

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, NOVEMBER 25, 2003
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

5-10 Minutes of the regular Committee of the Whole meeting held Tuesday, October 28, 2003.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATION/CORRESPONDENCE

11-13 UBCM, re Bill 75 – Significant Projects Streamlining Act.

COMMUNITY SERVICES

14-18 Inclusion of Hogweed on Noxious Weed List.

RECREATION & PARKS

19-42 Gabriola Recreation Society Agreement Renewal.

43-47 Descanso Bay Regional Park – Draft Management Plan. (Plan included as a separate enclosure)

48-51 Home Lake Regional Park – Status Report.

CORPORATE SERVICES

ADMINISTRATION

52-57 Policy for Use of RDN Meeting Rooms.

FINANCE

58-71 Operating Results to September 30, 2003.

FIRE PROTECTION

72-75 Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364.

- 76-78 Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01.
- 79-80 Errington Fire Department - Request to Enter into Lease Financing for the Purchase of a Fire Truck.

DEVELOPMENT SERVICES

EMERGENCY PLANNING

- 81-82 Appointment for Emergency Planning Area Coordinator & Bylaw Enforcement Officer.

PLANNING

- 83-88 Englishman River Storm Water Management Service Area Establishment Bylaw No. 1363.

ENVIRONMENTAL SERVICES

SOLID WASTE

- 89-92 Waste Stream Management Licensing – Progress Report.

UTILITIES

- 93-100 Surfside Sewer LSA Bylaw No. 1124.02.

COMMISSION, ADVISORY & SELECT COMMITTEE

Electoral Area 'A' Parks & Green Spaces Advisory Committee.

- 101-102 Minutes of the Electoral Area 'A' Parks & Open Space Advisory Committee meeting held September 18, 2003. (for information)

Transit Business Plan Update Select Committee.

- 103-113 Minutes of the Transit Business Plan Update Select Committee meeting held October 30, 2003. (for information)

That the District 69 – Community Bus proposal be approved subject to public consultation, BC Transit's cost sharing commitment for a combined service and final Board review as part of the 2004 annual budget approval process.

That staff meet with the Downtown Nanaimo partnership group to develop a marketing and promotions strategy that will encourage students and faculty of Malaspina University College to visit downtown using Transit services.

Nanoose Bay Parks & Open Space Advisory Committee.

114-116 Minutes of the Nanoose Bay Parks & Open Space Advisory Committee meeting held November 3, 2003. (for information)

District 69 Recreation Commission.

117-119 Minutes of the District 69 Recreation Commission meeting held November 13, 2003. (for information)

That the recommendations from the District 69 Recreation Commission Grants Committee be approved as follows:

Youth Grants:

- Ballenas Cheer & Stunt Squad – bus transportation	\$2,000
- Kondors Rugby – equipment	\$1,284
- Oceanside Lynx Cheerleading Squad – equipment/uniforms	\$2,000
- Oceanside Track and Field – cinder for track	\$4,600

Community Grants:

- Arrowsmith Agricultural Assoc. – main hall ceiling & trim	\$8,850
- Bow Horn Bay Community Club – Fall Fair	\$4,000
- Coombs Halloween Candy Walk – props	\$1,000
- D69 Eating Disorder Awareness Week Comm. – spa night	\$1,600
- D69 Family Resource Association – Family Fun Night	\$ 780
- D69 Family Resource Association – Open House	\$ 200
- Time Out for Tots and Moms (TOTAM)- rental/advertising	\$2,410

Verbal Reports As Available:

Municipal Finance Authority
Deep Bay Harbour Authority
Regional Library Board
Treaty Advisory Committee
North Island 911 Corporation
Municipal Insurance Association
Mt. Arrowsmith Biosphere Foundation
Vancouver Island Generation Project Committee
Vancouver Island Health Authority – Project Building Committee
Vancouver Island Health Authority – Joint Capital Planning Committee
Vancouver Island Regional Transportation Advisory Committee

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BUDGET PRESENTATION

2004 -- 2009 Financial Plan Overview. (Verbal presentation)

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

That pursuant to Section 242.2(1)(h) of the Local Government Act the Board proceed to an In Camera meeting to consider legal matters.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, OCTOBER 28, 2003, AT 7:00 PM IN THE RDN BOARD CHAMBERS

Present:

Director J. Stanhope	Chairperson
Director H. Kreiberg	Electoral Area A
Director G. Lund	Electoral Area B
Director E. Hamilton	Electoral Area C
Director D. Haine	Electoral Area D
Director P. Bibhy	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director R. Longmuir	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haine	District of Lantzville
Director L. Sherry	City of Nanaimo
Director R. Cantelon	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director T. Krall	City of Nanaimo
Director B. Holdom	City of Nanaimo

Also in Attendance:

K. Daniels	Chief Administrative Officer
C. Mason	General Manager of Corporate Services
B. Lapham	General Manager of Development Services
N. Connelly	General Manager of Community Services
J. Finnie	General Manager of Environmental Services
N. Avery	Manager of Financial Services
C. McIver	Manager of Solid Waste
N. Tonn	Recording Secretary

DELEGATIONS

Sherry Sheffman & Dave Bennett, Terasen, re Proposed Liquid Natural Gas Facility on Vancouver Island.

Ms. Sheffman, Manager, Communications and Mr. Bennett, Manager, Planning & Business Development provided a visual and verbal overview of the proposed liquefied natural gas facility on Vancouver Island. Printed material was also distributed to all Committee members. A request was made to the Committee to support construction of an LNG storage facility on Vancouver Island and to assist in sourcing out potential suitable sites for a LNG facility within the boundaries of the RDN.

Gail Adrienne, Nanaimo Area Land Trust, re Core Funding Support.

Members of the Nanaimo Area Land Trust provided a visual and verbal presentation highlighting a number of NALT past projects as well as future plans and requested core funding support from the RDN in the amount of \$16,000.

LATE DELEGATION

MOVED Director Krall, SECONDED Director Cantelon, that a late delegation be permitted to address the Committee.

CARRIED

Glen Thornton, re Proposed Liquid Natural Gas Facility on Vancouver Island.

Mr. Thornton raised his concerns as well as those of members of the Nanoose Property Owners and Residents Association with respect to the existing gas pipeline which currently passes through Nanoose Bay and any possible hazard it may cause to Nanoose residents.

MINUTES

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the regular Committee of the Whole meeting held September 30, 2003 be adopted.

CARRIED

COMMUNITY SERVICES

Nanaimo Area Land Trust Update on Mount Benson.

MOVED Director Cantelon, SECONDED Director Krall, that the update report on Mount Benson and the efforts of the Nanaimo Area Land Trust be received for information.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Policy A1.2 – Distribution of Agendas.

MOVED Director Bibby, SECONDED Director Sherry, that the Board approve proposed amendments to Policy A1.2 Distribution of Agendas to provide full agendas, excluding in camera agendas, to all alternate directors and to the District of Lantzville Administrator.

DEFEATED

MOVED Director C. Haime, SECONDED Director McNabb, that the Board approve an amendment to Policy A1.2 Distribution of Agendas circulation list to receive full agendas, to include the District of Lantzville Administrator.

CARRIED

Regional Services Review – Terms of Reference.

MOVED Director Sherry, SECONDED Director Krall,:

1. That the Board approve the Terms of Reference as presented.
2. That a contingency of \$60,000 be included in the 2004 General Administration Budget to cover the potential cost of referendums next year.

MOVED Director D. Haime, SECONDED Director Hamilton, that this item be referred to a Board workshop to allow Directors an opportunity to review and comment on the terms of reference prior to approval.

CARRIED

FINANCE

Financing Alternatives for Oceanside Place.

MOVED Director Westbrook, SECONDED Director C. Haime,:

1. That short term financing for the multiplex project be used as long as possible and that long term debt be secured at a target rate between 6.3% and 6.8%.
2. That the proposal by the Town of Qualicum Beach to act either as a short term lender or to immediately prepay its share of the capital costs be accepted.
3. That if the Town of Qualicum Beach chooses to act as a short term lender, that it do so under the same terms and conditions as if the funds were borrowed from the Municipal Finance Authority and that its funds remain as a prepayment when long term debt is secured.

MOVED Director Westbrook, SECONDED Director Sherry, that the motion be amended to read as follows:

That short term financing for the multiplex project be used as long as possible and that long term debt be secured at a target rate between 6.3% and 6.8%; and further that the Town of Qualicum Beach be approached to act as a lender or be permitted to pre-pay their share of costs at the time of securing long term funds.

CARRIED

The question was called on the motion as amended.

The motion CARRIED.

DEVELOPMENT SERVICES

BUILDING INSPECTION

Section 700 Filings.

The Chairperson listed each filing and asked that any property owner in the audience wishing to address the Committee come forward when their name was called.

It was noted that the following filing has been resolved:

Lot A, District Lot 1, Nanoose Land District, Plan VIP66765, 981 Maple Lane, Electoral Area 'G', owned by D. Powers.

MOVED Director Krall, SECONDED Director Kreiberg, that a notice be filed against the titles of the properties listed, pursuant to Section 700 of the *Local Government Act* and that if the infractions are not rectified within ninety (90) days, legal action may be pursued:

- (a) That part of Lot 3, Sections 11 and 12, Range 7, Cranberry Land District, Plan 3153, Lying within said Section 11, except that part in Plan 11018 and Plan 3372W, 2180 South Wellington Road, Electoral Area 'A', owned by R. Soderstrom;
- (b) Lot 1, Section 14, Range 4, Cedar Land District, Plan 26045, 1841 Shasta Road, Electoral Area 'A', owned by Estevan Engineering Ltd.;

CARRIED

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ENVIRONMENTAL SERVICES

LIQUID WASTE

Greater Nanaimo Pollution Control Centre Dewatering Upgrade.

MOVED Director McNabb, SECONDED Director Sherry, that the Regional District of Nanaimo award supply of a centrifuge for the GNPCC Dewatering upgrade for the tendered amount of \$322,070 to Alfa Laval.

CARRIED

SOLID WASTE

Notice of Intent to Issue Landfill Operational Certificate No. MR-01714.

MOVED Director Sherry, SECONDED Director McNabb,:

1. That the Board accept the attached Operational Certificate as drafted by the Regional Waste Manager and publish the Notice of Intent; and
2. That the Board approve the establishment of a new Environmental Technician position for the Solid Waste Department to inspect, maintain and operate the environmental protection systems required in the Operational Certificate.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Grants-In-Aid Committee.

MOVED Director Hamilton, SECONDED Director McNabb, that the minutes of the Grants-in-Aid Committee meeting held October 20, 2003 be received for information.

CARRIED

MOVED Director Hamilton, SECONDED Director McNabb, that the following grants be approved:

School District 68:

Cedar Community Association	\$ 2,632
Cedar School & Community Enhancement Society	\$ 879
The Hope Centre	\$ 565
Nanaimo Search & Rescue Society	\$ 750
	<u>\$ 4,826</u>

School District 69:

District 69 Society of Allied Support Groups	\$ 500
District 69 Volunteer Association	\$ 2,690
Lighthouse Country Marine Rescue Society	\$ 2,500
Mount Arrowsmith Elder Abuse Prevention Comm.	\$ 310
Oceanside Community Arts Council	\$ 1,000
Parksville Qualicum Beach & District BCSPCA	\$ 500
RCMP Auxiliary	\$ 500
TOTAMS – Time Out for Tots & Moms	\$ 450
	<u>\$ 8,450</u>

CARRIED

Regional Library Board.

Director Bibby provided a verbal update with respect to the Regional Library Board's 2003/04 budget

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Proposed Liquid Natural Gas Facility on Vancouver Island.

MOVED Director Krall, SECONDED Director Westbrook, that the Regional District of Nanaimo indicate to Terasen Gas that the Board is willing to consider location of the Liquefied Natural Gas storage facility proposed for Vancouver Island within the regional boundaries subject to resolution of any technical issues related to fire and seismic safety, aesthetics, structural considerations and other issues including the environmental impact.

CARRIED

Nanaimo Area Land Trust Core Funding Support.

MOVED Director Krall, SECONDED Director Cantelon, that the request from the Nanaimo Area Land Trust for core funding be referred to the 2004 budget process.

CARRIED

NEW BUSINESS

Mines Act Permit Amendment Application – Copean Contracting Limited - Jameson Road.

MOVED Director D. Haime, SECONDED Director McNabb, that a letter be sent to the Chief Inspector of Mines stating that the Regional District of Nanaimo does not support the amendment, stating clearly that crushing/processing is against our zoning and land use bylaws, the community's OCP and is in contradiction of the public consultation process the RDN was part of in 1999/2000.

CARRIED

MOVED Director D. Haime, SECONDED Director McNabb, that the Board reaffirm to the residents that if crushing/processing takes place on the Jameson Road property the Regional District of Nanaimo will take action if its bylaws are contravened.

CARRIED

Financing Alternatives for Oceanside Place.

Director Bartram requested more information prior to the next Board meeting on options to finance Oceanside Place.

IN CAMERA

MOVED Director Sherry, SECONDED Director Cantelon, that pursuant to Section 242.2(1)(h) of the *Local Government Act* the Board proceed to an In Camera meeting to consider legal matters.

CARRIED

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ADJOURNMENT

MOVED Director Sherry, SECONDED Director Cantelon, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 8:42 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO			
NOV - 7 2003			
CHAIR	<input checked="" type="checkbox"/>	GMCrs	<input type="checkbox"/>
CAO	<input checked="" type="checkbox"/>	GMDS	<input type="checkbox"/>
GMMS	<input type="checkbox"/>	GMES	<input type="checkbox"/>
<i>Collected Comm.</i>			

TO: UBCM Members
 FROM: UBCM Executive
 Mayor Frank Leonard, President
 DATE: November 7, 2003
 RE: **BILL 75 - SIGNIFICANT PROJECTS STREAMLINING ACT**

UNION OF
 BRITISH
 COLUMBIA
 MUNICIPALITIES

Suite 60
 10551 Sheffbridge Way
 Richmond
 British Columbia
 Canada V6X 2W9
 604.270.8226
 Fax 604.270.9116
 ubcm@ci.vicnet.gov.bc.ca

We are writing to you on a very serious matter.

On November 3, 2004 Minister of State for Deregulation, Honourable Kevin Falcon, introduced Bill 75 - *Significant Projects Streamlining Act*.

Attached is an In the House bulletin describing the content of the Bill.

The UBCM Executive is shocked by the degree of intrusion of this legislation into local affairs. It allows any Minister authorized by Cabinet to replace any local government bylaw, plan, regulation, policy, etc. to facilitate the approval or development of a "provincially significant project." Cabinet can make that determination without any prior notice to the local government or the community.

The Community Charter, which is not yet law, promised us recognition as an independent, accountable and responsible order of government. Bill 75 has a Minister assuming all the powers of a duty elected council or board and substituting his/her decision for those of local Councils and Boards which have been developed with citizen input. The Charter touted public accountability and openness but Bill 75 replaces local, publicly developed plans (including those developed through public hearing processes) with fiat from the provincial Minister.

We recognize there is a need to balance local and provincial interests. We also want a strong and competitive economy. We support timely approvals, especially from provincial Ministries. This just is not the way to achieve it.

The Executive is calling on the provincial government to remove local government from Bill 75.

325.001-Bill 75- Sig Proj Streamlining

IN THE HOUSE

Released November 12, 2004

Bill 75 – Significant Projects Steamlining Act

983 - 10551 SHELLBRIDGE WAY
RICHMOND, BC V6X 2Y9
TEL: 278-8226 Fax: (604) 278-9116
E-mail: u3cm@vancouver.bc.ca

On November 3, 2004 Minister of State for Deregulation, Honourable Kevin Falcon, introduced Bill 75 – *Significant Projects Steamlining Act*. The Act authorizes the Lieutenant Governor in Council (Cabinet) to designate certain projects as "provincially significant". Projects so designated may be fast-tracked by requiring that decisions relating to these projects be expedited. As well, if a project is to proceed, the legislation allows for any enactments or processes that might impede the prompt completion of the project to be overcome through negotiation or minister's order, and be replaced with alternative measures that are more in keeping with the expeditious completion of the project.

OVERVIEW OF BILL 75

Bill 75 packs sweeping powers in a short 12 sections.

The bill applies to local governments by including them in the definition of an "approving authority". The following are the main provisions of Bill 75:

A. RECOMMENDATIONS ON DESIGNATION

The Minister of Deregulation may recommend to Cabinet that a project be designated as a provincially significant project (projects are widely defined but there are no criteria in the legislation for what constitutes a provincially significant project). Minister Falcon has supplied a suggested list of criteria and some examples.

B. DESIGNATION BY CABINET

That recommendation is considered and Cabinet may designate a project as a provincially significant project.

Upon designation a local government that has any

jurisdiction over the project must then take all "reasonable actions" to:

- make all related decisions "expeditiously", and
- if the project is "designated to proceed" – facilitate the expeditious completion of the project.

Open to interpretation will be what are considered "reasonable actions" and "expeditiously". What is not clear is who, and at what point, it is decided to "designate the project to proceed". It may be that this could be part of the Cabinet designation order.

The Cabinet designation order may initially, or at subsequent times, authorize the "responsible Minister" (who may be the Deregulation Minister or any other Minister named by Cabinet) to create measures to replace any or all of any "constraints" affecting the designated project.

(The scope again is wide – constraints could be anything local government is currently authorized to require or impose.)

C. REMOVAL OF CONSTRAINTS – LOCAL GOVERNMENT INVOLVEMENT

If the proponent of a designated project feels it is or will be impeded by a "constraint", it must consult with the approving authority (includes local government) to try to arrive at a means to complete the project that is consistent with the reasonable requirements of the authority.

A facilitator may be appointed to the consultations. Consent to the appointment of the parties is not required and then the parties must provide information and cooperation.

Please make copies of this circular and distribute to Council/Board Members Staff

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Implementation Agreement

If the proponent and the approving authority reach agreement on how a "constraint" can be overcome, they must enter into an Implementation Agreement that identifies:

- the constraint;
- the replacement measure(s); and
- an agreement that the approving authority accepts the replacement and that the proponent will perform the replacement measure(s).

If the agreement is fulfilled, all permits, approvals, etc. must be issued.

D. REMOVAL OF CONSTRAINTS BY MINISTER

At any time if the "responsible Minister" considers that the proponent and the approving authority are not able to reach an Implementation Agreement in relation to a constraint, the Minister may develop a replacement measure (if Cabinet has provided that authority – see step B). Before making a "Replacement Order" the Minister must consult with the local government (and the proponent and the facilitator).

Once a Replacement Order has been issued, the local government must treat the project as being fully complied with once the replaced measures are completed, and must issue any permits, approvals, etc.

Other sections of Bill 75 deal with:

- designated project performance;
- monitoring performance;
- appointment of experts;
- cost recovery; and
- non-compliance.

This Act takes precedence over all other Acts (e.g., *Local Government Act*, *Community Charter*) except the *Agricultural Land Commission Act* and *Environmental Assessment Act*.

Commentary

The Bill reverses many of the gains made since the 1991 *Local Government and the Constitutions* policy paper regarding local autonomy and independence.

In the late 1970's the Social Credit government of the day enacted a land use override. (LGA, s.874)

- ▶ This goes well beyond that to include all bylaws – not just land use.
- ▶ It allows any Cabinet Minister to override, where previously only the Minister of CAWS had this power.
- ▶ It has the responsible Minister acting in place of local elected officials – without ratification by Cabinet of the substance of the override as is now the case.

The other significant provincial override powers are with respect to regulation of property tax rates by Cabinet. (LGA, s. 359.2)

It should be noted that Bill 75:

- ▶ Applies to everything local government can do – from a service (a proponent could say it was in the public interest to allow competition with exclusive municipal service provision) to a regulation.
- ▶ No notice to local government is required before a project is designated by Cabinet.
- ▶ Applies to everything a local government can approve – financial, land use, building permits. Examples of what could be overridden:
 - taxation
 - zoning
 - development cost charges
 - building bylaws
 - business regulation
 - noise or other nuisance regulation
 - other land use controls
 - signage
 - fees and charges
 - access requirements
 - subdivision requirements
- ▶ It may also indirectly affect local governments if they are considered a "constraint" because they are part of a referral process – referrals may be argued to be a "constraint", and if accepted, the local government would have no notice of a project.
- ▶ We still cannot determine the full extent of bodies included or excluded. Cabinet can still add more bodies, but it is not clear whether commissions or approving officers are covered.



REGIONAL DISTRICT OF NANAIMO	
NOV 14 2003	
CHAIR	GMCrS
CAO	GMDS
GMCmS	GMES
	<i>Coll</i> ✓

MEMORANDUM

TO: Neil Connelly
General Manager, Community Services

DATE: November 13, 2003

FROM: Christina Thomas
Senior Planner, Community Services

FILE: 5280 01 HOGW

SUBJECT: INCLUSION OF HOGWEED ON NOXIOUS WEED LIST

PURPOSE

The purpose of this report is to provide an update about the Board's request for the Province to include hogweed on the Provincial list of noxious weeds.

BACKGROUND

John van Dongen, Minister of Agriculture, Food and Fisheries responded to the RDN request to the Province to add hogweed to the list of noxious weeds (see Attachment #1). The Province indicates that it will consider the inclusion of hogweed on the list of noxious weeds "when a local government provides appropriate justification and an effective management plan that includes empowerment to enforce the Act should the need arise," and that "upon receipt of a management plan and confirmation that you require the ability to enter lands and enforce control in situations where cooperation is not forthcoming I (it) would be pleased to support the addition of giant hogweed to Schedule A, Part II - Regional Noxious Weeds, Regional District of Nanaimo".

History

On July 8, 2003 the RDN Board passed a resolution to request the Province to add hogweed to the Provincial toxic vegetation list in response to local concerns about the presence and impact of hogweed in the region. The resolution was also copied to the Union of BC Municipalities. The request was made in response to the increasing prevalence of hogweed in the region, and concerns raised about the potential negative impacts of hogweed on humans. Blister-like pustules on the stems and stalks of hogweed exude a clear watery sap that sensitizes skin to ultraviolet radiation upon contact. Affected areas are subject to severe burns that usually result in blistering and painful dermatitis. Blisters often result in purplish to blackened scars.

Hogweed

Hogweed is a perennial member of the parsley or carrot family native to Asia. It closely resembles the BC native plant cow parsnip, except the tall giant hogweed grows up to six metres or more. Hogweed was first introduced to North America as a garden curiosity. Its tenacious and invasive characteristics have made it a garden pest that can readily escape cultivation. Hogweed is present on southern Vancouver Island, the Gulf Islands and the Vancouver areas. It will grow in a variety of habitats, but is most frequently found adjacent to streams, creeks, roads, in vacant lots or in rights of ways. It is frequently found in areas that are considered moist to wet. Giant hogweed's tenacious and invasive nature allows it to readily occupy and crowd out native vegetation. In riparian areas it forms a dense canopy, out competing native species and causing streambank erosion.

Applicable Legislation

The Weed Control Act and Weed Control Regulation impose a duty on all land occupiers to control designated noxious plants. The purpose of the Act is to protect natural resources and industry (i.e. farming) from the negative impacts of foreign weeds. The Regulation designates 21 provincial noxious weeds in Schedule A Part I, and 19 regional noxious weeds by regional district in Schedule A Part II. Hogweed is not presently designated as a noxious weed province-wide (i.e. in Schedule A, Part I) because

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it has been deemed to not present a problem Province-wide. Hogweed is also not presently designated as a noxious weed in any regional district (i.e. in Schedule A, Part II), as no regional districts have formally requested the Province to designate it as a noxious weed in their region. The RDN was the first regional district to propose that hogweed be included on the noxious weed list.

There are no Regional District of Nanaimo bylaws applicable to noxious weeds in the electoral areas, nor does the Regional District have any specific functions related to noxious weed control in the electoral areas. The Regional District bylaw that is most closely related to noxious weed control is "Regional District of Nanaimo Unightly Premises Bylaw 1073", and it applies to all electoral areas except electoral area F. This unsightly premises bylaw presently includes no provisions related to the control of weeds of any kind on property. Amendments to the unsightly premises bylaw to include provisions related to weeds would require the allocation of additional resources for bylaw enforcement purposes, and it would appear that the RDN would not be able to require property owners to remove hogweed from the properties unless hogweed is included in the *Weed Control Regulation* list of noxious weeds.

RDN staff surveyed the RDN member municipalities to obtain information about approaches taken to managing hogweed in each of the municipalities. The following provides an overview regarding how each municipality is addressing hogweed management:

- The City of Nanaimo does not have a specific program for hogweed management, or a noxious weed bylaw that addresses hogweed or any other noxious weeds. The City's property maintenance bylaw includes some provisions related to weeds; however, action related to weeds is complaint-driven only. (As with the RDN's unsightly premises bylaw, it is unlikely that the City would be able to enforce property owners to remove hogweed from properties unless hogweed is included on the *Weed Control Regulation* list of noxious weeds). The City's Environmental Planner, Environmental Coordinator and parks staff have been undertaking various informal initiatives to raise public awareness about hogweed, and having hogweed removed from City-owned properties (typically parks) only where there is a specific complaint about hogweed, as time permits.
- The City of Parksville recognizes hogweed as a noxious weed in its property maintenance bylaw, but has not developed a specific program to raise public awareness about hogweed or remove hogweed from properties.
- The District of Lantzville has no programs or services related to hogweed management.
- The Town of Qualicum Beach has no programs or bylaws applicable to hogweed management. Hogweed has generally not been an issue in the Town, except on some properties owned by the Town and the Town removed the hogweed from these properties. The Town has a weed control bylaw but it only applies to thistles, a weed listed on the *Weed Control Regulation* provincial noxious weed list.

Hogweed Management Options

Staff consulted with Roy Cranston, Provincial Weed Specialist, Ministry of Agriculture, to determine the options available to the Regional District of Nanaimo to manage hogweed. From this consultation, it would appear that there are two basic options available:

1. Establish a weed control function for hogweed under the *Local Government Act* utilizing the designation of hogweed as a noxious weed pursuant to the *Weed Control Act* and *Weed Control Regulation* so that the RDN can officially require property owners to control hogweed on their property and enforce this requirement.
2. Establish a weed control function under the *Local Government Act* that emphasizes consultation with property owners to seek consensual agreement regarding hogweed control. The RDN would not have the authority to officially require property owners to control hogweed.

Under both of these approaches the RDN would establish a noxious weed function or service through the adoption of an establishing bylaw pursuant to *Local Government Act* section 800. Pursuant to *Local Government Act* section 800.1, the establishing bylaw would need to:

- describe the service,
- define the boundaries of the service area.

- identify all municipalities and electoral areas that include participating areas for the service;
- indicate the method of cost recovery for the service; and
- set the maximum amount to be requisitioned for the service.

The RDN would need to secure the approval of the inspector of municipalities and the approval of the electors of the participating area for the service prior to adopting an establishing bylaw to establish a noxious weed control function or service area, pursuant to section 801 of the *Local Government Act*. The RDN would have the option of obtaining the approval of electors for the new function or service area through assent of the electors by voting (i.e. a referendum), or, by a counter petition opportunity.

Under both of these approaches the RDN would have the discretion to determine the scope of its noxious weed control program. The scope could range from managing the specified noxious weed by raising public awareness about it and encouraging property owners to take responsibility for noxious weed control themselves, to the regional district using staff or contract resources to apply chemicals to specific noxious weeds or physically removing noxious weeds.

Another issue to take into consideration in the establishment of a noxious weed function is the fact that regional districts cannot require the Province to control a noxious weed on land owned by the Province or Crown.

ALTERNATIVES

1. Request staff to include funds in the 2004 budget to develop and implement a weed control function for hogweed for Electoral Area A, B, C, D, E, F, G and H, and direct staff to bring forward terms of reference/consultation plan for the consideration of a weed control function for the management of hogweed.
2. Not pursue the management of hogweed as a noxious weed in the Regional District of Nanaimo through a new weed control function/service area at this time, and send a resolution to the Association of Vancouver Island Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM) requesting it to lobby the Province to include hogweed on the noxious weed list (i.e. *Weed Control Regulation Schedule A*) or some other comparable legislation, in recognition of the negative impact hogweed has on human health, the environment and agricultural economic activity, and impose a duty on all land occupiers to control giant hogweed, and enforce that duty using provincial rather than local government resources.

