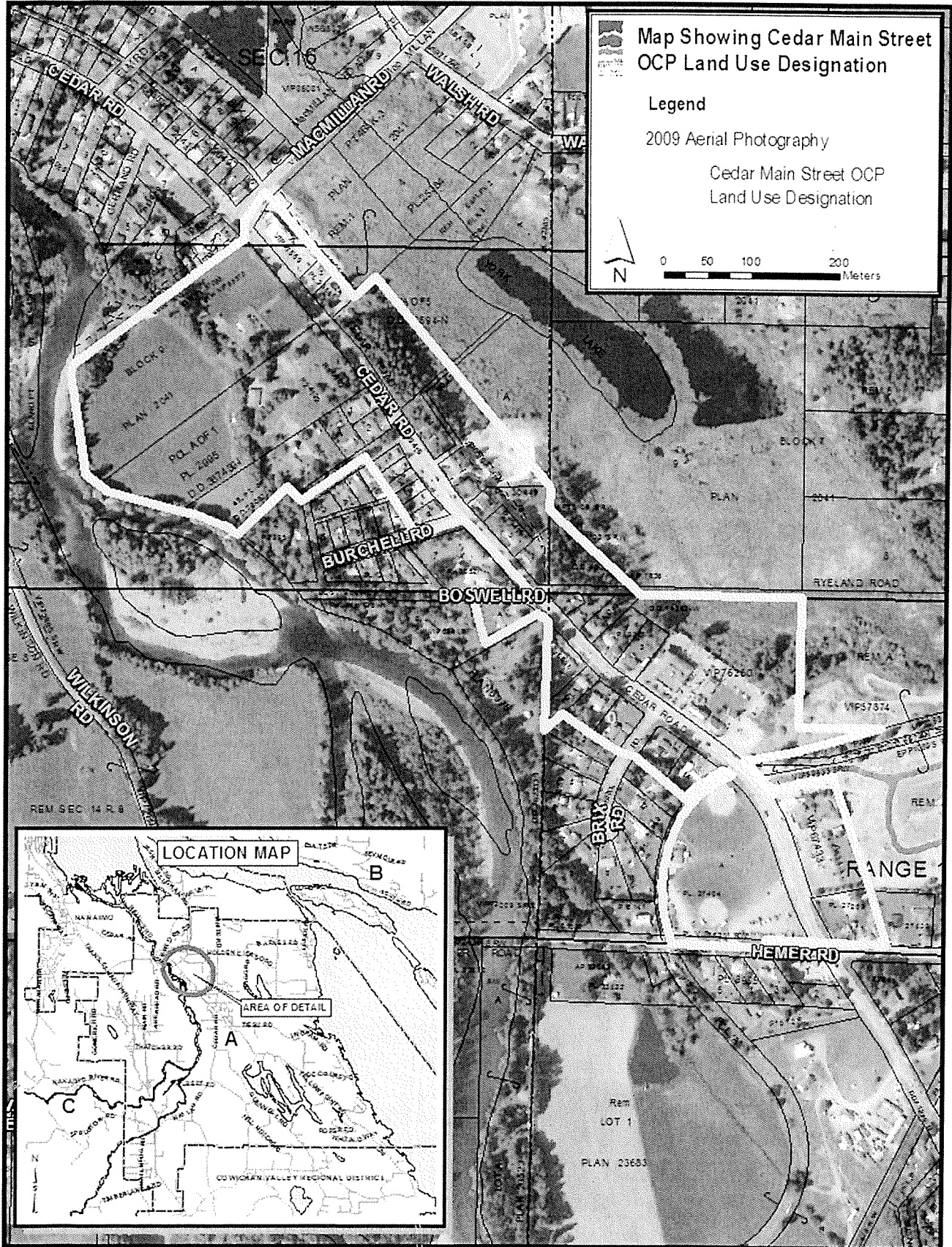


Figure 1: Cedar Main Street Study Area

DESIRED OUTCOME

The desired outcome of the Project will be a planning policy document, titled the "Cedar Main Street Plan", which is incorporated into the new OCP. The document is generally intended to include policies, design guidelines, development permit area guidelines, and an implementation strategy.

PUBLIC CONSULTATION STRATEGY

The detailed nature of the Project, because it crosses over jurisdictions (public highways, environment, transit, community servicing, parks and recreation, community energy and sustainability), requires a multijurisdictional collaborative planning process with participation and active involvement from key RDN departments, senior levels of government, First Nations, stakeholders, property owners, user groups, and community members. The Project is intended to be an interdepartmental and interdisciplinary design and implementation project.

The Project will be incorporated into the new Electoral Area 'A' OCP which will require a bylaw amendment. Therefore, the proposed consultation strategy is designed to be consistent with the requirements of the *Local Government Act*. Specifically, Section 879 of the *Local Government Act* requires, during an amendment to an OCP, the Board to provide one or more opportunities it considers appropriate, in addition to the Public Hearing, for consultation with persons, organizations, and authorities it considers will be affected. Staff have identified a list of agencies that the Board should consider consulting with as part of the Project. It should be noted that the groups and agencies listed below exceeds the minimum requirements of the *Local Government Act*.

Subject to Board approval, the following agencies will receive formal referrals from RDN with respect to the Project.

<p>Local Governments</p> <ul style="list-style-type: none"> ▪ City of Nanaimo ▪ Cowichan Valley Regional District 	<p>Provincial Agencies</p> <ul style="list-style-type: none"> ▪ Ministry of Community, Sport, and Cultural Development ▪ Ministry of Transportation and Infrastructure ▪ Ministry of Natural Resource Operations ▪ Agricultural Land Commission
<p>Federal Agencies</p> <ul style="list-style-type: none"> • Department of Fisheries and Oceans Canada 	<p>First Nations</p> <ul style="list-style-type: none"> ▪ Snuneymuxw First Nation ▪ Stuz'Uminus First Nation
<p>Other Government Agencies</p> <ul style="list-style-type: none"> ▪ School District No. 68 ▪ Vancouver Island Health Authority ▪ North Cedar Improvement District ▪ British Columbia Hydro ▪ Terasen Gas 	

In addition to the above-noted agencies, other groups and service providers will be consulted as part of the broader consultation process.

The proposed public consultation strategy is also consistent with the Regional District of Nanaimo's Public Consultation Policy and is based on the following core values:

1. Anyone likely to be affected by a decision shall have opportunities for input into that decision.
2. The consultation process shall allow for a meaningful level of involvement.
3. All positions and input received will be considered; not all input can and will be accommodated.
4. The process shall recognize and take into account the different characteristics and abilities of the community.
5. The process shall recognize interdepartmental issues and concerns, and shall involve and coordinate internal staff resources as necessary or appropriate.
6. The integrity of broad public involvement must be paramount to the process and must not be superseded by any individual or interest group.
7. 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.
8. 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.

PROPOSED PROCESS AND WORK SCHEDULE

Figure 2 below provides a simplified version of the proposed planning process which is to be used as a general guide that may be amended in response to community input and to accommodate specific issues and community needs.

