

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, OCTOBER 28, 2003

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 4-7 **Sherry Sheffman & Dave Bennett, Terasen**, re Proposed Liquid Natural Gas Facility on Vancouver Island.
- 8 **Gail Adrienne, Nanaimo Area Land Trust**, re Core Funding Support.

MINUTES

- 9-15 Minutes of the regular Committee of the Whole meeting held Tuesday, September 30, 2003.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATION/CORRESPONDENCE

COMMUNITY SERVICES

- 16-17 Nanaimo Area Land Trust Update on Mount Benson.

CORPORATE SERVICES

ADMINISTRATION

- 18-21 Policy A1.2 – Distribution of Agendas.
- 22-29 Regional Services Review – Terms of Reference.

FINANCE

- 30-34 Financing Alternatives for Oceanside Place.

DEVELOPMENT SERVICES

BUILDING INSPECTION

- 35-36 Section 700 Filings.

ENVIRONMENTAL SERVICES

LIQUID WASTE

37-38 Greater Nanaimo Pollution Control Centre Dewatering Upgrade.

SOLID WASTE

39-50 Notice of Intent to Issue Landfill Operational Certificate No. MR-01714.

COMMISSION, ADVISORY & SELECT COMMITTEE

Grants-In-Aid Committee.

51-53 Minutes from the Grants-in-Aid Committee meeting held October 20, 2003.

School District 68:

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

School District 69:

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

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

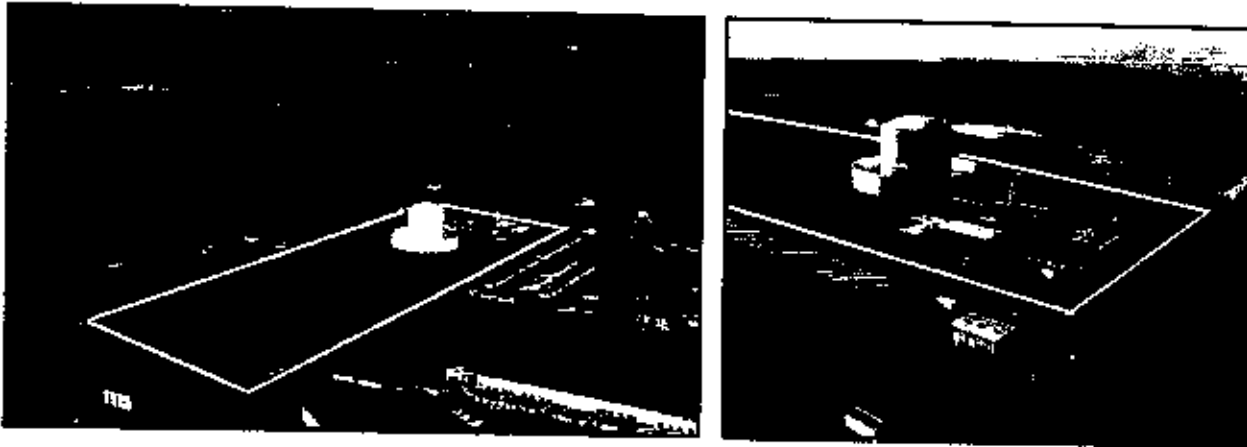
BOARD INFORMATION (Separate enclosure on blue paper)

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.

Fact Sheet Natural Gas Storage Facility



Pictured above is the Terasen Gas liquefied natural gas storage facility on Tilbury Island in Delta, B.C. This plant has been in operation for over thirty years, serving Terasen Gas customers in the Lower Mainland.

Facility Description

A storage facility provides natural gas to the pipeline system during periods of high demand, usually on the coldest days of the year, to meet local needs. A typical facility consists of six major components:

- Feed gas purification – to remove minor amounts of impurities in the natural gas before liquefaction
- Liquefaction – to reduce the gas temperature to -162°C (-260°F) at which point the gas becomes a liquid
- Insulated storage tank – to hold the liquid gas until required for sendout into the pipeline system. Natural gas in its liquid state takes up far less space – about 1/600th of its original volume as a gas.
- Sendout – to vaporize and compress the natural gas to re-inject it into the gas pipeline system
- Ancillary equipment – to support the basic functions of the facility, including back-up power, security, control systems and monitoring systems
- Connecting utilities – to connect the facility to the gas pipeline and to the electrical supply

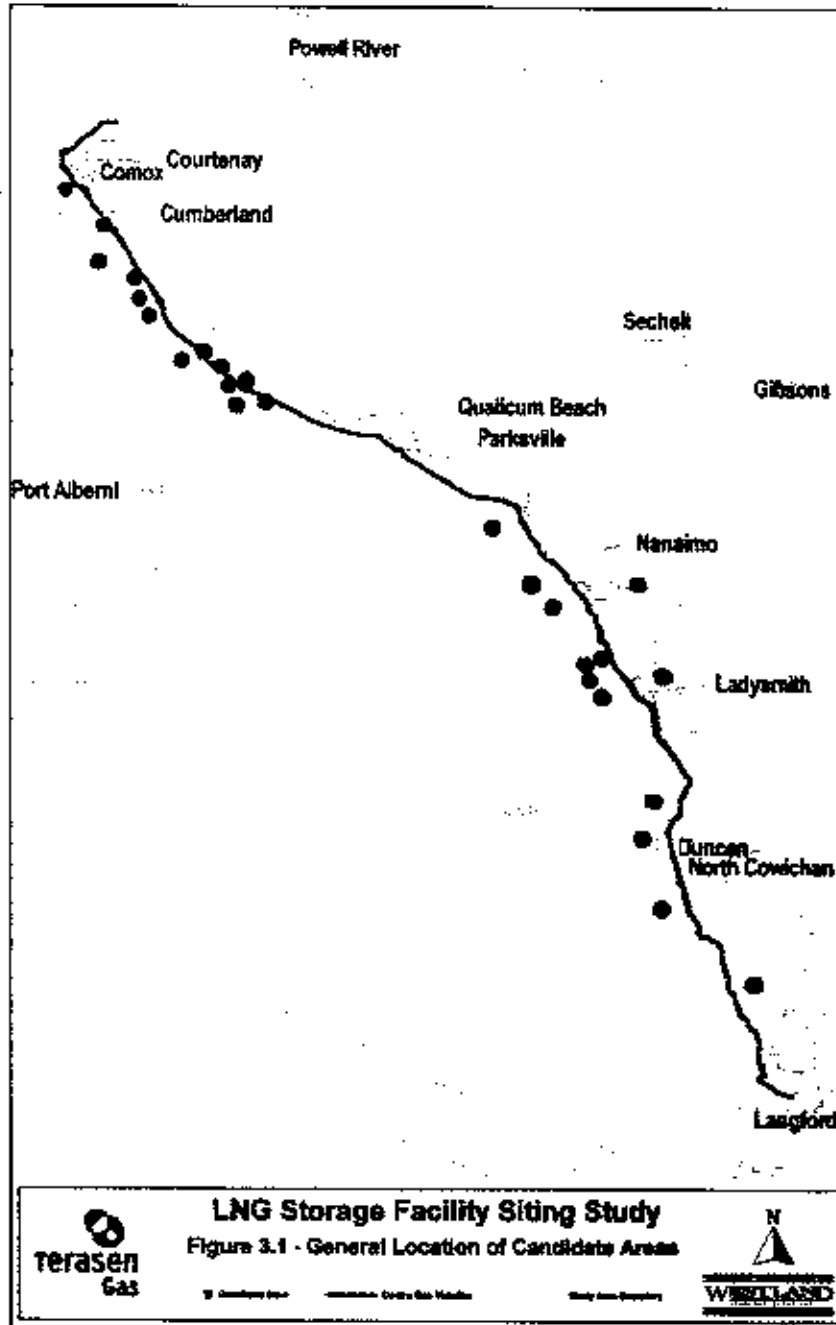
All components of the storage facility are designed and constructed to meet the rigorous standards of the Canadian Standards Association (CSA Z276).

Selection of preferred candidate areas

Based on a general examination of the sites in the field and the application of additional information such as:

- View sheds
- Land status
- Official community plan and zoning designations
- Agricultural land reserve boundaries
- Mineral claims

Twenty-four potential candidate areas were reduced to seven preferred candidate areas.