FINANCIAL IMPLICATIONS

The RDN does not have a noxious weed control function and, as such, there is no specific funding presently allocated to it. It is estimated that it would cost \$10,000 to \$15,000 to develop the function and consult with the public about the establishment of the function, and approximately \$10,000 per year to fund the function, depending upon the scope of the function created. The Ministry of Agriculture indicates that Provincial funding may be available in the form of a grant-in-aid if the Province approved the inclusion of hogweed on the regional noxious weed list at the RDN's request. Province-wide the Ministry allocated \$334,000 in grants-in-aid to various regional districts in the fiscal year 2003/2004 for regional districts to enforce noxious weed control of regional noxious weeds. These grants-in-aid ranged from approximately \$17,000 given to a regional district in the Okanagan, to \$55,000 given to a regional district in the Peace River area. The amount of grant-in-aid given to a particular regional district generally depends upon the severity of the weed problem and the amount of land affected by it. Ministry staff estimate that the RDN might be eligible for an annual grant-in-aid at the lower end of this spectrum (i.e. \$17,000); however, it is important to note that grant-in-aid funding is not guaranteed from year-to-year and the overall amount of money available for this purpose may change in response to Provincial perspectives. The Province has completely expended its budget for grants-in-aid for weed control for the fiscal year 2003/2004.

SUMMARY

An update is provided regarding the RDN request to the Province to designate hogweed as a noxious weed subject to the provisions of the *Weed Control Act* and *Weed Control Regulation*. The Province has declined to include hogweed on the list of province-wide noxious weeds, but suggests that it would be willing to consider the inclusion of hogweed on the list of region-wide noxious weeds applicable to the RDN if the RDN prepares a management plan for hogweed, provides justification as to why hogweed should be considered noxious, and provides a plan to enforce noxious weed controls related to hogweed. It is suggested that the management of hogweed as a noxious weed in the RDN not be pursued at this time, and the AVICC and UBCM be requested to lobby the Provincial government to assume entire responsibility for hogweed management. This recommendation is made in light of the fact that the RDN does not currently have a noxious weed control function or resources allocated for that purpose.

RECOMMENDATIONS

1. That the report, "Inclusion of Hogweed on Noxious Weed List" be received.
2. That the management of hogweed as a noxious weed in the Regional District of Nanaimo through a new weed control function/service area not be pursued at this time.
3. That the following resolution be conveyed to the Association of Vancouver Island Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM) for the purpose of lobbying the Province to take entire responsibility for the control of the proliferation of hogweed:

WHEREAS the Province of British Columbia imposes a duty on all land occupiers to control noxious plants designated in the *Weed Control Regulation* in Schedule A, Part 1, and giant hogweed is not designated as a noxious plant by the *Weed Control Regulation*;

AND WHEREAS giant hogweed is a noxious plant in several areas of the Province and it has a negative impact on human health, the environment, and agricultural economic activity;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island Coast Communities and the Union of BC Municipalities request the Province to designate giant hogweed as a noxious plant in the *Weed Control Regulation* or some other legislation of comparable stature, impose a duty on all land occupiers to control giant hogweed, and enforce that duty using provincial, rather than local government, resources.

Christina Thors

Report Writer

[Signature]
General Manager Concurrence

[Signature]
CAO Concurrence

ATTACHMENT 1



BRITISH COLUMBIA

SEP 19 2003

File: 0280-30

Ref: 67310

Maureen Pearse
Manager of Administrative Services
Regional District of Nanaimo
6800 Hammond Bay Rd
Nanaimo BC V9T 6N2

RECEIVED
SEP 23 2003
REGIONAL DISTRICT
OF NANAIMO



REGIONAL DISTRICT OF NANAIMO			
007 - 1 2005			
CHAIR	<input checked="" type="checkbox"/>	GMCrS	
CAO	<input checked="" type="checkbox"/>	BMDS	
GMCMS	<input checked="" type="checkbox"/>	GMES	
<i>Report & Recommendation for 0280-30</i>			

Dear Ms. Pearse:

Thank you for your letter of August 21, 2003 advising of your Board's resolution requesting the addition of hogweed to the list of noxious weeds.

Staff have provided me the necessary information on the negative qualities of giant hogweed and the general distribution of this plant within your region.

Addition of weed species under the Regulations accompanying the *Weed Control Act* are considered when a local government provides appropriate justification and an effective management plan that includes empowerment to enforce the *Act* should the need arise. Provision of this power enables local governments to enter onto any land to inspect for, and to demand or undertake control of, legislated weeds.

Upon receipt of a management plan and confirmation that you require the ability to enter lands and enforce control in situations where cooperation is not forthcoming, I would be pleased to support the addition of giant hogweed to Schedule A, Part II - Regional Noxious Weeds, Regional District of Nanaimo.

Yours sincerely,

John van Dongen
Minister

pc: Roy Cranston
Weed Specialist

Patricia Wallace, President
Union of British Columbia Municipalities



REGIONAL DISTRICT OF NANAIMO	
NOV 14 2003	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
	<i>Coll</i> ✓

MEMORANDUM

TO: Tom Osborne
Manager of Recreation and Parks

DATE: November 13, 2003

FROM: Dan Porteous
Recreation Program Supervisor

FILE: 0230-20-GICRA

SUBJECT: Gabriola Recreation Society Agreement Renewal

PURPOSE:

To provide information and a recommendation regarding the renewal of an agreement with the Gabriola Recreation Society.

BACKGROUND:

In April 2002 the Regional District entered into an agreement with the Gabriola Recreation Society regarding the delivery of recreation services on Gabriola Island. The agreement is reviewed and renewed on an annual basis every fall season; the terms of the agreement commencing and terminating between January 1st and December 31st of each year. A staff report and new agreement is presented to the Board for approval by year-end.

The Society is into its second year of operation and continues to plan and implement a variety of recreation programs and events. It offers a grant program and supports a number of community organizations and individuals providing alternative recreation services on the island. The volume and variety of programs and events is continuing to grow and the Society is enhancing its evaluation process with respect to service delivery. This past year the Society's part-time Program Director resigned after accepting full-time work elsewhere. The Society has hired a temporary Director for the fall term of 2003 and will hire a permanent person to the position by the end of the year.

Although there was some delay due to turnover of staff, the Society has submitted reports and budget information to the Regional District as outlined in the Agreement. An audit of the Society's 2002 budget been reviewed to the satisfaction of the RDN's Financial Manager.

Based on the Society's satisfactory service to date as per the terms of the Agreement, the Recreation and Parks Department is seeking to renew the Agreement for another term.

ALTERNATIVES

1. Approve an extension of the Agreement with the Gabriola Recreation Society.
2. Not approve an extension of the Agreement with the Gabriola Recreation Society and consider alternatives for the provision of recreation services on Gabriola Island.

FINANCIAL IMPLICATIONS

A total of \$52,000 has been allocated in the 2004 budget to be transferred to the Gabriola Recreation Society for the purpose of providing recreation services to Gabriola Island residents as outlined in the Agreement.

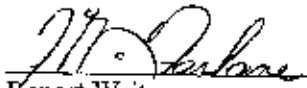
SUMMARY

The second year term of an Agreement established with Gabriola Recreation Society to provide recreation services on Gabriola Island will expire on December 31, 2002. During the past six months the Society has worked in good faith to fulfill the terms of the Agreement and is committed to further enhancing and maintaining a successful recreation service model on Gabriola Island. The five-year budget process approved by the Board in 2002 includes annual funding of \$52,000 to be transferred to the Society if an extension is approved.

Based on the success of the Society to date, the Recreation and Parks Department is recommending that the Agreement be renewed for another one-year term.

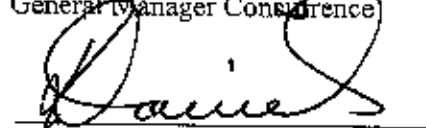
RECOMMENDATION

That the Agreement with the Gabriola Recreation Society be renewed for a one-year term from January 1, 2004 until December 31, 2004.


Report Writer


General Manager Concurrence


Manager Concurrence


CAO Concurrence

COMMENTS:

AGREEMENT

THIS AGREEMENT made the ____ day of December, 2003,

BETWEEN:

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

(herein called the "District")

OF THE FIRST PART

AND:

GABRIOLA RECREATION SOCIETY
PO Box 355
Gabriola, BC
V0R 1X0

(herein called the "Society")

OF THE SECOND PART

- A. WHEREAS the District did, by Bylaw No. 1023 and subsequent amendments, establish a local service known as the Gabriola Island Recreation Local Service Area, a portion of the Electoral Area 'B', and did within that Local Service Area authorize the District to undertake and carry out or cause to be carried out and provide for recreation services in and for the Local Service Area;
- B. AND WHEREAS Section 176(1)(a)(i) of the *Local Government Act* provides that the Board may make agreements for the operation of services;
- C. AND WHEREAS the Society was incorporated on the February 14, 2002 and the objects of the Society are to provide recreation services;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, terms and conditions to be hereinafter contained (the receipt and sufficiency of which is hereby acknowledged), the parties hereto covenant and agree each with the other as follows:

INTERPRETATION

In this Agreement the following terms have the following meanings:

"Board" means the Board of the Regional District of Nanaimo.

"Local Service Area" means the Gabriola Island Recreation Local Services Area established under the District's Bylaw No. 1023.

"Office" means the portable located at Rollo McClay Park.

"Recreation Services" means the services set out in Schedule 'A' to this Agreement.

"Proposal" means the document attached as Schedule 'B' to this Agreement.

"Year End" means the calendar year ending December 31st.

TERM

1. The term of this Agreement will commence on **January 1, 2004** and end on **December 31, 2004**, unless otherwise terminated under this Agreement (the "Term"). The Agreement may be renewed for further terms on an annual basis at the option of the Board.

LEASE

2. The District will undertake to renovate and make the portable located at Rollo McClay Park into office space suitable for administration purposes for the Society's use during the Term of this Agreement. The following clauses will take effect from the time that the Office is occupied by the Society.
3. The District hereby demises and leases the "Office" located at Rollo McClay Park for the Term of this Agreement.
4. The Society shall pay rent for the term in the amount of one dollar (\$1.00), the receipt of which is hereby acknowledged by the District.
5. The Society shall use the Office only for the purpose of administration of the Recreation Services under this Agreement.
6. The Society covenants with the District:
 - a) to pay rent as provided herein;
 - b) to observe and comply with all applicable laws, regulations, bylaws, orders and directions of those authorities having jurisdiction in relation to the Office;
 - c) to pay as they become due all charges for utilities, including gas, oil, telephone and electricity used for the Office;
 - d) to pay all accounts and expenses incurred in relation to its use and occupation of the Office, including without restricting the generality of the foregoing: accounts for the

supply of labour, materials, or sub-trades that might give rise to liability upon the part of the District under the *Builders Lien Act* in relation to any construction upon or improvement to the Office and will indemnify and save harmless the District from and against any and all claims of lien arising in relation thereto;

- e) to keep and maintain the Office in a safe, clean and sanitary condition and in good repair and condition; and to repair any part upon written notice by the District;
 - f) not to carry on or do or allow to be carried on or done in the Office anything that:
 - i) may be or become a nuisance to the District or the public;
 - ii) increases the hazard of fire or liability of any kind;
 - iii) increases the premium rate of insurance against loss by fire or liability for the Office;
 - iv) invalidates any policy of insurance for the Office or;
 - v) directly or indirectly causes damage to the Office.
7. To allow the District's authorized officials and employees access to the Office at all reasonable times to view the state of repair of the Office and review the operations of the Society in relation to this Agreement.
8. On the expiration or earlier cancellation of this Agreement:
- a) to peaceably quit and deliver vacant possession of the Office and its improvements to the District in a safe and sanitary condition;
 - b) to remove any improvement the District may, in writing, direct or permit to be removed;
 - c) to neither remove nor permit removal of any building, structure or other improvements at the Office except as expressly permitted or required by this Agreement;
 - d) not to construct anything upon, or make or place improvements inside or outside of the Office without first obtaining written consent of the District, which consent shall not be unreasonably withheld and if said consent is obtained, to ensure that all construction, additions or renovations comply with the British Columbia Building Code.
9. The Society shall not sublet nor permit the occupation or use of the Office by any other association or agency without first obtaining the written approval and consent of the District, which consent shall not be unreasonably withheld.

RECREATION SERVICES

10. The parties to this Agreement acknowledge that the Society intends to provide Recreation Services described herein in accordance with the Society's Constitution and Bylaws, and in accordance with the proposal and budget attached hereto.

11. The parties to this Agreement agree that funding as described herein for the provision of the Recreation Services is subject to the Society's satisfactory achievement of its goals and objectives described in the proposal and the evaluation of its annual activities as described below.
12. The Society shall present to the District, an annual report on or before January 31st of each calendar year of the Term herein. Such annual report shall include:
 - a) summary of operating results showing revenues and expenditures to December 31st of the preceding year;
 - b) a summary by program showing registration statistics and number of sessions held;
 - c) a brief narrative summary reviewing the goals, objectives and the results achieved for the year; also including the challenges, program cancellations, and significant issues addressed.
13. The Society shall present to the District a detailed narrative work plan for the following years services, which will accompany the budget as per paragraphs 16 and 17, and will include:
 - a) goals and objectives for the following year with respect to the Recreation Services being provided;
 - b) a brief narrative highlighting any significant program changes, deletions, additions in relation to specific line items in the budget;
 - c) any other significant issues that may pertain to the Recreation Services being provided.

SERVICE AREA

14. The Society will, under the terms hereof and subject to any applicable bylaw of the District and any Federal or Provincial enactment, provide the Services in and for the Local Service Area.

COST

15. It is acknowledged, understood and agreed that the cost of providing for establishing and equipping the Society for the purpose of carrying out the Services within and for the Local Service Area shall be borne by the owners of land within the Local Service Area.

BUDGET

16. The Society will prepare, in a form approved by the Manager of Financial Services of the District, a budget, which reflects its anticipated income and expenses for its next fiscal year.
17. The budget must contain details as to the funds anticipated to be required by the Society for the annual operation of the Office and Recreation Services, both of a capital and operating nature for the purpose of operating, maintaining and improving the buildings, equipment and other facilities and chattels utilized by the Society for the purpose of providing and carrying out the Recreation Services.
18. The budget shall be presented to the District's Manager of Financial Services on or before the day specified by the Manager of Financial Services, as may be necessary to prepare the District's budget for the following calendar year. The District will review the budget and may either approve the budget or return the budget for amendment by the Society, which will return the budget as amended to the District for its approval on or before the day specified by the Manager of Financial Services for the purpose of completing the District's budget for the following calendar year.

19. The budget prepared by the Society shall list all revenues and expenditures proposed for the calendar year for the Recreation Services. Any accumulated surplus or deficit from the prior year as recorded in the Society's records, must be carried forward and be applied to the next year's budget in accordance with accounting rules established for Regional Districts in the Province of British Columbia.
20. A deficit incurred in a prior year may or may not be funded by the District and is subject to budget approval as described in Paragraphs 18 and 19.
21. The Society will not expend or contract for or otherwise commit the Society to any expenditure in any calendar year except one that has first been approved in a budget by the District as above provided and will not incur any liability in any year beyond the amount of the funds to be paid to the Society by the District, as provided in the budget adopted for that year by the Board.

OPERATION

22. The Society will provide the Recreation Services without negligence, and in accordance with any operational guidelines as may be established by the District in consultation with the Society.

CAPITAL ASSETS

23. The parties to this Agreement acknowledge that all the items, furniture, supplies and equipment, currently owned by the District and all other items, furniture, supplies and equipment purchased by the Society with public funds, listed in Schedule 'C' to this Agreement, will remain the property of the District free and clear of any claim by the Society. Schedule 'C' shall be updated for additions and replacements annually after the Year End and a certified copy shall be forwarded to the District's Manager of Financial Services. Subsequent amendments to Schedule 'C' shall automatically replace previous schedules and shall become a part of this Agreement.
24. During the term of this Agreement, the Society, subject to the terms of this Agreement, shall have possession at all times the Office and equipment listed in Schedule 'C' and all other items, furniture, supplies and equipment subsequently purchased out of funds obtained from the District, for the purpose of providing the Recreation Services within the Local Service Area.

MAINTENANCE

25. The Society will, to the satisfaction of the District, maintain the Office, all items, furniture, supplies and equipment, and any chattels paid for out of funds obtained through the District and provided by the District to the Society for the purpose of providing the Services in a good working condition so that the Office and equipment are available at all times for the purpose of providing the Recreation Services.
26. The Society agrees to return District owned equipment to the District upon request.

INSURANCE

27. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteers, Directors and Officers of the Society.

28. The Society hereby agrees to provide property insurance on a replacement cost basis for the Office and all equipment used to provide the Recreation Services whether or not purchased from funds provided by the District under this agreement.
29. The Society shall take out and maintain, during the Term of the Agreement, a policy of comprehensive general liability insurance, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance and declaring the District as an additional named insured, against claims for personal injury, bodily injury, death or property damage arising out of the Recreation Services provided by the Society in an amount of not less than three million dollars per single occurrence or such amount as the District may require from time to time. The Society shall provide a copy of each year's renewed policy to the District's Manager of Financial Services.
30. In the event of any injury to person(s) on the premises and/or involved in the Recreation Services or loss of or damage to the Office, the Society shall forthwith notify the District of such event. Failure to notify the District within one week of knowledge of an injury or loss may result in the termination of this Agreement.
31. Should any additional agencies or associations use the Office then a requirement of their use shall be that they hold liability insurance in the form described herein of not less than two million (\$2,000,000) dollars per occurrence.

INDEMNITY

32. The Society shall indemnify and save harmless the District from and against all actions, courses of action, claims, damages, losses, costs, fees, fines, charges or expenses which the District may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Recreation Services by the Society, the Society's use of and occupation of the Office or any facility where Recreation Services are provided, the breach by the Society of any term of this Agreement, or by the Society's contravention of any law, enactment or regulation of a federal, provincial or local government.
33. This indemnity shall survive the expiry or sooner termination of this Agreement.

COMPLIANCE WITH LAWS

34. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements of the Workers' Compensation Board.
35. The Society shall file a copy of its annual Society Act filing with the District's Manager of Financial Services.

DIRECTORS

36. At all times, while this Agreement is in force, a representative of the District nominated by the District shall be entitled to attend all meetings of the Board of Directors of the Society.

PAYMENTS

37. The RDN shall pay the sum of \$52,000 for the period January 1, 2004 to December 31, 2004, payable by cheque, in the following manner:
 - a) First payment on or before January 10th;
 - b) Second payment on or before April 1st;
 - c) Third payment on or before July 1st;
 - d) Fourth payment on or before October 1st.
38. Payments in subsequent years will be comprised of the operating portion of funds identified in the budget.
39. The Society shall administer the funds in accordance with the budget approved by the District.
40. It is the Society's responsibility to determine whether or not it is required to be registered for GST purposes. The amount of funding provided in this Agreement includes any GST which may be payable by the District. Any liability for GST required in respect of this Agreement, will be the responsibility of the Society.

ACCOUNTS

41. The books of account of the Society shall be kept in such manner and provide such detail as may be required from time to time by the District's Manager of Financial Services and the Provincial Ministry of Community, Women and Aboriginal Services.

SEPARATE FUNDS AND FINANCIAL STATEMENTS

42. The public funds provided under PAYMENTS shall be accounted for separately from any other funds of the Society and shall be separated in its books of account.
43. The Society shall maintain a separate bank account for District funds and revenues from the Recreation Services and shall keep all operating revenues and expenditures pursuant to this Agreement separate from other activities that may be undertaken by the Society from time to time.
44. The Society will have prepared by an auditor as defined under Section 331 of the *Local Government Act*, at each Year End, audited financial statements containing particulars of assets and liabilities, and a statement of revenue and expenditures for the year for the public funds provided under PAYMENTS.
45. The Society will file a copy of the audited financial statements with the District's Manager of Financial Services by February 15th following each Year End. The District's auditors may rely on the Society's audit report, but in any case may require and shall have access to the working papers of the Society's auditor for examination during the Year End audit of the District.

RIGHT OF AUDIT

46. At any time, the District may give to the Society written notice that it desires its representatives to examine the books of account of the Society, and the Society shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said

representative shall have a right of access to all records, documents, books, accounts and vouchers of the Society and shall be entitled to require from the Directors and Officers of the Society such information and explanations as, in his/her opinion, may be necessary to enable the staff to report to the Board on the financial position of the Society.

TERMINATION

47. The District may terminate this Agreement upon giving ninety (90) days written notice to the Society should the District or any successor to the District provide alternate Recreation Services within the Local Service Area.
48. The District may terminate this agreement immediately without notice to the Society or other party should:
 - a) the Society, in the opinion of the District, fail to perform any of the terms of its obligations or covenants of the Society hereunder and such failure shall continue beyond thirty (30) days from delivery by the District to the Society of written notice specifying the failure and requiring remedy thereof;
 - b) should the Society fail to file its annual report or provide an annual audited financial statement;
 - c) the Society makes an assignment in bankruptcy or is declared bankrupt;
 - d) the Society ceases, for any reason, to be current in its obligations under the *Society Act* and fails to maintain the Society in good standing.
49. The Society may terminate this Agreement upon giving not less than ninety (90) days written notice to the District of its intention to so terminate in the event of breach by the District of a material term of this Agreement.
50. It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given:
 - a) if delivered at the time of delivery; and
 - b) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the RDN:

General Manager of Community Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

if to the Society:

Gabriola Recreation Society
c/o Andre Lemieux
1160 Cappon Lane
Gabriola, BC
V0R 1X0

51. Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed seventy-two (72) hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.
52. Time is to be the essence of this Agreement.
53. This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
54. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
55. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
56. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
57. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO

Chief Administrative Officer

(Seal)

General Manager of Corporate Services

For the GABRIOLA RECREATION SOCIETY

Authorized Signatory

(Seal)

Authorized Signatory

Recreation Services

It is expected that the Gabriola Recreation Society will provide the following services:

1. Offer a wide variety of structured and unstructured recreation programs and/or special events, and other related recreation services deemed appropriate by the Board throughout the year in a variety of community venues in the Local Service Area, whether coordinated by volunteer or paid staff.
2. Provide a Grants program for the purpose of providing funds to assist local recreation organizations in providing a variety of recreation services to residents of Gabriola Island in addition to the services provided by the Society.
3. Maintain an accurate service evaluation program to include numbers of residents being served and a qualitative and quantitative evaluation of recreation programs and services being offered.
4. Schedule the Rollo McClay Park and assist the Regional District's Recreation and Parks Department in the maintenance of the Park.

SCHEDULE 'B'

gabriola recreation society

Proposal to the Nanaimo Regional District

from

Gabriola Recreation Society

February 2002-02-20

Society Information

The **Gabriola Recreation Society**, to be referred in the following text as GRS, was incorporated in Victoria on the 14th day of February 2002 under the registration number S-44262.

Included with this proposal are the articles of incorporation as well as the names and addresses of all initial directors and of the Law firm that prepared the incorporation papers for filing in Victoria. For the moment and until the GRS get a permanent address and/or until advised all communication, with the RDN, can be forwarded by telephone, mail or e-mail to:

C/O Andre Lemieux
1160 Cappon Lane
Gabriola, BC
V0R 1X0

Tel : 250-247-9889, Fax : 250-247-9841
Andre.Lemieux@shaw.ca

The GRS plans to operate from an office located at Rollo-McClay Park on Gabriola Island. Until those premises are upgraded to office standard, the GRS has no official office.

Historical background

The GRS came into being for the sole purpose of planning, administering and providing recreational programs for Gabriola Island residents.

When it was decided that Gabriola residents were going to join the Nanaimo recreational grid, the amount of financial resources available for continuing the recreational programs and its administrative structure was clearly insufficient. Without raising taxes, another avenue of delivering those programs had to be found.

Before 1995, recreational programs were dispensed by a non-profit organization that had no tax requisition for revenue. Unpaid volunteer help, with no office or operational real estate, ran all the programs. It had many drawbacks compared to what the community has been used to since 1995.

The GRS was created to deliver the recreational services that the community has been accustomed to receive, within the constraint of the financial resources available and without an increase in the tax requisition.

Programs

The GRS, as explained earlier, is to carry on the dispensing of most of the programs that were available in the past as well as the creation of new ones that will be judged beneficial and wanted by the community. For that purpose, a method of finding out the community needs will be instituted using surveys, public meetings, professional consulting and other means.

The GRS plan to have all programs to operate on a break-even basis. That is, all direct disbursements have to be covered by program fees. We realize the possible shortfalls of some programs but past experiences showed us the possibility of also exceeding revenues in other popular programs that would make up for those shortfalls.

This proposal is being prepared using local experience of delivering that kind of programs in the last twenty-five years mixed with the expertise learned from an RDN programmer having been temporarily employed on Gabriola for about three years. Those programs have been ongoing using the umbrella of the Huxley Park Sports Association since the spring of 2001. The GRS is planning to carry on the work that has been done by those previous entities.

The programs that Huxley Park Sports Association took on from April 01 to present are:

- *Gymnastics for 2 - 12 yr olds*
- *Tennis lessons for 8 - adult*
- *Soccer for 3 - 15 yr olds*
- *Basketball for 16 +*
- *Swimming for tots to adult*
- *Sailing all ages*
- *Fencing 16 +*
- *Softball 5 +*
- *Self Defence 16+*
- *Assisted with summer day camp transportation needs*
- *Special needs services*
- *Assisted with arts program for children*

It is the intention of the GRS, as stated earlier, to carry on those programs and with the help of the future part time programmer, to start new ones.

Following are some that we plan to offer:

- *All of the above mentioned programs plus*
- *Aerobics for 16+*
- *Volleyball 16+*
- *Summer Day Camp for 5 - 12 yr olds*
- *Basketball sport camp*
- *Karate*
- *Babysitting Training for 11-16yr olds*
- *Coaching Clinics*
- *First Aid*
- *Dancing*
- *Leaders in Training*
- *Sing a long*
- *and many others*

Human resources

It is the intention of the GRS to work very closely with the people of Gabriola and for that purpose and as well as for the delivery of recreation, the GRS plan to hire, on a part time basis, a person that will be qualified and suitable to the community. This person will report to the GRS board through a board representative. The budget that is included in this proposal has put moneys aside for such a position. The rate use is \$20.00 per hour at four hours per day and five days per week and fifty weeks per year. Therefore the figure in the budget is for a twelve-month period. The GRS will provide recreation twelve months of the year.

The GRS office will be located at Rollo-McClay Park on Gabriola Island and will also be housing the programmer office and the storage of supplies and equipment.

Closing

It has been a hard road for the residents of Gabriola to get back into a smooth delivery of their recreation needs. They are now allowed to participate in the full recreation grid of the district at a reasonable negotiated cost.

The lost of those recreation dollars, have put a strain on the delivery of recreation programs and the formation of the GRS has been their salvation in getting that service.

It is hoped that the RDN will understand the urgency of getting this proposal approved so that we can get on with the job of providing the spring and summer programs. Lots of time has been lost in getting this approval but the final goal is getting programs to those that are expecting them.

We have done everything possible that was requested of us and sincerely hope that the RDN staff and the Board will recognized this necessity.

GRS

gabriola recreation society

Proposal to the Nanaimo Regional District

from

Gabriola Recreation Society

February 2002-02-20

Proposed Budget

From April 1/2002 to December 31/2002

<u>Budget</u>		<u>Budget</u>	
<u>Revenues</u>		<u>Expenses</u>	
<i>RDN</i>	52,000.00		
<i>Programs</i>		<i>Programs</i>	
Tennis	350.00	Tennis	350.00
Soccer	2,000.00	Soccer	2,000.00
Gymnastics	3,000.00	Gymnastics	3,000.00
Karate	3,000.00	Karate	3,000.00
Fencing	400.00	Fencing	400.00
Volleyball	600.00	Volleyball	600.00
Basketball	1,200.00	Basketball	1,200.00
First Aid	200.00	First Aid	200.00
Dance	300.00	Dance	300.00
Youth leadership	300.00	Youth leadership	300.00
Adult Fitness	200.00	Adult Fitness	200.00
Swim lessons	3,600.00	Swim lessons	3,600.00
Swim leadership	450.00	Swim leadership	450.00
Sailing	1,000.00	Sailing	1,000.00
Other programs	4,000.00	Other programs	4,000.00
Programs Revenues	20,600.00	Programs Expenses	\$20,600.00
<i>Surplus from previous year</i>	0.00		
Total Income	72,600.00		

OVER...