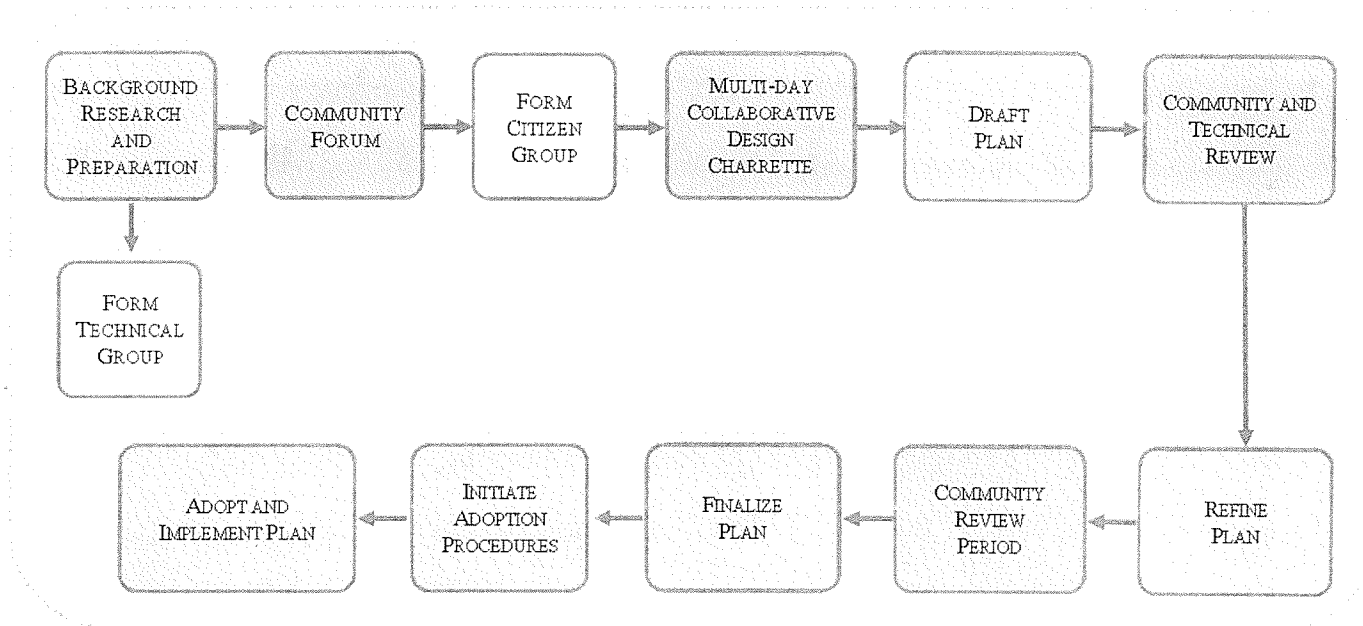


Figure 2: Cedar Main Street Design Project Process Diagram

The following outlines the schedule of events and publications and sets out the key elements of each step in the Project. Please note, all steps following the preparation of the Technical Background Report are subject to the adoption of the new Electoral Area 'A' OCP.

Estimated Start Date	Project Description	
June 2011	Background Research and Preparation	<u>Terms of Reference:</u> Draft Terms of Reference for the OCP review.
June 2011		<u>Initiate Community Outreach:</u> <ul style="list-style-type: none"> • Create a project website designed to provide information on the Cedar Main Street design project. • Set up email alert system for those who wish to receive information of upcoming events by email. • Prepare a newsletter to be sent to all properties in Cedar. • Contact affected local business and property owners to advise them of the process and how they can participate. • Consider the use of social media such as Facebook or Twitter. • Send preliminary referrals to affected agencies and community groups listed below.
July 2011		<u>Form the Technical Advisory Group (TAG):</u> Following the guidance provided by the TAG Terms of Reference included as <i>Attachment No. 1</i> , staff will proceed with identifying potential candidates to participate in the group. The TAG will assist staff in providing technical expertise required to prepare the Technical Background Report.
July/September 2011		<u>Technical Background Report (TBR)/Design Brief:</u> Staff will conduct an in-depth review of the existing OCP policies and zoning and produce background information, build out tables, and a report. The report will be used to provide baseline information and will be the primary input towards the creation of the design brief for the collaborative design charrette. Part of this work involves collecting information from local commercial business owners to establish commercial needs for the study area.
June 2011- Ongoing		<u>Seek grant funding:</u> Staff will check periodically for grants and other sources of funding. Additional sources of funding are desirable to support a small-scale community project to build community identity and encourage participation in the Project. If a suitable funding source becomes available, staff will present a proposal to the Board for its endorsement.
August/September 2011		<u>Terms of Reference:</u> Draft Terms of Reference for community design charrette and issue RFP following the Community Forum.
September/October 2011		<u>Community Forum:</u> Following the preparation of the TBR, a community forum will be held to introduce the community to the Project, obtain feedback on the process, and establish preferred methods of communication. The main focus of the Community Forum will be to undertake a visual preference survey to develop a vision and gain an understanding of what the community prefers with respect to a number of design alternatives including density, built form, building height,

Estimated Start Date	Project Description
	and streetscape design and function. This information will be used to inform the preparation of the design brief for the collaborative design charrette.
September/October 2011	<p>Form the Citizen's Advisory Group: Following the guidance provided by the Citizen's Advisory Group (CAG) Terms of Reference included as <i>Attachment No. 2</i>, staff will proceed with identifying potential candidates to participate in the group. Once potential candidates have been identified which represent the broad range of interests identified in the Terms of Reference, staff will present a report to the EAPC providing details about the CAG candidates with recommendations for appointment. As per the CAG Terms of Reference, members shall be recommended by the EAPC.</p> <p>The CAG will participate in the community design charrette and assist staff in drafting and evaluating the Cedar Main Street Plan. The CAG is intended to provide a community perspective and non-binding recommendations on a range of issues and topics that arise during the planning process.</p>
October 2011	<p>Obtain the services of a consultant: In response to the RFP, a consultant will be hired to work with staff to prepare a design brief and to undertake a multi-day collaborative design charrette. The goal of the charrette is to produce a visual representation of what the community's vision is for the Cedar Main Street land use designation.</p>
October 2011	<p>E-Newsletter 1: A newsletter will be published for the purpose of updating the community on the Project and upcoming charrette.</p>
November 2011/January 2012	<p>Prepare for and hold a community design charrette: Staff will work with a consultant to design, manage, and undertake a multi-day community design charrette. Staff will then assist the consultant by bringing together design professionals, volunteers, key stakeholders, community groups, and community members to participate in a multi-day interdisciplinary collaborative community design charrette.</p>
January 2012	<p>E Newsletter 2: A newsletter will be produced for the purpose of sharing the final results of the charrette which will form the basis of the draft Plan and how to participate in the planning process.</p>
February - April 2012	<p>Draft the Cedar Main Street Plan: Using the results of the design charrette and ongoing input from the Citizen's and Technical groups, RDN staff will draft a plan which translates the visual representation into design guidelines and policies. The Plan will also include implementation actions which are required to achieve the goals, objectives, and policies of the Plan.</p>
April/May 2012	<p>Community and Technical Review Period: The draft plan will be presented to the general public for review and comment.</p>
June 2012	<p>Refine draft plan: Amendments to the draft Plan will be considered based on input from the general public as well as the citizen's and technical groups.</p>
June 2012	<p>Finalize the Plan: Amendments to the draft Plan will be considered in preparing the final version of the Plan that gets introduced to the Board for approval as an amendment to the Electoral Area 'A' OCP.</p>
June 2012	<p>E Newsletter 3: A newsletter will be published providing an update to the community on the planning process.</p>

Estimated Start Date	Project Description
July 2012	<u>Initiate Bylaw Adoption Process:</u> A report and corresponding OCP amendment bylaw will be prepared and forwarded to the Board for consideration of 1 st and 2 nd reading.
July 2012	<u>Formal Referrals:</u> Formal referrals will be sent to the agencies and organizations listed below.
September 2012	<u>Public Hearing:</u> A Public Hearing will be held in accordance with Section 890 of the <i>Local Government Act</i> .
September 2012	<u>Consideration of 3rd Reading:</u> The OCP bylaw and a staff report will be forwarded to the Board for consideration of 3 rd reading.
October 2012	<u>Ministerial Approval:</u> The OCP Bylaw will be forwarded to the Ministry of Community, Sport and Cultural Services for the Minister's approval.
November 2012	<u>Adoption:</u> The OCP amendment bylaw and a staff report will be forwarded to the Board for adoption.
November 2012 - Ongoing	<u>Implementation:</u> A report and a bylaw containing the implementation actions identified in the OCP will be prepared and presented to the Board for consideration.