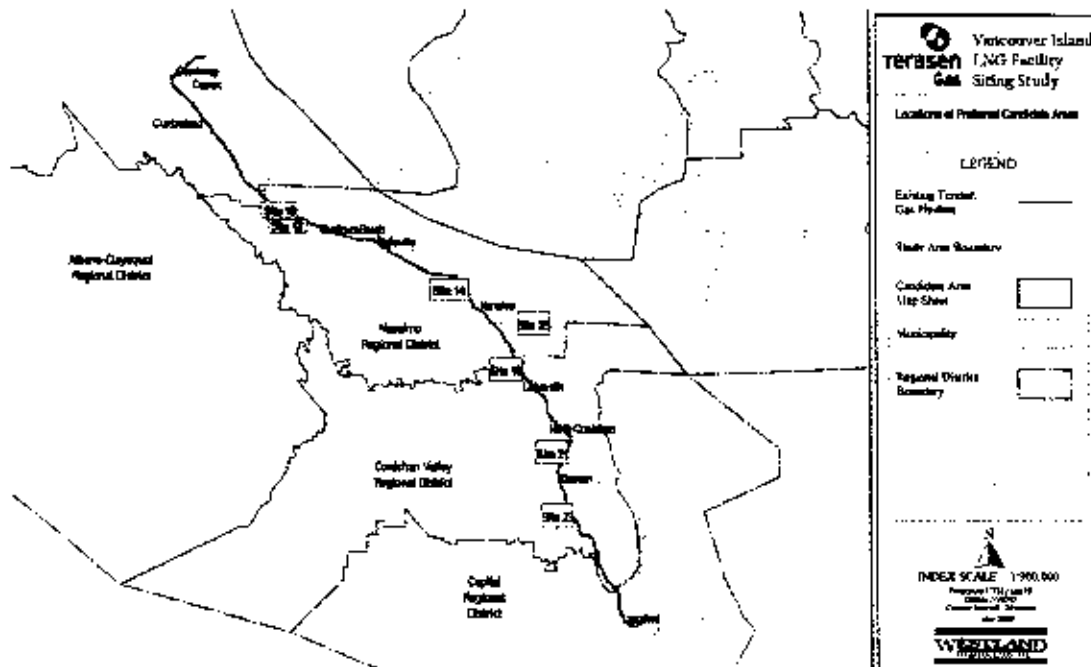


Proposed LNG facility on Vancouver Island

Identification of candidate sites

Identification of the candidate sites within the preferred candidate areas was based on:

- A more detailed slope analysis
- A preliminary geotechnical review
- The determination of suitable landscapes of a size greater than 60 ha (approximately 150 acres), with a suitable land area of 4 ha (approximately 10 acres) for the actual facility



Selection of preferred site

The selection of a preferred site for the proposed natural gas storage facility is a process that requires information exchange and consultation with local government and the public and First Nations representatives.

From the perspective of the design and construction of the facility, Terasesen Gas must also consider, among other elements, the following:

- Ease of pipeline connection to the main natural gas transmission line
- Geotechnical and foundation considerations
- Costs related to electrical and telecommunications connections to the facility
- Optimizing natural gas transmission line system hydraulics
- Access to the site
- Land acquisition costs
- Construction and operating costs

All of these and likely other elements will be used to select a preferred site for the proposed natural gas storage facility.

Burgoyne, Linda

From: Gail Adrienne [gail@nalt.bc.ca]
Sent: Tuesday, October 21, 2003 3:16 PM
To: Burgoyne, Linda
Subject: Presentation to the RDN October 28th

Dear Linda;

As a followup to my phone message left earlier today, I would like to formally request that a delegation from the Nanaimo Area Land Trust be placed on the agenda of the RDN meeting next Tuesday, October 28th at 7:00pm. Our topic will be a request to the RDN for Core funding support, and we will be presenting a powerpoint presentation. The presentation disk can be dropped off earlier in the day to be loaded onto your equipment.

Please confirm that we will be on the agenda.

Thank you

Gail Adrienne
Nanaimo Area Land Trust
#8 - 140 Wallace Street
Nanaimo, BC V9R 5B1
Phone/Fax 250-714-1990

"Identifying, preserving and fostering the stewardship of land in the Nanaimo area"

10/21/2003

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REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, SEPTEMBER 30, 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
Alternate	
Director B. Jepson	Electoral Area D
Director P. Bibby	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director R. Longmuir	City of Parksville
Director I. Westbrook	Town of Qualicum Beach
Director C. Haimé	District of Lantzville
Director L. Sherry	City of Nanaimo
Director R. Cantelon	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director G. Korpan	City of Nanaimo
Director T. Krall	City of Nanaimo
Director B. Holdom	City of Nanaimo

Also in Attendance:

B. Lapham	General Manager of Development Services
C. Mason	General Manager of Corporate Services
N. Connelly	General Manager of Community Services
P. Shaw	Manager of Community Planning
S. Schopp	Manager of Inspection & Enforcement
D. Trudeau	Manager of Liquid Waste
C. McIver	Manager of Solid Waste
N. Tonn	Recording Secretary

DELEGATIONS

Jeannie & Derek Wardleworth, & Ute Hofmann, re Land Use Contravention – 2401 Northwest Bay Road – Area E.

Mrs. Wardleworth distributed written background information to the Committee members and raised her concerns with the existing cutting and coring business located at 2401 Northwest Bay. Mrs. Wardleworth asked that the Board seek an order that this business vacate its present site and move to a more suitable industrial site. Mrs. Hofmann provided information on a contravention previously served on her property and asked that the Board address the cutting and coring business contravention as aggressively.

LATE DELEGATION

MOVED Director Sherry, SECONDED Director Westbrook, that a late delegation be permitted to address the Committee.

CARRIED

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2

Jim Young, re Terms of Reference for the Regional Landfill Site Liaison Committee.

Mr. Young provided background information with respect to previous proposals to close the Regional Landfill and asked that a third resident member be added under the Membership Criteria/Selection heading within the Terms of Reference of the Regional Landfill Site Liaison Committee.

MINUTES

MOVED Director Sherry, SECONDED Director Westbrook, that the minutes of the regular Committee of the Whole meeting held August 26, 2003, be adopted.

COMMUNICATIONS/CORRESPONDENCE

CARRIED

Alastair Kenning, City of Nanaimo, re RDN Drinking Water Initiative.

MOVED Director Krall, SECONDED Director Bartram, that the correspondence from the City of Nanaimo with respect to the RDN's drinking water initiative, be received.

Gillian Trumper, MLA, re West Coast General Hospital.

CARRIED

MOVED Director Krall, SECONDED Director Bartram, that the correspondence from Gillian Trumper, MLA, with respect to the Local Governments meeting held September 15, 2003, be received.

UNFINISHED BUSINESS

CARRIED

From the Committee of the Whole meeting held August 26, 2003.

Drinking Water Protection.

MOVED Director Bartram, SECONDED Director Westbrook,:

1. That the Board direct staff to organize a workshop that will assist the RDN in defining its role in drinking water protection.
2. That the Board direct staff to make application for a Local Government Infrastructure Planning Grant or a Smart Development Partnership to cover or offset the costs of a workshop.
3. That the Drinking Water Protection Workshop Terms of Reference be approved.
4. That, after the workshop, staff report back to the Board on the results of the workshop and with recommendations regarding a drinking water protection strategy for the Regional District.

MOVED Director Cantelon, SECONDED Director Westbrook, that this item be tabled until such time as the Vancouver Island Health Authority has been approached to understand their new role in water protection initiatives.

DEFEATED

MOVED Director Krall, SECONDED Director McNabb, that item No. 4 be amended to insert the words "and specific cost implications and allocations" between the words "recommendations" and "regarding".

CARRIED

The question was called on the main motion as amended.

The motion CARRIED.

COMMUNITY SERVICES

REGIONAL GROWTH MANAGEMENT

Intergovernmental Advisory Committee Terms of Reference.

MOVED Director Sherry, SECONDED Director Bartram, that the "Intergovernmental Advisory Committee Terms of Reference Update 2003" be approved.

CARRIED

Town of Qualicum Beach Request to Extend Community Sewer Service to Six Properties - Environmental or Public Health Reasons.

MOVED Director Westbrook, SECONDED Director Bartram,:

1. That the Town of Qualicum Beach request for community sewer services for six properties for environmental or public health reasons be approved for:
 - a) Subject Properties 1, 2, 3 and 4 (Lot 5, DL 112, Nanoose District, Plan 2663; Lot 6, DL 112, Nanoose District, Plan 2663; Lot B, DL 112, Nanoose District, Plan 68732; and Lot 1, DL 112, Nanoose District, Plan 42665), subject to the owners of the properties paying their share of the full capital, operating and connection costs for community sewer service and the registration of restrictive covenants on the properties to limit the development of the properties to the maximum level specified for land designated by the Regional Growth Strategy as Rural Residential in Policy 3A of the Regional Growth Strategy;
 - b) Subject Property 5 (Lot A, DL 124, Nanoose District, Plan 42665), subject to the owner of the property paying their share of the full capital and operating and connection costs for community sewer service to the Regional Growth Strategy Industrial designated property;
 - c) Subject Property 6 (Lot B, DL 88, Nanoose District, Plan VIP71580), subject to the approval of the incorporation of the property into the Town of Qualicum Beach, the owner of the property paying their share of the full capital, operating and connection costs for community sewer service, and the registration of a restrictive covenant on the property to limit the development of the property to the maximum level specified for land designated by the Regional Growth Strategy as Resource Lands and Open Space in Policy 3A of the Regional Growth Strategy.
2. That staff be directed to bring forward a report and amendments to the Northern Community Sewer Local Service Area Development Cost Charge Area Bylaw and the Municipal Benefiting Area Bylaw to include the Subject Properties.

CARRIED

CORPORATE SERVICES

FINANCE

District 69 Ice Arena Conversion Bylaw No. 1358.

MOVED Director Bibby, SECONDED Director Westbrook,:

1. That the Ice Arena conversion bylaw incorporate taxation limits as the greater of \$1,292,050 or a tax rate of \$0.35 per \$1,000 of assessment.

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2. That "Regional District of Nanaimo District 69 Ice Arena Conversion Bylaw No. 1358, 2003", as amended, be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.