Total Revenues \$72,600.00
Less: Total Outlay \$72,600.00
Over/Under Budget \$0.00

Administrative Expenses

Accounting	
Bookeeping	1,200.00
Audit	2,000.00
Advertising	2,300.00
Assoc. Dues	370.00
Bank Charges	50.00
Courier cost	50.00
Drinking water	400.00
Electricity	1,200.00
Equipment lease	400.00
Financial Assistance	1,200.00
Grants In Aid	10,000.00
Insurance	1,000.00
Janitorial	1,200.00
Legal	500.00
Miscellaneous	930.00
Office supplies	750.00
Off. Equip. repairs	500.00
Postage	250.00
Safety supplies	100.00
Staff training	500.00
Telephone & fax	1,600.00
Travel	1,000.00
Wages	20,000.00
Wage benefits	4,500.00
Total Admin. Expen.	\$52,000.00

Total Expenses \$72,600.00

Non Operating Costs

Total Non Operating Costs \$0.00

Total Outlay \$72,600.00

Gabriola Recreation Society

Budget for the year 2004

<u>REVENUE</u>	Budget
Income	
RDN	52,000.00
Programs Revenue	33,000.00
Bank Interest	30.00
Surplus from previous year - Approx.	11,000.00
TOTAL REVENUE	96,030.00
<u>EXPENSE</u>	
Payroll Expenses	
Wages & Salaries	20,000.00
EI Expense	1,500.00
CPP Expense	3,000.00
WCB	300.00
Other benefits	900.00
Total Payroll Expense	25,700.00
General & Administrative Expenses	
Accounting & Legal	3,700.00
Advertising & Promotions	2,500.00
Bank and Service Charges	50.00
Courier	50.00
Drinking Water	150.00
Dues and Subscriptions	370.00
Programs financial assistance	1,000.00
Grants-In-Aid	6,000.00
Hall Rental	100.00
Insurance	3,000.00
Janitorial	200.00
Mileage - programmer	400.00
Miscellaneous	400.00
Office Equipment	300.00
Office Supplies	1,000.00
Postage	50.00
Programs Expenses	33,000.00
Rent	2,000.00
Repair & Maintenance -office	300.00
Safety Supplies	250.00
Staff Training	1,200.00
Telephone	1,600.00
Travel	1,000.00
Utilities	600.00
Total General & Admin. Expenses	59,220.00
TOTAL EXPENSE	84,920.00
<i>Surplus/-Shorfall</i>	11,110.00
	=====

To: Dan Porteous
From: Amy Cassidy
Subject: Program Narrative for the Year 2004

Date: November 10, 2003

The Gabriola Recreation Society (GRS) seeks to provide the residents of Gabriola Island with recreational programs offering excellent instruction in a safe environment at a reasonable cost. The Society's mandate is to offer a variety of recreational programs to be enjoyed by a wide variety of community members within the budgetary constraints of our funding and public support. The GRS is also dedicated to the support (advertising, registration, insurance, planning, and training) of existing and successful programs, under the direction of island residents, with the hope of enticing their full partnership in the future.

All programs are designed to operate on a break-even basis with program fees covering operating expenses. Programs judged by the board to be beneficial to the community may run if a lower instructor fee can be negotiated or any projected losses can be covered by other program surpluses. New programs are primarily identified through the programmer actively soliciting community input. This is done through regular articles in the community newspaper, feedback from those enrolled in existing recreational programs, and communication through the elementary school and pre-school newsletters. In addition, the programmer's office has been moved to a central location and direct input from community members is encouraged. A cell number is posted so that the Programmer is available when they are not in the office. These measures are an effort to make the Programmer available to the public for information on programs and to carry out pre-registrations. Having registration lists completed and payments in prior to the beginning of a program is one of the goals for the GRS for the year 2004.

Upcoming programs/events are advertised in three prominent island locations, as well as the island newspapers, announcements at the Gabriola Elementary School and our web site. An insert in The Gabriola Sounder with a duplicate appearing in The Shingle proved successful in providing more people with information about programs offered on Gabriola. This form of advertising will be done on a quarterly basis. Registrations are taken by mail, in person or over the phone, with an Internet application process in place.

The GRS plans to administer a Grant in Aid program that distributes funds to a variety of organizations on Gabriola involved in art and recreation activities on the island. Those groups that benefited from the Grant In Aid funding provided this fall included, The Gabriola Volunteer Fire Department, Huxley Park Sports Association, People for a Healthy Community Society on Gabriola and the Gabriola Softball Association. Twice a year applications are accepted and reviewed by the board with funds allocated to organizations and activities that fit the Board's criteria.

The GRS has offered the following recreational programs on Gabriola Island in 2003 and will offer them again in the year 2004 based on their success.

- Tennis lessons (youth & adult)
- Soccer camps (ages 3 to adult)
- Swim lesson (parent and tot, youth)
- Teen Spirit Yoga
- Adult Fitness Swim
- Women's soccer with child care provided
- Move and Groove Preschool program
- Ocean Kayaking for Adults with Kayaks (instructional)
- Hip Hop and Jazz for Girls ages 10-13
- Brazilian Dance (mixed 5-12)
- Gymnastics (4-12)
- Theatre for school age children
- Music Makers preschool program (with parent participation)
- Special needs assistance
- Yoga classes (adult)
- Coaching (NCCP)
- Golf Instruction Program (8 to 16 year olds)
- Grant in Aid Program Administration and Evaluation

The GRS plans to offer the following programs next year in addition to the above:

- Recreational skiing/snowboarding (in conjunction with Mt. Washington)
- Adult art program
- First aid courses (Emergency and Standard First Aid)
- Basketball Development Camp
- Running (train for a marathon or goal)
- Improv for Girls ages 12-15
- Tap for Adults and Children
- Mother and Daughter Belly Dancing
- Belly Dancing
- Parent and Tot Gymnastics
- Yoga for children
- Moms and Babes Yoga
- Break Dancing (boys age 10+ including adults)
- Rugby
- Felting for Kids
- Fitness Classes for Older Active Adults

The following programs run on Gabriola with varying levels of assistance from the Gabriola Recreation Society. The GRS is working towards partnering community run programs so they operate under the GRS umbrella, and consequently comply with operational procedures as set out by the GRS. This is an effort to ensure the highest level of instruction and safety for participants.

- Recreational Basketball (16+)
- Recreational Volleyball (16+)
- Recreational Badminton (ladies/, mixed & adult)
- Recreational Indoor soccer for all ages
- Aerobics classes (ladies)
- Fencing

The portable at Rollo McClay is an excellent facility for much needed storage. Storage of equipment is an issue for the GRS and will continue to be in the year 2004, as the number of programs offered will increase. The space in the portable is not suitable for an office at this time, and Directors feel the present office location is a better choice. Gymnastics equipment will be stored in the portable once the gymnastics program is completed, as we must now pay a monthly rental to have it stored at the Community Hall where the program is run.

The position of Program Coordinator was vacated by Mr. Chris Kalnay and has been temporarily filled until a permanent candidate can be found. This temporary candidate has been in place from August 27, 2003 and will remain until the permanent candidate is hired sometime in early December, 2003. This part time position will be posted in local papers with interviews being conducted by a panel comprised of Directors of the GRS.

An underlying issue that affects all recreation programming on Gabriola Island is the extent to which it depends both upon volunteer effort and the ability to negotiate instructor fees that don't necessarily reflect current rates. Many of the programs we offer assistance or support to rely on the goodwill of a large number of individuals for instruction and organization. When you are asking volunteers to accomplish tasks by a certain time and things do not happen there is no recourse, consequently timelines are affected. The size of the Program depends on all of these people. Many of the tasks that would normally be performed by a Programmer or program administrator are done on a volunteer basis.

Facilitation is a huge part of this job. Facilitating someone with an idea who wants to be under the umbrella of the GRS (insurance, advertising, registration) and putting together whatever they need to make the program work, requires as much time as taking the program on as one of the Society's own. As Gabriola Island continues to grow in population and diversified economy the GRS feels it would better serve the needs of the community with a more centralized recreation department, meaning those programs under the umbrella of the Gabriola Recreation Society would come into full partnership and benefit from the quarterly publications advertising programs on the Island. The GRS wishes to build upon this model bearing in mind what that means for the position, in terms of hours allotted to do the job. This may lead to more hours being required for the Programmer's position in an effort to better serve the needs of the community.

The GRS seeks to enhance the life of Gabriolans by providing a safe, affordable and accessible means of recreating. This is the priority, and this goal will drive the programming in the year 2004.

MAY-07-2002 11:54

604 737 3076 P.01/01



Dan Porteous 250 752-5019
 Uta Ewert 250 247-8114

CERTIFICATE OF INSURANCE

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE AS HEREIN DESCRIBED HAVE BEEN ISSUED TO THE INSURED NAMED BELOW AND ARE IN FORCE AT THE DATE HEREOF:

THIS CERTIFICATE IS ISSUED AT THE REQUEST OF: REGIONAL DISTRICT OF NANAIMO	NAME OF INSURED GABRIOLA RECREATION COMMISSION
	1160 Cappon Lane Gabriola, BC V0R 1X0 Attn: Andre Lemieux
	LOCATION AND OPERATIONS TO WHICH THIS CERTIFICATE APPLIES GABRIOLA ISLAND, BC *ACTIVITIES AS ON FILE* (EXCLUDING GYMNASTICS)
TO WHOM NOTICE WILL BE MAILED IF SUCH INSURANCE IS CANCELLED OR IS CHANGED IN SUCH A MANNER AS TO AFFECT THIS CERTIFICATE	Term: MAY 3, 2002 - MAY 10, 2003 Premium: \$00.00

KIND OF POLICY	POLICY NO.	INSURERS	LIMIT OF LIABILITY
GENERAL LIABILITY	AS1111	CGU INSURANCE COMPANY OF CANADA	\$3,000,000.00 INCLUSIVE LIMIT BODILY INJURY/ PROPERTY DAMAGE *DEDUCTIBLE \$500.00

POLICY EXTENSIONS

REGIONAL DISTRICT OF NANAIMO IS ADDED AS ADDITIONAL INSURED, BUT SOLELY WITH RESPECT TO THE LIABILITY WHICH ARISES OUT OF THE NEGLIGENCE OF THE NAMED INSURED'S OPERATIONS.

- *CROSS LIABILITY CLAUSE INCLUDED
- *PARTICIPANT COVERAGE INCLUDED

THE INSURANCE AFFORDED IS SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE APPLICABLE POLICY.



May 7, 2002
 02/06/10
 0103/05

ALL SPORT INSURANCE MARKETING LTD.

[Signature]
 AUTHORIZED REPRESENTATIVE

TOTAL P.01

PAGE
 41

SCHEDULE 'C'

EQUIPMENT INVENTORY

List of items owned by the Regional District of Nanaimo, to be used by the Gabriola Recreation Society for the term of the agreement.

Office: 1 Genie "50" field liner

1 Computer
1 printer
1 microwave
1 small shredder
1 TV
1 VCR
1 desk
4 filing cabinets
1 long wooden cabinet
7 black chairs
1 black office chair
1 folding white chair
1 wooden table
1 folding table
1 black flip chart easel
1 large white board
1 small corkboard
2 large corkboards
1 vacuum
1 dustpan and broom
1 aluminum ladder
1 phone
2 gray shelving units

Gymnastics

1 small incline mat
1 big incline mat
1 junior jumper
1 blue panel mat
1 step
1 cartwheel mat
1 donut
1 junior trapezoid
1 large trapezoid
1 rollout floor beam (missing)
1 large trampoline

Aerobics

5 pairs of 2 pound weights
4 pairs of 3 pound weights
4 pairs of 5 pound weights
4 pairs of 8 pound weights
2 boxes of fitness bands
9 old blue mats
10 new blue mats

Sailing

5 sailboats and equipment
1 utility boat trailer

Programs:

General

2 ghettobusters

Fencing

6 masks
8 foils
8 jackets
1 Epee

Soccer

2 hand pumps
2 soccer goal nets
4 soccer corner markers
12 9" safety cones
24 saucer markers

Swimming

10 kickboards
1 spine board
12 small youth lifejackets
"Jobe Protour"

Miscellaneous

3 gray totes w/ red lids
2 green totes
1 blue tote
1 foosball table
1 blue tarp

Updated by:

Dan Porteous
Recreation Program Supervisor
RDN Recreation & Parks Dept.

January 03, 2003

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REGIONAL DISTRICT OF NANAIMO			
NOV 17 2003			
CHAIR		GMCrs	
CAO		GMDS	
CmCms		GMES	

MEMORANDUM

TO: Tom Osborne
 Manager of Recreation and Parks

DATE: November 14, 2003

FROM: Brigid Reynolds
 Senior Planner

FILE: 6150 20 DBRP

SUBJECT: Descanso Bay Regional Park – Draft Management Plan

PURPOSE

To review and approve the Descanso Bay Regional Park Draft Management Plan and direct staff to proceed with undertaking a 'request for proposal' process for a park operator and begin negotiating an operating contract for the Park.

BACKGROUND

On June 10, 2003, the Regional Board approved the Terms of Reference for the Descanso Bay Regional Park Management Plan.

Descanso Bay Regional Park (DBRP) is the first Regional Park on Gabriola Island and is the only public campground on the Island. It is a regionally significant waterfront site with a sandstone beachfront and three bays with natural sandy pockets. The Regional Park campground contains 32 campsites that were developed by the Credit Union to similar standards as BC Parks' campgrounds. Near the waterfront is an old summer residence that was used for accommodation and meetings; however, the building has deteriorated and has been closed off to the public for safety reasons. The park also contains large areas for picnic and group type activities, and a car top boat launch that is well used by kayakers. The property also contains extensive natural forest cover. Adjacent to the Regional Park is the Community Park that consists of two parcels totaling 45.7 ha. These parcels were acquired by the RDN in May 2002.

The Regional Park was managed by the Credit Union until the fall of 2002. The RDN signed a contract with a Park Operator for the period October 2002 to December 31, 2003, and is in the process of being extended until March 31, 2004. Upon completion of the management plan, staff will begin the request for proposal process to secure a five-year operating contract for managing the Regional Park. The Management Plan includes policies and facility standards to guide the day-to-day operations and the longer-term administrative requirements. The Plan's focus is the Regional Park.

The draft Management Plan is an administrative document that contains objectives and policies for the management of the natural, cultural and recreational features of the Park. It sets out the roles and responsibilities for day-to-day operations and long-term management of the Park. The appendices detail the operational requirements and standards for the day-to-day management of the park. The appendices also include a capital plan, which defines proposed development actions to be undertaken within the five-year term and beyond.

The Plan details the vision and management objectives that guide future park operations and administration. The management objectives are developed around eight subject areas, accessibility

public safety, environment, park use, standards, operations and administration, economic development, and cooperation. Policies have been developed around each of these subject areas. The Park Operator and RDN staff will utilize these policies to guide the daily operations and administration, as well as the long-term management of the park.

Park use zones have been developed and are defined in the Plan and are guided by the vision for future use and development of the Park. The Park has been divided into three management zones that indicate the types and levels of use appropriate throughout the Park.

The Plan contains operational requirements for the Park Operator and administrative requirements for the RDN. These requirements will be incorporated into the contract between the RDN and the Park Operator and are to be fulfilled over the term of the contract.

The appendices outline the detailed operational requirements and standards that the Park Operator will incorporate in the day-to-day management of the park. These standards will also be included in the contract between the RDN and the Park Operator. BC Parks' standards have been utilized in this Plan, but in some cases, have been modified to reflect the uniqueness of DBRP.

Consultation for the development of this Plan included input from Recreation and Parks staff, Islands Trust trustees and staff, Electoral Area 'B' Director, BC Parks' staff, and relevant Provincial and Federal agencies. Two open houses were held seeking comments and input from the general public, community and user groups.

The Park is zoned Tourist Commercial 2 (TC-2) pursuant to the Gabriola Island Land Use Bylaw No. 177, 1999. The primary use permitted in this zone is campground and accessory uses include single-family residence, retail sales, and campground office uses.

ALTERNATIVES

1. That the Descanso Bay Regional Park Draft Management Plan be approved and that staff be directed to advertise a request for proposal to operate the Park and subsequently negotiate a five year operating contract.
2. To not approval the plan and direct staff to report on outstanding issues identified by the Committee.

PUBLIC CONSULTATION

Two open houses were held, June 23 and October 27, 2003 seeking comments and input from the general public. Various community and user groups were invited to the open houses for their input and included the Gabriola Recreation Society, Gabriola Chamber of Commerce, Gabriola Fire Department, Gabriola Historical and Museum Society, 4H Community Club, Heartlands Conservancy Society, Rollo Senior Citizen Association, Canadian Power and Sail Squadron, Gabriola Field Naturalists, Walking Group, People for Health Communities, The Gathering Place, RCMP, Lions Club, Gabriola Elementary School, Rod and Gun Club, Horse Club, and Girl Guides. Comments received from the two open houses are included in Attachment No. 2. Staff from the Ministry of Water, Land and Air Protection and Federal Fisheries and Oceans participated in on site discussions about fisheries and environmental issues related to the Management Plan. The Islands Trust trustees and staff, as well as the Electoral Area 'B' Director,

were also consulted during this process. Staff from the Recreation and Parks Department was integral in developing this Management Plan.

PARK OPERATING IMPLICATIONS

In October 2002, the RDN took over the management of the Park and hired an interim Park Operator for the period October 2002 to March 2004. Revenues obtained from camping fees in 2003 totaled \$11,300 net of GST. Operating expenses for 2003 totaled approximately \$21,161; however, \$8,200 was incurred as a result of the transition from a private operation to a public park and development costs for changes in signage, equipment, property clean up and general repairs.

In 2003 there was a total of 800 camper nights. There are no figures for day visitors. It is anticipated that the numbers of visitors will increase in the future due to more advertising and better highway signage and a longer camping season. While a future park operator would incur a number of expenses to operate the park, additional revenue sources have been included in the draft management plan. In addition to campground revenue, there will be new potential revenue from equipment rentals and concession sales.

The property is zoned Tourist Commercial 2 pursuant to the Gabriola Island Land Use Bylaw No. 177, 1999. The current permitted uses do not include rentals. Therefore, an amendment application must be made and approved by the Islands Trust prior to this use being undertaken by the Park Operator.

FINANCIAL IMPLICATIONS

Appendix No. II of the draft Plan details the capital works that are anticipated to be undertaken during the 5-year term of the plan and beyond. The capital works are limited and the focus is on maintaining the existing standards of the park facilities. Staff anticipates that any large capital projects would be undertaken after the first five years.

Potential revenue sources identified in the Plan reflect the need for the park operations to be self-supporting; however, circumstances may arise that requires the Board to provide temporary subsidies to complete unanticipated works. The estimated revenues proposed to be negotiated in an operating contract between the RDN and the Park Operator include individual and group camping, concession stand, equipment rental (subject to an amendment to Bylaw No. 177) and firewood sales. The proposed revenues also reflect a five-year contract that will allow the Park Operator to build greater capacity and spread costs over a longer period. In addition, an increased number of visitors to DBRP are projected due to more advertising, longer camping season, and greater awareness that DBRP is now a public park.

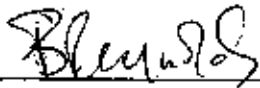
Gross revenues in 2003 were \$11,300 (net of GST). Staff estimates an annual increase of 2% which is a conservative level of growth. A conservative approach is favoured as many factors beyond the control of the RDN and the Park Operator can result in fewer visitors to the Park and result in lower revenues, thereby jeopardizing the ability of the Park Operator to meet the terms of the contract. Staff propose to enter into a contract with a Park Operator whereby the RDN receives some portion of the gross revenues to cover administrative and operational expenses and to achieve the goal of self-sufficiency. The exact details of the revenues to be received shall form part of the contract negotiations with the successful Park Operator.

SUMMARY

In May 2002, the RDN acquired the parcel that contains the Descanso Bay Regional Park. The Credit Union managed the Park until October 2002, when the RDN became responsible for managing the Park. A Park Operator was hired on contract for the period October 2002 until March 2004. In June 2003, the Regional Board approved the terms of reference to develop the Descanso Bay Regional Park Management Plan that would guide the day-to-day and longer-term operations and administration of the Regional Park for the period March 2004 to December 31, 2008. Staff has completed a draft plan and, therefore, request approval of the draft plan in order to begin the request for proposal process for a Park Operator and to begin negotiating a contract for a Park Operator. In addition, an amendment application must be approved by the Islands Trust to permit rental of equipment to occur in the Park.

RECOMMENDATION

That the Descanso Bay Regional Park Draft Management Plan be approved and that staff be directed to advertise a request for proposal to operate the Park and subsequently negotiate a five-year operating contract.



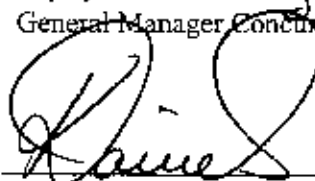
Report Writer



General Manager Concurrence



for Manager Concurrence



CAO Concurrence

COMMENTS:

devsvs/reports/2003/no 6150 20 DBRP

Attachment No. 1
Descanso Bay Regional Park DRAFT Management Plan

(draft document follows: next page)



REGIONAL DISTRICT OF NANAIMO	
NOV 17 2003	
CHAIR	GMCRS
CAG	GMDS
GMCRS	GMES
<i>Call</i>	

MEMORANDUM

TO: Kelly Daniels
Chief Administrative Officer

DATE: November 17, 2003

FROM: Neil Connelly
General Manager, Community Services

FILE: 6240-20-HOLA

SUBJECT: Horne Lake Regional Park - Status Report

PURPOSE

To provide an update on the operational status of Horne Lake Regional Park (HLRP) and campground and to provide for follow-up work to be undertaken in advance of the 2004 camping season.

BACKGROUND

Since the creation of the HLRP in January 2002, the Regional Park has undergone significant operational milestones and encountered various operational issues that have had to be addressed.

a) 2003

In March 2003 the Horne Lake Management Plan was approved. It provided for a five-year park operator agreement with a year one fee to the Regional District of \$15,000, rising to \$25,000 by year five. Other aspects of the Plan included provision for programmed recreation (R. Valera, Horne Lake Adventures), a reduction in the number of campsites to 60 to begin meeting RDN Bylaw No. 500 requirements, and the requirement for the Regional District to look after the primary development and marketing functions for the site.

After a review of park operator proposals, Happy Trails Park Maintenance (I> Bruce) assumed control of park operations in April. RDN staff monitoring throughout the summer revealed numerous park operation deficiencies and public satisfaction problems. Provincial campfire bans and Crown land closures deterred travel into the back wilderness by tourists and swimmers; itch problems also created operational issues. In September with the park operator completing only \$5,000 of the required \$15,000 fee payment, the agreement was terminated by the Regional District.

RDN Parks staff in October resumed operations of HLRP and a winter caretaker was retained. Camping and the boat launch were closed for the season except for non-profit youth groups.

Various issues need to be addressed in advance of the 2004 camping season. Arrangements for a campground operator or a revised approach to the campground operation need to be considered in light of the 2003 experience and assumptions, which were included in the Park Management Plan. Some of the issues relate to the site and have specific impacts on the operation of the campground, while others are longer term in nature but have equally significant impacts for the future of the park.

b) Issues

Land Tenure

None of the land at the park entrance is owned by the Regional District. A major three-acre waterfront parcel is owned by the Department of Fisheries and Oceans (DFO). The Regional District has requested that DFO enter into a use agreement for the parcel as a short-term solution but a longer-term arrangement or acquisition will be required.

Other arrangements are required with BC Parks to relocate the HLRP gate controlling access to the south area of the park from the province's land to the regional park. A map that outlines the various land interests in the park is attached.

Water

The two wells with hand pumps that serve the north park area were shut down by the Health Authority in mid-summer due to contamination problems. Correction of water deficiencies to meet the new provincial community water system regulations may have significant financial implications. The well, pump and gravity feed system serving the park operator's house are located on properties not controlled by the Regional District.

Septic

Nine double pit toilets are located in the park, with the tenth on DFO property. The house septic system has experienced problems and is likely to fail when the area floods with the lake level rising in the winter. The installation of a new system is complicated by the land tenure issues and limited siting options.

Power

A generator powers the house water system and with a battery provides limited electrical service to the house.

House

The cabin, which is in poor condition, is located on a road allowance and in the flood plain. The status of the house needs to be reviewed based on the resolution of the property issue with DFO.

Waterfront

The boat launch and the popular day use area for swimming is on the DFO property.

Property Layout

Campsites spread over a large property have proved difficult to operate as a public park. Access is difficult to control and police. Parking for the north park area day use areas and the boat launch is not in close proximity to the activity area and is generally inadequate in the south park area.

Safety and Security

Problems have been experienced with prohibited ATV's/motorcycles accessing the sites. The self-registration system for both boating and camping requires ongoing park operator follow-up. Significant property hazards include flooding and fire, as the park is not in a fire protection area. The 25 k

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distance to the nearest services in Qualicum Bay and the lack of power and telephone are also factors that need to be taken into account in the operation of the park.

ALTERNATIVES

1. To receive the status report as information and direct staff to prepare an update report on the Horne Lake Park Management Plan for review and approval by the Board prior to the consideration of park operation arrangements for the 2004 camping season.
2. To receive the status report and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

The status report on the park has no specific costs implications, although a number of issues have been identified that have potential costs that will need to be identified in the proposed follow-up report on options for park operations in 2004.

CITIZEN IMPLICATIONS

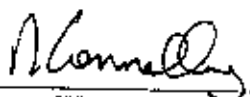
Feedback from park users has been mixed but certain deficiencies in the 2003 season raised public concerns with the operations standard for the park. Swimmers' itch has also detracted from the appeal of the HLRP, especially for families with young children. Further and ongoing consultation with the Horne Lake Strata Corporation is also required to ensure good neighbourhood relations.

SUMMARY

A status report on the Horne Lake Regional Park has been prepared to review operational deficiencies in the 2003 camping season and to outline various park issues that will need to be addressed prior to the 2004 season. Further work and assessment of the issues is proposed to be undertaken in an update to the Horne Lake Management Plan to ensure that arrangements that are put in place for park operations are consistent with an updated direction for the park 1995 Regional Park Management Plan. The tenure of the DFO lands at the entrance to the park needs to be secured by way of Land Use Agreement in the short term and funded for in the long term.

RECOMMENDATIONS

1. That the status report on the Horne Lake Regional Park (HLRP) be received for information.
2. That staff be directed to prepare an update report on the HLRP Management Plan for review and approval by the Board prior to the consideration of park operation arrangements for the 2004 camping season.



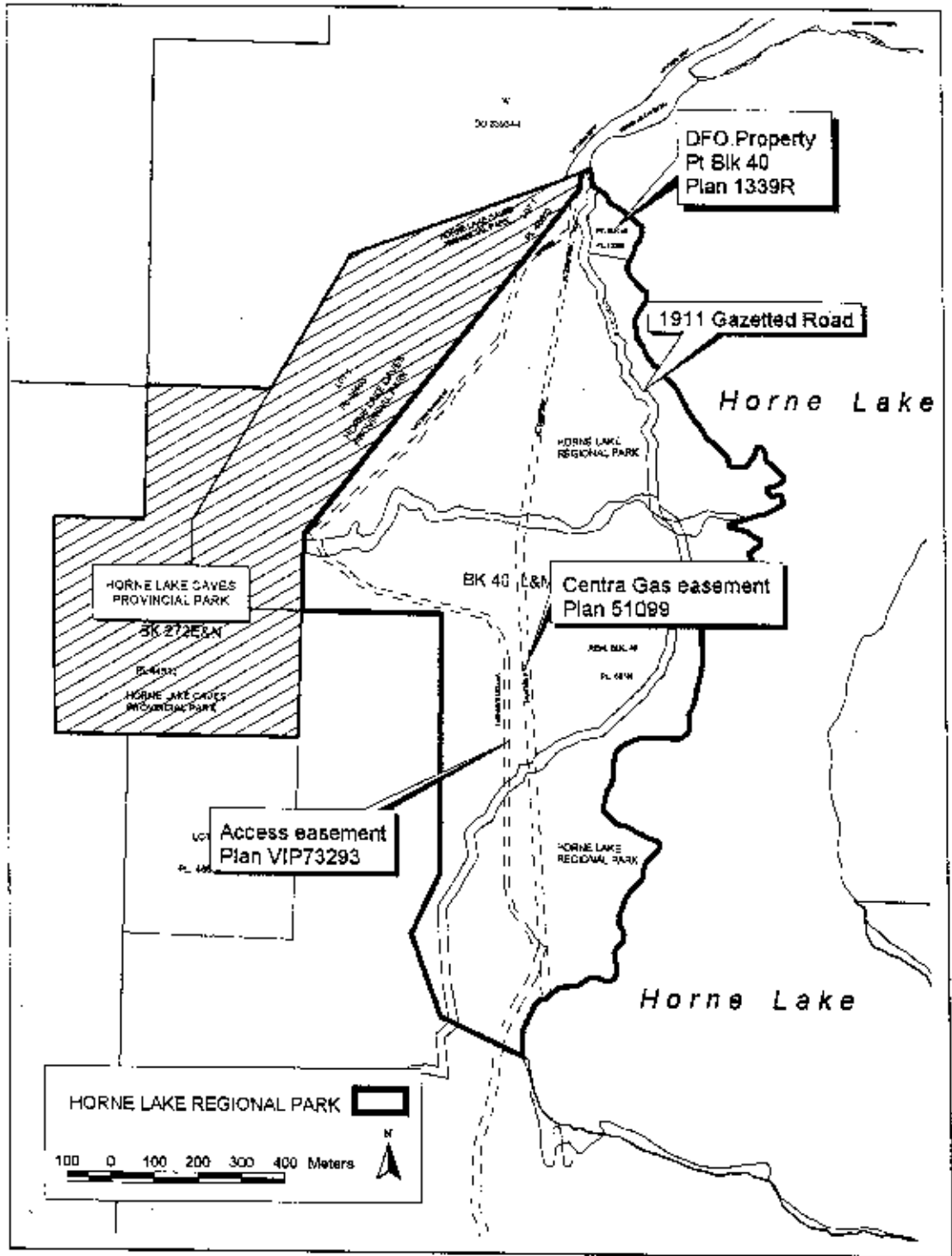
Report Writer



CAO Concurrence

COMMENTS:

Map No. 3.3
Horne Lake Regional Park Land Interests





REGIONAL DISTRICT OF NANAIMO			
NOV 17 2003			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	

MEMORANDUM

TO: K. Daniels Chief Administrative Officer DATE: November 3, 2003

FROM: C. Mason General Manager, Corporate Services FILE:

SUBJECT: Policy for Use of RDN Meeting Rooms

PURPOSE:

To obtain Board direction regarding the establishment of a Policy to permit the external use of the Regional District's meeting room facilities.