As outlined above, the Project is designed to provide opportunities for a technical and citizen's advisory groups as well as the general public to participate and provide input towards the creation of the draft Plan. Once the Plan is drafted there is an opportunity built into the process to allow it to be reviewed by the process participants and then further refined prior to finalizing the Plan and initiating the adoption process.

TIMEFRAME

It is proposed that the Plan will be finalized by June 2012 and adopted as an amendment to the Electoral Area 'A' OCP by November 2012.

ROLES AND RESPONSIBILITIES

The role of the **Technical Advisory Group (TAG)** is defined in the Terms of Reference attached as *Attachment No.1*. In general the TAG's role is to provide professional and technical expertise to address issues that cross departmental and jurisdictional boundaries and to coordinate the efforts of the participating departments and agencies to work towards common goals for the advancement of the Project.

The role of the **Citizen Group (CAG)** is defined in the Terms of Reference attached as *Attachment No. 2*. In general the CAG's role is to represent the interests of the community at large by acting as the community's eyes and ears, serving as sounding board for opportunities and ideas, and providing comments and non-binding recommendations to the RDN on various topics related to the Plan.

The role of the **General Public** is to provide general guidance and direction on how the community wishes to design and ultimately implement the Cedar Main Street Plan. The general public's role is to participate in the planning process and to provide various forms of feedback.

The Role of the **Electoral Area Director** is to provide situational leadership throughout the community planning process by chairing, facilitating, and/or presenting at public events, and reporting to the RDN EAPC and Board on the process as required.

The Role of the **Electoral Area Planning Committee** is to review the Plan from a regional and sub-regional perspective and make recommendations to the RDN Board on the Plan as it proceeds through the bylaw adoption process.

The Role of **RDN Planning Staff** is to organize and provide technical support for the Project. This includes gathering and collating data, consulting with the public, producing and designing documents/consultation materials, and drafting the Plan and corresponding OCP amendment.

RESOURCES AND BUDGET

All of the work to gather and collate data, consult with the public, produce and design documents/consultation materials, and draft the Plan will be completed by RDN staff as outlined in the 2011 RDN budget.

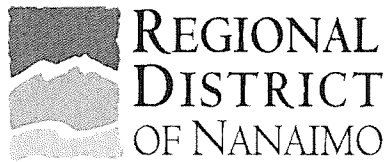
The cost of hiring a consultant to conduct the proposed community design charrette is included in the 2011 RDN budget.

Close to one full-time staff equivalent and mapping resources will be assigned to the Project through to completion. The Community Planning Budget for 2011 includes funds to cover costs associated with the public consultation process, mailings, advertising, and rentals.

MONITORING PROGRESS ON THE PLAN

The Project will be considered successful if the resulting product is a feasible and buildable Plan, adopted as an amendment to the OCP, which has general support from the community and the other agencies and stakeholders involved. The degree of success of the Plan will be measured by the extent of its implementation over its lifespan.

Attachment No. 1



Terms of Reference

Electoral Area 'A' Cedar Main Street Design Project Technical Advisory Group

Background

The Regional District of Nanaimo (RDN) has initiated a village planning project in Electoral Area 'A', hereafter referred to as the Cedar Main Street Design Project (the Project). The purpose of the Project is to implement one of the recommendations of the new OCP by producing a detailed visual plan of the Cedar Main Street land use designation called the Cedar Main Street Plan (the Plan).

The desired outcome of the Project is the adoption of a feasible Plan which is supported by the community and will have a positive social, economic, and environmental impact on how the Plan Area grows and changes over time.

Role of the Technical Advisory Group

As a result of the technical, interjurisdictional, and interdisciplinary nature of the Project and the need to foster cooperation and participation, a group of key agencies and professionals is being assembled to provide advice. The role of the Technical Advisory Group (TAG) is to provide technical expertise which supports the planning Project and augments broad public participation to assist in the preparation of a feasible Plan.

Purpose

The purpose of the TAG is to participate directly and actively in the planning process as technical advisors on various interdisciplinary and interjurisdictional issues that arise out of the planning process. TAG is generally responsible for the following roles:

1. coordinating efforts between departments, jurisdictions, and disciplines to achieve the Cedar Main Street vision;
2. identifying limitations and obstacles that must be overcome to achieve the Cedar Main Street Vision;
3. responding and/or commenting on inquiries from RDN staff on various issues related to the creation and implementation of the Cedar Main Street Plan;
4. providing expertise and direction on how to overcome any of the obstacles identified in the planning process;
5. identifying opportunities for servicing, design, and or other efficiencies that may be achieved by working collaboratively;
6. collaborating on potential designs, solutions, and strategies; and,
7. actively seek solutions to complex technical issues related to design, transportation, servicing, etc.

Membership Composition

The TAG should include representatives from all agencies that have responsibilities related to managing land use, transportation, community water and sewer servicing, parks and recreation, and environmental protection. In addition, TAG should also include representatives who have knowledge in local market conditions and housing and commercial needs. The agencies/local governments that should be considered for the TAG include:

RDN	Staff responsible for community and regional planning, regional and community servicing, engineering, transit, parks and recreation, and administration.
City of Nanaimo	Staff with authority over treatment allocations and agreements for access and use of the Duke Point Pollution Control Centre.
Provincial Ministries	Ministry of Transportation and Infrastructure, Ministry of Environment, Ministry of Community, Sport and Cultural Development, and the Agricultural Land Commission.
School Districts	School District 68
First Nations	Snuneymuxw First Nation
North Cedar Improvement District	Staff responsible for water servicing, street lighting, and fire protection.
Other Agencies/Expertise	BC Housing, Emcon, Electoral Area resident.

Recruitment

RDN staff will request appropriate agency representatives to serve on the TAG by personal invitation based on the interest areas identified above.

Online Collaboration

Once the TAG is established, RDN staff will contact each TAG member to determine an appropriate form of online media to use for TAG communication. An online communication tool shall be selected that:

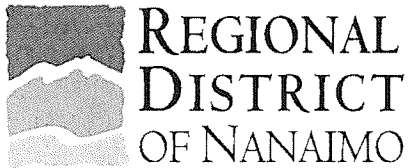
1. provides the ability to post questions and have TAG members respond in a forum which is visible to other TAG members;
2. allows users to post documents and graphics;
3. provides the ability to have online discussion;
4. is secure and provides a method for controlling access if required;
5. is accessible from any computer with internet access;
6. is simple and free to use; and,
7. is low or no cost to operate.

Except on rare occasions, TAG members will not be required to attend meetings in person. TAG members will be asked to frequently check in to whichever online media is used to respond to comments, ideas, and questions.

TAG Recommendations

Recommendations from the TAG shall be in the form of written recommendations recorded on line. RDN staff shall be responsible for sharing the recommendations with the Citizen's Group and the general public.

Attachment No. 2



Terms of Reference

**Electoral Area 'A' Cedar Main Street Design Project
Citizen's Advisory Group**

Background

The Regional District of Nanaimo (RDN) has initiated a village planning project in Electoral Area 'A', hereafter referred to as the Cedar Main Street Design Project (the Project). The purpose of the Project is to implement one of the recommendations of the new OCP by producing a detailed visual plan of the Cedar Main Street land use designation called the Cedar Main Street Plan (the Plan).

The desired outcome of the Project is the adoption of a feasible Plan which is supported by the community and will have a positive social, economic, and environmental impact on how the Plan Area grows and changes over time.

Role of the Citizen's Advisory Group

The role of the Citizen's Advisory Group (CAG) is to represent the community's interest in creating and guiding the Plan's goals, objectives, policies and implementation strategies. Specifically, the CAG will discuss and provide recommendations on various topics related to the Plan, in collaboration with RDN staff and the Technical Advisory Group that will compliment, not replace, broad public participation in the process.