DEVELOPMENT SERVICES

CARRIED

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.

MOVED Director Cantelon, 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) Lot 2, Section 12, Range 5, Cedar Land District, Plan VIP57855, 2030 Pace Road, Electoral Area 'A', owned by T. Hawthornthwaite;
- (b) Parcel E (DD4013781) of Section 21, Gabriola Island, Nanaimo Land District, 371 Berry Point Road, Electoral Area 'B', owned by B & K Shopping Centre.

ENVIRONMENTAL SERVICES

CARRIED

LIQUID WASTE

Environmental Management Systems Implementation Plan.

MOVED Director Sherry, SECONDED Director McNabb:

1. That the Environmental Management Systems Implementation Plan for the Liquid Waste Department be approved.
2. That staff be directed to apply for funding assistance opportunities under the Green Municipal Enabling Fund and Local Government Infrastructure Planning Grant programs.

SOLID WASTE

CARRIED

Terms of Reference for the Regional Landfill Site Liaison Committee.

MOVED Director Sherry, SECONDED Director Holdom, that the terms of reference dated September 2003 for the Regional Landfill Site Liaison Committee be approved.

MOVED Director Sherry, SECONDED Director Cantelon, that the terms of reference be amended to increase the number of residents to be appointed to the Regional Landfill Site Liaison Committee from two to three.

CARRIED

The question was called on the main motion as amended.

The motion CARRIED.

UTILITIES

Reserve Fund Establishing Bylaws – Surfside Water Service Area Reserve Fund Bylaw No. 1360 and Arbutus Park Estates Water Service Area Reserve Fund Bylaw No. 1359.

MOVED Director Longmuir, SECONDED Director C. Haime,:

1. That "Surfside Water Service Area Reserve Fund Bylaw No. 1360, 2003" be introduced for first three readings.
2. That "Surfside Water Service Area Reserve Fund Bylaw No. 1360, 2003" having received three readings be adopted.
3. That "Arbutus Park Estates Water Service Area Reserve Fund Bylaw No. 1359, 2003" be introduced for first three readings.
4. That "Arbutus Park Estates Water Service Area Reserve Fund Bylaw No. 1359, 2003" having received three readings be adopted.

CARRIED

Rural Streetlighting LSA Boundary Amendment Bylaw No. 791.09.

MOVED Director Westbrook, SECONDED Director Hamilton, that "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.09, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

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

MOVED Director Kreiberg, SECONDED Director McNabb, that the minutes of the Electoral Area 'A' Parks and Open Space Advisory Committee meeting held June 19, 2003 be received for information.

CARRIED

Nanoose Bay Parks & Open Space Advisory Committee.

MOVED Director Bibby, SECONDED Director McNabb, that the minutes of the Nanoose Bay Parks & Open Space Advisory Committee meetings held June 23 and September 8, 2003 be received for information.

CARRIED

Transit Business Plan Update Select Committee.

Director Krall, Chairperson of the Transit Business Plan Update Select Committee, updated Board members on the progress of the Committee.

MOVED Director Krall, SECONDED Director Westbrook, that the minutes of the Transit Business Plan Update Select Committee meeting held September 10, 2003 be received for information.

CARRIED

MOVED Director Krall, SECONDED Director Holdom, that Community Services staff be authorized to meet with representatives of School Districts 68 and 69 to discuss areas of possible service integration and that the CUPE Union locals representing both employee groups be invited to be present in those discussions.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Bibby, that the minutes of the District 69 Recreation Commission meeting held September 11, 2003 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the Regional District of Nanaimo approve the Sublease with the Parksville Curling Club Society for the use of the District 69 Arena for the term of October 1, 2003 to March 31, 2008.

CARRIED

Regional Waste Advisory Committee.

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the Regional Waste Advisory Committee meeting held September 11, 2003 be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

West Coast General Hospital.

MOVED Director Korpan, SECONDED Director Westbrook, that the Regional District of Nanaimo write to the Vancouver Island Health Association to request that the proposed bed closures at the West Coast General Hospital be reconsidered until further consultation is undertaken.

The motion CARRIED UNANIMOUSLY.

NEW BUSINESS

Interface Forest Fires.

MOVED Director Bartram, SECONDED Director Bibby, that with a view towards the protection of life, property and the environment from interface forest fires in the RDN, staff be directed to prepare a report on interface fire mitigation techniques and make recommendations that, if approved by the Board, would be included in the Regional Growth Management Strategy and Official Community Plans as part of the RDN's future land development strategy; and further that a copy of all information with respect to interface fire mitigation techniques be forwarded to the Emergency Planning Committee for their information and input.

CARRIED

Nanaimo Conference Centre.

Director Korpan thanked the Regional Board members and local MLAs for their support in the recent discussions taking place on the conference centre initiative.

IN CAMERA

MOVED Director Sherry, SECONDED Director Krail, 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

ADJOURNMENT

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

TIME: 8:13 PM

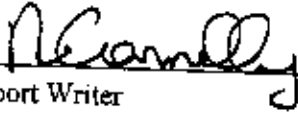
CHAIRPERSON

SUMMARY

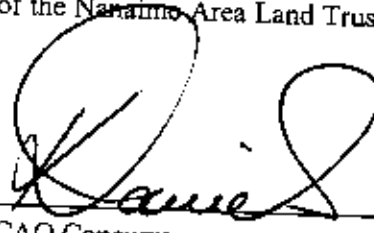
The Nanaimo Area Land Trust has been involved in discussions with the owners of the property at the top of Mount Benson. A timber cruise and property appraisal report have been completed by the Trust to assist in their negotiations with the company regarding the possible acquisition of the parcel. NALT is scheduled to review the reports and to consider options for their next steps and will be in contact with the Regional District as part of that process.

RECOMMENDATION

That the update report on Mount Benson and the efforts of the Nanaimo Area Land Trust be received for information.



Report Writer



CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
OCT 21 2003	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
C. Mason	
DATE:	
FILE:	

MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

October 17, 2003

FROM: C. Mason
General Manager, Corporate Services

SUBJECT: Policy A1.2 - Distribution of Agendas

PURPOSE:

To consider amendments to "Policy A1.2 - Distribution of Agendas" to authorize the couriering of agenda packages to alternate directors.

BACKGROUND:

At the request of the Executive Committee, in January 2001 the Board amended the "Distribution of Agendas" Policy to provide some guidelines for their distribution. Specifically, with the expansion of providing full agenda packages on the RDN website, it was decided that full agenda packages would only be couriered to the following distribution list:

Full agendas will be couriered to all Board members, the General Manager, Corporate Services at the City of Nanaimo, the Administrator at the City of Parksville and the Administrator at the Town of Qualicum Beach.

The Board also specifically resolved not to send agenda packages, or in camera agendas, to alternate directors unless they were attending a meeting in the place of a director.

We have now received a request from the City of Nanaimo that they would like to receive three additional agenda packages so that they can distribute these agendas to their alternate directors. Some Electoral Area directors have asked if their alternates could also receive full agenda packages and staff have advised that this request would require a change to the Board Policy. As a result, staff have prepared an amendment to Policy A1.2 for the Board's consideration which would authorize the distribution of agendas to alternate directors.

ALTERNATIVES:

1. That Policy A1.3 - Distribution of Agendas be amended to authorize the distribution of full agenda packages to alternate directors.
2. That Policy A1.3 - Distribution of Agendas be amended to authorize the distribution of agenda packages to alternate directors, excluding in camera agendas.
3. That no changes be made to Policy A1.3.

FINANCIAL IMPLICATIONS:

Alternative 1. The annual photocopying cost for one set of agendas is approximately \$300; courier charges are approximately \$200 for one year. Additional staff time will be required to prepare 14 additional agenda packages for alternate directors. Total annual cost of this alternative is \$5,800. There are sufficient funds in the General Administration budget to respond to this request.

Alternative 2. There is not much difference in cost between alternatives 1 & 2; however, given the sensitivity of the distribution of 'in camera' agendas, the Board may wish to exclude these documents from distribution to alternate directors (unless an alternate is attending a meeting). Only agenda packages for open meetings would be distributed to alternate directors under this alternative.

Alternative 3. This alternative proposes no change to the Board Policy. Municipalities could reproduce agenda packages for their alternate directors if they wish; alternate electoral area directors could access agenda packages from the website.

CONCLUSIONS:

Some alternate directors have requested copies of Board agendas to enable them to keep up-to-date on Board activities. Furthermore, alternate directors are sometimes in a position where they have been asked to attend a meeting in a Board member's absence, but have not received a copy of the agenda prior to the meeting.

If the Regional District is aware of when an alternate director will be attending in the place of a Board member, an agenda package is circulated to the alternate director. However, regional staff are not always advised when an alternate is attending and consequently, an additional agenda is only provided on the night of the meeting. To address these concerns will require an amendment to Board Policy A1.2, the Board has two options:

- *Alternative 1* assumes that alternate directors would be provided with a complete agenda package, including all in camera agendas, so that they can be prepared on short notice to attend a meeting.
- *Alternative 2* assumes that agendas are only being provided for information purposes, in camera agendas would only be distributed when advance notice of attendance is given.