BACKGROUND:

When the Board approved the construction of additional office and meeting space to the RDN Administration Building, it was acknowledged that the meeting room facilities could be used for external purposes. With the open design and location of the newly created space, the Regional District now has the ability to permit use of the Committee Room and Board Chambers to external groups without impacting office operations.

The construction project is now complete and the Regional District is receiving requests from other organizations asking if they can use the meeting room facilities. Some organizations requesting use are non-profit, others are government agencies and some are private associations. At the current time, no user groups are being charged for this use. Audio-visual equipment has not been made available for use to these groups.

The use of the meeting rooms by outside agencies does have an impact on the maintenance of these rooms and security of the building. We currently contract out our building maintenance and, consequently, do not have in-house janitorial staff to provide security after hours. Meetings held during office hours may impact the availability of parking for the public and staff. Therefore, staff are seeking direction from the Board regarding the development of a policy which will set fees for the use of meeting rooms and equipment, and will also set direction regarding the permitted uses and hours of use.

Determining a Fee Structure

During the period that the Regional District rented the Board Room and Council Chambers from the City of Nanaimo, the Regional District was charged a fee for the use of these rooms. The Regional District was deemed a 'commercial user' and was charged a fee of \$200 for the use of Council Chambers and \$150 for the use of the Board Room. The RDN typically brought its own audio/visual equipment to meetings but had access to a projector screen.

Staff did a survey of other jurisdictions to determine a benchmark for room rental charges for local governments. The following information was obtained:

Local Gov't	Room Rentals	Commercial Rate (minimum 2 hour meeting)	Non-Profit Rate	Comments
Richmond	Yes	\$90 - \$180	\$60 - \$120	A/V permitted on special request - rates vary
Coquitlam	Yes	\$100 - \$150 Meeting Rm \$300 - \$600 Chambers	\$50 - \$75 \$150 - \$300	A/V permitted at \$20/hr, 4 hour minimum
Nanaimo	Yes	\$150 Meeting Rm \$200 Chambers	\$20 / \$30	Requires council approval before rentals permitted
Abbotsford	Yes	\$40 - \$290	\$30 - \$160	Damage deposit - \$100
RDN Arena	Yes	\$70	\$60	Multipurpose room
Delta	Yes	No rentals	\$500	Security deposit
Langley	No			Security issues
Parksville	No			Joint use by City/School/Library
Qualicum Beach	No			Requests referred to Civic Centre
Cowichan RD	No			No reasons cited
CRD	No			Security issues
North Van	No			Security issues
Surrey	No			Joint use by Council/School/Rec Comm
GVRD	No			

***Local hotels charge between \$100 - \$250 per evening for the use of a large meeting room.**

Of those jurisdictions that responded, most do not rent out their meeting rooms. The primary reasons were related to building security issues and the exclusive use of meeting room space by the local government. Richmond and Coquitlam were the main respondents who broadly permit outside use of meeting space and also charge for use of audio/visual equipment.

Benefits of RDN Meeting Space

This information is helpful in determining a benchmark for the Regional District to use in setting a rental rate for outside groups. The Regional District meeting space is located in the north end of Nanaimo which makes it an attractive location for public meetings. After hours parking is adequate, though during office hours large meetings cannot be accommodated. The rooms are designed to easily accommodate the public without impacting office operations and are handicap accessible. The seating capacity in the Board Chambers accommodates 50 persons in the gallery plus 19 more at the Board table and 5 additional seats at staff tables. The Committee Room is equipped with a kitchen and seats up to 22 persons. Security gates have been installed to restrict access to the remainder of the building. These factors make the Regional District's facilities desirable for renting to outside user groups.

Room Rental Policy

Based on the information collected, it is proposed that the Board implement a policy for renting out the Board Chambers and Committee Room, possibly using a tiered fee structure with a 'commercial user rate', 'government rate' and a 'non-profit user' rate. Using this structure, the Regional District would subsidize its costs for non-profit groups, but would charge rates similar to those in the private sector for government and commercial users. Currently the RDN does not have an in-house custodian, so additional costs would be incurred to provide after hours security and maintenance for these rooms.

Staff have prepared three alternatives for the Board's consideration.

ALTERNATIVES:

1. That the Board establish a policy outlining a fee structure for the rental of RDN meeting rooms by commercial, government and non-profit user groups.
2. That the Board establish a policy outlining a fee structure for the rental of RDN meeting rooms by government and non-profit user groups only.
3. That the Board establish a policy outlining the user groups permitted to use the RDN meeting rooms free of charge, subject to their availability.

FINANCIAL IMPLICATIONS:

Alternative 1. Under the first alternative, if the Board supports the establishment of a policy that encourages the rental of the Committee Room and Board Chambers to commercial, government, and non-profit groups, additional security and maintenance will be required. If the rooms are rented out after hours, a security company would be hired to open the building, ensure that it is secured after the user group has left, and be available for emergency calls during the time of use. Staff support would not be available to ensure the correct use of equipment; therefore, the use of audio-visual equipment is not recommended. Regional District costs are expected to be a minimum of \$120 for after hours use to cover security and additional janitorial services. In order to cover these costs, it is proposed that the following fee structure be implemented:

Committee Room Rentals	Non-Profit Rate	Government Rate	Commercial Rate
Monday – Friday 9:00 – 4:00 pm	\$15 / hour	\$30 / hour	\$30 / hour
Evenings & Weekends	\$30 / hour	\$60 / hour	\$60 / hour

Board Chamber Rentals	Non-Profit Rate	Government Rate	Commercial Rate
Monday – Friday 9:00 – 4:00 pm	\$25 / hour	\$50 / hour	\$50 / hour
Evenings & Weekends	\$50 / hour	\$100 / hour	\$100 / hour

Under this alternative, non-profit groups would have their rate subsidized by the Regional District.

Alternative 2. The second alternative would propose a similar fee structure to that provided above, but would not include private or commercial groups within the permitted user groups. These groups have the option of utilizing meeting space available at local hotels or other facilities within the Regional District.

Alternative 3. The third alternative recommends that the Board only permit certain groups to have access to meeting rooms, free of charge (or for a nominal fee). Groups would be permitted use through a separate Board resolution, similar to the approach adopted by the City of Nanaimo.

USER GROUP IMPLICATIONS:

Nanaimo Search & Rescue. Currently the Nanaimo Search & Rescue group is using the RDN Committee Room free of charge every Wednesday evening throughout the year. This group works under the Regional District Emergency Plan and, as a non-profit organization, has requested exemption from

rental charges. Prior to the availability of the new meeting rooms, they utilized meeting room facilities at the Nanaimo Pollution Control Centre to hold their weekly training sessions.

Other User Group Requests. Other groups have also expressed an interest in using the facilities. Within the last few weeks we have been approached by VIRL, the BC Treaty Office, BC Ferries, the Agricultural Land Commission, a Professional Association and a Toastmasters Group also requesting use of RDN meeting rooms.

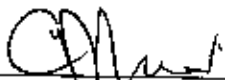
CONCLUSIONS:

With the completion of the building renovations and the addition of new meeting space, the Regional District is being approached from a variety of user groups requesting access to our facilities. If the Board wishes to make the new meeting rooms available for public use, based on a survey of other jurisdictions it is recommended that the Board adopt a policy setting out a fee structure for such use. The policy would ensure that the Regional District is recovering its costs for administration, security, cleanup, maintenance and repairs in making these rooms available for use.


Three alternatives have been prepared for the Board's consideration. It is not recommended that the Regional District compete with the private sector in providing meeting space to private and commercial users. However, given the Board's initial support for developing meeting room space in conjunction with the Administration Building addition, staff are recommending that the Board support alternative two which will provide access to non-profit community groups and government organizations. A request has also been received from Nanaimo Search and Rescue asking for continued use of the Regional District Committee Room at no charge on a weekly basis. A second recommendation has been provided below to address Nanaimo SAR's request.

RECOMMENDATION:

1. That the Board approve the attached policy outlining a fee structure for the use of RDN meeting rooms by government and non-profit user groups.
2. That Nanaimo Search & Rescue be permitted to use the Committee Room at no charge on a weekly basis, subject to the room's availability.



Report Writer



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT: <i>Meeting Room Rentals</i>	POLICY NO: _____	CROSS REF: _____
EFFECTIVE DATE: December 9, 2003	APPROVED BY: Board	
REVISION DATE:	PAGE	1 of 2

PURPOSE

To provide guidelines for the rental of the RDN Board Chambers and Committee Room facilities.

DEFINITIONS

Non-Profit User. An organization which exists for educational, community or charitable reasons, and from which its members do not benefit financially.

Government User. Another local government, provincial or federal ministry, government agency, commission or authority.

POLICY

The Regional District Board, Select Committees and internal staff meetings shall have priority use of the Board Chambers and Committee Room. However, when these rooms are not in use, they may be rented to external organizations, based on the following rate structure:

Committee Room Rentals	Non-Profit Rate	Government Rate
Monday – Friday 9:00 – 4:00 pm	\$15 / hour	\$30 / hour
Evenings & Weekends	\$30 / hour	\$60 / hour

Board Chamber Rentals	Non-Profit Rate	Government Rate
Monday – Friday 9:00 – 4:00 pm	\$25 / hour	\$50 / hour
Evenings & Weekends	\$50 / hour	\$100 / hour

Hourly rates shall cover administration, security, cleanup, maintenance and repair costs for the use of the meeting rooms. These rooms will only be rented to non-profit and government organizations. They shall not be rented to private or commercial organizations.

Hours of Use. The permitted hours of use for rental of meeting rooms shall be 9:00 – 4:00 Weekdays, excluding statutory holidays or days which coincide with regular or special Board and Committee meetings. After hours and weekend use shall be permitted, at the discretion of the Regional District.

Food. No food shall be permitted in the Board Chambers. User groups shall be required to make their own arrangements if serving food and drinks in the Committee Room. Users must leave the room in a clean condition.

Damages. A user group must report any damage to the Regional District immediately following use. The user group shall be responsible for any and all damages they have incurred in a meeting room.

Bookings. All room bookings must be made through the Administrative Services Department.

Audio/Visual Equipment. User groups are responsible for providing their own audio/visual equipment. Use of Regional District equipment is not permitted.

EXCEPTIONS

Subject to the room's availability, the following organizations shall be permitted use of the Regional District Committee Room at no charge:

- Nanaimo Search & Rescue



REGIONAL DISTRICT OF NANAIMO	
NOV 17 2003	
CHAIR	GMCrS
CAO	GMDS
GMCms	GMES
Coll	

MEMORANDUM

TO: N.Avery
Manager, Financial Services

DATE: November 14, 2003

FROM: W.Thexton
Senior Accountant

FILE:

SUBJECT: Operating Results to September 30, 2003

PURPOSE

To present a summary of the operating results for the period ending September 30th, 2003.

BACKGROUND

Regional District staff present quarterly operating statements to the Board as part of their commitment to accountability. The statements for the period January 1 to September 30, 2003 are attached as appendices to this report and include an overall summary for the Regional District and separate summaries for each of the four divisional service areas. The statements primarily reflect 'cash paid or received' transactions except for debt and property taxes, which are recorded monthly. Assuming an even distribution of revenues and expenses throughout the year, the proportion of revenues and expenditures to date (the 'benchmark') would be approximately 75% of the budgeted amounts for the year, with the exception of wages. Due to the timing of wage payments throughout the year, the benchmark for this expense category is 77%. Actual results will vary from the benchmark for a variety of reasons as outlined below.

Appendix 1 - Overall Summary of RDN Operating Results

The overall year-to-date results show revenues at 80% of budget, including the prior year surplus, and expenditures at 70% of budget. Expenditure timing will vary considerably throughout a typical year. Normally capital purchases and projects tend to be completed and paid in the latter part of the year, although they may be committed earlier. This accounts for capital expenditures and professional fees being below the benchmark.

Appendix 2 - Summary of Operating Results by Function

This schedule provides a summary listing of all functions within each division and shows the total revenues and expenditures for each function compared to the annual budget. Highlights of the year to date results are discussed below.

Appendix 3 -Community Services

Due to seasonal factors, operating revenues for all recreation functions except the arena and regional parks are well above the benchmark. Operating revenues for the D69 arena function are below the benchmark as the strong earning period is in the fall and winter months. Lower than anticipated campground fees, due in part to the summer fire situation, have impacted regional park revenues. Operating expenditures for the recreation functions are generally at or slightly below benchmark. Capital

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expenditures stand at 93% of budget, reflecting the completion of the new multiplex and a recent contribution of \$200,000 to the Nature Trust of BC for the purchase of Electoral Area G parkland.

The Southern Community Transit service remains in a deficit position. While expenditure pressures continue in the area of repairs and maintenance as reported previously, the projected full year deficit is forecast at between \$160,000 and \$190,000, an improvement over the June forecast of a \$271,000 deficit.

Appendix 4 - Corporate Services

Overall expenditures are in line with third quarter expectations. Transfers to volunteer fire departments and reserves have been completed. Errington Fire department revenues are below the benchmark because the anticipated sale of a fire support vehicle has been deferred until 2004. The overall deficit shown for "Fire Dcpts" is due to the transfer of quarterly operating advances versus the monthly recording of tax requisitions that will equalize at yearend.

Appendix 5 - Development Services

Building permit and subdivision application fee revenues are well above budget as a result of increased building activity throughout the regional district. Building Inspection and Development Planning expenditures are below the benchmark due to not having to fully expend legal and professional fees, and due to office equipment and vehicle purchases that are expected to be completed later in the year.

Appendix 6 - Environmental Services

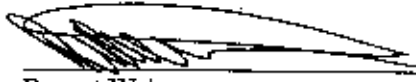
Overall operating revenues are above the benchmark because all user fee revenues have been recorded for the year. Solid Waste Management tipping fee revenue is slightly above the benchmark at 79% of budget. Grant revenues of approximately \$400,000 for the LFG system expansion are not yet reflected in Solid Waste Management operating revenues. A claim should be submitted to the Federation of Canadian Municipalities before the end of the year. Expenditures remain below benchmark for most Environmental Services functions due to capital projects in progress, especially for the Nanaimo wastewater treatment plant. These are expected to be incurred either late in the year or partially carried over to next year's budget.

SUMMARY/CONCLUSIONS

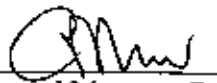
The attached appendices include operating activities recorded up to September 30th, 2003. Overall, the results reflect that 80% of total budget revenues and 70% of budget expenditures have been recorded or incurred. The lower expenditures are due mainly to the timing of projects that impact both professional fees and capital expenditures. The overall financial results as a percentage of budget, substantially match those achieved for the same period in 2002.

RECOMMENDATION


That the summary report of financial results from operations to September 30th, 2003 be received for information.



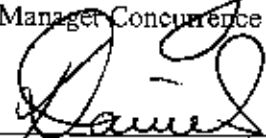
Report Writer



General Manager Concurrence



Manager Concurrence



C.A.O. Concurrence

COMMENTS:

June 2003 fs MEMOFM



REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
SEPTEMBER 30, 2003

	COMMUNITY SERVICES			CORPORATE SERVICES			DEVELOPMENT SERVICES			ENVIRONMENTAL SERVICES			TOTAL REVENUE FUND		
	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR
REVENUES															
TAX REQUISITION	\$5,753,376	\$7,671,168	75%	\$2,659,032	\$3,545,349	75%	\$789,111	\$1,052,140	76%	\$6,923,547	\$9,231,390	75%	\$16,125,000	\$21,500,047	75%
GRANTS/OPERATING/OTHER	\$5,708,786	\$7,923,800	72%	1,673,144	2,378,030	70%	887,285	740,685	120%	7,915,868	9,492,927	83%	\$16,185,083	\$20,535,442	79%
RETAINED EARNINGS	\$680,769	\$680,765	100%	1,195,779	1,195,735	100%	990,968	990,970	100%	4,065,026	4,078,493	100%	\$6,932,542	\$6,945,963	100%
TOTAL REVENUES	12,142,931	16,275,733	75%	5,527,955	7,119,114	78%	2,667,364	2,783,795	96%	18,904,441	22,802,810	83%	39,242,691	48,981,452	80%
EXPENSES															
OFFICE OPERATING	\$1,354,389	\$1,895,708	71%	\$465,425	\$690,934	67%	\$221,013	\$344,360	64%	\$793,612	\$1,056,978	75%	\$2,834,419	\$3,987,978	71%
COMMUNITY GRANTS	51,377	82,000	63%	31,540	49,012	64%	0	0	0	0	0	0	\$82,917	\$131,012	63%
LEGISLATIVE	0	0	0	193,071	210,515	73%	0	0	0	0	0	0	\$153,071	\$210,515	73%
PROFESSIONAL FEES	7,172	88,510	8%	95,540	331,269	29%	157,438	338,625	46%	299,358	810,415	37%	\$559,506	\$1,568,819	36%
BUILDING OPS & MAINT	265,662	509,905	52%	165,116	242,780	68%	36,986	42,000	88%	150,365	297,557	51%	\$618,129	\$1,092,242	57%
VEHICLE OPS & MAINT	1,566,581	2,096,820	75%	47,403	76,595	62%	14,737	18,535	80%	568,460	965,313	59%	\$2,197,181	\$3,157,263	70%
OTHER EQUIPMENT OPS & MAINT	22,706	74,000	31%	48,289	68,684	70%	5,764	14,760	39%	0	0	0	\$76,739	\$157,444	49%
OTHER OPERATING	210,638	331,030	64%	9,708	16,830	58%	83,176	140,005	59%	4,126,531	6,405,051	64%	\$4,430,053	\$6,892,916	64%
WAGES & BENEFITS	6,016,690	7,707,181	78%	1,108,274	1,504,090	74%	1,033,044	1,352,687	76%	2,696,662	3,570,410	76%	\$10,854,630	\$14,134,368	77%
RECREATION PROGRAMS	127,175	233,395	54%	0	0	0	0	0	0	0	0	0	\$127,175	\$233,395	54%
CAPITAL EXPENDITURES	959,582	1,036,090	93%	598,887	811,534	74%	35,663	115,700	31%	1,033,579	3,285,855	31%	\$2,627,711	\$5,249,179	50%
DEBT FINANCING-INTEREST	258,512	410,530	63%	0	0	0	0	0	0	1,315,345	1,766,175	74%	\$1,573,857	\$2,176,705	72%
DEBT FINANCING-PRINCIPAL	106,171	142,990	74%	0	0	0	0	0	0	1,016,748	1,355,875	75%	\$1,122,919	\$1,488,655	75%
DEBT FINANCING-EXCHANGE	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	0
CONTINGENCY	0	16,000	0	0	0	0	0	0	0	0	0	0	\$0	\$16,000	0
TRANSFER TO RESERVE FUND	6,930	259,940	3%	191,567	228,980	84%	5,887	5,890	100%	1,941,725	2,161,707	90%	\$2,146,109	\$2,655,517	81%
TRANSFER FROM RESERVE FUND	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	0
TFR TO OTHER GOVT/AGENCIES	960,320	960,320	100%	2,203,345	2,516,240	88%	0	0	0	0	0	0	\$3,163,665	\$3,476,560	91%
TOTAL EXPENDITURES	\$11,913,845	\$15,843,407	75%	\$5,118,145	\$6,747,463	76%	\$1,593,708	\$2,372,562	67%	\$13,942,383	\$21,675,136	64%	\$32,568,081	\$46,638,568	70%
OPERATING SURPLUS (DEFICIT)	\$229,086	\$432,326		\$409,810	\$371,651		\$1,073,656	\$411,233		\$4,962,058	\$1,127,674		\$6,674,610	\$2,342,884	

PAGE
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**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF QUARTERLY OPERATING RESULTS
JANUARY 1 TO SEPTEMBER 30, 2003**

	Revenues			Expenditures			Surplus	
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual
COMMUNITY SERVICES								
District 69 Recreation	1,044,790	818,280	78%	1,009,569	791,520	78%	35,221	26,760
District 69 Arena	1,526,630	1,184,818	73%	1,605,678	1,153,250	72%	20,852	31,368
Jensong Aquatic Center	1,745,460	1,381,899	79%	1,696,035	1,126,296	66%	49,425	255,603
Jabriola Island Recreation	61,005	45,719	75%	59,125	57,358	97%	1,880	(11,639)
Southern Community Recreation	667,405	501,386	75%	667,405	661,279	99%	0	(159,893)
Port Theater	41,635	31,230	75%	41,635	41,635	100%	0	(10,405)
Southern Community Transportation	8,555,680	6,104,777	71%	8,555,679	6,638,403	78%	1	(533,626)
69 Conventional Transit	737,830	550,377	75%	737,830	525,721	71%	0	24,666
69 Custom Transit	132,895	100,801	76%	126,790	99,535	79%	6,105	1,266
Regional Parks	757,140	641,543	85%	752,139	566,617	75%	5,001	74,926
Community Parks								
A	181,470	168,984	93%	66,031	22,248	34%	115,439	146,736
B	146,155	125,158	86%	78,610	30,405	39%	67,545	94,751
C	18,640	16,388	88%	9,675	6,440	67%	8,965	9,948
D	40,220	37,717	94%	19,085	8,707	46%	21,135	29,010
E	120,000	107,502	90%	68,080	19,874	29%	51,920	87,628
F	80,500	69,770	87%	71,445	8,581	12%	9,055	61,189
G	40,300	33,053	82%	35,980	20,083	56%	4,320	12,970
H	59,935	54,434	91%	30,145	18,161	60%	29,790	36,273
Regional Planning	218,143	169,297	78%	212,471	117,732	55%	5,672	51,565
	<u>16,275,733</u>	<u>12,142,931</u>	75%	<u>15,843,407</u>	<u>11,913,845</u>	75%	<u>432,326</u>	<u>229,086</u>
CORPORATE SERVICES								
General Administration	3,775,484	3,058,158	81%	3,557,363	2,551,123	72%	218,121	507,035
Electoral Areas Only	141,630	116,843	82%	130,155	98,425	76%	11,475	18,418
Emergency Planning	69,430	60,652	87%	34,180	2,257	7%	35,250	58,395
68 E911	49,260	38,353	78%	35,020	33,234	95%	14,240	5,119
69 E911	424,815	342,248	81%	333,240	332,018	100%	91,575	10,230
Fire Protection								
Volunteer Departments								
Coombs-Hilliers	86,000	64,520	75%	86,000	85,368	99%	0	(20,848)
Dashwood	157,335	119,375	76%	157,335	144,172	92%	0	(24,797)
Errington	343,785	181,973	53%	343,785	193,573	56%	0	(11,600)
Extension	81,920	64,401	79%	81,920	56,851	69%	0	7,550
Nanoose Bay	251,550	190,139	76%	251,550	225,557	90%	0	(35,418)
Service Contracts								
Wellington Fire (Area D)	39,575	29,609	75%	39,575	39,501	100%	0	(9,892)
Yellowpoint Fire (Area A)	92,265	69,917	76%	91,275	92,770	102%	990	(22,853)
Parksville Local (Area G)	57,285	43,417	76%	57,285	57,250	100%	0	(13,833)
French Creek Fire (Area G)	251,760	189,071	75%	251,760	248,664	99%	0	(59,593)
Regional Library	1,260,340	945,252	75%	1,260,340	945,255	75%	0	(3)
Referendums								
Area A	0	381	0%	0	0	0%	0	381
Area B	0	606	0%	0	0	0%	0	606
Area C	0	865	0%	0	0	0%	0	865
Area D	0	564	0%	0	0	0%	0	564
Area E	0	496	0%	0	0	0%	0	496
Feasibility Studies								
Area B (Sewer)	11,680	11,681	100%	11,680	12,127	104%	0	(446)
Area E(Sewer)	25,000	(566)	-2%	25,000	0	0%	0	(566)
	<u>7,119,114</u>	<u>5,527,955</u>		<u>6,747,463</u>	<u>5,118,145</u>		<u>371,651</u>	<u>409,811</u>

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF QUARTERLY OPERATING RESULTS
JANUARY 1 TO SEPTEMBER 30, 2003**

	Revenues			Expenditures			Surplus	
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual
DEVELOPMENT SERVICES								
Building Inspection	1,152,855	1,224,055	108%	927,868	641,656	69%	224,987	582,399
Bylaw Enforcement								
Animal Control A,B,C,D	82,585	68,833	83%	62,610	34,879	56%	19,975	33,954
Animal Control E,G,H	83,405	65,904	79%	76,255	57,155	75%	7,150	8,749
Animal Control F	24,765	22,016	89%	15,215	8,366	55%	9,550	13,650
Noise Control A	9,350	7,785	83%	6,395	2,452	38%	2,955	5,333
Noise Control B	8,190	7,326	89%	5,395	2,763	51%	2,795	4,563
Noise Control C	8,195	7,322	89%	5,395	2,452	45%	2,800	4,870
Noise Control D	8,895	7,570	87%	4,500	3,190	71%	4,195	4,380
Noise Control E	10,745	9,068	84%	6,395	2,440	38%	4,350	6,626
Noise Control G	8,890	7,754	87%	5,395	2,440	45%	3,495	5,324
Unightly Premises	32,760	37,685	115%	22,750	20,933	92%	10,010	16,752
Hazardous Properties	8,335	5,026	60%	5,855	2,425	41%	2,480	2,601
Development Planning	1,323,525	1,180,884	89%	1,207,034	796,429	66%	116,491	384,455
House Numbering	21,500	16,128	75%	21,500	16,128	75%	0	0
	<u>2,783,795</u>	<u>2,667,364</u>	<u>96%</u>	<u>2,372,562</u>	<u>1,593,708</u>	<u>67%</u>	<u>411,233</u>	<u>1,073,656</u>
ENVIRONMENTAL SERVICES								
Southern Community Wastewater	6,658,035	5,839,841	88%	6,313,255	3,474,293	55%	344,780	2,165,548
Northern Community Wastewater	3,345,145	2,580,661	77%	3,326,281	2,509,231	75%	18,864	71,430
Juke Point Wastewater	207,065	211,974	102%	125,987	75,788	60%	81,078	136,186
Solid Waste Disposal Facilities	7,462,905	5,693,158	76%	7,036,133	4,551,368	65%	426,772	1,141,790
Solid Waste Collection & Recycling	1,696,223	1,625,984	96%	1,695,841	1,208,013	71%	382	417,971
Water Utilities								
Madrona	186,314	157,799	85%	157,059	99,704	63%	9,255	58,095
Fairwinds	389,215	415,155	107%	334,705	262,084	78%	54,510	153,071
Nanoose Bay	602,565	574,571	95%	602,564	377,328	63%	1	197,243
Arbutus Park Estates	120,060	121,441	101%	108,072	83,290	77%	11,988	38,151
West Bay Estates	104,880	97,946	93%	81,870	45,332	55%	23,010	52,814
Driftwood	19,289	15,140	78%	18,507	7,427	40%	782	7,713
San Pareil	167,375	161,878	97%	168,691	82,795	50%	684	79,083
French Creek	261,060	239,200	92%	250,741	172,533	69%	10,319	66,667
Surfside	27,310	23,669	87%	25,159	16,637	66%	2,151	7,032
Decourcey	7,830	7,338	94%	7,602	3,759	49%	28	3,579
Morningstar Creek	7,110	6,853	96%	5,791	2,233	39%	1,319	4,620
Wall Beach	3,949	4,054	103%	3,949	0	0%	0	4,054
Nanoose Bay Bulk Water	350,250	262,399	75%	331,860	254,408	77%	18,390	7,991
French Creek Bulk Water	101,205	81,544	81%	94,575	66,125	70%	6,630	15,419
Sewer Utilities								
Fairwinds	321,139	283,480	88%	254,644	156,737	62%	66,495	126,743
French Creek	663,305	601,820	91%	623,735	435,092	70%	39,570	166,728
Pacific Shores	21,075	16,792	80%	19,425	12,682	65%	1,650	4,110
Surfside Sewer	18,235	15,650	86%	17,170	6,774	39%	1,065	8,676
MacMillan R. Sewer	3,425	2,870	84%	3,425	2,565	75%	0	305
Pump & Hauf	15,555	13,425	86%	15,555	711	5%	0	12,714
Streetlighting	62,491	49,799	80%	54,540	35,474	65%	7,951	14,325
	<u>22,802,810</u>	<u>18,904,441</u>		<u>21,675,136</u>	<u>13,942,383</u>		<u>1,127,674</u>	<u>4,962,058</u>
TOTAL - ALL SERVICES	<u>48,981,452</u>	<u>39,242,691</u>		<u>46,638,568</u>	<u>32,568,081</u>		<u>2,342,884</u>	<u>6,674,610</u>