Purpose

The purpose of the CAG is to participate directly and actively in the planning process. In addition, both as a group and as individual members, the CAG will be responsible for:

1. Identifying key issues relating to the community, future development, and growth management;
2. Sharing information about the Project with the community;
3. Reviewing and providing comments on the Technical Background Report to ensure that the information in the report is correct and complete and to identify additional issues and information that should be considered in the Project;
4. Identifying issues and questions from the community and bring them to the RDN;
5. Responding to ideas and proposals from the RDN prior to presenting them to the community;
6. Making non-binding recommendations to the RDN on various components of the draft Plan throughout the process;
7. Playing an active role in the multi-day collaborative community design charrette;
8. Assisting in the public consultation program, advertising, and scheduled events;

9. Reviewing and providing comments and recommendations on the draft Plan;
10. Reviewing and providing comments on any other issues of relevance to the Plan referred from the RDN or Technical Advisory Group;
11. Assisting RDN planning staff in identifying and evaluating potential alternatives to key issues relating to the community, future development, and growth management; and,
12. Providing information about the review process to the community and encouraging community involvement.

Membership Composition

1. The CAG will be comprised of a maximum of 12 members.
2. Member selection will strive to maintain a balance between social/cultural, economic, and environmental interests and expertise, and citizens at large. The Citizen's group is intended to include targeted representatives from the following key interest areas:
 - a. landscape or urban design professional – 1 member
 - b. affected business owners – maximum 3 members
 - c. affected property owners – maximum 3 members
 - d. residents at large – maximum 3 members
 - e. environmental protection – 1 member
 - f. social issues and housing – 1 member
3. Those selected for the group should reside, be employed, and/or own or have interest in property or business within the Plan Area. Residents at large could reside outside the Plan Area but must be familiar with that portion of Cedar Road that is the subject of the Project.
4. The Electoral Area Director or his/her alternate shall serve on the CAG as the Chair and a non-voting Ex Officio member and shall not be included towards the maximum number of members. Notwithstanding the above, the Chair may, at its discretion, step down as Chair and ask the CAG members to appoint a replacement Chair on either a temporary or permanent basis.

Recruitment

The Electoral Area Director, with the assistance of RDN staff, will recruit members to serve on the CAG by personal invitation based on the interest areas identified above and proximity to and interest in the study area. Staff will draw upon the network of organizations and community members who participated in the Electoral Area 'A' OCP review as well as local knowledge to attempt to fill each position. In doing so, staff are proposing the following techniques:

- a. in person and/or telephone conversations;
- b. addressed invitation letters; and,
- c. in the event that the above methods are unsuccessful in recruiting a broad range of members who represent a balance between all of the interests listed above, other methods of recruitment such as advertising in local newspapers, community bulletin boards, and the RDN website may be used.

Once a list of potential candidates is created, staff will present a report to the EAPC to consider appointment of the candidates to the group.

Meetings

Conduct

1. All meetings will be conducted in an orderly and business-like manner and will be advertised on the RDN website and open to the public.

2. The order of business will be indicated in an agenda which will be prepared by RDN staff in conjunction with the Chair. Any additions or changes in the prepared agenda may be requested by any member of the group and must be approved by a majority vote of the group members in attendance at the meeting.
3. All meetings shall commence at the stated time. The conduct of meetings shall enable members of the group to consider information presented, weigh evidence related thereto, and make informed recommendations.
4. Group members will respect the following rules of meeting conduct:
 - group discussion is important; and everyone should get a chance to speak;
 - provide honest, open opinions;
 - agree to disagree; consensus may not always be achieved; and,
 - promise to stay on track and on topic.

Meeting Frequency

Dates, times and places of the meetings will be established at the first meeting. Once established, notice of these meetings will be posted on the RDN website.

Procedure

1. The CAG will generally operate on a consensus basis. Consensus means there is substantial agreement where all group members work together to develop a recommendation which is acceptable by all members.
2. If consensus is not achieved, the Chair may ask for a show of hands to gauge the CAG's opinion on any particular issue. All positions will be taken in to account by the Electoral Area Director who will be responsible for working with RDN staff to make an informed decision.
3. Whichever members are in attendance at any particular meeting shall be considered a quorum for the purpose of soliciting input from the group and non-binding recommendations to the RDN. CAG members are strongly encouraged to attend all meetings.
4. The CAG is appointed by the Regional District Board, and reports to the Electoral Area Director who reserves the right to recommend to the Electoral Area Planning Committee amendments to the group's structure as required, the appointment of new members to the CAG, or the termination of group members. The reasons for any decision in these matters will be publicly stated.
5. The CAG shall endeavour to forward meeting minutes to the technical advisory group.
6. The CAG may hear delegations on issues being considered or on proposed content in the Plan.
7. Members of the CAG must declare their property interests at the on-set of the planning process.
8. RDN staff or consultants contracted to undertake parts of the Project will be available, as required, to explain the legislative and technical context which affects the Project, and the implications of proposals or recommendations made by the CAG.
9. Staff or consultants will also be responsible for drafting the Cedar Main Street Plan and corresponding OCP amendment.
10. As an Ex Officio member of the CAG, the Electoral Area Director or Alternate Director will provide background information, advice and direction. The Electoral Area Director or Alternate Director may participate in the discussion and debate but will not vote on motions. The Director may offer advice on how to resolve a problem or word a motion.
11. A secretary will be provided by the RDN to prepare agendas, take meeting notes, and distribute those notes to each member after the meetings.

12. The CAG has no authority to call public meetings, commit funds, enter into contracts, or represent the RDN.
13. The recommendations of the CAG shall be considered by the Electoral Area Director, but shall not be binding.

Meeting Notes

Verbatim minutes shall not be recorded, the RDN will prepare meeting notes for all meetings which highlight the major points and key results. The meeting notes shall be signed by the Chair and made available to the public and CAG members.

Delivery of Meeting Notes

Prior to a meeting a copy of the agenda with the previous meeting's notes attached will be delivered by email or be available for pick up from the RDN Planning Department. Copies of communications and other documents and exhibits, which are available and pertinent to the meeting, will also be available.

CAG members should become familiar with the agenda and supporting materials prior to the meeting, and shall obtain any additional information that may be necessary to participate in the meetings and make well-informed recommendations.

CAG Recommendations

Recommendations from the CAG shall be in the form of written recommendations recorded in the meeting notes.

Attendance at Meetings

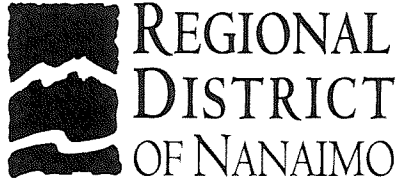
Attendance at meetings will be encouraged for all members. In situations where a particular member cannot attend, the RDN will forward a copy of the meeting notes to that member. Each member is responsible for informing staff if they will be absent at the next meeting. Frequent non-attendance by a group member will be reviewed by the Electoral Area Director and may warrant a replacement being sought.


Meeting Facilitator

The Chair shall preside over all meetings, maintain order, and ensure the rules of the CAG are followed. An alternate chair may be selected by the members of the group in the event of an unexpected absence of the Chair.

Remuneration

1. Members of the CAG will serve without remuneration but the RDN will pay appropriate preapproved and necessary expenses that arise directly out of the performance of their duties as members of the CAG.
2. The RDN will cover necessary meeting expenses (room rental, meals, etc.) if applicable.
3. Secretarial services will be provided by the RDN.
4. Meeting locations will be decided by the CAG and coordinated by the RDN.



RDN REPORT		
CAO APPROVAL 		
EAP		
COW	✓	July 12/11
JUL - 4 2011		
RHD		
BOARD		

MEMORANDUM

TO: Mike Donnelly
Manager of Water Services

DATE: June 30, 2011

FROM: Christina Metherall
Drinking Water and Watershed Protection Coordinator

FILE: 5600-07

SUBJECT: Proposed Rainwater Harvesting Incentive Pilot Program

PURPOSE

To establish a rainwater harvesting incentive program for the proposed Yellow Point Development Permit Area and Gabriola Island.