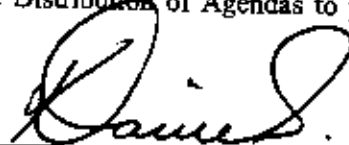
In the past, the Board has not permitted the distribution of in camera agendas to alternate directors unless they have been attending a meeting. The Board Policy was amended in February 2001 to reflect this position. As such, staff are proposing alternative 2 which recommends circulating all Board agendas to alternate directors, except in camera agendas (unless attending a meeting). If the Board wishes to change its position with respect to the distribution of in camera agendas, alternative 1 should be supported.

RECOMMENDATION:

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.



Report Writer



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT: <i>Distribution of Agendas</i>	POLICY NO: A1.2 CROSS REF.:
EFFECTIVE DATE: February 9, 1982	APPROVED BY: Board
REVISION DATE: April 13, 1994 June 16, 1994 February 13, 2001 November 18, 2003	PAGE 1 OF 2

PURPOSE

To provide a policy for the distribution of Board agendas.

POLICY

A. FULL AGENDAS (Agenda, minutes and all backup material)

Full agendas will be couriered to all Board members, the General Manager, Corporate Services at the City of Nanaimo, the Administrator at the City of Parksville and the Administrator at the Town of Qualicum Beach.

Full agendas will be available for pick up at the office by The Nanaimo Daily News, The Bulletin, The Parksville Qualicum News, The Morning Sun, CKEG, CKCI, Gabriola Sounder and Flying Shingle. (*Courier costs will not be covered.*)

Full agendas will be available for viewing/downloading on the RDN web site.

Alternate Directors will be couriered full agendas and all back up material, excluding In Camera agendas.

Resident groups/improvements districts, members of the public, etc. will be assessed a \$100 annual charge, to be paid in advance, for paper copies of all agendas or a flat rate of \$5 per agenda.

For the purpose of review by the public, a paper copy of the full agenda will be available for perusal in the Board offices on the *Friday* preceding the day of the meeting.

B. IN CAMERA AGENDAS

Full agendas will be couriered to all Board members. Alternate Directors will only receive an in camera agenda when attending a meeting in place of the Director.

C. OUTLINE AGENDAS (Agenda and minutes)

Outline agendas will be mailed to the District's auditors. The agenda outline will also be posted on the bulletin board in the District office and on the RDN web site.

D. BOARD ADDENDUM

If required, the addendum is produced on the day of the Board meeting, placed on the Directors' desks prior to the Board meeting, and copies made available to the media at the press table.



REGIONAL DISTRICT OF NANAIMO			
OCT 22 2003			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	
		(B.H.)	
		DATE:	
		FILE:	

MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

October 22, 2003

FROM: C. Mason
General Manager, Corporate Services

SUBJECT: Regional Services Review II - Terms of Reference

PURPOSE:

To consider approval of the Terms of Reference for undertaking Regional Services Review II.

BACKGROUND:

At the May 6, 2003 Ideas & Updates Board Seminar a report was brought forward presenting information received from the municipalities requesting the commencement of a second regional service review. The report was referred back to staff to meet with the municipal administrators and work towards the development of a Terms of Reference to undertake a service review. A proposed Terms of Reference has now been prepared for consideration by the Board.

Proposed Terms of Reference

The attached Terms of Reference was developed based on the framework established in the first service review. Although very similar to the first document, changes from the 2000 Service Review include an updated reference to the Board's 2003 - 2005 Strategic Direction to "refocus the regional role ... to ensure optimal service levels, effective management, and equitable cost allocation." In addition, sections have been added to the Terms of Reference to include "Guiding Principles", "Governance Principles" and "Service Review Commitments". These principles were developed at the September 2000 Workshop by the previous Board and formed the basis of the agreement upon which the Board amended services in the first review.

The Terms of Reference also includes a new list of services, broken down into two categories. The first category indicates the "Phase 1" services to be reviewed, while the second category represents the "Phase 2" services to be examined. The list of services is significantly longer than in the first review, which primarily dealt with amendments to existing functions. The new list includes a number of services which would be need to be established as new functions, some with assent requirements, in order to be approved by the Board. This difference makes the second review much more challenging than the one undertaken in 2000.

Review & Implementation Process

It is proposed that the Regional District hire a consultant to develop a background paper which includes the history, current structure and service provider for each service identified in the terms of reference. The consultant would also prepare a series of options on how each service could be established, amended or provided through another body, to address issues of benefit and cost allocation.

The second phase of the service review would see the Regional Board and Member Municipalities use the consultant report as a reference document to assist them in determining which services they agree to

consider or to re-examine as regional services based upon the Board's principles. As with the first phase, this phase will likely require the assistance of a facilitator to help the Board reach consensus on the next steps.

Timeframe for Service Review II

The first review was initiated in January 2000 and was ratified through bylaw amendments and through service agreements in March 2001. The timeframe for the first review was as follows:

January 2000	Board Approval of Terms of Reference
February – March	Request for Proposal Prepared & Quotations Received
April	Consultants hired to undertake Phase 1 of the Service Review
May – June	Consultants met with elected officials to develop fact sheets
July – August	Consultants met with steering committee to finalize options report
September	Workshop held with elected officials and facilitated by J. Craven
October – November	Agreement-In-Principle developed based on workshop & options
December	Board approval of AIP & public consultation process
January 2001	Board gives first 3 readings to establishing bylaw amendments
February	Open houses held in Electoral Areas to explain AIP
March	Board adopts amendment bylaws & service agreements
June	RFP prepared to undertake a more detailed user survey
July	Consultant hired to complete survey
July – December	Survey conducted to collect user information
March 2002	Survey results presented to Board and incorporated in the 2002 budget

A similar timeframe could be expected for the second service review. If the Board approves the Terms of Reference by the November 18, 2003 Board meeting, a consultant could be hired and begin work in early December preparing a fact & options paper for the Board's consideration. A proposed timeframe is shown below:

December 2003	Consultant hired to undertake Phase 2 of the Service Review
Jan – Feb 2004	Consultant meets with elected officials to develop fact sheets
March – April	Consultants meet with steering committee to finalize options report
May	Workshop with elected officials to discuss options and implications
June – August	Staff report outlining legislative requirements to achieve objectives
September	Bylaws introduced for new functions as required
October	Public Consultation initiated to explain what is being proposed
November	Referendums held, where required, to obtain assent of electors
December	Adoption of bylaws receiving assent & ratification of service agmts
January 2005	Incorporation in the 2005 Annual Budget

Although the timeline for the first half of 2004 can be adjusted depending on the process supported by the Board, if there are new services that require elector assent, bylaws will have to come forward by the September Board meeting, at the latest, to meet 2005 budget targets.

ALTERNATIVES:

1. That the Terms of Reference be approved as presented.
2. That the Terms of Reference be approved as amended.

3. That the Service Review List be referred to a Workshop to assist the Board and Member Municipalities in identifying and agreeing upon the key services to be reviewed in Phase II.

FINANCIAL IMPLICATIONS:

If the Board approves the Terms of Reference, the consultant cost for the first phase will be approximately \$35,000, similar to that of the first Review. In addition, another \$3,000 - \$6,000 may be incurred if a facilitator is hired to assist the Board in the process. There are sufficient funds in the 2003 general administration budget to cover these costs.

In anticipation of potential referendums being held in electoral areas and/or municipalities in 2004 to consider new functions, budget funds will need to be allocated for this purpose. Where a new function does not exist, referendums are funded through the general administration feasibility fund. If the referendum is successful, referendum costs are then allocated to the new function. The approximate cost to run a referendum in all eight electoral areas is between \$40,000 and \$60,000. This amount does not include potential referendum costs within the municipalities.


CONCLUSIONS:

At the direction of the Board, staff have prepared Terms of Reference to undertake a Service Review. Many of the services included on the list are functions which do not exist in electoral areas or municipalities. The list has been compiled based on submissions by the municipalities of Nanaimo, Parksville and Qualicum Beach, along with functions referred by the Board, and functions identified in the Board Strategic Plan.


Under the alternatives presented, the Board has been provided with three options. The first alternative is to proceed with the review by including all of the services on the Terms of Reference List, and then determine which functions the Board wishes to discuss in more detail following the consultant's initial analysis. The second alternative is to have the Board amend the Terms of Reference, including a narrowing down of the list, and proceed with the review on the revised terms. The final alternative is to hold a workshop with all Board members and representatives from the Municipalities prior to considering the Terms of Reference to confirm the key services for discussion. Staff are recommending proceeding with the list as presented in the Terms of Reference but seek Board direction in this regard.

RECOMMENDATION:

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.



Report Writer



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

REGIONAL SERVICES REVIEW II – TERMS OF REFERENCE

October 8, 2003

PURPOSE

The Regional District of Nanaimo, in partnership with its member municipalities, shall conduct a review of the services provided within the Regional District which are deemed to be "regional" in nature. The purpose of this review is to ensure the fair and equitable sharing of costs for services received and to work towards attaining an improved level of service through collaboration of Regional District partners. This review will be the second undertaken by the Regional District. The first service review was conducted in 2001 and was implemented in 2002.

As with the first review, the primary objective in conducting the identification and review of regional services shall be to work towards ensuring that those who receive regional services (either directly or indirectly) pay an equitable portion of the overall cost for the service or benefit that they receive. The review will also ensure less duplication of government services, more cooperation among local governments and meet the Regional District of Nanaimo's strategic direction of "refocusing the regional role to ensure optimal service levels, effective management, and equitable cost allocation". In order to achieve the objectives regarding service provision, legislative change may be required either through the amendment of existing services or through the creation of new services.