REGIONAL DISTRICT OF NANAIMO
COMMUNITY SERVICES
SEPTEMBER 30, 2003

	REGIONAL PLANNING			REG PARKS			COMMUNITY PARKS		
	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR
REVENUES									
TAX ACQUISITION	152,973	203,963	75%	299,997	400,000	75%	227,196	302,930	75%
GRANTS/OPERATING/OTHER	2,143	0		24,761	40,350	61%	1,510	0	
RETAINED EARNINGS	14,181	14,180	100%	316,785	316,790	100%	384,298	384,290	100%
TOTAL REVENUES	169,297	218,143	78%	641,543	757,140	85%	613,004	687,220	89%
EXPENSES									
OFFICE OPERATING	\$31,321	\$47,250	66%	\$47,130	\$65,960	71%	\$14,132	\$19,636	72%
PROFESSIONAL FEES	0	16,600		1,526	31,000	5%	2,690	32,250	8%
BUILDING OP & MAINTENANCE	289	8,000	4%	5,842	26,295	22%	2,962	4,600	65%
VEHICLE OP & MAINTENANCE	350	350	100%	2,981	5,005	60%	494	1,500	33%
OTHER OPERATING COSTS	4,625	28,470	16%	17,052	33,200	51%	3,890	4,150	94%
WAGES & BENEFITS	80,059	110,651	72%	106,423	142,299	75%	78,975	101,510	78%
EQUIP OP & MAINTENANCE	0	0		155	0		0	0	
COMMUNITY GRANTS	0	0		0	0		0	0	
RECREATION PROGRAMS	0	0		31,441	23,305	135%	17,970	84,500	21%
CAPITAL EXPENDITURES	738	800	92%	302,997	122,900	247%	0	107,750	
DEBT FINANCING - INTEREST	0	0		161	0		6,098	12,710	48%
DEBT FINANCING - PRINCIPAL	0	0		754	0		2,268	5,445	42%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	350	350	100%	155	262,175	0%	0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		50,000	50,000	100%	5,000	5,000	100%
TOTAL EXPENDITURES	\$117,732	\$212,471	55%	\$566,617	\$752,139	75%	\$134,499	\$379,051	35%
OPERATING SURPLUS (DEFICIT)	\$51,565	\$5,672		\$74,926	\$5,001		\$478,505	\$308,169	

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REGIONAL DISTRICT OF NANAIMO
COMMUNITY SERVICES
SEPTEMBER 30, 2003

	DIST 69 REC.			DIST 69 ARENA			RAVENSONG AQUATIC CENTER		
	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR
REVENUES									
TAX REQUISITION	609,426	800,570	75%	900,000	1,200,000	75%	859,752	1,146,330	75%
GRANTS/OPERATING/OTHER	155,905	182,270	86%	217,291	359,205	60%	350,417	427,400	82%
RETAINED EARNINGS	61,949	61,950	100%	67,327	67,325	100%	171,730	171,730	100%
TOTAL REVENUES	818,280	1,044,790	78%	1,184,618	1,626,530	73%	1,381,889	1,745,460	79%
EXPENSES									
OFFICE OPERATING	\$67,727	\$93,225	73%	\$58,218	\$89,320	65%	\$88,326	\$119,220	74%
PROFESSIONAL FEES	0	500		2,956	5,860	52%	0	500	
BUILDING OP & MAINTENANCE	4,891	5,400	91%	62,211	170,490	36%	96,241	174,945	55%
VEHICLE OP & MAINTENANCE	13,195	14,005	94%	4,080	14,700	28%	162	155	105%
OTHER OPERATING COSTS	18,263	22,050	74%	9,201	10,510	88%	13,378	19,440	69%
WAGES & BENEFITS	430,227	556,544	77%	353,983	520,028	68%	536,178	716,415	75%
EQUIP OP & MAINTENANCE	690	2,940	23%	13,599	44,155	31%	7,072	23,140	31%
COMMUNITY GRANTS	46,113	76,000	61%	65	500	13%	5,199	5,500	95%
RECREATION PROGRAMS	40,832	60,370	68%	13,643	30,220	45%	23,289	35,000	67%
CAPITAL EXPENDITURES	2,697	9,650	28%	635,139	659,740	96%	5,359	133,650	4%
DEBT FINANCING - INTEREST	0	0		0	60,200		251,928	335,900	75%
DEBT FINANCING - PRINCIPAL	0	0		0	0		99,009	132,015	75%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	155	155	100%	155	155	100%	155	155	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	168,730	168,730	100%	0	0		0	0	
TOTAL EXPENDITURES	\$791,520	\$1,009,569	78%	\$1,153,250	\$1,605,678	72%	\$1,126,296	\$1,696,035	66%
OPERATING SURPLUS (DEFICIT)	\$26,760	\$35,221		\$31,368	\$20,852		\$255,603	\$49,425	

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REGIONAL DISTRICT OF NANAIMO
COMMUNITY SERVICES
SEPTEMBER 30, 2003

	GABRIOLA ISL REC.			SOUTHERN COMMUNITY RECREATION & CULTURE			TRANSPORTATION SERVICES			TOTAL COMMUNITY SERVICES		
	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR
REVENUES												
TAX REQUISITION	46,350	61,795	75%	529,281	705,705	75%	2,137,401	2,849,875	75%	5,753,376	7,671,168	75%
GRANTS/OPERATING/OTHER	158	0		0	0		4,956,601	6,914,575	72%	5,708,786	7,923,800	72%
RETAINED EARNINGS	(789)	(790)	100%	3,335	3,335	100%	(338,047)	(338,045)	100%	660,769	680,765	100%
TOTAL REVENUES	45,719	61,005	75%	532,616	709,040	75%	6,755,955	9,426,405	72%	12,142,931	16,276,733	75%
EXPENSES												
OFFICE OPERATING	\$596	\$955	63%	\$0	\$0		\$1,046,917	\$1,460,140	72%	\$1,354,369	\$1,895,706	71%
PROFESSIONAL FEES	0	0		0	0		0	2,000		7,172	88,510	8%
BUILDING OP & MAINTENANCE	1	0		18,324	24,450	75%	74,881	95,725	78%	265,662	509,905	52%
VEHICLE OP & MAINTENANCE	0	20	18%	0	0		1,545,319	2,061,085	75%	1,566,581	2,096,820	75%
OTHER OPERATING COSTS	36	200	80%	0	0		146,193	213,010	69%	210,638	331,030	64%
WAGES & BENEFITS	4,735	5,950	80%	0	0		4,426,070	5,553,784	80%	6,016,550	7,707,181	78%
EQUIP OP & MAINTENANCE	0	0		0	0		1,190	3,765	32%	22,706	74,000	31%
COMMUNITY GRANTS	0	0		0	0		0	0		51,377	82,000	63%
RECREATION PROGRAMS	0	0		0	0		0	0		127,175	233,395	54%
CAPITAL EXPENDITURES	(12)	0		0	0		12,664	1,600	792%	959,582	1,036,090	93%
DEBT FINANCING - INTEREST	0	0		0	0		325	1,720	19%	258,512	410,530	63%
DEBT FINANCING - PRINCIPAL	0	0		0	0		4,140	5,520	75%	106,171	142,980	74%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	16,000		0	16,000	
TRANSFER TO RESERVE FUND	0	0		0	0		5,960	5,950	100%	6,930	258,940	3%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	52,000	52,000	100%	684,590	684,590	100%	0	0		960,320	960,320	100%
TOTAL EXPENDITURES	\$57,358	\$59,125	97%	\$702,914	\$709,040	99%	\$7,263,659	\$9,420,299	77%	\$11,913,845	\$15,843,407	75%
OPERATING SURPLUS (DEFICIT)	(\$11,639)	\$1,880		(\$170,298)	\$0		(\$507,704)	\$6,106		\$229,086	\$432,326	

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REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
SEPTEMBER 30, 2003

	ADMINISTRATION			ELECTORAL AREAS			PUBLIC SAFETY			FIRE DEPTS			REGIONAL LIBRARY		
	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR
REVENUES															
TAX REQUISITION	\$439,380	\$585,838	75%	\$80,010	\$106,680	75%	\$306,810	\$409,085	75%	\$894,618	\$1,192,810	75%	\$945,252	\$1,260,340	75%
GRANTS/OPERATING/OTHER	1,653,145	2,224,045	74%	1,882	0	0	0	0	0	8,117	118,985	7%	0	0	0
RETAINED EARNINGS	965,633	965,601	100%	34,951	34,950	100%	134,443	134,440	100%	49,687	49,680	100%	0	0	0
TOTAL REVENUES	3,058,158	3,775,484	81%	116,843	141,630	82%	441,253	543,505	81%	952,422	1,361,475	70%	945,252	1,260,340	75%
EXPENSES															
OFFICE OPERATING	\$378,353	\$576,164	66%	\$44,934	\$80,150	75%	\$11,233	\$17,410	65%	\$30,905	\$37,210	83%	\$0	\$0	0
COMMUNITY GRANTS	31,540	49,012	64%	0	0	0	0	0	0	0	0	0	0	0	0
LEGISLATIVE	135,352	186,000	73%	17,719	24,515	72%	0	0	0	0	0	0	0	0	0
PROFESSIONAL FEES	67,409	240,299	28%	16,004	27,690	58%	0	26,600	0	0	0	0	0	0	0
BUILDING OPS & MAINT	198,762	234,730	85%	496	800	62%	838	750	112%	5,020	6,500	77%	0	0	0
VEHICLE OPS & MAINT	8,443	13,425	63%	0	0	0	270	1,000	27%	38,690	62,170	62%	0	0	0
EQUIP OPS & MAINT	41,078	63,869	64%	271	200	136%	3,391	3,615	94%	3,529	1,000	353%	0	0	0
OTHER OPERATING COSTS	6,976	10,830	64%	0	0	0	0	0	0	2,730	6,000	46%	0	0	0
WAGES & BENEFITS	1,108,274	1,503,790	74%	0	0	0	0	0	0	0	0	0	0	0	0
CAPITAL EXPENDITURES	510,104	574,424	89%	19,001	16,800	113%	0	800	0	69,782	219,510	32%	0	0	0
DEBT FINANCING-INTEREST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEBT FINANCING-PRINCIPAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEBT FINANCING-EXCHANGE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRANSFER TO RESERVE FUND	104,830	104,820	100%	0	0	0	0	0	0	0	0	0	0	0	0
TRSF TO OTHER GOVT/AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$2,551,123	\$3,557,363	72%	\$98,425	\$130,155	76%	\$367,509	\$402,440	91%	\$1,143,706	\$1,360,465	84%	\$945,255	\$1,260,340	75%
OPERATING SURPLUS (DEFICIT)	\$507,035	\$218,121		\$18,418	\$11,475		\$73,744	\$141,065		(\$191,284)	\$990		(\$3)	\$0	

REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
SEPTEMBER 30, 2003

	ELECT AREA REFERENDUMS			FEASIBILITY STUDIES			MUNICIPAL DEBT TRANSFERS			TOTAL CORPORATE SERVICES		
	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR
REVENUES												
TAX REQUISITION	(\$8,730)	(\$11,642)	75%	\$1,692	\$2,258	75%	\$0	\$0	0%	\$2,659,032	\$3,545,349	75%
GRANTS/OPERATING/OTHER	0	0	0%	10,000	35,000	29%	1,717,802	2,511,030	68%	3,390,946	4,889,060	69%
RETAINED EARNINGS	11,642	11,642	100%	(577)	(578)	100%	0	0	0%	1,195,779	1,195,735	100%
TOTAL REVENUES	2,912	0		11,115	36,680	30%	1,717,802	2,511,030	68%	7,245,757	9,630,144	75%
EXPENSES												
OFFICE OPERATING	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$465,425	\$690,934	67%
COMMUNITY GRANTS	0	0	0%	0	0	0%	0	0	0%	31,540	49,012	64%
LEGISLATIVE	0	0	0%	0	0	0%	0	0	0%	153,071	210,515	73%
PROFESSIONAL FEES	0	0	0%	12,127	36,680	33%	0	0	0%	95,540	331,269	29%
BUILDING OPS & MAINT	0	0	0%	0	0	0%	0	0	0%	165,116	242,780	68%
VEHICLE OPS & MAINT	0	0	0%	0	0	0%	0	0	0%	47,403	76,995	62%
EQUIP OPS & MAINT	0	0	0%	0	0	0%	0	0	0%	48,269	68,684	70%
OTHER OPERATING COSTS	0	0	0%	0	0	0%	0	0	0%	9,708	16,830	58%
WAGES & BENEFITS	0	0	0%	0	0	0%	0	0	0%	1,108,274	1,504,090	74%
CAPITAL EXPENDITURES	0	0	0%	0	0	0%	0	0	0%	598,887	811,534	74%
DEBT FINANCING-INTEREST	0	0	0%	0	0	0%	930,916	1,564,025	60%	930,916	1,564,025	60%
DEBT FINANCING-PRINCIPAL	0	0	0%	0	0	0%	518,536	916,305	57%	518,536	916,305	57%
DEBT FINANCING-EXCHANGE	0	0	0%	0	0	0%	3,575	30,700	12%	3,575	30,700	12%
CONTINGENCY	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TRANSFER TO RESERVE FUND	0	0	0%	0	0	0%	0	0	0%	191,567	228,980	84%
TRSF TO OTHER GOVT/AGENCIES	0	0	0%	0	0	0%	0	0	0%	2,203,345	2,516,240	88%
TOTAL EXPENSES	\$0	\$0		\$12,127	\$36,680	33%	\$1,453,027	\$2,511,030	58%	\$6,571,172	\$8,258,493	71%
OPERATING SURPLUS (DEFICIT)	\$2,912	\$0		(\$1,012)	\$0		\$264,775	\$0		\$874,585	\$371,651	

REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
SEPTEMBER 30, 2003

	PLANNING		HOUSE NUMBERING		BUILDING INSPECTION		BYLAW ENFORCEMENT		TOTAL DEVELOPMENT SERVICES			
	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR
REVENUES												
TAX REQUISITION	538,407	717,875	75%	16,128	21,500	75%	101,250	135,000	75%	789,111	1,052,140	75%
GRANTS/OPERATING/OTHER	249,812	212,965	117%	0	0		620,649	515,700	120%	887,285	740,635	120%
RETAINED EARNINGS	392,665	392,665	100%	0	0		502,156	502,155	100%	990,968	990,970	100%
TOTAL REVENUES	1,180,884	1,323,525	89%	16,128	21,500	75%	1,224,055	1,152,855	106%	2,667,384	2,783,795	96%
EXPENSES												
OFFICE OPERATING	\$90,018	\$149,585	60%	\$16,128	\$21,500	75%	\$79,828	\$121,510	66%	\$221,013	\$344,360	64%
PROFESSIONAL FEES	42,356	115,885	37%	0	0		13,528	63,000	21%	157,438	338,625	46%
BUILDING OP & MAINTENANCE	21,530	24,900	87%	0	0		13,106	13,100	100%	36,986	42,000	89%
VEHICLE OP & MAINTENANCE	5,242	5,235	100%	0	0		9,495	13,300	71%	14,737	18,535	80%
OTHER OPERATING COSTS	42,416	82,080	52%	0	0		40,760	57,925	70%	83,176	140,005	59%
WAGES & BENEFITS	584,729	778,014	75%	0	0		448,315	574,673	78%	1,033,044	1,352,687	76%
EQUIP OP & MAINTENANCE	4,803	7,600	63%	0	0		961	7,160	13%	5,764	14,760	39%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	38,500		0	0		35,663	77,200	46%	35,663	115,700	31%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	5,235	5,235	100%	0	0		0	0		5,887	5,890	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	\$796,429	\$1,207,034	66%	\$16,128	\$21,500	75%	\$641,656	\$927,868	69%	\$1,593,708	\$2,372,562	67%
OPERATING SURPLUS (DEFICIT)	\$384,455	\$116,491		\$0	\$0		\$582,399	\$224,987		\$1,073,658	\$411,233	

REGIONAL DISTRICT OF NANAIMO
 ENVIRONMENTAL SERVICES
 SEPTEMBER 30, 2003

	LIQUID WASTE MANAGEMENT			SOLID WASTE MANAGEMENT			GARBAGE COLLECTION/RECYCLING		
	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR
REVENUES									
TAX REQUISITION	\$5,283,128	\$7,017,500	75%	\$301,725	\$402,305	75%	\$0	\$0	
GRANTS/OPERATING/OTHER	606,810	630,210	96%	4,623,131	6,292,300	73%	1,649,165	1,719,403	96%
RETAINED EARNINGS	2,582,538	2,582,535	100%	768,302	768,300	100%	(23,181)	(23,180)	100%
TOTAL REVENUES	8,432,476	10,210,245	83%	5,693,158	7,462,905	76%	1,625,984	1,696,223	96%
EXPENSES									
OFFICE OPERATING	\$293,050	\$372,180	79%	\$321,108	\$432,268	74%	\$87,268	\$119,650	73%
PROFESSIONAL FEES	125,067	403,520	31%	110,515	263,390	42%	412	2,500	16%
BUILDING OP & MAINTENANCE	65,438	102,500	64%	38,108	77,500	47%	1,863	2,245	83%
VEHICLE OP & MAINTENANCE	220,211	344,995	64%	288,226	514,841	56%	1,013	1,785	57%
WAGES & BENEFITS	1,027,411	1,398,688	73%	1,153,005	1,464,476	79%	23,565	31,002	76%
OPERATIONAL COSTS	869,365	1,387,015	63%	1,550,916	2,547,786	61%	1,082,938	1,537,159	71%
CAPITAL EXPENDITURES	388,925	1,871,575	21%	396,436	976,965	41%	84	630	13%
DEBT FINANCING - INT	956,070	1,274,755	75%	123,625	164,700	75%	0	0	
DEBT FINANCING - PRINCIPAL	829,575	1,106,105	75%	68,049	90,730	75%	0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	1,284,200	1,504,190	85%	503,480	503,477	100%	870	870	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$6,069,312	\$9,785,523	62%	\$4,551,368	\$7,036,133	65%	\$1,208,013	\$1,685,841	71%
OPERATING SURPLUS (DEFICIT)	\$2,373,164	\$444,722		\$1,141,790	\$426,772		\$417,971	\$382	

REGIONAL DISTRICT OF NANAIMO
ENVIRONMENTAL SERVICES
SEPTEMBER 30, 2003

	WATER SUPPLY			SEWAGE COLLECTION			STREET LIGHTING			TOTAL ENVIRONMENTAL SERVICES		
	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR	ACTUAL 2003	BUDGET 2003	% VAR
REVENUES												
TAX REQUISITION	\$887,958	\$1,183,940	75%	\$433,323	\$577,760	75%	\$37,413	\$49,885	75%	\$6,923,547	\$9,231,390	75%
GRANTS/OPERATING/OTHER	710,164	559,918	127%	326,369	290,640	112%	229	456	50%	7,915,868	9,492,927	83%
RETAINED EARNINGS	570,865	584,354	98%	174,345	174,334	100%	12,157	12,150	100%	4,065,026	4,078,493	100%
TOTAL REVENUES	2,168,987	2,328,212	93%	934,037	1,042,734	90%	49,799	62,481	80%	18,904,441	22,802,810	83%
EXPENSES												
ADMINISTRATION	\$68,461	\$101,300	68%	\$22,491	\$30,705	73%	\$1,234	\$875	141%	\$793,612	\$1,056,978	75%
PROFESSIONAL FEES	61,244	117,300	52%	2,118	23,705	9%	0	0		299,356	810,415	37%
BUILDING OP & MAINTENANCE	36,720	92,927	40%	7,701	10,135	76%	2,535	12,250	21%	150,365	297,557	51%
VEHICLE OP & MAINTENANCE	41,871	72,397	58%	17,139	31,295	55%	0	0		568,460	965,313	59%
WAGES & BENEFITS	384,928	527,755	73%	107,753	148,489	73%	0	0		2,696,662	3,570,410	76%
OPERATIONAL COSTS	186,196	271,346	69%	395,411	620,330	64%	31,705	41,415	77%	4,126,531	6,405,051	64%
CAPITAL COST	246,981	428,180	58%	1,153	8,505	14%	0	0		1,038,579	3,285,855	31%
DEBT FINANCING - INT	235,750	326,720	72%	0	0		0	0		1,315,345	1,766,175	74%
DEBT FINANCING - PRINCIPAL	119,124	158,840	75%	0	0		0	0		1,016,748	1,355,675	75%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
CONTRIBUTION TO OTHER FUNDS	92,390	92,380	100%	60,795	60,790	100%	0	0		1,941,725	2,161,707	90%
CONTRIBUTION FROM OTHER FND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
TOTAL EXPENSES	\$1,473,655	\$2,189,145	67%	\$614,561	\$933,954	86%	\$35,474	\$54,540	65%	\$13,942,383	\$21,675,136	64%
OPERATING SURPLUS (DEFICIT)	\$695,332	\$139,067		\$319,476	\$108,780		\$14,325	\$7,951		\$4,962,058	\$1,127,674	



REGIONAL DISTRICT OF NANAIMO	
NOV 18 2003	
CHAIR	GMCrs
CAO	GMDS
GMCMS	GMES
Cull	

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services **DATE:** November 14, 2003

FROM: N. Avery
Manager, Financial Services **FILE:**

SUBJECT: Coombs Hilliers Fire – Request to use reserve funds

PURPOSE:

To seek approval to use reserve funds for upgrading the Coombs Hilliers Firehall #2. To introduce and adopt "Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364, 2003".

BACKGROUND:

The Coombs Hilliers Fire department has been contemplating for some time improvements to its Firehall # 2. Improvements include insulating exterior walls, installing a modern ventilation system in the vehicle bay area and improving the construction of the walls to better resist a potential earthquake. The Arrowsmith Search and Rescue Society is currently building an addition to the firehall using a common exterior wall. It is an ideal moment to undertake some preliminary improvements , before the addition is completed. The Board of the Society is requesting that the reserve fund, which stands at about \$25,570 be committed to this project in its entirety – although the first stage which will be undertaken shortly is estimated at \$18,010.

The Society estimates that about \$93,000 will be required to complete the renovations over the next three years and are working with staff to develop a financing approach for the balance.

ALTERNATIVES:

1. Approve the release of the reserve funds for the purpose of upgrading Firehall #2.
2. Do not approve the reserve fund use.

FINANCIAL IMPLICATIONS:

The reserve fund bylaw allows funds in the reserve to be used for "the purchase of capital assets for the purpose of fire protection services". The purpose of the bylaw is broad enough to permit the funds to be used for the improvements to the firehall. There are no alternative sources of fund to undertake this project at this time and time is of the essence.

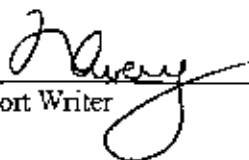
As noted above, further improvements and capital requirements will be outlined in the department's financial plans with a subsequent strategy to undertake projects in a timely manner.

SUMMARY/CONCLUSIONS:

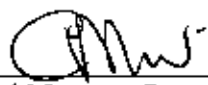
The Coombs Hilliers Fire department is seeking approval to use its reserve funds for the first phase of some significant improvements to its Firehall #2. The hall is over 30 years old and is lacking modern insulation, ventilation and earthquake resistant structures. As a result of the addition being constructed by the Arrowsmith Search and Rescue Society, using one common wall, the department would like to take the opportunity to commence the first stage of improvements. Accordingly, the Society has requested that its reserve fund be made available in its entirety for this purpose. Bylaw 1364 is attached for the Board's approval.

RECOMMENDATION:


1. That the request from the Coombs Hilliers Volunteer Fire Department to use reserve funds for improvements to Firehall #2 be approved.
2. That "Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364, 2003" be introduced for first three readings.
3. That "Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364, 2003" having received three readings, be adopted.



Report Writer



General Manager Corporate Services



C.A.O. Concurrence

COMMENTS:



COOMBS-HILLIERS VOLUNTEER FIRE DEPT.

P.O. BOX 40 COOMBS, B.C. V0R 1M0

Nancy Avery
Regional District of Nanaimo
25, Oct. 2003

Dear Nancy:

On Wed. Oct 22, 2003 the Board of Directors of the Coombs Hilliers Volunteer Fire Department held a special meeting to meet with Lou Biggeman Area F Director to present the results of our Five year plan and our proposed 2004 budget. At that meeting a motion was passed to proceed with the necessary renovation and reconstruction of Hall #2 (Hilliars) and that this project be funded from the contingency fund. We therefore request that we withdraw from the contingency fund to cover these activities. Because of the ongoing nature of this work and with estimates for the first stages totaling \$18009.40 we are requesting that the remaining amount in the contingency fund be withdrawn and committed to this project. Please note that this will have an impact on the 2004 Budget as the total renovation project was included in the 5 year plan on which the budget was based.

If you have any questions regarding this project please feel free to contact me either at home, 248-2463 or work 752-3011.

Yours Sincerely

Neil Crosby (President)

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REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1364

**A BYLAW TO AUTHORIZE AN EXPENDITURE
OF FUNDS FROM THE COOMBS HILLIERS FIRE
PROTECTION RESERVE FUND**

WHEREAS the Coombs Hilliers Fire Protection Reserve Fund was established under Bylaw No. 833, 1991;

AND WHEREAS it is deemed desirable to expend the reserve fund monies for the purpose of upgrading Firehall #2;

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

1. That the all available funds currently held in the reserve fund are hereby appropriated to be expended on upgrading Firehall #2.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as "Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364, 2003".

Introduced and read three times this 9th day of December, 2003.

Adopted this 9th day of December, 2003.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



**REGIONAL
DISTRICT
OF NANAIMO**

REGIONAL DISTRICT OF NANAIMO	
NOV 18 2003	
CHAIR	GMCrS
CAO	GMDS
CMs	GMES
DATE: _____	
FILE: _____	

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

November 14, 2003

FROM: N. Avery
Manager, Financial Services

SUBJECT: Nanoose Bay Fire – Recommendation on Tender Award

PURPOSE:

To report on the recommendation to award a tender to replace a water tank unit on a fire truck and an amendment to the amount requested from the reserve fund. To introduce for adoption "Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01, 2003".

BACKGROUND:

In June the Board approved a request from the Nanoose Bay Fire Protection Society to use \$100,000 in reserve funds to replace a leaking tanker unit and make some improvements to one of the department's fire trucks. The Society subsequently distributed a tender, to which only one response was received (Pro-Fire Emergency Equipment). The only responder's price is \$148,870, which exceeds the budget estimate of \$100,000.

The Society reviewed the documents which were used to develop the budget price and have found that an element of pricing was overlooked. They have concluded that the price quoted is comparable to a similar retrofit undertaken several years ago. Further, the department called other vendors to whom the tender was distributed and confirmed a lack of interest in responding to the job offer. Accordingly, the Society is recommending that the tender be awarded to Pro-Fire Emergency Equipment and is seeking approval to increase the amount to be appropriated from the reserve fund from \$100,000 to \$148,870.

ALTERNATIVES:

1. Approve the recommendation to award the tanker replacement to Pro-Fire Emergency Equipment and amend the reserve fund expenditure bylaw amount to \$148,870.
2. Do not proceed with the project.

FINANCIAL IMPLICATIONS:

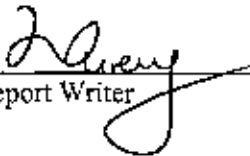
In order to have the vehicle upgrade completed for the next fire season the order must be placed within the month. The reserve fund currently stands at about \$327,690 and the department contributes about \$40,000 annually for future vehicle replacements. The increase for this particular project will not significantly affect the department's future replacement plans.

SUMMARY/CONCLUSIONS:

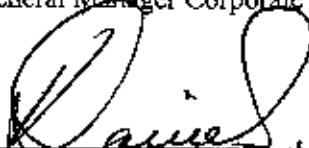
The Nanoose Bay Fire Protection Society has tendered for the replacement of a tanker unit on one of its fire trucks. Only one response was received and the price quoted is \$148,000, an amount which exceeds the original estimate of \$100,000. The Society has reviewed its working documents and concluded that they missed a pricing element and that based on a comparison to a similar retrofit several years ago, the price quoted is reasonable. No other vendors are interested in undertaking the work at this time and the work must be completed prior to the beginning of next fire season. The Society is recommending that the project be awarded to Pro-Fire Emergency Equipment for a tendered price of \$148,000. Bylaw 1351.01 is also attached, which will increase the approved reserve fund appropriation from \$100,000 to \$148,000.