BACKGROUND

As the population of the Regional District of Nanaimo continues to grow, reducing demand on water resources and water systems will become increasingly important. The Drinking Water and Watershed Protection Action Plan identifies the need to promote rainwater harvesting under Program 5C, and provide incentives to the public to encourage reductions in water consumption under Program 5D. In addition to the Drinking Water and Watershed Protection Action Plan, the adoption of a rainwater collection incentive program is supported in the *Innovative Options and Opportunities for Sustainable Water Use* study brought to the Board in April of 2009. That study includes a 5 year action plan to reduce water consumption 33% by 2018. It evaluates different options for incentive programs and prioritizes them based on their ranking on fifteen criteria. Four of the top five recommended incentives support the use of cisterns for the collection of rainwater. The following is an excerpt from page 41 of the report:

Prioritized Applications:

1. Neighbourhood cisterns/SW (rainwater) detention and centralized reuse;
2. water-saving toilets, showers, laundry, dishwasher;
3. cisterns for toilets and laundry;
4. neighbourhood cisterns and centralized irrigation reuse; and
5. cisterns for outdoor watering

Rainwater harvesting (RWH) is the collection and storage of rainwater to be used at a later time. Both rain barrels and cisterns can be used to store rainwater directed off roofs and buildings. A rain cistern is much like a rain barrel only it is larger, can be above or below ground, and water from a cistern may be used outdoors for landscaping as well as indoors if it is properly constructed with the appropriate treatment and plumbing. Most cistern owners use the water for non-potable applications like irrigation and toilet flushing, as there are additional treatment costs to ensure the water meets drinking water standards. The installation of cisterns has grown in popularity in countries like Australia, Germany and the United States. It is estimated that over 200,000 cisterns are in use in the United States. In Canada, and usually in rural areas, cisterns have been used to store either water delivered by truck or by rainwater where other water supplies were not available. Cisterns for rainwater collection are in wide use in many drier rural areas in BC including Gabriola Island and in the Yellow Point area.

Many local governments across Canada have implemented incentive programs offering rebates on rainwater collection devices. Several local governments provide incentives for the use of rain barrels. Rain barrels are relatively inexpensive but are not large enough to collect a sufficient supply of water for the long dry periods that exist between summer rain events in the Regional District of Nanaimo. There is a great interest by Canadian municipalities in the area of rain harvesting and several other local governments including Comox Valley Regional District and the City of Guelph provide rebates of \$150 to \$2,000 for purchase and installation of cisterns or full RWH systems.

The proposed rebate program would provide a rebate of \$500 for a cistern that collected a minimum of 4,545 litres (1,000 gallons) of rainwater. A RWH system that collects 4,545 litres would provide sufficient water for most outdoor watering needs and potentially water for indoor non-potable water use. For example, 4,545 litres would provide sufficient supply for a small vegetable garden, a flower bed (50'x3'), and 30 potted plants. By comparison, a 22,729 litre (5,000 gallon) system may provide enough water for a single or two person household with very conservative water use.

Each 4,545 litres tank that was installed would result in a total of 70,300 litres of water being left in the Yellow Point and Gabriola Island aquifers over the course of the year. This translates to reduced stress on local groundwater resources and more sustainable long term water use. By reducing extraction in dry summer months, this also ensures that there is sufficient water left to maintain critical base flow in streams in order to protect ecological health.

The proposed rebate program applies to cisterns purchased for use in existing or new homes in Electoral Area B or over the Yellow Point aquifer as outlined in the proposed Yellow Point Aquifer Development Permit Area. This is because both of these areas have been identified in the Snapshot Report as having stress on groundwater resources. These areas have similar geology and the aquifers in these areas cannot provide substantial summer storage. In recognition of the stressed groundwater supplies, the draft Yellow Point Aquifer Development Permit Area requires rainwater harvesting with minimum storage of 18,000L in all new home construction. The incentive program will help with the transition to this new requirement. The program will operate as a mail-in rebate with an application, a receipt as proof of purchase, and a photo of the installation. Applicants would be required to state if the rainwater was used for indoor or outdoor use. Any applications where rainwater is used inside the home will require a plumbing inspection or certificate to ensure that the unit is installed in accordance with the Plumbing Code. There will be a limit of one rebate of \$500 per property. Only property owners will be eligible to receive the rebate.

This incentive program is intended as a pilot project. The eligible area is geographically limited in order to ensure a limited budget (\$10,000) is focused in clearly defined areas where there is a current, demonstrable need to support rainwater collection. Based on program success and budget capacity, this program would be reconsidered for extension or expansion to other areas in the 2012 budget.

ALTERNATIVES

1. The Board approve the proposed rainwater harvesting incentive program.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The Regional District of Nanaimo has budgeted \$10,000 for 'Other Incentives' under the Drinking Water and Watershed Protection Budget. Water Services Department staff will administer the program, including reviewing and processing of applications. Staff estimate that there will be up to 20 cisterns installed in the first year of the program.

SUSTAINABILITY IMPLICATIONS

Reductions in groundwater consumption are necessary to ensure water availability and sustainability in areas where aquifers are under stress. Providing incentives for rainwater use will reduce that impact significantly. For example, the estimated 1.4 million litres of water saved by promoting the installation of 20 cisterns, represents the annual water consumption for 7 homes.

SUMMARY/CONCLUSIONS

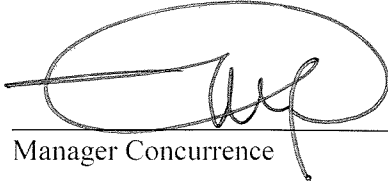
The introduction of an incentive program for rainwater harvesting is proposed under the Drinking Water Protection Function for Electoral Area B and the Yellow Point Aquifer. This incentive program will motivate residents to install Rainwater Harvesting systems, resulting in a decrease in groundwater use in these aquifers.

RECOMMENDATION

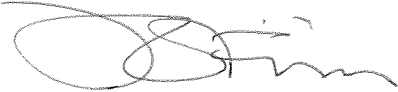
That the Board approve the proposed Rainwater Harvesting Incentive Program Pilot for Electoral Area B and the proposed Yellow Point DPA.



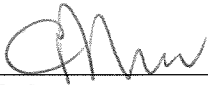
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
WEDNESDAY, MAY 25, 2011
9:30AM**

Attendance: Michael Procter, Chair
Dave Bartram, Director, RDN Board
Josianne Sêguin
Barry Ellis
Patty Biro

Staff: Elaine McCulloch, Parks Planner

Regrets: Marguerite Little
Valerie Weismiller

CALL TO ORDER

Chair Procter called the meeting to order at 9:30am.

MINUTES

MOVED D. Bartram, SECONDED J. Sêguin, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held January 26, 2011, be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

As the vandalism and damage at Dunsmuir Park is ongoing and continues to be a problem, the Committee decided a staff recommendation would be required to deal with issue.

MOVED D. Bartram, SECONDED J. Sêguin, that staff be directed to prepare a report on Dunsmuir Community Park summarizing issues and identifying options to improve the park.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED D. Bartram, SECONDED B. Ellis, that the Correspondence F. Van Eynde, RDN, to Qualicum Bay Lions Club, re: Grant-In-Aid Application Referred to Parks and Open Space Advisory Committee, be received.

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects

Ms. McCulloch presented a brief overview of the Community Parks and Regional Parks and Trails projects for December 2010 through to April 2011.

Mr. Bartram stated the Lighthouse Country Regional Trail is being well utilized and an asset to the Community. He also noted ten more senior housing units will be constructed in the area soon.

Ms. Biro joined the meeting at 10:10am.