The Regional District of Nanaimo and the Member Municipalities recognize that, in order to achieve the objectives of the regional services review, this review will require the participation and agreement of all the parties.

The Regional District of Nanaimo and the Member Municipalities also recognize that the implementation of the recommendations of this review may be limited by the individual assent requirements and financial constraints of each jurisdiction.

DEFINITION OF REGIONAL SERVICES

“Regional services” shall be defined as follows:

- (a) those services which are provided by, or on behalf of, the Regional District of Nanaimo to Electoral Areas only but whose services may also provide a benefit to residents within municipalities;
- (b) those services which are provided by, or on behalf of, the Regional District of Nanaimo to all or part of an Electoral Area and are also provided to one or more Municipalities;
- (c) those services which are provided by, or on behalf of, a Member Municipality within their jurisdiction but whose services may also provide a benefit to residents outside of their jurisdiction.

GUIDING PRINCIPLES

The following principles, approved by the Board in 2001, shall be the guiding principles for undertaking this review:

- The outcomes to be achieved from working collectively are significantly more beneficial than continuing with the current status
- If we choose to do nothing and we continue with the current status, it will result in greater conflict in the future

GOVERNANCE PRINCIPLES

Decision Making:

- Where a regional function exists or is created by bylaw, all participants will have full voting rights in accordance with the Local Govt Act
- Where a regional function does not exist and a service is provided through a service agreement, participants receiving service through the service agreement may have input through an advisory body or other appropriate structure
- Where there are new participants included in a service or function, existing plans and assumptions will be reviewed and re-established within one year

Cost Sharing:

- Where a regional function exists or is created by bylaw, all participants will cost share fully in a function, including debt, capital and operating cost
- Where a regional function does not exist and a service is provided through a service agreement, participants receiving service through the service agreement will only cost share in the operating costs of the function, or will pay the costs as negotiated and specified in the service agreement.

SERVICE REVIEW COMMITMENTS

The following commitments, also approved by the Board in 2001, shall be considered in the implementation of the service review:

- Commitment to usage as a primary measure, where applicable
- Commitment to gather data and update usage figures on an agreed upon timeframe
- Commitment to phase in large increases over multiple years
- Commitment to undertake appropriate public consultation and review processes
- Commitment to address key services as a package

TERMS & CONDITIONS

The Regional District and Member Municipalities agree to the following terms and conditions in the conduct of this review:

- (a) The Regional District of Nanaimo will fund the entire cost of the Regional Review which shall be paid through the Regional District's General Administration Feasibility Fund;
- (b) The Regional District of Nanaimo and the Member Municipalities shall work jointly in exploring the alternatives to provide more equitable and efficient sharing of costs for regional services;
- (c) The review shall be conducted in two phases:
 - i. the first phase shall consist of providing data, information and facts so that the Board can accurately consider all the options presented to it with respect to the provision of regional services;
 - ii. the second phase shall be to establish a process for the Regional District of Nanaimo and the Member Municipalities to work jointly in selecting the preferred option(s) for the more equitable and efficient provision of regional services, with the objective of agreeing upon a process for implementing the preferred options.

SERVICES TO BE CONSIDERED

The Regional District of Nanaimo and the Member Municipalities agree that the regional services review shall be limited to a review of the following functions, and shall consider the participation levels of all members:

Phase 1 Services to be reviewed

Regional Parks & Trails
Septage
Southern Community Recreation
Sportsfields
Transit Services

Phase 2 Services to be examined

Community Centres (urban & rural)
District 69 Recreation & Facilities
Economic Development & Tourism
Emergency Planning
Environmental Protection
Port Theatre

Regional Policing Services & Support Services
Vancouver Island Conference Centre
Watershed/Drinking Water Protection
Regional Development

Solid Waste Function*
Southern Community Sewer Function*

PHASE ONE – REVIEW PROCESS

The Regional District of Nanaimo shall, in consultation with the Member Municipalities, hire an independent consultant to assist in the review of regional services. The consultant shall have the following tasks:

- (1) review the list of regional services identified above to confirm the participants that cost-share in the provision of that service and the total cost of providing that service on an annual basis;
- (2) examine the history of existing regional services to determine how service levels and costs for service provision have changed over time;
- (3) evaluate the provision of regional services to determine whether the cost-share allocation formula for existing participants is equitable in relation to the service being received by each participant;
- (4) evaluate the provision of regional services to determine what, in the future, will be the most appropriate means for providing the service;
- (5) identify whether the provision of any regional services is providing significant benefits to residents who are outside the participant service area and are not paying towards the function;
- (6) present options to the Regional District Board for amending the existing provision of regional services to provide for the equitable sharing of costs;

PHASE TWO – IMPLEMENTATION PROCESS

Once the Consultant has prepared options, including a detailed cost analysis on the implications to tax rates and service levels, the following process will be undertaken by the Regional District of Nanaimo and the Member Municipalities in selecting a preferred alternative(s) and in determining how this alternative(s) will be implemented:

- (1) The Regional District Board shall meet in a seminar format with representation from the Member Municipalities to consider the advantages and disadvantages of each of the alternatives presented and to attempt to come to a consensus on the options put forward;

* to be addressed under a separate report

- (2) After the seminar staff will prepare a report to the Regional District Board who shall review the implications of each of the alternatives and select the most appropriate option(s), within the parameters established, that will meet the objective of the regional services review to ensure the equitable provision of regional services;
- (3) The Regional District of Nanaimo shall present its recommendations to the Member Municipalities to obtain the consent of the Municipalities to the recommendations proposed by the Regional District Board;
- (4) The Regional District of Nanaimo and the Member Municipalities shall initiate the necessary legislative changes either through the amendment of existing functions or through the creation of new functions for the purpose of implementing the Board recommendations.

STUDY STEERING COMMITTEE

A technical steering committee shall be established consisting of:

- (1) Administrator of the Regional District
- (2) City Manager, City of Nanaimo
- (3) City Manager, City of Parksville
- (4) Administrator, Town of Qualicum Beach
- (5) Administrator, District of Lantzville

The role of this Committee will be to direct the consultants in the Phase One Review and to ensure the final report is accurate, complete and meets the objectives of the Terms of Reference.

TO: C. Mason
General Manager, Corporate Services

DATE: September 19, 2003

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Financing alternatives for Oceanside Place

PURPOSE:

To provide further information regarding financing alternatives for Oceanside Place.

BACKGROUND:

On September 18th the Community Bond Select Committee met and considered a staff report outlining the cost savings, advantages and disadvantages of promoting Community Bonds as a method of financing Oceanside Place. The committee concluded, that at this time, the Community Bond approach is not sufficiently attractive an alternative to pursue further.

The original proposal approved during the referendum was to borrow \$8,120,000 using a debt term of 25 years. The Board then approved taxing in 2003 for a portion of the capital costs and the associated long term cost savings will reduce the borrowing term to 20 years. The projected amount to be borrowed has been reduced to \$7,497,000.

The Committee discussed several other alternatives and staff were asked to provide an analysis of the following:

1. The use of short term financing with the Municipal Finance authority prior to long term borrowing, applying projected cost savings to reduce the final amount of long term debt.
2. The effect if the Town of Qualicum Beach pre-paid its proportionate share of the debt.
3. The effect if the Town of Qualicum Beach acted as a short term lender for its proportionate share of the debt (receiving the same rate of return as if the funds were borrowed from the Municipal Finance Authority) and then prepaid its proportionate share of the debt at the time of long term borrowing.

ALTERNATIVES:

1. Use MFA short term borrowing for up to five years and apply any amounts not required for debt servicing to reduce the final amount of long term debt. Long term debt will be secured when long term interest rates reach a target of 6.3%. The final debt financing term will not exceed 20 years.
2. Accept an immediate pre-payment of \$1,523,000 from the Town of Qualicum Beach and use MFA short term borrowing for up to five years, applying any amounts not required for debt servicing to reduce the final amount of long term debt. Long term debt will be secured when long term interest rates reach a target of 6.3%. The final debt financing term will not exceed 20 years.
3. Accept an advance from the Town of Qualicum Beach and concurrently use the MFA short term borrowing facility for up to five years. The Town would be treated as a short term lender under the same terms as the MFA. Secure long term debt when interest rates reach a target of 6.3% and use the Town's advance and any amounts not required for debt servicing to reduce the final amount of long term debt. The final debt financing term will not exceed 20 years.

FINANCIAL IMPLICATIONS:

The Town of Qualicum Beach contributes about 20% of the current tax requisition and the projections below assume the Town is able to pre-pay or contribute \$1,523,000 for financing purposes. The projections assume that the Town, if it acts as a lender in the short term, will not require any repayment of its capital until long term debt is secured. In this way, the Town is equivalent to the Municipal Finance Authority as a lender.

The challenge in making these forecasts is comparing the consequences of interest rate increases - both short term and long term rates, as they tend to rise in tandem. The alternatives were compared to entering into long term debt in the fall of 2004 in the amount of \$7,497,000. The current long term rate recommended by the MFA for budgeting purposes is 5.85% (versus 6.3% used in the referendum projections).