RECOMMENDATION:

1. That the tender to replace undertake upgrades to Nanoose Bay Fire Protection Society fire truck #13 be awarded to Pro-Fire Emergency Equipment for a price of \$148,870.
2. That "Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01, 2003", be introduced for first three readings.
3. That "Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01, 2003", having received three readings be adopted.


Report Writer


General Manager Corporate Services


C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1351.01

**A BYLAW TO AMEND THE AUTHORIZATION TO
EXPEND FUNDS FROM THE NANOOSE FIRE
PROTECTION FUNCTION RESERVE FUND**

WHEREAS the Board of the Regional District of Nanaimo adopted Bylaw 1351 to provide for the expenditure of reserve fund monies for the purpose of upgrading fire truck #13;

AND WHEREAS the proposed upgrades will require additional funds;

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

1. That the amount of One Hundred Forty Eight Thousand, Eight Hundred and Seventy Dollars (\$148,870,00) is hereby appropriated from the Nanoose Fire Protection Function Reserve Fund to be expended on upgrading truck #13.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as "Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01, 2003".

Introduced and read three times this 9th day of December , 2003.

Adopted this 9th day of December, 2003.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

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REGIONAL DISTRICT OF NANAIMO			
NOV 17 2003			
CHAIR		GMCrs	
CAG		GMDS	
GMDS		GMES	
<i>Call</i>			

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

DATE: November 14, 2003

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Request to enter into lease financing for the purchase of a fire truck

PURPOSE:

To seek Board approval to enter into a lease financing arrangement for the acquisition of a fire truck for the Errington Fire Department.

BACKGROUND:

The Errington Fire department has concluded the acquisition of a new roll on/roll off vehicle chassis in accordance with its proposal approved by the Board in March of this year. The vehicle was proposed to be financed as follows:

Estimated cost	\$150,000
Sale of existing unit and equipment (2003)	\$ 75,000
Lease financing (2004)	<u>\$ 75,000</u>
	<u>\$150,000</u>

It was reported in March that depending on the timing of the vehicle delivery it might be necessary to finance the full price, with the final equipment sale proceeds available in 2004. That is in fact how events have transpired. The final cost of the vehicle, which has a few minor equipment items to be purchased is estimated at \$154,550. The department is seeking approval to enter into lease financing for the full purchase price. The department proposes to reduce the lease by about \$70,000 from the sale of equipment in 2004 and use about \$5,000 from operating funds to bring the final financing to the original target of about \$75,000. Lease financing would be obtained from the Municipal Financing Authority.

ALTERNATIVES:

1. Authorize staff to enter into a five year lease for the purchase of a fire vehicle for the Errington Fire Department.
2. Consider alternative financing methods.

FINANCIAL IMPLICATIONS:

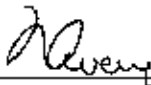
The use of lease financing was proposed at the initial stage of approval, therefore there is no reason to alter this approach. Lease financing rates offered through the Municipal Finance Authority are currently quoted at 3.5% and will always reflect prime or less.

SUMMARY/CONCLUSIONS:


The Errington Fire Department has almost completed the acquisition of its new fire truck approved by the Board in March of this year. The department will be selling an existing unit once the new unit is fully certified and the proceeds are intended offset a portion of the acquisition cost. The final certification and sale are now anticipated for late spring 2004. Therefore the department is seeking approval to enter into a lease to finance the full acquisition cost, with the sale proceeds being used to reduce the lease amount to its original target of about \$75,000 in 2004. Lease financing was always anticipated for a portion of the vehicle cost and it is only a result of timing that the initial lease will be higher than anticipated.

RECOMMENDATION:

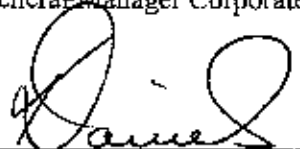
1. That the Manager of Financial Services be authorized to secure five year lease financing in the amount of \$154,550 for the purposes of purchasing a fire truck for the Errington Fire Department.



Report Writer



General Manager Corporate Services



C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO			
NOV 14 2003			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
<i>Call</i>			

MEMORANDUM

TO: Robert Lapham
General Manager, Development Services

DATE: November 14, 2003

FROM: Jani M. Thomas
Protective Services Coordinator

FILE: 7010-01

SUBJECT: Appointment for Emergency Planning Area Coordinator and Bylaw Enforcement Officer

PURPOSE

To obtain Board approval for appointment to the above positions, under which the "Regional District of Nanaimo Emergency Programs Regulatory Bylaw No. 953, 1995" and "A Bylaw to provide for the Appointment of Bylaw Enforcement Officers No. 857 (later amended by No. 857.01) requires.

BACKGROUND

Bylaw No. 953 states in Section 3 (a) of the Bylaw:

"The Board shall appoint the Area Coordinator and the Deputy Area Coordinator on the recommendation of the Director in consultation with the Regional Manager of the Provincial Emergency Program".

Further, the appointment under the above Bylaw follows the provincial statute requirements (Provincial Emergency Program), Section 1.06.2 (2);

"Regional District Coordinator - A person appointed in accordance with a Regional District Emergency Program Bylaw".

In accordance with the provincial statutory authority and Bylaw No. 953, a Board appointment is necessary to comply with Provincial and Regional District powers and mandates.

Further, it is necessary to appoint Jani M. Thomas as a Bylaw Enforcement Officer, pursuant to Bylaw No. 857, and amendments thereto that states:

"A bylaw enforcement officer, officer, employee or agent of the Regional District of Nanaimo may enter at all reasonable times on any property that is subject to a direction or regulation of the Board to ascertain whether the Board's requirements are being met or regulations are being observed".

This power derives from R v. BICHEL 4 B.C.L.R. (2d) 132 (B.C. Court of Appeal), which held that;

"no warrant is required for administrative investigations because there is no stigma attached to such an investigation and the subject matter is not serious enough to require that a judge authorize the investigation".

Also included is the power under the Local Government Act, Section 272, to authorize the bylaw officer to lay a Municipal Ticket Information or the laying of Information;

(1): "A council or a regional district board may, by bylaw:

"(b) Designate as a bylaw enforcement officer a person who comes within a class of persons prescribed under section 280 (c);

(2) If a bylaw is designated under subsection (1), a bylaw enforcement officer may lay an information by means of a ticket for contravention of the bylaw".

A Bylaw Enforcement Officer is considered under the Criminal Code of Canada and *The Local Government Act* to be acting in the capacity of Peace Officer whilst serving informations, summonses or acting as agent of owner for the Regional District of Nanaimo. The Criminal Code of Canada, in Section 2 (c) defines Peace Officers as;

"a police officer, police constable, bailiff, constable or other person employed for the preservation and maintenance of the public peace or execution of civil process".

The *Interpretation Act* also defines a Peace Officer as including,..."A person employed for the preservation and maintenance of public peace". Province wide acknowledgement of Peace Officer Status for Bylaw Enforcement Officers in certain circumstances was firmly established in the criminal case of Regina v. TURKO (No. 108042, Victoria Registry, November 2000). Judge EHRCKE declared "Bylaw Officers as Peace Officers when they are enforcing a bylaw".

SUMMARY/CONCLUSIONS

In order to carry out the duties of Protective Services Coordinator (Emergency Plan Area Coordinator) and Bylaw Enforcement Officer, Jani M. Thomas is required to be appointed as the regulations above entail. Bylaw No. 857 also requires that an Oath of Allegiance be sworn, which will be conducted by a Regional District of Nanaimo Commissioner for Taking Affidavits.

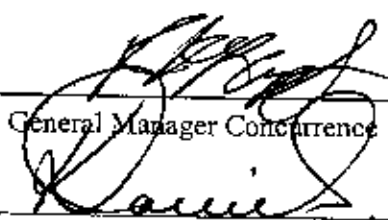
RECOMMENDATIONS

1. That Jani M. Thomas be appointed as Emergency Planning Area Coordinator and Maureen Pearse as Deputy Emergency Planning Area Coordinator as detailed in Bylaw No. 953;
2. That Jani M. Thomas is further appointed as a Bylaw Enforcement Officer under Bylaw Nos. 857 and amendments thereto;
3. That Jani M. Thomas is authorized as a Bylaw Enforcement Officer authorized to utilize the powers to issue Municipal Ticket Informations and other such documents;
4. That Jani M. Thomas be appointed as Peace Officer within the limits of The Criminal Code of Canada.

Report writer



General Manager Concurrence



CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
NOV 17 2003	
CHAIR	GMCrs
CLERK	GMDS
MEMBERS	GMES
Call	
DATE	

MEMORANDUM

TO: Kelly Daniels
Chief Administrative Officer

DATE: November 14, 2003

FROM: Robert Lapham
General Manager, Development Services

FILE: 5500-22-ER-01

SUBJECT: Englishman River Community Storm Water Management Service Area
Lot A Block 564 Plan VIP75278 (Electoral Area 'G') & Lot A District Lot 182 Plan VIP65017 (Electoral Area 'F') Both of Nanoose District
Establishment Bylaw No. 1363, 2003

PURPOSE

To establish the Englishman River Community Storm Water Management Service Area.

BACKGROUND

The subject properties are located south of the Englishman River and are accessed off Kaye and Peterson Roads within Electoral Areas 'F' and 'G' (see Attachment No. 1 for location of subject properties). Lot A Plan VIP75278 is currently under review for subdivision of the land into 158 1-ha sized parcels (Englishman River Land Corporation) while Lot A Plan VIP65017 is currently under zoning amendment process (GreenChoice Greenhouses). As part of the development of these properties, a community storm water management system is to be designed and constructed.

In order to establish taxing authority for the community storm water management service area, the Regional District must introduce an establishing bylaw for the lands to be served. This bylaw must be forwarded to the Inspector of Municipalities for approval before it can be considered for adoption. The proposed service area is as shown on Schedule 'A', attached to this report. Once the service area is established, a regulatory bylaw will also be required to establish fees and charges to recover costs associated with the operation and maintenance of the storm water management service. The owners are required to consent to the establishment of the service area and the tax rates for the service by petition.

ALTERNATIVES

1. To proceed with the establishment of the Englishman River Community Storm Water Management Service Area for Lot A Block 564 Plan VIP75278 and Lot A District Lot 182 Plan VIP65017 Both of Nanoose District.
2. To not proceed with the establishment of the Englishman River Community Storm Water Management Service Area for Lot A Block 564 Plan VIP75278 and Lot A District Lot 182 Plan VIP65017 Both of Nanoose District.

DEVELOPMENT IMPLICATIONS

The subdivision of Block 564 has been approved subject to a number of conditions including the construction of a storm water management facility to be located on land to be transferred to the RDN. In addition, the conditions for consideration of approval of the application by GreenChoice Greenhouses require the construction of an engineered storm water management facility that ultimately will direct water into this storm water management system. While the system has been designed to allow for infiltration of water to the ground and has no mechanical works, the facility may require periodic maintenance in the future. Therefore, it is recommended that a storm water management service area be established for these lands.

VOTING


All Directors – one vote.

FINANCIAL IMPLICATIONS

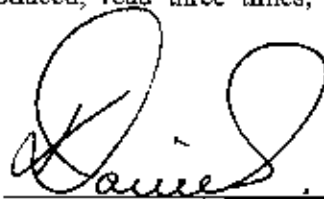
If the Englishman River Community Storm Water Management Service Area is established, there would be no financial implications to the Regional District. Costs associated with the maintenance of the system will be borne by the property owners in the Service Area.

RECOMMENDATION

That "Regional District of Nanaimo Englishman River Community Storm Water Management Service Area Establishment Bylaw No. 1363, 2003" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.



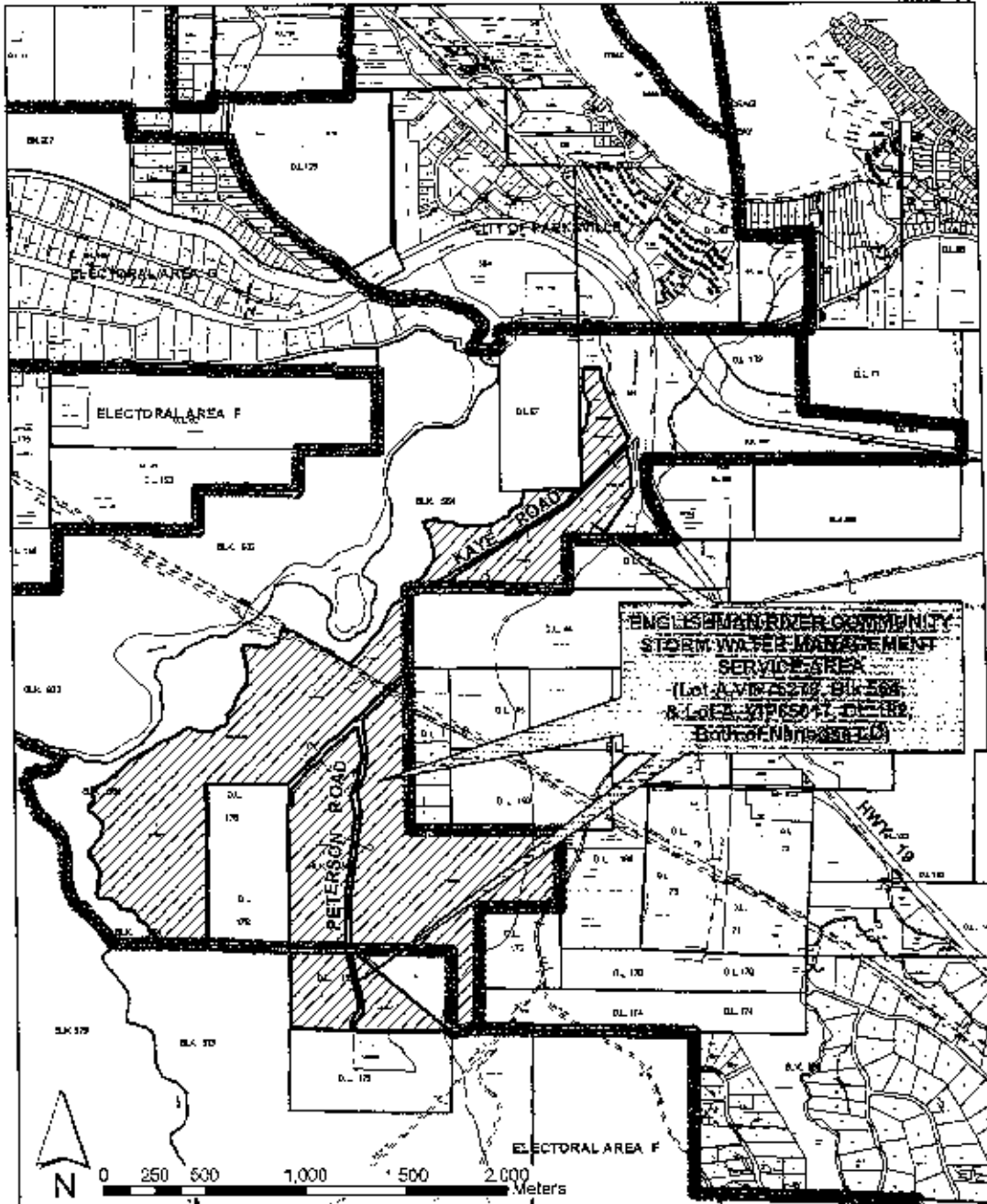
Report Writer



CAO Concurrence

COMMENTS:

ATTACHMENT No. 1
Location of Properties
Bylaw No. 1363, 2003



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1363

**A BYLAW TO ESTABLISH A SERVICE AREA
IN A PORTION OF ELECTORAL AREAS 'F' AND 'G' OF THE
REGIONAL DISTRICT OF NANAIMO FOR THE PURPOSE
OF PROVIDING A COMMUNITY STORM WATER MANAGEMENT SERVICE**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to Section 796 of the *Local Government Act*, operate any service that the Board considers necessary or desirable for all or a part of the Regional District;

AND WHEREAS owners of parcels in a portion of Electoral Area 'F' and Electoral Area 'G' have petitioned the Regional District pursuant to Section 797.4 of the *Act* to establish a service area for the purposes of constructing, owning and operating community storm water management system;

AND WHEREAS the petition has been judged sufficient pursuant to Section 797.4(4) of the *Act*;

AND WHEREAS the approval of the Inspector of Municipalities is required under Section 801(1)(a) of the *Act*;

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

1. The service to be established and operated is Community Storm Water Management System.
2. The service area shall be known as the "Englishman River Community Storm Water Management Service Area", with boundaries as shown outlined on Schedule 'A' attached to and forming a part of this bylaw.
3. Electoral Areas 'F' and 'G' are the areas participating area in the service.
4. The entire cost of providing the service established by this bylaw shall be borne by the owners of land within the service area and may be recovered pursuant to Section 803 of the *Act* by one or more of the following:
 - (a) property value taxes imposed in accordance with Division 4.3;
 - (b) fees and other charges imposed under Section 797.2;
 - (c) revenues raised by other means authorized under this or another *Act*;
 - (d) revenues raised by way of agreement, enterprise, gift, grant or otherwise.

5. The maximum amount, which may be requisitioned for this service shall be the greater of:
 - (a) \$5,000.00 or
 - (b) the amount calculated by applying a rate of \$0.105 per \$1,000 to the net taxable value of land and improvements in the service area.
6. The service area established by this bylaw may be merged with any other service area or areas for the same purpose whether contiguous or not, in the manner provided in Section 802.1(1) of the *Local Government Act*.
7. This bylaw may be cited as the "Regional District of Nanaimo Englishman River Community Storm Water Management Service Area Establishment Bylaw No. 1363, 2003".

Introduced and read three times this

Received the approval of the Inspector of Municipalities this

Adopted this

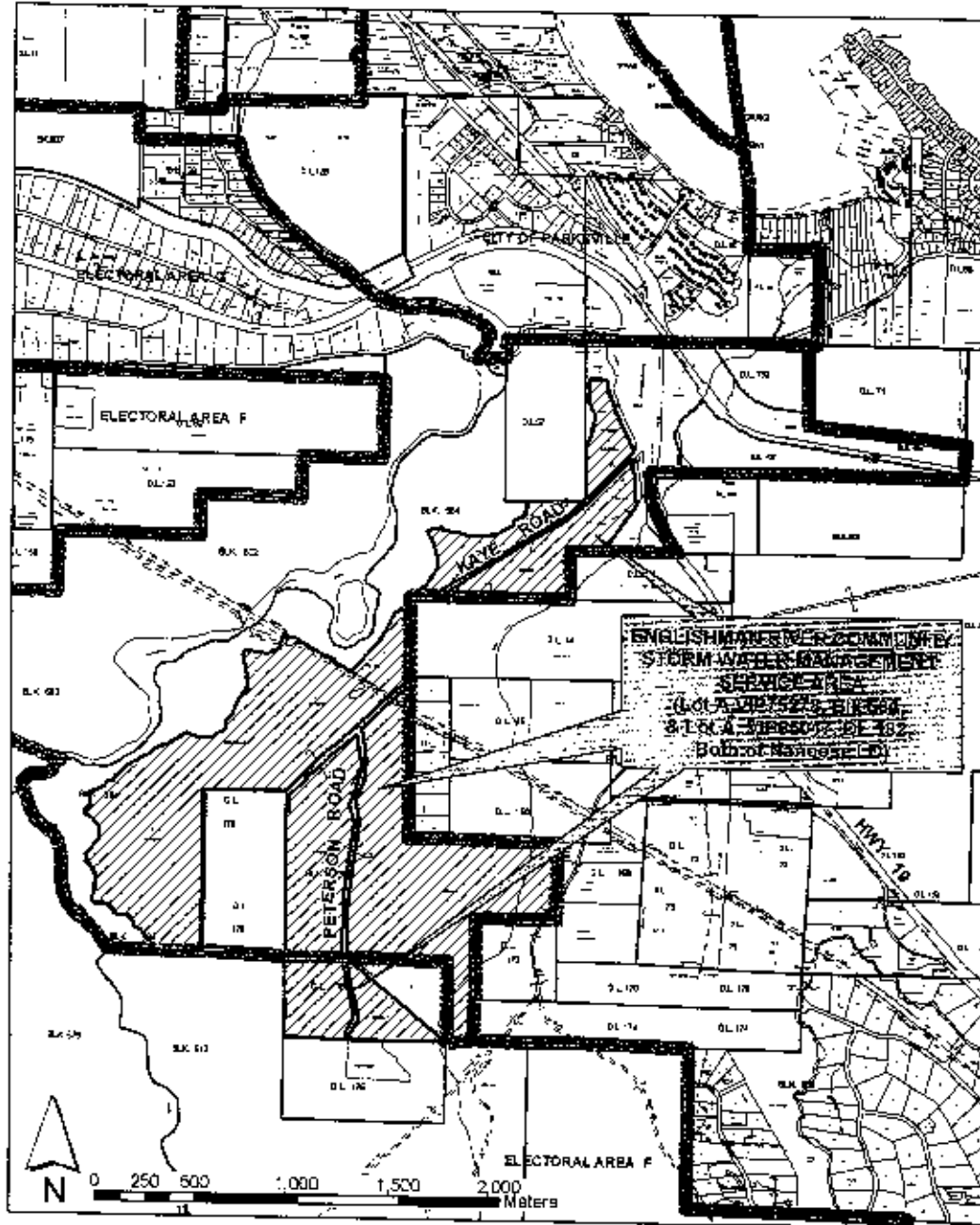
CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Schedule 'A' to accompany "Regional District of Nanaimo
Englishman River Community Storm Water Management Service
Area Establishment Bylaw No. 1363, 2003"

Chairperson

General Manager, Corporate Services





REGIONAL DISTRICT OF NANAIMO			
NOV 14 2003			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: November 12, 2003

FROM: Alan Stanley
Solid Waste Program Coordinator

FILE: 5365-65

SUBJECT: Waste Stream Management Licensing – Progress Report

PURPOSE

To report on the establishment of a Waste Stream Management Licensing (WSML) system for the regional district.

BACKGROUND

In August 2003, staff presented a report to the Committee of the Whole on the establishment of a WSML bylaw. The Board supported the development of a WSML bylaw in 1999 for composting facilities and in 2000 for construction/demolition recycling facilities. The Board also directed that a common regulatory framework be developed amongst regional districts. The proposed licensing bylaw intends to set a high standard of operation for waste management facilities in the Regional District of Nanaimo and Cowichan Valley Regional District.

Bylaw Objectives

The licensing of waste management facilities in the RDN and CVRD is intended to fulfill the following objectives:

1. Create a high standard of operation for waste management facilities located in the RDN and CVRD by establishing some level of control over the types and quantities of waste materials managed at a site, the operation of a site and the recording and submission of information to the regional district.
2. Encourage and protect legitimate waste management operations within the RDN and CVRD.
3. Establish a reporting system for the flow of waste materials within the RDN and CVRD to assist in tracking our waste reduction rate.
4. Protect and enhance the waste reduction rate achieved in both regional districts.
5. Provide a level playing field in the two regional districts.

Bylaw Development Progress

Since August 2003, regional district staff and consultants have completed the second draft of the proposed licensing bylaw. Stakeholder consultations have been held to discuss amendments made to the bylaw as a result of stakeholder concerns with the original draft of the bylaw.

Areas of concern resulting from the stakeholder consultations included: security amounts, enforcement, non-licensees, First Nations facilities, hauler licensing and an appeal process. The second draft of the bylaw addresses these issues. The stakeholder response to the amendments has generally been positive.

Future Steps

Intention to adopt a WSML bylaw must be included in the district's Solid Waste Management Plan (SWMP). The current RDN SWMP does not include this element; therefore the RDN must submit a SWMP amendment that will include the intention to adopt a WSML bylaw. Staff propose to submit the Stage III SWMP amendment, which combines the revised Zero Waste Plan with the recently completed Residual Waste Management Plan to the Board for approval in January 2004. Public consultation on the SWMP would follow in February 2004.

Proposed WSML Bylaw Schedule

<i>Task</i>	<i>Completed By</i>
Deadline for stakeholder submission on 2 nd draft of bylaw	November 21, 2003
Present draft bylaw to Regional Waste Advisory Committee	December 4, 2003
Legal review of final draft of bylaw	December 19, 2003
Review bylaw with staff from RDN municipalities	December 2003
RDN Board 1 st and 2 nd Reading - Inclusion of bylaw intent in draft Solid Waste Management Plan	January 2004
Public consultation on SWMP including WSML bylaw	February 2004
Board approval of SWMP	April 2004
Submission of SWMP including WSML bylaw to MWLAP for approval	April 2004
MWLAP review and approval of bylaw	June 2004 (estimated)
RDN Board 3 rd Reading	July 2004
Bylaw implementation	August 2004

FINANCIAL IMPLICATIONS

Staff has designed the Waste Stream Management Licensing program to be primarily self-financing. It is expected that licensing and inspection fees will pay for the program. The total initial revenue will be approximately \$12,000. The GVRD has been licensing sites since 1996 and they estimate approximately 20 hours to complete a site license and a further 10 hours per year for annual and spot inspections per site license. This work will be undertaken within the existing staff establishment.

INTERGOVERNMENTAL IMPLICATIONS

In meetings and discussions with staff from all RDN member municipalities, all participants have agreed with the intent of the bylaw. Further discussion on the second draft of the bylaw will be conducted in December 2003. The RWAC has supported a WSML bylaw since the concept was first discussed in 2001 and also supported the inclusion of a WSML bylaw in the RDN draft Zero Waste Plan. MWLAP staff has attended all stakeholder and municipal consultation meetings and MWLAP strongly supports implementation of a WSML bylaw.

Adoption of a WSML bylaw by the RDN and CVRD may create repercussions in neighbouring districts. The Capital Regional District is adopting elements of WSML for specific types of facilities and is a relatively highly regulated district so that there should be little or no impact. The Comox Strathcona Regional District (CSRD) is not pursuing a regulatory role at this time. If adoption of a WSML bylaw in the RDN and CVRD results in an increase of problem sites in the CSRD, it is likely that a WSML bylaw would be implemented in the CSRD.

ENVIRONMENTAL IMPLICATIONS

In terms of solid waste management, adoption of a WSML bylaw is a logical step given the statutory requirement that regional districts manage solid waste. This regulatory function will give the RDN the authority required to successfully administer the solid waste responsibilities delegated by the provincial government. Furthermore, the requirement of the WSML bylaw to adhere to a strict operating plan that has environmental protection as a primary responsibility, plus the effectiveness of the security mechanism to insure self-policing by operators, will reduce the environmental risk profile of the RDN's private sector operations.

PUBLIC RELATIONS IMPLICATIONS

A well-regulated private sector waste management industry will give the private sector confidence to invest in waste management infrastructure. Within this model is the potential to have most if not all of the waste and recyclable material in the district diverted to private sector facilities. The RDN public will benefit from a greater number of waste management options and the pricing that will result from competition.

SUMMARY/CONCLUSIONS

In August 2003, staff presented a report to the Committee of the Whole on the establishment of a WSML bylaw. The Board supported the development of a WSML bylaw in 1999 for composting facilities and in 2000 for construction/demolition recycling facilities. The Board also directed that a common regulatory framework be developed amongst regional districts. The proposed licensing bylaw intends to set a high standard of operation for waste management facilities in the Regional District of Nanaimo and Cowichan Valley Regional District.


Since August, regional district staff and consultants have completed the second draft of the proposed licensing bylaw. Stakeholder consultations have been held to discuss amendments made to the bylaw as a result of stakeholder concerns with the original draft of the bylaw.

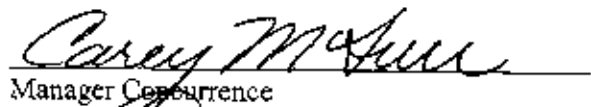
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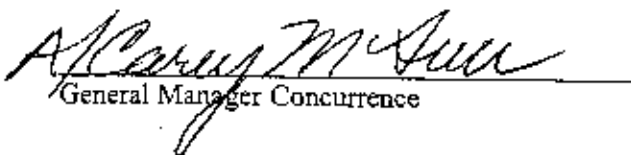
Staff has designed the Waste Stream Management Licensing program to be primarily self-financing. It is expected that licensing and inspection fees will pay for the program.

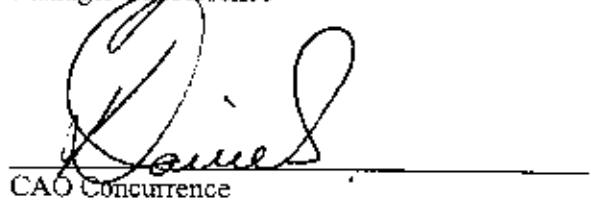
RECOMMENDATION

That the Board receive the staff report on development of a Waste Stream Management Licensing system for information.