Wildwood Community Park – Community Member Request for Memorial Bench

The Committee discussed the request for the placement of a bench to honour the memory of Alice Antonelli and her contribution to the Lighthouse Country Regional Trail. The Committee suggested the possibility of naming a portion of the trail, Alice's Loop, with signage and appropriate photos. Staff will draft a plan for the memorial for the Committee's approval.

Henry Morgan Community Park

Ms. McCulloch reviewed the ideas and comments collected from the Henry Morgan Community Park Community Questionnaire. Some of the suggestions were: free play areas, a sport court, disc golf, natural vegetation and landscaping, natural playground, pump track and a bouldering rock. Other suggestions included a shade shelter and a senior's use area.

Chair Procter noted the excellent job done in gathering the Community's ideas and the comments received have given the Committee many good components to consider.

Ms. McCulloch will develop a Henry Morgan Community Park Concept Plan, which may possibly require a special summer meeting for the Committee's review.

Prioritization and Review of Potential Park Projects

Ms. McCulloch briefly reviewed the Potential Park Projects in Electoral Area 'H'. The Committee requested the following changes to the list:

- Move Wildwood Park signage and trailhead development up in priority.
- Move the Lions Park up in priority.
- Move Dunsmuir Park up in priority.
- Move Islewood Drive Park down in priority.
- Move Pearl Road Park down in 2015.

MOVED P. Biro, SECONDED J. Sêguin, that Henry Morgan Community Park be given priority on the Electoral Area 'H' Community Park Project List.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED P. Biro, SECONDED J. Sêguin, that the Qualicum Bay Lions Club Grant-In-Aid application in the amount of \$6,739.23, for painting of the Lion's Recreation Centre, be approved and funded by the Electoral Area 'H' Community Parks Function Budget.

CARRIED

COMMITTEE ROUND TABLE

Committee members agreed the special summer meeting to review the Henry Morgan Community Park Concept Plan, should also include other similar items.

Ms. P. Brio suggested obtaining canvassing assistance from Vancouver Island University students when extra input is required for some projects.

ADJOURNMENT

MOVED D. Bartram that the meeting be adjourned at 11:20pm.

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY PARKS AND OPEN SPACE ADVISORY REGULAR COMMITTEE MEETING HELD, MONDAY, JUNE 13, 2011 7:00PM

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

Staff: Elaine McCulloch, Parks Planner

Regrets: D. Cawthorne

CALL TO ORDER

Chair Heikkila called the meeting to order at 7:07pm.

MINUTES

The Committee noted the last sentence under the heading *Election of Chair and Secretary* should read “Ms. McCulloch passed the chair to Mr. Heikkila.”

MOVED B. Erickson, SECONDED J. Wilson, that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held February 21, 2011, be approved, as amended.

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects

Ms. McCulloch presented a brief summary of the Community Parks and Regional Parks and Trails Projects for February through to April.

Meadow Drive Community Park Update

Ms. McCulloch reported the Meadow Drive Community Park swing set, with two tot and two youth swings, has been installed on an engineered fiber surface. One tree was moved and two more trees have been installed to compliment the area. The project was completed within the budget allocated.

Creekside Community Park

The Creekside Community Park parking lot has been graded with a new crush surface at a cost of \$2,500. Funding was provided from both the Community and Regional Parks budgets as the parking lot is also used for Benson Creek Regional Park.

Olesen Property Update

Ms. McCulloch reported the Anders and Dorrit Olesen property is now in probate. Ms. McCulloch noted Mr. Anders had stated his appreciation of the different park design concepts for the property, when they were presented to him by Parks Staff.

Prioritization and Review of Potential Park Projects

Ms. McCulloch presented the prioritization and the potential park projects listed on the Five Year Plan for review. The Committee suggested the following changes:

- 2012 – Creekside Community Park - bridge assessment/trail development.
- 2013 – Creekside Community Park - bridge construction.
- 2014 – Meadow Drive Community Park - forest trail and bridge assessment.
- 2015 – Olesen Property - park development.
- 2016 – Jinglepot Roadside Trail.

MOVED R. Heikkila, SECONDED J. Wilson, that the Reports be received.

CARRIED

ADJOURNMENT

MOVED R. Heikkila, SECONDED B. Erickson, that the meeting be adjourned at 8:55pm.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

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

HELD ON WEDNESDAY, JUNE 22, 2011 AT 12:30 PM
IN THE RDN BOARDROOM

Present:	Director J. Stanhope	Chairperson
	Joe Burnett	Director Electoral Area A
	Gisele Rudischer	Director Electoral Area B
	Deb Ferens	Islands Trust Representative
	Gilles Wendling	General Public Representative (South)
	Gordon Buckingham	General Public Representative (North)
	Pat Lapcevic	Ministry of Forests, Lands and Natural Resource Operations
	Faye Smith	Environment Community Representative
	Alan Gilchrist	Academic Community Representative (VIU)
	Ken Epps	Forest Industry Representative
	Morgan Kennah	Forest Industry Representative
	Shelley Bayne	Hydrogeology Representative
	Domenico Iannidinaro	Forest Industry Representative
	Bob Wylie	Ministry of Transportation and Infrastructure
	John Deniseger	Registered Professional Biologist
	Lynne Magee	Vancouver Island Health Authority
	John Finnie	General Manager Regional and Community Utilities, RDN
	Mike Donnelly	Manager of Water Services, RDN
	Christina Metherall	Drinking Water/Watershed Protection Coordinator, RDN
	Sophie Waterman	Special Projects Assistant, RDN
	Julie Pisani	Special Projects Assistant, RDN
	Cavan Gates	Special Projects Assistant / Recording Secretary, RDN
Regrets:	Oliver Brandes	Academic Community Representative
	Dave Bartram	Director Electoral Area H
	Bonaventure Thorburn	Water Purveyors' Representative

CALL TO ORDER

The Chair called the meeting to order at 12:35.

MINUTES

MOVED J. Burnett, SECONDED G. Rudischer, that the minutes of the Drinking Water Watershed Protection Advisory Committee meeting of March 31, 2011 be adopted. CARRIED

REPORTS (verbal)

Presentation on the Englishman River – Groundwater – Surface Water Interactions and Climate Change (A. Lil - Living Rivers, F.Smith)

F. Smith spoke about the surface water-groundwater interactions project. There has been lots of popular support for the project. There is an opportunity to tie together some projects dealing with the Englishman River.

A. Lil provided an overview of Living Rivers' involvement and interest with the Englishman River. The main goal is clean drinking water for an increasing population while preserving ecological benefits in the face of climate change. In past partnerships, Living Rivers has provided one third of the funding with other parties providing the remainder. Living Rivers currently has BC Regional Adaptation Collaborative funding to further develop the water management planning on the Englishman River. The seven goals in the RDN Snapshot Report are supported by the Living Rivers initiative. Another Living Rivers project is to augment the storage capacity above the Englishman River, in particular, a new dam on Shelton Lake. Scope of involvement with the RDN is to advance knowledge of watershed conditions and collaborate on potential future adaptation strategies. The following points were noted:

- The Arrowsmith Dam helps maintain an adequate summer flow already.
- Drought frequency in the Cowichan Valley is on the rise which may indicate the need for further management in the RDN.
- There has been no low flow below historical levels since the installation of the dam (for records to 2005).
- The AWS water license requires a greater flow than historical levels to maintain water extraction and fish stocks.
- The proposed dam on Shelton Lake would be a low head dam of 2.5 metres.
- Construction and operational costs would be shared by the AWS and Living Rivers but AWS would hold the water license.
- TimberWest owns the land around Shelton Lake.
- AWS staff have been directed to prepare a report on the Shelton Lake dam but it has not been completed, pending resolution of matters associated with AWS governance, etc.
- Fish stocks are increasing in the Englishman River.
- Impacts on the flood-drought cycle include both climate change and urban development.
- The present synergy between Living Rivers and Natural Resources Canada would make this a timely partnership with the RDN.
- RDN resources are largely already allocated so more information is required on what role the RDN would play in a partnership.
- There are potential funding resources so it would be wise to identify synergies and work together.