This first table below assumes the following:

1. Short term rates remain at 3.25% for five years
2. Long term rate of 6.3% is available after five years
3. Total borrowing period (short term plus long term) is no greater than 20 years
4. Annual tax requisition is somewhat reduced as a result of the annual debt cost savings (current requisition level proposed for 2004 \$1,208,740)

Table 1	MFA financing approach - 20 years (current rates 5.85%)	Alternatives 1,2,3 financing - over 20 years	Total Cost Savings	Revised annual debt payment	Tax cost to Qualicum Beach (per \$100,000)	Tax cost to other participants (per \$100,000)	Proposed Total Annual Requisition
Alt 1	\$13,311,390	\$10,177,660	\$3,133,730	\$575,930	\$28.40	\$28.40	\$1,208,740
Alt 2	\$13,311,390	\$7,002,535	\$6,308,855	\$380,750	\$14.50	\$25.60	\$1,000,000
Alt 3	\$13,311,390	\$7,679,740	\$5,631,650	\$409,400	\$16.20	\$28.10	\$1,100,000

Staff ran a variety of scenarios to test both the sensitivity of the alternatives to increases in interest rates. The table below uses the following assumptions:

1. Short term interest rates rise immediately to 3.75%
2. Short term financing is used for only two years
3. Long term interest rates rise to 6.8% in two years time
4. Total financing term (short term plus long term) does not exceed 20 years

Table 2	MFA financing approach - 20 years (current rates 5.85%)	Alternatives 1,2,3 financing - over 20 years	Total Cost Savings	Revised annual debt payment	Tax cost to Qualicum Beach (per \$100,000)	Tax cost to other participants (per \$100,000)	Proposed Total Annual Requisition
Alt 1	\$13,311,390	\$14,028,170	\$716,780	\$739,205	\$28.20	\$28.20	\$1,200,740
Alt 2	\$13,311,390	\$10,079,440	\$3,231,950	\$526,180	\$15.80	\$31.10	\$1,200,000
Alt 3	\$13,311,390	\$10,409,595	\$2,901,795	\$538,175	\$15.50	\$31.20	\$1,200,000

Alternative 1 (MFA standard short term and long term financing)

Alternative 1 is the most sensitive to interest rate risk. Table 2 above, indicates that if interest rates rise only half a point from current levels within the next two years, that there is no advantage by remaining short term - that is, it makes some sense to consider long term debt within the next year if rates continue to remain at 5.85%. Long term bond rates are currently somewhat volatile and may rise more quickly than short term rates. The use of short term financing may therefore, be shortlived if we wish to secure financing at no more than 6.3%.

Alternative 2 (Qualicum Beach prepays immediately - use short term financing for the remainder for up to five years)

Tables 1 and 2 indicate clearly, that any portion of the project costs which do not have to be financed through long term borrowing will significantly reduce the overall costs and provide ongoing annual savings. Those savings could be available for further program development at the new facility, or be used to reduce the annual requisition. The proposed total annual requisitions shown in Table 1 are conservative estimates and would need to be closely monitored through the updating of the financial plan.

Alternative 3 (Qualicum Beach acts as a lender for up to five years and then prepays its share)

The results from Alternative 3 depend in particular on the Town of Qualicum Beach not reclaiming its advance once short term borrowing is no longer cost effective. If the Town decides to reclaim its funds, then the financing result will be as shown under Alternative 1 in Table 1.

OTHER IMPLICATIONS:

The requisition apportionment formula in the establishing bylaw applies to all participants equally. The establishing bylaw will require amending, to exclude a member which prepays its debt obligations, from a portion of the annual requisition.

As noted above, there would be no advantage to the function if the Town offered an advance of monies on a short term basis, but re-claimed the funds when the Regional District went into the market to secure long term debt funds. The advantage to the Town is that during the period it acted as a "lender" it would receive a better rate of return on its funds, than it might be able to get for similar short term investments. This advantage would be somewhat offset by its participation in the annual financing costs during the period it acted as a lender.

The MFA markets municipal debt twice a year. Should interest rates begin to rise before we have participated in a long term issue, we may not be able to secure debt at our preferred rate of 6.3%. The MFA advises, that they can sometimes get interim approval from their investment bankers to lock in a rate between market dates. Table 2 above indicates that even a target rate of 6.8% would still result in annual cost savings, assuming the Town of Qualicum Beach prepays its share of the capital costs. It would be reasonable to set a target range of up to 6.8% in anticipation of potential time lags in securing long term debt.

SUMMARY/CONCLUSIONS:

The Community Bond Select Committee concluded that it would not pursue a community bond issue for the multiplex further at this time. Staff were asked to provide an analysis of other financing alternatives, which included using short term financing and/or a prepaid advance from the Town of Qualicum Beach prior to securing long term debt. Using short term financing facilities available with the Municipal Finance Authority defers principal repayments, which can be accumulated and applied to reduce the final amount borrowed. Depending on the combination of events, annual long term debt payments would be less than the original forecast of \$699,320 and this would allow consideration of a reduction to the forecast tax requisition.

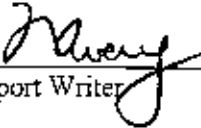
The prepayment of any portion of the capital costs will reduce the overall financing costs, but only if the prepayment is a permanent commitment and not a short term advance. Alternatives 2 and 3 above assume that the Town of Qualicum Beach is fully committed to contributing \$1,523,000 as its share of the capital costs of the multiplex.

If the Town of Qualicum Beach wishes to prepay its portion of the capital costs, the establishing bylaw will require an amendment to the apportionment formula, to allow the exclusion of a jurisdiction from a portion of the tax requisition.


This report indicates that there are advantages to remaining in the current short term financing market. The financial plan assumed that funds would be secured in the fall of 2004 and currently events seem to favour that timeframe at a minimum. Table 2 above indicates that even a somewhat higher long term debt rate of 6.8% does not unduly jeopardize the overall cost savings. Because the MFA only markets municipal debt twice a year, it would be prudent to consider a target rate between 6.3% to 6.8%. A slightly more flexible target will allow staff some leeway in monitoring rates to fit the profiles outlined in Tables 1 and 2.

RECOMMENDATIONS:

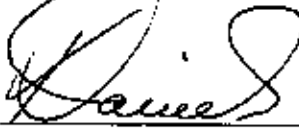
1. That short term financing for the multiplex project be used as long as possible and that long term debt be secured at a target rate between 6.3% and 6.8%.
2. That the proposal by the Town of Qualicum Beach to act either as a short term lender or to immediately prepay its share of the capital costs 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.



Report Writer



General Manager Corporate Services



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO	
OCT 20 2003	
CHAIR	GMCrs
CAG	GMBS
GMCms	GMES
DATE: <i>COUL</i> / <i>2</i> FILE: 3810-20	

TO: Stan Schopp
 Manager, Building Inspection Services

FROM: Allan Dick
 Senior Building Inspector

SUBJECT: Local Government Act - Section 700 - Contravention of Bylaw
 Meeting Date - October 28, 2003

PURPOSE

To provide for the Committee's review, proposed Section 700 filings on properties which have outstanding occupancy or safety issues that contravene Building Bylaw No. 1250.

BACKGROUND

The individual area inspectors have worked closely with the property owners to resolve outstanding issues prior to the sending of letters. A minimum of two letters addressing deficiencies has been sent to the registered property owners. Where required, the Manager and/or the Senior Building Inspector have been involved with proposed resolutions. At this time we are unable to approve construction at the indicated addresses.

SUMMARY OF INDIVIDUAL INFRACTIONS

Electoral Area 'A'

1. Owners Name: Rod Soderstrom
 Legal Description: That part of Lot 3, Sections 11 and 12, Range 7, Cranberry District, Plan 3153, Lying within said Section 11, except that part in Plan 11018 and Plan 3372 RW
 Street Address: 2180 South Wellington Road
Summary of Infraction:
 June 17, 2003 - Permit applied for already constructed retaining wall - DVP required for setbacks.
 July 02, 2003 - Applicant has indicated that rezoning application will be submitted to permit alternate use- file put to pending.
 July 23, 2003 - Rezoning application still notsubmitted.
 Oct 15, 2003 - File forwarded to manager for 700 filing - Retaining wall constructed without permit.

2. Owners Name: Estevan Engineering Ltd
 Legal Description: Lot 1, Section 14, Range 4, Cedar District, Plan 26045
 Street Address: 1841 Shasta Road
Summary of Infraction:
 Sept 11, 2003 - Stop Work Order posted
 Sept 18, 2003 - Letter sent certified mail, re: Stop Work Order.
 Sept 24, 2003 - Verification of certified mail received.
 Sept 26, 2003 - Letter sent; permit required for accessory building.
 Oct 01, 2003 - File referred for filing.
 Oct 15, 2003 - Mrs Trebett contacted re: 700 filing process. Committed to applying for permit.