Report Writer


Manager Concurrence


General Manager Concurrence


CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
NOV 18 2003	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES

MEMORANDUM

TO: Wayne Moorman, P.Eng
Manager of Engineering and Utilities

FROM: Deb Churko, ASCT
Engineering Technologist

SUBJECT: Utilities
Surfside Sewer Local Service Area
Inclusion into Local Service Area

DATE: November 19, 2003

FILE: 5500-20-SR-20

PURPOSE

To consider the request to include Lot 11, Block 2, District Lot 9, Newcastle Land District, Plan 15370 into the Surfside Sewer Local Service Area (see attached plan).

BACKGROUND

The owner of the above-noted property has petitioned the RDN to include the subject property into the Surfside Sewer Local Service Area (LSA). The property is not located within an Urban Containment Boundary (UCB) as outlined in the "Regional Growth Management Plan (RGMP) Bylaw No. 1309, 2002". The property is designated 'Rural Residential' and is located within the Natural Hazard and Environmentally Sensitive Areas Development Permit Area pursuant to the "Regional District of Nanaimo Shaw Hill-Deep Bay Official Community Plan (OCP) Bylaw No. 1007, 1996". The property is zoned Residential 2 (RS2), pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" and is within the "M" subdivision district.

The Regional Board at its regular meeting of December 10, 2002, issued Development Permit No. 0256 which varied the minimum setback requirement to the natural boundary of the ocean and varied the maximum dwelling unit height. As a condition of Development Permit No. 0256 the applicant was required to connect to community sewer prior to the issuance of a building permit.

The Northern Community Sewer Local Service Area Bylaw No. 889, 1998 requires amendment as well as the Surfside Sewer Local Service Area Bylaw No. 1124, 1998 in order to service this property with sewer. Both bylaw amendments are addressed in this report.

ALTERNATIVES

1. Do not accept the application.
2. Accept the application.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. If accepted into the Surfside Sewer LSA, all costs associated with the extension and connection of the sewer line would be at the expense of the applicant.

ENVIRONMENTAL IMPLICATIONS

The property is located within the Natural Hazard and Environmentally Sensitive Areas Development Permit Area pursuant to Bylaw No. 1007. The applicant has provided a letter from the Vancouver Island Health Authority that states they will not approve an on-site septic disposal system as the whole parcel is located within 30 meters of the ocean, pursuant to the Ministry of Health Regulations. The Health Inspector has recommended that the property connect to the nearby sanitary sewer.

DEVELOPMENT IMPLICATIONS

While the property is outside the UCB, the RGMP allows a property to connect to a LSA for health or environmental reasons provided it does not facilitate future development. A sewer line and sewer stub are already present near the intersection of McFeely Drive and Surfside Drive thereby making a connection to the LSA possible.

On December 10, 2002, the Board issued Development Permit No. 0256 for this property facilitating the construction of a dwelling unit within the Natural Hazard and Environmentally Sensitive Areas Development Permit Area, and also granting variances to Bylaw No. 500. As a condition of Development Permit No. 0256 the applicant was required to connect to community sewer prior to the issuance of a building permit.

In most cases, the RDN requires the property owner to register a restrictive covenant on the title to restrict future development. However, in this case, a covenant on the property is not required as the property is zoned RS2 and is within the "M" subdivision district pursuant to Bylaw No. 500. The "M" subdivision district provides a minimum parcel size of 2000 m² where the property is serviced with community water and sewer. The existing parcel size is approximately 1600 m² and, therefore, can not be further subdivided.

INTERDEPARTMENTAL IMPLICATIONS

Development Services has no objection to the boundary amendment required for this application.

SUMMARY/CONCLUSIONS

A petition has been received to amend the boundaries of the Surfside Sewer Local Service Area. While the property is outside the UCB, the RGMP allows a property to connect to a LSA for health or environmental reasons provided it does not facilitate future development. The Vancouver Island Health Authority has stated they will not approve a health permit for an on-site septic disposal system due to the property's proximity to the ocean. In addition, due to the parcel size, future subdivision is not possible. The Board issued Development Permit No. 0256 on December 10, 2002, and one of the conditions of the permit required that the property be connected to community sewer. All costs associated with connection to the RDN sewer system will be at the expense of the property owner.

RECOMMENDATION

1. That "Surfside Sewer Local Service Area Bylaw No. 1124.02, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That "Northern Community Sewer Local Service Area Bylaw No. 889.23, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

DeMuro

Report Writer

Wayne Moran

Manager Concurrence

[Signature]

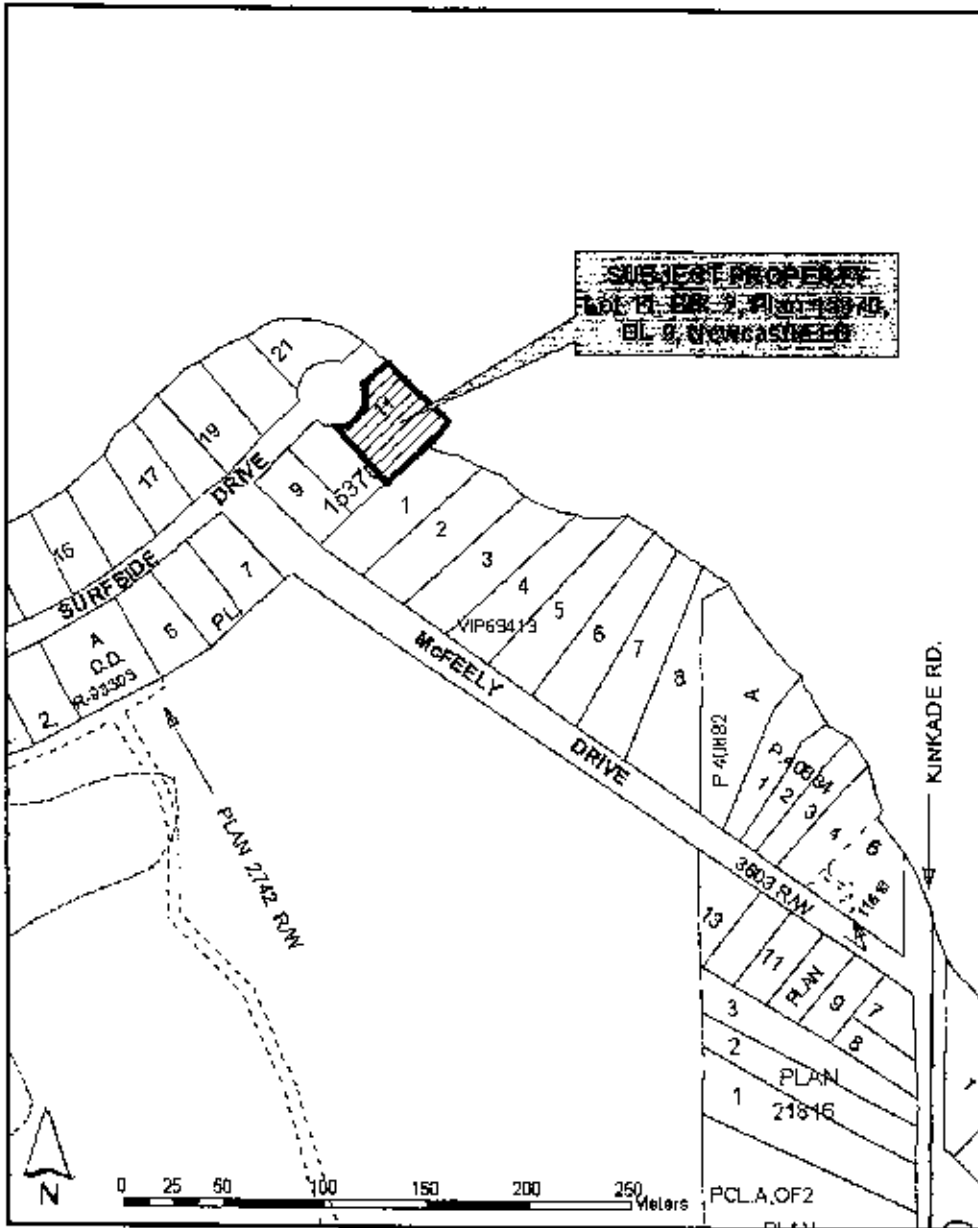
General Manager Concurrence

[Signature]

CAO Concurrence

COMMENTS:

Schedule "A"



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1124.02

**A BYLAW TO AMEND THE SURFSIDE
SEWER LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 1124**

WHEREAS Surfside Sewer Local Service Area Establishment Bylaw No. 1124, 1998 establishes the Surfside Sewer Local Service Area;

AND WHEREAS the Board has been petitioned to expand the local service area;

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

1. The boundaries of the Surfside Sewer Local Service Area, established by Bylaw No. 1124, are hereby amended to include the property shown outlined on Schedule 'B' attached hereto and forming part of this bylaw.
2. The amended boundary of the Surfside Sewer Local Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' of Bylaw No. 1124.01 is hereby repealed.
4. This bylaw may be cited for all purposes as the "Surfside Sewer Local Service Area Amendment Bylaw No. 1124.02, 2003".

Introduced and read three times this 9th day of December, 2003.

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

Adopted this ____ day of _____, 20__.

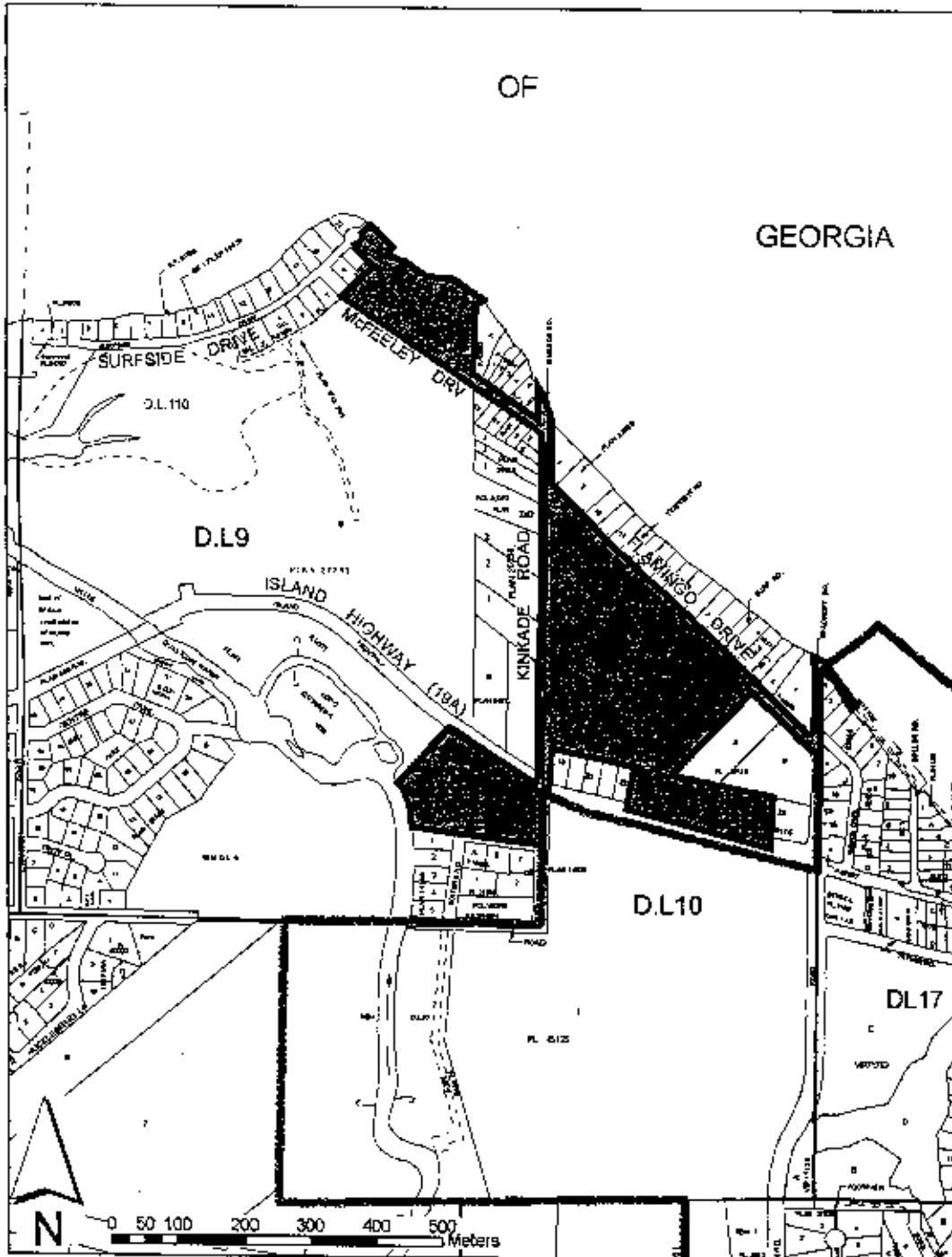
CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

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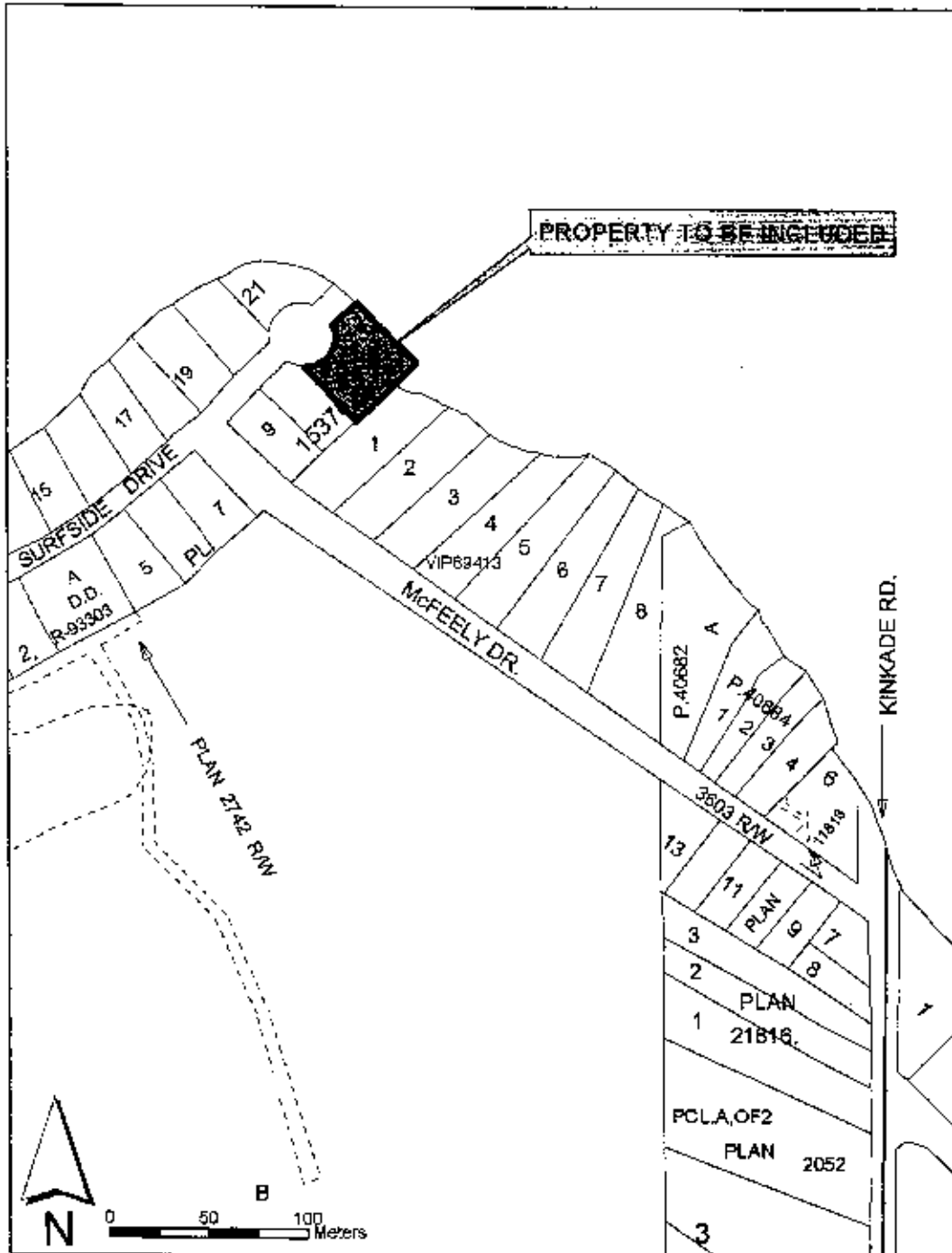
Chairperson

General Manager, Corporate Services



Chairperson

General Manager, Corporate Services



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.23

**A BYLAW TO AMEND RDN
NORTHERN COMMUNITY SEWER
LOCAL SERVICE AREA BYLAW**

WHEREAS the Board has enacted the "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993" as amended which establishes the Northern Community Sewer Local Service Area;

AND WHEREAS the Board wishes to amend Schedule 'C' to amend the boundaries of the benefiting area;

AND WHEREAS the Board wishes to amend Schedules 'D' and 'E' to amend the boundaries of the non-benefiting area;

AND WHEREAS the Board has obtained the consent of at least two thirds of the participants;

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

1. This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Area Amendment Bylaw No. 889.23, 2003".
2. Schedules 'C', 'D' and 'E' attached to and forming a part of Bylaw No. 889 are hereby deleted and replaced with Schedules 'C', 'D' and 'E' attached to and forming part of this bylaw.

Introduced and read three times this 9th day of December, 2003.

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

Adopted this ____ day of _____, 20__.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

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MINUTES

**Electoral Area 'A' Parks and Green Spaces Advisory Committee
Thursday September 18, 2003
Cedar Heritage Center, 1644 MacMillan Road, Cedar**

Attendance: Lynnette Aldcroft Judy Burgess (Chair)
Margaret Johnson Henrik Kreiberg (Area 'A' Director)
Kerri-Lynne Wilson Barbara Metcalf

Apologies: Frank Garnish Joe Materi
Gay Cunningham

Staff: Jeff Ainge, RDN Parks Coordinator

Meeting was called to order at 7:42 pm.

AGENDA

MOVED L. Aldcroft, SECONDED M. Johnson that the agenda be adopted. CARRIED

APPROVAL OF MINUTES

MOVED H. Kreiberg, SECONDED K.L. Wilson that the minutes of the June 19, 2003 meeting be approved as amended. CARRIED

NEW APPOINTMENT

Barbara Metcalf was welcomed as a new member of the Committee.

COMMUNICATIONS & CORRESPONDENCE

Staff relayed information contained in a letter sent by Drew Chapman (BC Parks) to Kerri Lynne Wilson and copied to RDN staff. Mr Chapman raised some questions about the accuracy of the trail map for Hemer Provincial Park as shown in the recent Area A Community Trail study. Staff have requested the consultant who did the study to remedy the inaccuracy.

REPORTS & DISCUSSION ITEMS

- a) Morden Colliery Trail brochure. Staff presented the final version of the brochure and thanked the members of the Committee who worked with the summer student on its preparation. Printing of an initial 2000 copies will be requested, preferably on an off-white colour paper, in the coming week. Distribution to information centres was discussed.
- b) Fall work party of the MCT. This will take place on Saturday October 18th, from 9:00 am to noon. It will focus on trimming back vegetation from the Woobank Road to Hemer Provincial Park section. Tidying up the trail entrance at Cedar Road was also discussed. Motorised vehicles continue to be a concern, as does the retention of trail information and regulatory signs. Staff offered to assist in work planning and to investigate new sign posts, boulder placement, and sign production.

- c) Interpretive Sign. Staff unveiled a copy of the new natural history interpretive sign to be produced for installation along the MCT. The sign information and photographs are courtesy of the Nanaimo Field Naturalists.
- d) Nanaimo River Management Plan. Staff advised that a meeting had been held with RDN staff (Planning & Park staff) and staff from The Land Conservancy to discuss the upcoming management plan. An open house for the public will be rescheduled from September to mid-November, at which time the initial thoughts for plan will be sought.
- e) Staff Report. Staff provided copies of the Summer Work Review (as prepared for the District 69 Recreation Commission) that gives an overview of the many projects and accomplishments that kept staff hopping over the summer months. Staff also requested the Committee's approval to purchase a set of children's swings to be stored until installation can be arranged at Thelma Griffiths park. The swings were purchased by a local elementary school PAC but cannot be installed at the school. The Committee agreed this was a worthwhile purchase. Staff also advised that the Recreation and Parks offices would be moving October 1st into the new Oceanside Place facility, but that the phone numbers will remain as is.

[Staff excused themselves from the meeting at this time - 8.45pm].

- f) Trail Planning. J. Burgess raised the point if the Committee is going to focus efforts on obtaining more trails, we should focus on Yon property, as this is the most logical next step for the MCT. Judy added she would like to organise to walk the South Wellington loop, as indicated in the Trail Study. There was general discussion of safety/policing in opening up more rural/remote areas to trails.
- g) Morden Mine Society. J. Burgess provided a verbal update, which included that a structural engineer has visited and analyzed the mine site; the society has been recognised as a formal society; and that a work party is set for Saturday September 20th.
- h) Cedar Heritage Centre. A verbal update was provided by L. Aldcroft, which included the receipt of a grant from the Vancouver Foundation for playground equipment; and that the Centre will hopefully be getting staffing.
- i) Director Report. Director Kreiberg provided a verbal update report to committee on recent Regional Board business.

NEXT MEETING DATE

The next meeting date was set for Thursday November 20th, 7.00pm at the Cedar Heritage Centre.

ADJOURNMENT

MOVED L. Aldcroft, SECONDED H. Kreiberg that the meeting adjourn at 9:20 pm.

Judy Burgess, Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT BUSINESS PLAN UPDATE SELECT COMMITTEE MEETING HELD ON THURSDAY, OCTOBER 30, 2003, AT 12:00 NOON IN THE RDN COMMITTEE ROOM

Present:

Director T. Krall	Chairperson
Director J. Stanhope	Electoral Area 'G'
Director T. Westbrook	Town of Qualicum Beach
Director D. Haime	Electoral Area 'D'
Director R. Cantelon	City of Nanaimo

Also in Attendance:

N. Connelly	General Manager, Community Services
M. Donnelly	Manager, Transportation Services
B. Clemens	City of Nanaimo

Regrets:

Director B. Holdom	City of Nanaimo
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Chair Krall called the meeting to order at 12:00 pm.

ADMINISTRATION

Community Bus Proposal – District 69

The Community Bus Proposal was reviewed. A general discussion was held regarding the different aspects of the proposed service and areas where further review is requested. Issues regarding the proposal included:

- Service to the Kinkade Road – Flamingo Drive area. Suggestions were made that service to this area could be provided with taxi service in the morning and afternoon periods rather than supplying conventional service to that area. Operational impacts to the community bus concept will be reviewed in conjunction with this suggestion. Mid-day service would remain as proposed with potential customers being serviced via diverted Community Bus vehicles.
- Revised distribution of costs reflected by the new service affect the Town of Qualicum Beach and Electoral Area 'G'. This raised concerns with the Area 'G' Director. He asked that the model be revisited to determine if a reduction in service in that area can be accomplished.
- A question was raised with respect to operating the Community Bus vehicles from the District 69 area rather than originating service from the Nanaimo depot.
- There was a discussion regarding the savings expected through the use of smaller vehicles. Staff outlined the approach used to appropriate fleet costs between the Southern Transit service area and District 69. The costs are split based on the ratio of hours and kilometers of service only and are not

determined on each areas individual fleet makeup. As a result the reduction in vehicle size for the Community Bus service will not result in reduced fleet costs to the Parksville Qualicum system.

- There was discussion on the cost sharing agreement yet to be finalized with BC Transit for the combined service. The following resolution was proposed:

MOVED Director Haime, SECONDED Director Westbrook that Recommendation 2 in the "Community Bus Proposal – District 69" report dated October 16th, 2003 be changed to read:

"That the District 69 – Community Bus proposal be approved subject to public consultation, BC Transit's cost sharing commitment for a combined service and final Board review as part of the 2004 annual budget approval process".

CARRIED

MOVED Director Stanhope, SECONDED Director Westbrook that the verbal update of the Community Bus Proposal – District 69 be accepted. CARRIED

September Revenue Update

September Transit revenue was reviewed. Revenue in September was 26.5% higher than September 2002. This was expected due to the increased purchase of prepaid fare products by high school and Malaspina University College students and the January 2003 fare increase. The 2003 annual projected increase in revenue over 2002 remains at 16.1%.

Staff brought forward information related to reduced fare revenue over the summer season (July and August). Discussions with staff at Malaspina University College show that there was a drop in attendance at some international summer venues from 300 to 24 students due to the SARS crisis that may have had an affect on revenue.

It was also noted that sales revenue of prepaid fare products at Malaspina University College over 2002 have increased by 63%. This includes the impact of the fare increase introduced in January 2003.

NEW BUSINESS

U-Pass Status

A question was raised regarding Regional Transit's progress on the development of a Universal Bus pass (U-Pass). Recently Kamloops introduced this pass for the University College of the Cariboo, the first community outside of Vancouver or Victoria to do so. RDN staff are meeting with BC Transit on November 5th to develop a program for introduction at Malaspina University College (MUC).

As part of that discussion staff were requested to review possible changes to the existing fare structure to encourage increased revenue from the student user group and to report on the number of transit passes that are sold at MUC.

Marketing Opportunity

A marketing opportunity was brought forward to encourage greater use of the Transit System by Malaspina University College students and faculty to Nanaimo's downtown. The proposal includes monthly prizes and incentives for those people that turn in their expired tickets or monthly passes.

MOVED Director Cantelon, *SECONDED* Director Westbroek that staff meet with the Downtown Nanaimo Partnership group to develop a marketing and promotions strategy that will encourage students and faculty of Malaspina University College to visit downtown using Transit services.

CARRIED

Electoral Area 'D' Tax Requisition Allocation Change

Director Haime brought forward to staff the need to modify the tax requisition allocations in 2004 for the remaining portion of Electoral Area 'D' resulting from Lantzville's recent incorporation.

Upgraded Partnership – Regional Transit / Daily News

Staff brought forward information related to the upgraded partnership between Transportation Services and *The Daily News*. The original partnership saw the Transportation Services Department purchase 500 newspapers every Monday and Friday, which were offered free to customers on board all buses. This annual purchase cost for the newspapers is \$3,600. In trade for this purchase the Transportation Services Department was allocated advertisement space in each and every publication of *The Daily News*, *Harbour City Star* and *Oceanside Star*.

A recent agreement has been concluded that will see newspapers on board the buses every day (Monday through Saturday) at no additional cost to the Transportation Services Department. The same allocation for advertising space is in place with increased flexibility with respect to the use of that space for special promotions or marketing events. *The Daily News* indicates the annual value for this space is in excess of \$70,000.

ADJOURNMENT

The meeting was adjourned at 1:00 pm.

T. Krall
Chair



REGIONAL DISTRICT OF NANAIMO	
OCT 21 2003	
CHAIR	GMCrS
CAO	GMDS
GMCS	GMES
D. DONNELLY	

MEMORANDUM

TO: Neil Connelly
General Manager - Community Services

DATE: October 16, 2003

FROM: Mike Donnelly
Manager of Transportation Services

FILE: 8500-01

SUBJECT: Community Bus Proposal - District 69

PURPOSE

To bring forward more detailed information on the District 69 Community Bus proposal for possible implementation in mid 2004, for review and consideration by the Board.

BACKGROUND

At the May 13th 2003 Regional District of Nanaimo Board meeting the following resolution was passed:

"That the report on the Parksville/Qualicum Beach Community Bus Proposal be received for information and be forwarded to the Plan Update 2003-2005 public consultation process."

This resolution was brought forward from the Transit Business Plan Update Select Committee as part of the Transit Business Plan Update carried out in the spring of 2003. The update process reviewed the planned accomplishments, updated key performance indicators and looked to the future with respect to funding challenges and possible service impacts resulting from those challenges. The Transit Business Plan Update, which was approved as a guiding document for Transit service planning and delivery in July by the Board, provided service modifications for Nanaimo and Parksville / Qualicum Beach to respond to those challenges and to provide improved service where possible.

Since July work has been carried out to develop the necessary routing, scheduling and costing of the Community Bus proposal. As well discussions have been held with the Union to outline the service proposal and to provide them with the necessary information to allow them to review and comment. It is anticipated that, with Board approval, final budget impacts along with public input on the proposed service change would be presented to the Board in February 2004. With Board approval the Community Bus service would be brought into service June 28th, 2004.

Existing Service

Transit and HandyDART service in District 69 was introduced in July 1993. At that time, and currently, HandyDART service utilized one bus to service the area. Transit service began with service between Parksville and Qualicum Beach every two hours with a connector bus to Nanaimo on the same frequency. In 1999 the frequency of trips between Parksville and Qualicum Beach doubled to provide hourly service with the connector to Nanaimo remaining at the two-hour frequency with some added express service.

As a result of the improvements annual ridership has climbed from 46,700 trips in 1998 to over 122,000 in 2002.