Discussion of the draft Terms of Reference for the Water Budget Project (C. Metherall)

C. Metherall addressed questions raised in previous discussions of the Water Budget Project by providing context on how the project will relate to the overall goal of knowing how much water is available for human and environmental use now and in the future in order to guide development policy. This project will result in identifying which watersheds are stressed and begin identifying potential future watershed capacity. Stressed watersheds will receive first priority when developing more in-depth water budgets. It was noted that although there has been some work done on areas of the Englishman River Watershed, the scope was smaller than the current project.

Discussion of the Water Extraction and Level Database (C. Metherall)

C. Metherall outlined the database options which consist of the VIU database, an RDN created database and porting the Okanagan Basin's SWURT database to the RDN. The advantage of SWURT is that it will likely be linked to the Ministry of Environment database when the new Water Act is enacted. It also provides a dashboard which tells users how they compare to others in the region. The following points were noted:

- The Okanagan Basin Water Board currently operates SWURT.
- SWURT would be used for large water users but not on the individual well scale; the database developed by VIU could be used for individual wells.
- Private well users will not be required to report their usage under the new Water Act. This could be changed in some "hotspot" areas but it is not realistic to monitor private well usage province wide.
- EPCOR is willing to report their usage.

Water Sustainability Indicators (C. Metherall)

C. Metherall explained that three indicators have been chosen for the Regional Growth Strategy Indicators and the Watershed Report Cards based on the availability and timing of data collection. They are groundwater elevation, surface water quality and water consumption.

Discussion of Composting Toilets (L. Magee)

L. Magee asked if there were any specific topics committee members would like covered. The following points were noted:

- From VIHA's perspective, composting toilets may be used as the primary toilet in a house as long as there is a way to dispose of grey water from other sources.
- Water from kitchen sinks requires more treatment than many grey water recycling systems provide.
- UBC has a building that is not connected to the city sewer and reuses or disposes of all their black water and grey water on site.
- L. Magee committed to providing a formal response to the Committee if further information was requested.

Program Updates:

Phase 2 Observation Well program (C. Metherall)

C. Metherall presented the potential locations of future observation wells. The following points were noted:

- Phase 1 wells were installed by Red Williams and Drillwell, and also included existing wells that were converted to monitoring wells.
- The rock coring done in Cedar was for the Geological Survey of Canada who contributed funding for it.
- There is no monitoring well on Gabriola Island yet, but a potential well has been identified.

Community Water Quality Monitoring (C. Metherall)

C. Metherall noted that seven sets of monitoring equipment have been ordered. Volunteer stewardship groups will perform the monitoring. The following points were noted:

- Nanaimo River is not currently being monitored. NALT has indicated that they have some interest but are too busy right now.
- This model of community monitoring has the potential to expand across Vancouver Island. Its effectiveness lies in the ability to simultaneously sample many locations which allows for direct comparison.

Cassidy and South Wellington Groundwater Quality Survey (C. Gates)

C. Gates stated that sampling was performed by Rachelle Ormond of Ministry of Forests, Lands, and Natural Resource Operations (MFLNRO) and Cavan Gates (RDN) in April for Phase One and in June for Phase Two. Thirty-four sites were included in Phase One and fourteen in Phase Two. The distribution of sample points in Phase One was even across the sample areas and Phase Two is more targeted. Notable results include Total Coliforms, *E. coli*, Arsenic, Fluoride, Sodium, Iron, Manganese, Hardness, pH, Aluminum, Total Dissolved Solids and Chloride. All dissolved elements were from wells in South Wellington and most Total Coliforms were from wells in Cassidy. The following points were noted:

- Well owners are receiving a copy of their results as well as customized recommendations for well head protection.
- No notable ammonia levels were found.
- Ammonia is known to naturally occur in other areas of the Regional District.
- Ammonia levels would be interesting to analyze even if they do not exceed the Maximum Allowable Concentration (MAC).
- Two instances of Fluoride exceeded the Guidelines for Canadian Drinking Water Standards.
- In some cases, Total Coliform levels exceeded the MAC, but the water samples were taken prior to any treatment on the systems, so this is not necessarily a test of drinking water.
- Rachelle Ormond is reviewing the results.
- Potential sources of contamination will be investigated.

Update on Private Well Monitoring Program (C. Metherall)

C. Metherall noted that for monitoring private wells, there is a tradeoff between cost and accuracy. A decision will be made whether to lower the desired accuracy of the measuring equipment or monitor fewer sites with more expensive equipment. Staff time commitment to data collection should be minimized.

Update on the Toilet Rebate Program to date (J. Pisani)

J. Pisani summarized the toilet rebate program to date. \$16,750 worth of toilet rebates have been processed since January 2011. 153 of 176 applications were backlogged from last year. RDN is partnering with Home Depot for a special instant rebate event in August.

Irrigation Review Program (S. Waterman)

S. Waterman reviewed the Irrigation Review program statistics to date. Close to seventy have been completed so far this year and another thirty are scheduled. Unlike last year, the highest proportion have been in Town of Qualicum Beach; it was noted that the Town of Qualicum Beach does contribute to the Team WaterSmart program.

Highly Vulnerable Aquifer Outreach Program (J. Pisani)

J. Pisani outlined the status of the program which is in the planning stages. The goal is to change people's behaviours by using Community Based Social Marketing. Outreach options under consideration include signs about aquifer vulnerability on the highway, information at fueling stations, and an initiative to promote proper disposal of household hazardous waste. There is a potential to partner with the airport, which has an interest in demonstrating environmental stewardship. It was noted that outreach regarding septic system maintenance and operation may be valuable.

Nanaimo River Flow Monitoring (C. Metherall)

C. Metherall provided more information on the Nanaimo River Flow Monitoring project. It is more expensive than first thought with \$25,000 in construction costs and \$8-12,000 per year for maintenance. Consequently, it has been reduced in priority and the RDN is looking for partners.

It was noted that a Department of Fisheries and Oceans representative on the DWWPAC would be beneficial and recommended that "The Drinking Water and Watershed Protection Advisory Committee Terms of Reference be amended to include a representative from Fisheries and Oceans Canada."

OTHER

Arrowsmith Water Service (J. Finnie)

J. Finnie summarized the Arrowsmith Water Service (AWS). It is a joint venture between the City of Parksville, the Regional District of Nanaimo and the Town of Qualicum Beach. It has built a dam and reservoir on Arrowsmith Lake and holds a water license on the Englishman River. The RDN interest is for the Nanoose Peninsula Bulk Water Supply. The current Parksville intake will be relocated and a treatment plant will be built. The new capacity will be required by 2016 for Parksville and RDN but not for another fifteen to thirty years for Qualicum Beach. Aquifer Storage and Recovery (ASR) is being explored in the area. The following points were noted:

- ASR may be the best way to meet summer demand in the area.
- Fairwinds Corporation and other new development in the Nanoose Bay Peninsula Bulk Water Service Area contribute to future water capacity infrastructure through Development Cost Charges and taxes.

ADJOURNMENT

Chair Stanhope thanked the committee for their contributions noting that clean water is becoming increasingly topical and important.

Chairperson



**MINUTES OF THE MEETING OF THE
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT BOARD
HELD ON THURSDAY, JUNE 23, 2011 2:00 PM
AT THE PARKSVILLE FORUM**

Present:

Director Joe Stanhope, Chair	Regional District of Nanaimo
Director George Holme	Regional District of Nanaimo (alternate)
Carol Mason	Regional District of Nanaimo
John Finnie	Regional District of Nanaimo
Mayor Chris Burger	City of Parksville (alternate)
Councillor Marc Lefebvre	City of Parksville
Fred Manson	City of Parksville
Mike Squire	City of Parksville
Bob Harary	City of Parksville
Mayor Teunis Westbroek	Town of Qualicum Beach (alternate)
Councillor Barry Avis	Town of Qualicum Beach
Mark Brown	Town of Qualicum Beach
Bob Weir	Town of Qualicum Beach
Bev Farkas	Recording Secretary

CALL TO ORDER

Chair Stanhope called the meeting to order at 2:00 pm and announced that while alternate members of the Management Board may participate in the meeting, they may not vote. Members were advised that the Memorandum of Agreement with Town of Qualicum Beach is withdrawn from the agenda.