Electoral Area 'G'

1. Owners Name: Donald Powers
Legal Description: Lot A, District Lot 1, Nanoose District, Plan VIP66765
Street Address: 981 Maple Lane

Summary of Infraction:

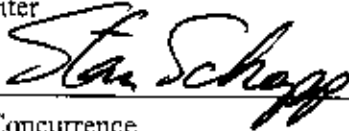
Mar 26, 2003 - Letter sent re: permit expired.
Apr 30, 2003 - 2nd letter sent certified mail, permit expired (new owners) letter sent to both civic address and owners current address as per BC Assessment.
May 29, 2003 - Certified letter returned unclaimed.
July 24, 2003 - Letter sent notifying of possible 700 action.
Sept 04, 2003 - Inspection performed - 7 days given to complete.
Sept 19, 2003 - Senior inspector attempted to contact owner. No phone number.
Oct 15, 2003 - Owner contacted and will have deficiencies completed this week. 700 filing process explained. Occupying SFD w/o an occupancy permit.

RECOMMENDATION

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 will be pursued.



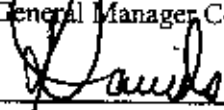
Report Writer



Manager Concurrence



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO			
OCT 17 2003			
CHAIR		GMCrs	
CAO		GMDS	
GMCS		GMES	

MEMORANDUM

TO: John Finnie
General Manager of Environmental Services

DATE: October 16, 2003

FROM: Dennis Trudeau,
Manager of Liquid Waste

FILE: 5330-20-GNPC-DU

SUBJECT: Liquid Waste Management
Greater Nanaimo Pollution Control Center Dewatering Upgrade

PURPOSE

To consider the tenders for the Greater Nanaimo Pollution Control Center Dewatering Upgrade.

BACKGROUND

On September 16, 2003 the RDN received nine bids for supplying centrifuge equipment for the Greater Nanaimo Pollution Control Center (GNPCC) Dewatering Upgrade. The work involves the replacement of a beltfilter press with a centrifuge. The newer technology centrifuge is an enclosed unit which will improve working conditions for staff, provide better dewatering and improve odour management at the GNPCC.

Five of the bids did not meet mandatory requirements or were significantly above budget allowance. The four shortlisted bids were evaluated by our consultant based on cost, technical merit, and company experience.

The following tenders were evaluated (includes taxes):

Alfa Laval	\$322,070
Andritz	\$402,620
Pierallisi	\$372,125
US Filter	\$350,610

Our consultant has recommended Alfa Laval both from a capital and net present value basis. They indicate that the Alfa Laval is the least costly unit and has the best service available. Alfa Laval's bid was \$322,070 (includes taxes).

Our year 2003 line item budget for this project is \$800,000. Installation and engineering costs are expected to be \$300,000. Based on a tender of \$322,070 there are sufficient funds to purchase the centrifuge and complete the project.

Staff has considered the bids and recommend that we proceed with the project. The installation of the centrifuge will improve the operation of the GNPCC.

ALTERNATIVES

1. Not award the contract.
2. Award the contract to Alfa Laval to provide a centrifuge for the tendered price of \$322,070.

FINANCIAL IMPLICATIONS

The 2003 RDN budget is \$800,000 for this project of which \$500,000 was for the supply of a centrifuge. The lowest tendered price for the supply of a centrifuge is \$322,070. There is adequate money in the budget for completing this project.

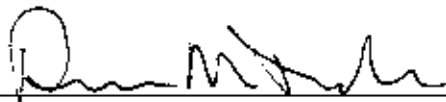
SUMMARY/CONCLUSIONS

Four bids for supplying a centrifuge for the Greater Nanaimo Pollution Control Center (GNPCC) Dewatering Upgrade have been evaluated. The low tender was submitted by Alfa Laval for the amount of \$322,070 including taxes. The work involves the replacing a beltfilter press with a centrifuge which will improve odours, dewater biosolids more efficiently and improve operator working conditions.

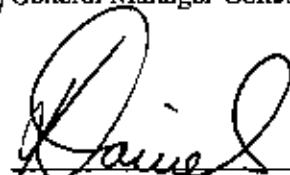
Our consultants recommend the award of the project to Alfa Laval. Staff support this recommendation. There is adequate money in the 2003 budget for this project.

RECOMMENDATION

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.



Report Writer


A/General Manager Concurrence
CAO Concurrence

COMMENTS:



**REGIONAL
DISTRICT
OF NANAIMO**

REGIONAL DISTRICT OF NANAIMO		
OCT 22 2003		
CHAIR		GMCrs
CAO		GMDS
GRCms		GMES
		(COW) ✓

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager Environmental Services

DATE: October 17, 2003

FROM: Carey McIver
Manager Solid Waste

FILE: 5360-00

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

PURPOSE

To provide the Board with the opportunity to review draft landfill Operational Certificate No. MR-01714 prior to public consultation.

BACKGROUND

The Regional Waste Manager of the Ministry of Water, Land and Air Protection intends to issue Operational Certificate (OC) MR-01714 to the Regional District of Nanaimo for the existing regional landfill located on Cedar Road in Nanaimo. This OC (draft appended as Attachment 1) will replace Pollution Control Permit No. PR-1714 issued to the Regional District of Nanaimo in 1973. The terms of the draft OC are consistent with the RDN solid waste management plan and establish the operating requirements for the facility.

In accordance with the Waste Management Act, the RDN must publish a copy of the attached notice of intent to issue the OC in two local newspapers. The draft OC must be available for viewing at the RDN administration office and any comments on the draft OC must be sent to the Regional Waste Manager within 30 days of the date the notice is published. The Regional Waste Manager will then consider the public comments and issue the OC.

The authorized works under the draft OC are an operating engineered landfill and a closed landfill. The Regional Landfill is really two landfills: an older, unlined, clay capped and closed landfill covering an area of 6 hectares, and a new, active lined "engineered" landfill covering an area of 9 hectares. The draft OC authorizes the discharge of waste to the operating engineered landfill. The discharge or storage of waste on the closed landfill is prohibited by the OC.

The draft OC sets out conditions for the management of leachate specifying that characteristics of the surface water and groundwater at the property boundary must not exceed concentrations set in the *British Columbia Approved Water Quality Guidelines (Criteria)* and *A Compendium of Working Water Quality Guidelines for British Columbia*. The authorized works are leachate collection works, lift stations and related appurtances. Leachate from both the operating and the closed landfill must be collected and conveyed to the municipal sewage treatment system.

With respect to landfill gas (LFG), the draft OC is not prescriptive and simply states that LFG must be managed in accordance with the *Landfill Criteria for Municipal Solid Waste*. According to these criteria

the construction of the LFG collection system at the landfill is voluntary since the total annual emissions do not exceed the trigger amount that would require collection and flaring.

This means that LFG management at the Regional Landfill is not a regulated requirement. Consequently the RDN is free to sell the emission reduction rights (ERR) created by the expanded LFG collection system on the emerging carbon trading market. In the short term the RDN has committed to transfer these rights to the Federation of Canadian Municipalities in exchange for a conditional grant covering 50% of construction costs. However, in the long term, the ERR's created at the landfill could become a significant revenue stream.

The draft OC stipulates that site development, operating, and leachate management plans must be submitted to the Regional Waste Manager by March 31, 2004. A closure and post-closure plan, and a storm water management plan, must be submitted by December 31, 2004. The facilities must be developed, operated, and closed in accordance with the plans.

The RDN must also undertake a monitoring program to identify any impacts to the environment and public health from the landfill. An annual operating and monitoring report for the preceding year must be submitted to the Regional Waste Manager by March 31 of each year.

Finally, a closure and post-closure security trust fund must be built up over time. The closure and post-closure fund must ultimately meet or exceed the estimated closure and post-closure costs plus a reasonable contingency for any remediation that may be required.

ALTERNATIVES

1. Accept the attached Operational Certificate as drafted by the Regional Waste Manager and publish the Notice of Intent.
2. Do not accept the attached Operational Certificate and negotiate revisions with the Regional Waste Manager prior to publishing the Notice of Intent.

FINANCIAL IMPLICATIONS

Since 1991 the RDN has invested over \$20 million in environmental protection infrastructure for both the closed and active engineered landfill. This infrastructure requires regular inspection, maintenance, repair, and in some cases replacement. Staff is concerned that the inspection, operation and maintenance plans specified by the OC, may not be effectively accommodated by existing staff.

The regional landfill is in effect a \$20 million treatment plant. The leachate, LFG, and monitoring systems consist of 1.5 km of buried collection pipes, two lift stations with chemical addition, 22 LFG gas wells, 1 blower/flare station, 19 LFG migration monitoring wells, 10 surface water sampling stations, 21 ground water stations with 41 wells and 2 leachate sampling stations.

Since 1991 the staffing complement at solid waste facilities has been directed to the day-to-day operational requirements associated with receiving and processing over 70,000 tonnes of garbage and recyclable materials annually. The weigh scale system is currently processing over 160,000 transactions and collecting over \$6 million in revenue per year. The scale clerks, attendants, labourers and heavy equipment operators do not have the expertise or training required to operate the existing leachate and LFG collection systems.

Consequently, the inspection, operation and maintenance of the current environmental protection systems requires a suitably qualified Environmental Technician. The need for this position was also identified in the June 2003 report to the Board recommending the tender award for the construction of the expanded LFG collection system.

The other direct financial implications associated with the OC relate to the preparation of site development, operating, leachate, storm water, monitoring, closure and post-closure plans as well as the annual report. Most of these plans are already complete except for the storm water management plan that is estimated to cost roughly \$8,000. The annual monitoring program and associated reports cost roughly \$100,000 annually.