The existing Parksville and Qualicum Beach Transit system provides reasonable service levels to those people that live within the established routes in the community. However, access to the system is difficult if a person lives more than 300 meters (accepted maximum distance a customer will walk for a ride) from a route. Community feedback on this issue suggests that an improved service delivery model is required that would provide enhanced accessibility and reduce the use of large buses for the smaller loads generated in the community.

Transit service within District 69 operates two full sized conventional buses every 60 minutes connecting downtown Parksville and Qualicum Beach and every 2 hours into Woodgrove Mall with service through Nanoose Bay. As well, express trips in the morning and late afternoon are provided for the commuter market. One HandyDART van is dedicated to District 69. These services are provided with fully accessible buses from Monday to Saturday with no service on Sundays or holidays.

Community Bus Service Model

To increase accessibility to the system and reduce the use of larger vehicles where they are not required both Transit and HandyDART services would be combined to produce the Community Bus service.

Highlights of the service are as follows.

- Existing early morning and late afternoon commuter trips would continue to be offered using larger buses on the schedule currently in place. These two periods account for 63.8% of total trips during Monday to Friday service. These trips could not be accommodated using smaller buses. Express routing would continue with connections on the first trip to downtown Nanaimo retained.
- Community Bus service would be hourly between 9:30 a.m. and 3:54 p.m. There would be two HandyDART buses serving the communities, one each for Qualicum Beach / French Creek area and one for the Parksville / San Paniel communities.
- Routing for the community Bus would be the same as the existing routing except for the Eaglecrest and Kincaid Road / Flamingo Drive areas in Qualicum Beach and in Parksville the Doehle Avenue / Pym Street section would be replaced with full coverage along Temple Street (see attached maps). Diversions from the standard routing would be permitted, where possible, for HandyDART customers and others who cannot access the system due to distance or health constraints.
- Transit customers could request a curbside pick-up if they live further than 300 metres from the bus route. The trip request can be made anytime within one day of the trip and up to 2 hours prior to that trip. The Community Bus dispatcher would have the right to refuse trips if they cannot be made with the time constraints of that run.
- HandyDART customers would be permitted to book trips from 7 days prior and up to 2 days before their requested trip time.
- The existing service to Woodgrove Mall would be maintained at every two hours. This route currently terminates in Parksville but would be extended to the Civic Centre in Qualicum Beach. The extension of service to Qualicum Beach would also provide a direct and faster link between

the two communities and on to Nanaimo. Present Woodgrove Connector service in Nanoose and Northwest Bay Road would remain unchanged.

Operational Considerations

A number of changes and considerations must take place in order to bring the Community Bus proposal into service. Following are a number of key areas outlining actions to date.

Impact on Ridership

Transit ridership in the District 69 system in 2002 was 122,916. This total represents 59,365 trips on the #21 Woodgrove Connector and 63,551 trips on the #22 Parksville – Qualicum Beach run. HandyDART trips during the same period totaled 6,745.

The Community Bus service has the capacity to provide service to a greater number of people in the District 69 area. Transit ridership should increase with the additional Woodgrove Connector service to Qualicum Beach; as well diversions off route to pick up those people that cannot access the system at this time would create additional riders.

HandyDART customers would find greater flexibility in trip times. Currently the one bus is provided for the entire service area. This results in limited trip time opportunities for users. The Community Bus service would allow for diversions every hour to pick up HandyDART customers. This would significantly increase the access to the system by those users.

There is a concern that the ridership mix over the first year of service may vary and that potential new riders may not begin using the service immediately. Therefore budgeted increases in ridership revenue for 2004 would not be provided for.

BC Transit Cost Sharing

Cost sharing for Transit and HandyDART services is provided by BC Transit. Currently the rate of cost sharing for Transit services is 47% and for HandyDART it is 66%, based on 2002 levels after which cost sharing was frozen. A Community Bus service would be a combination of those two cost sharing amounts. The cost share is being determined in discussion with BC Transit and will take into account the proportional mix of service with respect to both Transit and HandyDART for the 2004/05 Annual Operating Agreement (A.O.A). Discussions to date indicate that BC Transit will work with the RDN to develop a rate that will not result in a loss of cost sharing potential to the Regional District.

Fare Structure

It is proposed that the fare structures remain in place for both Transit trips and for HandyDART trips. Currently an adult fare for Transit is \$2.00; this would remain the same, as would the \$2.50 per trip fare for HandyDART.

Apart from the standard fares it is proposed that fares for any diversions off route would be \$2.50. As noted above, there would be riders that are not HandyDART clients that request a pick-up off route due to distance or health issues. These would be permitted where possible but riders would pay the higher fee. Final details of the fare structure would be outlined in the final report for the Board's approval.

Fleet Changes

Currently the provision of service in District 69 uses 2 large buses and one HandyDART bus. The Community Bus service would use 1 large bus and two HandyDART buses. The large bus would be used for existing a.m. and p.m. commuter service and for the #21 Woodgrove Connector service to Qualicum Beach. The two HandyDART buses would service the local communities.

The Transit fleet of 38 buses is currently being reduced to 36 to more closely match service provision levels in the entire district. At peak period service the system is utilizing 30 buses leaving 6 for backup. The change brought forward by the introduction of the Community Bus service would not reduce that peak fleet demand and the same number of back up buses would be required.

The HandyDART fleet stands at 12 buses at this time. One bus is utilized in Parksville Qualicum Beach, 9 are used for Nanaimo service and there are two units for maintenance back up. With the Community Bus service two units would be required reducing our back up for the fleet to one. After July 2004 it would be possible to retain an additional unit at not additional cost as the lease fees expire at that time. This would provide the second backup vehicle.

Area 'H' and Area 'E' Impacts

Both Electoral Area "H" and "E", Nanoose, would experience a shift in service delivery resulting from the Community Bus approach to service.

Electoral Area 'H'

Currently this electoral area has service to the Bowser Area once a week on Fridays. Passengers call in prior to Friday to book trips and are picked up using the HandyDART bus servicing Parksville / Qualicum Beach. With the Community Bus service there would not be a HandyDART vehicle available to provide this weekly service.

In order to continue to provide this service it is proposed that a private taxi service, dispatched from the Parksville Qualicum Beach area be used. Taxi funds would be included in the operating budget to accommodate those trips. This would limit accessibility to passengers unable to move out of their wheelchairs into the taxi. At this time there are no users that would be affected in this way.

Electoral Area 'E'

Service provision in Nanoose Bay consists of daily service with trips into the Parksville area in the morning and returning in the evening. These represent the majority of trips in the Nanoose area. On Wednesdays additional trips are permitted during the mid-day.

The Community Bus service would accommodate the a.m. and p.m. trips in the same fashion as they are provided at this time. Wednesday service would be provided using taxi services, as the Community Bus would not be available in the area during the mid-day. There is currently one person who regularly accesses Wednesday service and one who uses it intermittently.

Service Introduction

In the report to the Board in May of this year a schedule was attached outlining the timing for implementation of this new service. This schedule has been delayed with final budget implications yet to be determined. As well public information sessions, previously planned for this fall, will not take place until December of 2004. Final budget impacts will be presented, along with the public input, for the February 2004 Board meeting.

This delay has modified the planned service introduction timing with a new date being set for June 28, 2004. This date would coincide with a schedule reprint thus reducing the costs for marketing the new service. It is also the beginning of the summer season and would allow time for any required service adjustments to be undertaken before the fall.

ALTERNATIVES

1. Approve the District 69 - Community Bus service for subject to public consultation and final review as part of the 2004 annual budget process.
2. Do not approve the Community Bus service proposal.
3. Provide alternate direction for the re-development of the Community Bus service proposal.

FINANCIAL IMPLICATIONS

A key element in determining the financial implications of this new service provision is the BC Transit cost sharing commitment for a combined service. BC Transit does not have a standard cost sharing figure for such service and is currently working on developing this for the Community Bus service here in the Regional District.

The Community Bus service proposal can be implemented without additional costs to the combined HandyDART and Transit budgets as provided for in the Financial Plan. Distributions of those costs would change however. They reflect the allocation of the costs of service to each area based on hours and kilometers of service. Below is a table showing the 2003 budget distributions for both Conventional Transit and HandyDART compared to the distribution for Community Bus.

	2003 HandyDART & Conventional Transit Distributions	2004 Community Bus Distributions	Change in Allocation Percentages
City of Parksville	42.72%	33.40%	-9.32%
Town of Qualicum Beach	33.56%	38.71%	5.15%
Electoral Area E	11.42%	10.78%	-0.64%
Electoral Area G	12.13%	16.47%	4.33%
Electoral Area H	0.16%	0.65%	0.49%

The impacts are most significant in the Qualicum Beach and Electoral Area "G" areas. Both of these areas change due to the additional service provided by the #21 Woodgrove Connector that would now route through to Qualicum Beach. This service has not been provided in the past and is key in the shift in proportion of hours and kilometers in total service provided. Area "H" increases to allow for the provision of taxi services to the area once a week. Parksville and Area "E" both see a reduction in proportional service, as their core service hours do not change significantly while service in the other areas increases.

CITIZEN IMPLICATIONS

The key goal in changing the service model is to provide broader accessibility to the service area population. With diversions off of the main route possible in this model accessibility would increase. As well, faster connections between Qualicum Beach, Parksville and on to Nanaimo would have a positive impact on the ridership.

SUMMARY/CONCLUSIONS

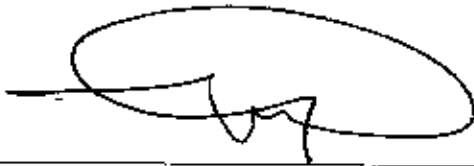
As part of the 2003 Transit Business Plan Update the concept of a Community Bus service model for District 69 was discussed and included in the final report as a possible service improvement scenario. The service model spoke to concerns in the community with respect to accessibility and the use of large buses in an area where demand did not reflect that which may be found in larger urban centres.

The Community Bus service proposal can be implemented without additional costs to the combined HandyDART and Transit budgets as provided for in the Financial Plan. The provision of Community Bus service coupled with new Woodgrove connector service through to Qualicum Beach would generate shifts in the allocation of costs related to the distribution of service based on hours and kilometers.

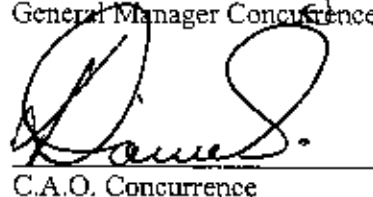
Further consultation with the public is necessary to determine the level of interest and to hear suggestions or concerns the public may have in response to the proposal. The public would be consulted in December of this year with a final report to the Board in February 2004.

RECOMMENDATIONS

1. That the report on the District 69 - Community Bus proposal be received for information.
2. That the District 69 - Community Bus proposal be approved subject to public consultation and final Board review as part of the 2004 annual budget approval process.

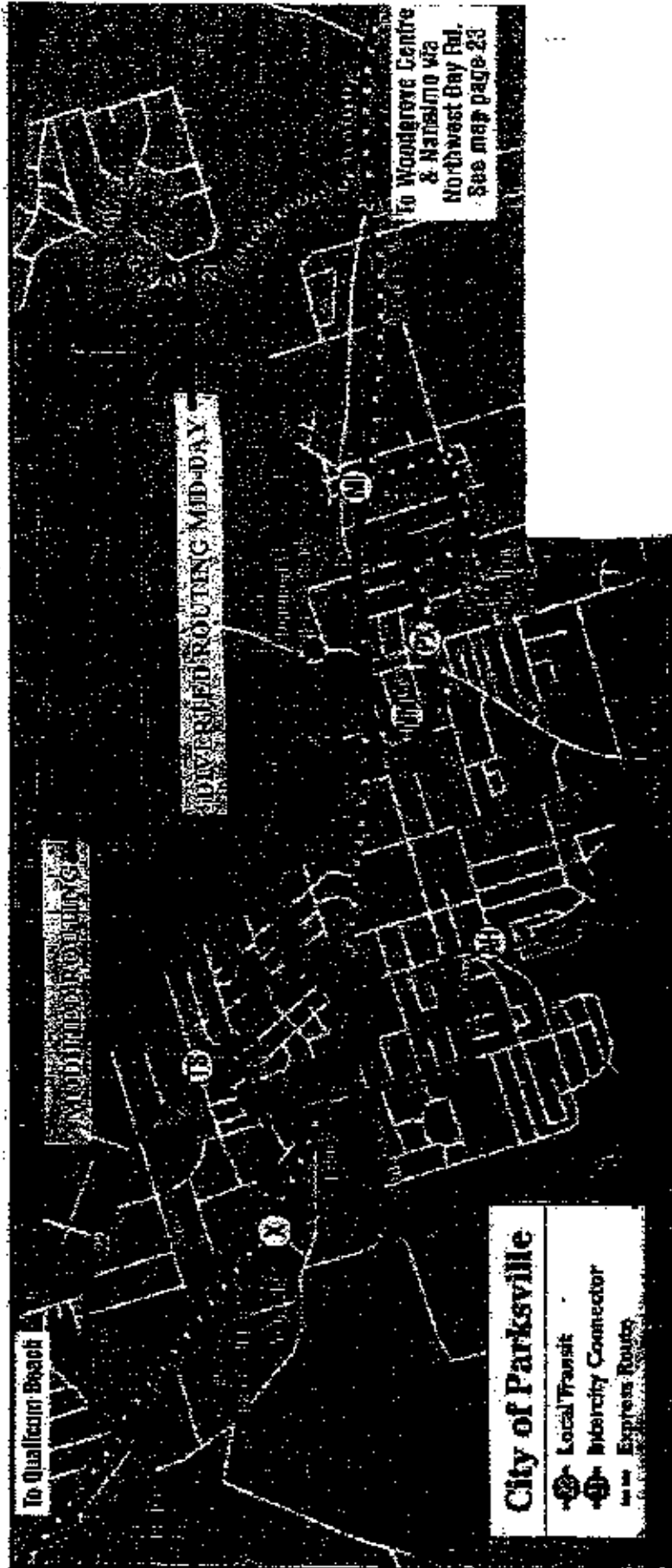


Report Writer

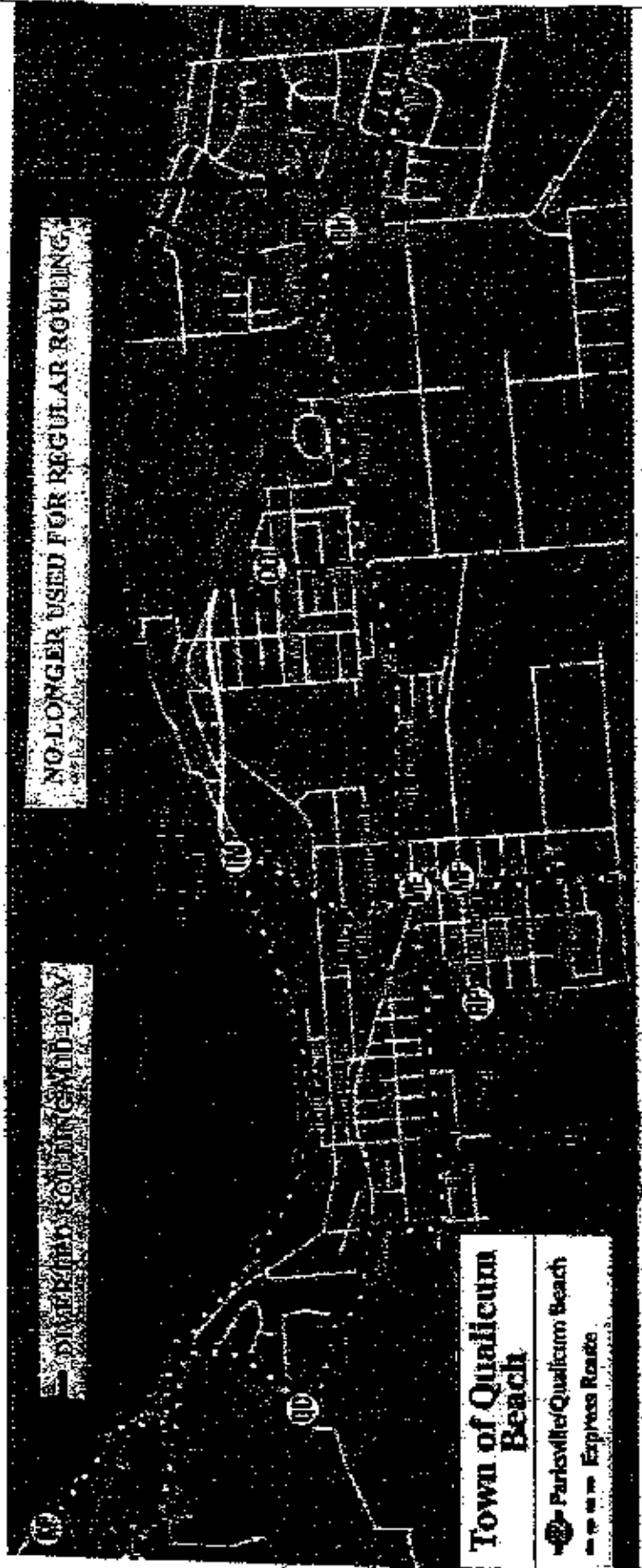

General Manager Concurrence
C.A.O. Concurrence

COMMENTS:

PARKSVILLE AREA



QUALICUM BEACH AREA



REGIONAL DISTRICT OF NANAIMO

**MEETING OF THE
NANOOSE BAY PARKS AND OPEN SPACE ADVISORY COMMITTEE**

**NOVEMBER 3, 2003 – 7:00 PM
NANOOSE LIBRARY HALL
NANOOSE ROAD, NANOOSE BAY**

MINUTES

Attendance: Arthur Lightburn
Robert Grose
Pauline Bibby (Area 'E' Director)
Frank Van Eynde (District 69 Recreation Commission Representative)

Paula Young
Elisabeth Bakker

Absent: Debbie Kuhn

Staff: Jeff Ainge (RDN Parks Coordinator)

CALL TO ORDER

The meeting was called to order at 7:00 pm by Frank Van Eynde who agreed to act as Chairperson for the evening.

APPROVAL OF AGENDA

MOVED P. Bibby, SECONDED A. Lightburn that the agenda be approved as presented. CARRIED

APPROVAL OF MINUTES

MOVED P. Bibby, SECONDED E. Bakker that the minutes of the September 8, 2003 meeting be approved. CARRIED

BUSINESS ARISING FROM MINUTES

- a) Broom Removal. R Grose suggested the Committee come up with ways to better plan removal and disposal of the broom as it is hard to estimate the amount before clearing. With bigger projects the work should be done in stages. For the large bushes the tops could be cut off with a Swede saw or pruning saw and then chipped. The roots could be pulled with a broom puller and burned or hauled away on another date. Burning, though effective, creates smoke and ash, which may not be acceptable in some neighbourhoods. Redden Road Park and Dorcas Point Road are two recent broom removal projects completed in this area and broom was removed along the Morden Colliery Trail as well.
- b) Parkland Dedication. The Regional Board supported the parkland dedication from Carmichael Road to the Fairwinds Recreation Centre even though the Advisory Committee voted against it. Committee members felt that to be informed of the proposal just two hours before a meeting was too little time to make a decision. The Advisory Committee members and three community groups would like to make recommendations as to the process of dedicating parkland. It was felt that streets do not

constitute public places, and that trails connecting streets and classified as parks would have to be maintained by the RDN. A master plan for parks and trails in larger developments such as Fairwinds would be beneficial.

- c) Eagle Trees. R. Grose advised that a tree has been topped opposite the old townhouses at Fairwinds. P. Bibby advised that there had been complaints of it being a danger. An arborist was consulted and recommended topping and the work was carried out. R. Grose questioned how do we know which trees are designated eagle trees. The Ministry of Water, Land and Air Protection places the yellow tags on designated wildlife trees. The RDN Planning Department are researching and drafting new guidelines for designating wildlife perching and nesting trees.
- d) DL 137. Committee discussed setting up a society for the purchase of Crown land. P. Bibby met with Bill Turner of the Land Conservancy of BC. They are very interested and will support and advise us, but do not have funds to commit to a partnership acquisition at this time.

REPORTS AND DISCUSSION ITEMS

- a) Water Site Access. The sign construction permit has been received from Ministry of Transportation to erect signs. They will require markers 3.5 m from the pavement edge so they can approve of post location. Clarification will be sought on the question of RDN liability. A. Lightburn offered to make a materials list and meet with staff about budget and expenses to purchase materials and have signs produced. The Beach Access Committee had met and decided that the icons for the top of the post would be a "wave action" on access and "person walking" for the egress. Additional icons could be added to the face of the post, as needed e.g. "no fires", "cleanup after dogs". It was suggested we could do as Qualicum does and put wording on signs - "Unimproved Trail" - "Please Respect Neighbours", etc. if the need arises. Placement of posts and methods to deter rot were discussed. Rather than bury posts in concrete it would be better to concrete the bottom of the post, fill hole with rock or gravel and pour a collar of concrete around the ground line. The Committee will meet to place markers for the Ministry's approval, and A. Lightburn offered to rent a metal detector to locate property pins.
- b) Nanoose Place Landscaping Project. E. Bakker and P. Young have walked the property and did some preliminary sketches. A letter will be sent to the Nanoose Bay Lions Society and to the Residents' Associations to inform them of the proposal. Sandy Dudley of the Lions suggested that a member of the POSAC attend the Lions monthly meeting to be held on November 18, 2003. P. Young to attend and present the draft proposal and seek Lions support and involvement.
- c) Staff Report.
- Staff advised that the move into the new facility at Oceanside Place is complete.
 - Staff have e-mailed and left phone messages with Land & Water BC requesting a progress report on the Nanoose Road Community Park tenure application review. No response received.
 - The Rowland Road Community Park dedication via subdivision is now registered and a map was provided.
 - Englishman River - The RDN is a partner with the Nature Trust of BC in the purchase of 177ha (439 acres) of new parkland. Access to the park is at south end of Allsbrook Road. This Regional Park offers trails, old logging roads, a community fish hatchery and many forms of wildlife and the river itself. The acquisition is especially important as Englishman River is the second most endangered river in BC this year.
 - Henley Place Highland Boulevard (Park E-20) - Staff continue to monitor the complaint about sight distance still not improved because of obstruction of brush and other vegetation. RDN staff have requested the Ministry of Transportation road contractor's assistance.

- Hazard Tree Report - The greens keeper at Fairwinds contacted staff to report two hazard trees. Staff visited the site and are in the process of resolving the issue. Staff noted that sometimes tree hazards near golf courses are hazards to employees in which case WCB is involved. Most money spent in all eight electoral areas of the RDN is dealing with hazard trees.
- d) Directors Update - Director Bibby advised that she had attended the official announcement of the Englishman River acquisition and that there are eleven agencies in that acquisition partnership. She also said that Occanside Place was officially opened, with two excellent sheets of ice now available to the public and that local schools are already making good use of them.

QUESTIONS AND COMMENTS FROM FLOOR

G. Cartlidge asked if development at the Claudet Road Community Park is completely stalled. The Director replied that it is going to be reviewed as part of the OCP review in 2004.

K. Zaborniak asked why did the Regional Board approve parkland dedication at Fairwinds (recent Carmichael Road subdivision application). The Director replied she felt it met criteria for parkland dedication. In general discussion the Advisory Committee and the Residents' Associations did not feel it met the criteria. R Grose reported he had walked the property and much of it is fill but it would be better if it eventually connected to the Lookout Trail. The process of dedicating parkland was again discussed and the Advisory Committee members requested more time to study proposals and should have an opportunity to view the actual property before making their recommendations. It was also felt that the Director should consider the views of the Advisory Committee for parkland dedications. Developers of large areas, such as Fairwinds, should be requested to produce a master plan showing park concepts to help guide decisions. It was noted that Fairwinds ownership has changed hands and that when developments are sold only the assets are transferred, not the liabilities. Conditions should remain with the development, for instance sidewalk maintenance at Fairwinds.

COMMITTEE ROUND TABLE

P. Young requested addresses of the Residents' Associations. P Bibby will provide them.

F. Van Eynde attended the opening of the new curling rink (the old ice arena). The curling rink is an asset to the Parksville area at no cost to the taxpayer.

NEXT MEETING DATE

The next meeting will be held on Monday, January 12, 2004.

ADJOURNMENT

MOVED P. Bibby, SECONDED E. Bakker that the meeting adjourn at 8:50pm.

Frank Van Eynde, A/Chair

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**Minutes of the District 69 Recreation Commission Regular Meeting
Held on Thursday, November 13, 2003, at 1:00pm
At Oceanside Place**

Attendance:

Frank Van Eynde
Eve Flynn
Reg Nosworthy

Patty Biro
Craig Young

Dave Bartram
Jack Wilson

Staff:

Tom Osborne
Marilynn Newsted, Recording Secretary

Absent:

Fred Demmon

Chair Van Eynde called the meeting to order at 1:00pm.

MINUTES

- 3.1 Noted omission in the minutes, Commissioner Flynn did attend the September 11, 2003, District 69 Commission meeting.

MOVED Commissioner Young, SECONDED Commissioner Bartram, that the Minutes of the District 69 Recreation Commission Regular Meeting held on September 11, 2003, be approved.

CARRIED

- 3.2 MOVED Commissioner Young, SECONDED Commissioner Bartram, that the Minutes of the District 69 Recreation Commission Grants Committee Meeting held on October 1, 2003, be approved.

CARRIED

FUNCTION REPORTS

- 5 Mr. Osborne presented the Function Reports from the Ravensong Aquatic Centre, Oceanside Place, Recreation Coordinating and the Regional Parks and Trail and Community Parks (EA 'E'- 'H'). He reported the two opening events at Oceanside Place, the Sneak Peak Skate October 6, 2003 and the Opening Gala October 24, 2003, were both very successful, with two hundred skaters at the Sneak Peak Skate and eleven hundred people in attendance for the Opening Gala. Mr. Osborne stated the acoustics in the new complex are a concern and he will be meeting with R. G. Property and ICR Architecture representatives to discuss a solution to the problem.

Mr. Osborne reported the new Learn to Skate Program at Oceanside Place has been well received by the public. There are some operational items with regard to programs and events that need to be developed but on the whole the new facility is functioning very well.

Mr. Osborne noted that recreation staff, Jennifer Merner, Cathy MacKenzie and Leanne Parsons worked very hard to prepare for both opening events at Oceanside Place in addition to their regular workload.

Mr. Osborne reported the new Englishman River Regional Park (Lot 602) opened October 24, 2003.

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the function reports be received. CARRIED

NEW BUSINESS

8.1 MOVED Commissioner Wilson, SECONDED Commissioner Nosworthy, that the recommendations from the District 69 Recreation Commission Grants Committee be approved as follows:

1. That the Commission endorses the following Youth Grants:

- Ballenas Cheer & Stunt Squad – bus transportation	\$2,000
- Kondors Rugby – equipment	\$1,284
- Oceanside Lynx Cheerleading Squad – equipment/uniforms	\$2,000
- Oceanside Track and Field – cinder for track	\$4,600

2. That the Commission endorses the following Community Grants:

- Arrowsmith Agricultural Association – main hall ceiling and trim	\$8,850
- Bow Horn Bay Community Club – Fall Fair	\$4,000
- Coombs Halloween Candy Walk – props	\$1,000
- District 69 Eating Disorder Awareness Week Committee – spa night	\$1,600
- District 69 Family Resource Association – Family Fun Night	\$ 780
- District 69 Family Resource Association – Open House	\$ 200
- Time Out for Tots and Moms (TOTAM)- rental/advertising	\$2,410

CARRIED

8.2 Mr. Osborne reported on the Oceanside Place construction and operations to date. He stated there are numerous items on the deficiency list he is working though with the contractor.

Mr. Osborne stated a second shift has been added to the office schedule to help process increased admissions to the public skate on Sundays.

8.3 Mr. Osborne reported that the Steam/Dry Sauna project for the Ravensong Aquatic Centre has been budgeted for 2004.

COMMISSIONER ROUNDTABLE

Commissioner Wilson reported that a survey regarding the construction of a field house in the Qualicum Beach Community Park has been completed and a public meeting will take place at Qualicum Beach Civic Centre Tuesday, November 18, 2003 to present the results.

Commissioner Biro reported the Lighthouse Recreation Commission Halloween Party held October 25, 2003, was a huge success. She noted the Deep Bay Yacht Club, in conjunction with the Coast Guard Auxiliary, will host the annual Sail Past Saturday, December 13, 2003, from 4:00pm to 7:00pm at the Deep Bay Marina.

Commissioner Nosworthy reported that the first of three "Welcome to Arrowsmith Coombs Country" had been erected.

ADJOURNMENT

MOVED Commissioner Bartram, SECONDED Commissioner Young that the meeting be adjourned at 2:10pm. **CARRIED**

NEXT MEETING

The next meeting will be held at 1:00pm, Thursday, December 11, 2003, at Occaside Place, in the Multipurpose Room.