DELEGATIONS

Trevor Wicks, re AWS Role in a Regional Water Supply Strategy

Mr. Wicks gave a powerpoint presentation to the Management Board and provided notes on the presentation (attached).

MINUTES

MOVED M. Lefebvre, SECONDED B. Avis, that the minutes from the meeting of the Arrowsmith Water Services Management Board held April 26, 2011, be adopted.

CARRIED

REPORTS

Operations Update (M Squire)

M. Squire gave a brief powerpoint presentation to update the Management Board on the operations and noted that the dam is expected to spill for another 3.5 – 4 weeks. There are no amendments expected to the operational rule. Water has been extracted from the river for approximately 3 weeks. M. Squire also gave an update on the water treatment property noting that the mine permit is now closed, there is no evidence of an archeological site, and all legal information is complete including the survey. The closing date for the property purchase is June 30, 2011.

Communications Plan Update (M Squire)

M. Squire noted that many actions on the Communication Plan have been completed including a workshop with the City of Parksville and discussions with (and presentations to) stakeholders including Department of Fisheries and Oceans, Vancouver Island Health Authority, Town of Qualicum Beach and provincial fisheries authorities. M. Squire reported that VIHA was satisfied with the discussions while DFO had some concerns and have been provided with more information which is being reviewed. Open houses will take place in the fall/winter.

Public Information Report (M Squire)

M. Squire reviewed the staff report on the Public Information Report.

MOVED M. Lefebvre, SECONDED B. Avis, that the Arrowsmith Water Service Management Board recommend the Joint Venturers approve the Public Information Report dated June 2011.

CARRIED

MOVED B. Avis, SECONDED M. Lefebvre, that the Arrowsmith Water Service Management Board direct the Arrowsmith Water Service Management Committee to proceed with placing the Public Information Report on to the Arrowsmith Water Service Web Page.

CARRIED

Capital Works Implementation Plan and Phase II/III Consultant Selection (M Squire)

M. Squire introduced the staff report and explained the Implementation Plan timeline to referendum. M. Squire noted that the Associated Engineering team was the best qualified team from a qualifications-based selection. The qualifications-based selection process will be utilized for Phase 3 of the project.

MOVED M. Lefebvre, SECONDED B. Avis, that the Arrowsmith Water Service Management Board accept the Preliminary Implementation Plan Schedule, projecting that the referendum for financing construction of the AWS Expansion Project would occur in 2014.

CARRIED

MOVED B. Avis, SECONDED M. Lefebvre, that the AWS Management Board authorize engaging the services of Associated Engineering for Phase 2 services, subject to award of and funding for a professional services contract approved by the AWS Management Board.

CARRIED

MOVED M. Lefebvre, SECONDED B. Avis, that the AWS Management Board authorize commencement of a qualifications-based selection of a consultant to perform Phase 3 services, subject to award of and funding for a professional services contract approved by the AWS Management Board.

CARRIED

AWS Joint Venture Agreement (C Mason)

C. Mason introduced the report and noted that the RDN will continue in the administrative role of preparing agendas and minutes and the City of Parksville will continue in the role of operator.

All parties indicated their ongoing support of the joint venture noting that it provides stability for moving forward, in particular with funding applications.

Appreciation was extended to the Management Committee staff for the work involved on preparing the document.

MOVED M. Lefebvre, SECONDED B. Avis, that the Arrowsmith Water Service Joint Venture Agreement be approved for a five year term expiring on June 30, 2016.

CARRIED

Englishman River Joint Venture Agreement (C Mason)

C. Mason introduced the report as a supplementary report to the AWS Joint Venture Agreement report, as a consequence of Qualicum Beach opting out of the next phase of the AWS Joint Venture. C. Mason noted that the Englishman River Joint Venture Agreement was prepared using the AWS Joint Venture Agreement as a template with changes to the voting structure. The City of Parksville will be allocated three votes and the RDN two votes with majority decisions requiring five votes. Qualicum Beach shares were divided proportionately with the City of Parksville having 74% and the RDN having 26%. C. Mason informed the Management Board members that the Town of Qualicum Beach is supportive of this relationship; the agreement will be presented to the City of Parksville Council and the RDN Board.

MOVED M. Lefebvre, SECONDED B. Avis, that the Englishman River Water Service Joint Venture Agreement report be received for information.

CARRIED

OTHER

Management Board Meeting Venue

J. Finnie raised the issue of having a consistent meeting venue for the AWS Management Board meetings. It was agreed that the Parksville Forum would be the most central and convenient location to meet.

QUESTIONS

The Chair opened the floor to questions.

Mr. C. Stone (Parksville) asked about the motions for proceeding – is there a budget available for options? J. Finnie replied that there have been extensive studies regarding intake and treatment plant options and added that the consultants were given the task of identifying the best location for intake and treatment plant.

Mr. J. Craig (BC Conservation Foundation) asked if there are any details from fisheries re mitigation for moving the intake upstream. M. Squire replied that mitigation was not discussed in detail at the meeting with DFO and that in fact the intake is being moved downstream – this was addressed by one of the consultant’s Discussion Papers.

Mr. G. Wendling (GW Solutions Inc.) asked if the budget for Phase II includes an external review of ASR and noted that a review is a good way to identify problems for a reasonably low cost. J. Finnie replied that this has not yet been addressed, although experts in the field have been engaged to date, and should be discussed by the AWS Management Committee. M. Squire added that the preliminary reports on ASR look very feasible and that as outlined in the implementation process, all design activities would be subject to a valued engineering review which would include outside expertise and operators to review the preliminary and detailed design to ensure feasible options are achieved.

Mr. T. Pritchard (Qualicum Beach) questioned the possibility of a power generation opportunity at the Arrowsmith Dam. B. Weir replied that preliminary investigations showed there was physical opportunity without impacting fish, however the location was considered too far from a transmission station. J. Finnie added that a critical point is the fact that the dam only operates from early May to October each year. J. Stanhope added that the topic of power generation will be reviewed.

Ms. Mary Brouillette (Qualicum Beach) asked if the size of the intake will remain the same even though Qualicum Beach has opted out and also asked which parties pay if Qualicum Beach wants to rejoin at a later date? M. Squire responded that the size of the pipe will be to full build-out and certain aspects of treatment can be phased in as required. F. Manson noted that Qualicum Beach will contribute 13.7% of the cost if they rejoin (plus CPI adjustment) and 100% of other infrastructure costs to upgrade for their use.

Mr. John Eyre (Qualicum Beach) asked if Qualicum Beach would be compensated by the City of Parksville and the RDN separately? M. Brown responded that users of the intake and treatment plant will pay more than non-users. Qualicum Beach will pay 13.7% of the basic maintenance of the dam.

ADJOURNMENT

MOVED B. Avis, SECONDED M. Lefebvre, that pursuant to Section 90(1) (c) of the Community Charter the AWS Management Board proceed to an In Camera AWS Management Board meeting to consider items related to personnel matters.

CARRIED

TIME: 3:14 pm

RISE AND REPORT

MOVED B. Avis, SECONDED M. Lefebvre, that the AWS Management Board approve the appointment of Mike Squire as the AWS Program Manager, effective immediately.

CARRIED

ADJOURNMENT

MOVED, M. Lefebvre, SECONDED B. Avis, that the meeting terminate.

CARRIED

TIME: 3:25 pm

J. Stanhope, Chairperson