CITIZENS/PUBLIC RELATIONS IMPLICATIONS

Under Alternative 1 the RDN will be publishing an OC that meets current regulations and guidelines for the operation and maintenance of an engineered operating landfill as well as an un-lined closed landfill.

Under Alternative 2, if the Board chooses to negotiate revisions to the OC to reduce operational or environmental requirements, staff would expect opposition from the ministry and particularly from landfill neighbourhood residents and the recently formed Landfill Site Liaison Committee.

ENVIRONMENTAL IMPLICATIONS

The Regional Landfill is a contaminated site and as such the RDN is liable for any off-site migration of contaminants. In particular there is a long-term liability associated with the closed un-lined landfill.

Notwithstanding the environmental protection systems in place, a potential always exists for groundwater or surface water impacts. RDN is responsible for these implications. "No-Name" creek, for example, which drains from the Regional Landfill down Fielding Road to the Nanaimo River estuary, has recently become a fish-bearing stream. This is due in large part to the closure of the old landfill and the installation of leachate collection and storm water diversion works which has resulted in an improvement in the quality of the drainage from the site and mitigation of its impact on the creek.

The requirements set out in the Operational Certificate should provide adequate environmental protection of the creek. Compliance with the requirements will serve to address the issues of due diligence and RDN liability for the landfill, and emphasizes the importance of effective operation, monitoring and maintenance of the landfill environmental control systems.

SUMMARY/CONCLUSIONS

The Regional Waste Manager of the Ministry of Water, Land and Air Protection intends to issue Operational Certificate (OC) MR-01714 to the Regional District of Nanaimo for the existing regional landfill located on Cedar Road in Nanaimo. The authorized works under the draft OC are an operating engineered landfill and a closed landfill. In accordance with the Waste Management Act, the RDN must publish a copy of the notice of intent to issue the OC in two local newspapers.


The draft OC stipulates that site development, operating, and leachate management plans must be submitted to the Regional Waste Manager by March 31, 2004. A closure and post-closure plan, and a storm water management plan, must be submitted by December 31, 2004. The facilities must be developed, operated, and closed in accordance with the plans. The RDN must also undertake a monitoring program to identify any impacts to the environment and public health from the landfill. An

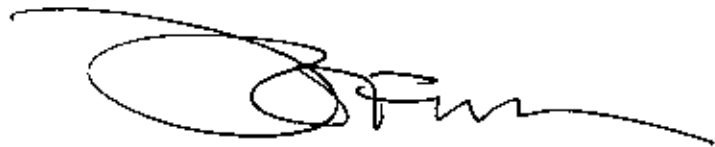
annual operating and monitoring report for the preceding year must be submitted to the Regional Waste Manager by March 31 of each year.

Since 1991 the RDN has invested over \$20 million in environmental protection infrastructure for both the closed and active engineered landfill. This infrastructure requires regular inspection, maintenance, repair, and in some cases replacement. Staff is concerned that the inspection, operation and maintenance plans specified by the OC, may not be effectively accommodated by existing staff. Compliance with the requirements of the OC will address issues of due diligence and liability and emphasizes the importance of effective operation and monitoring of the landfill environmental control systems. Consequently staff recommends the establishment of a new Environmental Technician position to be responsible for these activities.

RECOMMENDATION

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.

 / Carey McIver
Report Writer


General Manager Concurrence

CAO Concurrence

COMMENTS:



Date: OCT 02 2003

File: MR-01714

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

Dear Regional District of Nanaimo:

Re: Notice of Intent to Issue Operational Certificate No. MR-01714 Under the Provisions of the *Waste Management Act* in the name of the Regional District of Nanaimo

Pursuant to Sections 20(3) & (4) of the *Waste Management Act* and Sections 4(6) & 7 of the Public Notification Regulation, and as indicated in the enclosed notice, it is the Regional Waste Manager's intention to issue an operational certificate to you a minimum of 30 days after publication of the notice. Also enclosed is a copy of the draft operational certificate.

In accordance with the Public Notification Regulation, you are requested to publish a copy of the enclosed notice in one issue of the Nanaimo Daily News and the Parksville-Qualicum News. The published notice must:

- (a) be at least 10 centimetres in width,
- (b) be at least 100 square centimetres in area,
- (c) be entitled "ENVIRONMENTAL PROTECTION NOTICE" in a minimum type size of 12 points, and
- (d) have the text of the notice in a minimum type size of 8 points.

Proof of publication, the full pages on which the notice appeared, must be sent within thirty days after the date of publication to A.C. (Al) Leuschen, Environmental Protection Officer, Ministry of Water, Land and Air Protection, 2080-A Labieux Road, Nanaimo, BC V9T 6J9. We suggest that the notice be published as soon as possible, so that if republishing is necessary for any reason, processing will not be delayed. Failure to comply with the regulations may delay the issuing of an operational certificate.


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Any comments regarding the draft operational certificate must be sent to the Regional Waste Manager, Ministry of Water, Land and Air Protection, Environmental Protection, 2080-A Labieux Road, Nanaimo BC V9T 6J9, within 30 days of the date the notice is published.

As indicated on the notice, opportunity for any person to view the enclosed draft operational certificate at the Regional District of Nanaimo office located on Hammond Bay Road must also be provided.

If you have any questions, please contact Al Leuschen at telephone 250 751-3199 or the undersigned at telephone 250 751-3183.

Yours truly,



Blake Medlar
Assistant Regional Waste Manager
Vancouver Island Region

Enclosures

**NOTICE OF INTENT TO ISSUE OPERATIONAL CERTIFICATE
MR-01714 UNDER THE PROVISIONS OF THE
WASTE MANAGEMENT ACT**

Take notice that the Regional Waste Manager intends, a minimum of 30 days after the date of this publication, to issue Operational Certificate MR-01714 to the Regional District of Nanaimo for the existing regional landfill located on Cedar Road in Nanaimo. The terms of the draft operational certificate are consistent with the Regional District of Nanaimo's solid waste management plan and establish the operating requirements for the facility.

A copy of the draft operational certificate may be viewed at the Regional District of Nanaimo office located at 6300 Hammond Bay Road, Nanaimo BC V9T 6N2 (telephone 250 390-6560; toll free 1-877-607-4111) during normal business hours.

Any comments regarding the draft operational certificate must be sent to the Regional Waste Manager, Ministry of Water, Land and Air Protection, Environmental Protection, 2080-A Labieux Road, Nanaimo BC V9T 6J9, within 30 days of the date of this publication. A copy of any comments should also be sent to the Manager Solid Waste, Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo BC V9T 6N2.

Dated at Nanaimo on OCT 02 2003



B.W. Medlar
Assistant Regional Waste Manager
Vancouver Island Region



MINISTRY OF WATER, LAND
AND AIR PROTECTION

Vancouver Island Region
Environmental Protection
2080-A Lableux Road
Nanaimo, British Columbia
V9T 6J9
Telephone: (250) 751-3100
Fax: (250) 751-3103

OPERATIONAL CERTIFICATE
MR-01714

Under the Provisions of the Waste Management Act

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

is authorised to manage recyclable material and waste from the Regional District of Nanaimo and environs at the regional landfill located on Cedar Road in Nanaimo, British Columbia, subject to the conditions listed below. Contravention of any of these conditions is a violation of the *Waste Management Act* and may result in prosecution.

1. MANAGEMENT OF WASTE AND RECYCLABLE MATERIAL

1.1. Sanitary Landfill

- 1.1.1. This subsection applies to the discharge of waste to a sanitary landfill.
- 1.1.2. Waste may be discharged to the operating engineered landfill approximately located as shown on attached Site Plan A. The discharge or storage of waste on the closed landfill is prohibited.
- 1.1.3. The characteristics of the discharge must be municipal solid waste as defined under the *Waste Management Act* and other wastes as approved in writing by the Regional Waste Manager.
- 1.1.4. The authorised works are an operating engineered landfill, a closed landfill, and related appurtenances approximately located as shown on attached Site Plan A.
- 1.1.5. The authorised works must be complete and in operation on and from the date of this operational certificate.

Date Issued:
Date Amended:
(most recent)
Page: 1 of 4

DRAFT

B. W. Medlar
Assistant Regional Waste Manager

OPERATIONAL CERTIFICATE: MR-0

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1.2. Leachate

- 1.2.1. This subsection applies to the management of leachate from the landfill.
- 1.2.2. The characteristics of the surface water and groundwater at the property boundary must not exceed concentrations set in the *British Columbia Approved Water Quality Guidelines (Criteria)* and *A Compendium of Working Water Quality Guidelines for British Columbia*. Where natural background water quality concentrations exceed the aforementioned guidelines, characteristics of the surface water and groundwater at the property boundary must not exceed background concentrations.
- 1.2.3. The authorized works are leachate collection works, lift stations and related appurtenances.
- 1.2.4. Leachate must be collected and conveyed to the municipal sewage treatment system.
- 1.2.5. The authorized works must be complete and in operation on and from the date of this operational certificate.

1.3. Landfill Gas

- 1.3.1. This subsection applies to the management of landfill gas from the landfill.
- 1.3.2. Landfill gas must be managed in accordance with sections 4.2 and 6.4 of the *Landfill Criteria for Municipal Solid Waste*.

1.4. Location of authorised facilities

The location of the facilities for the management of recyclable material and waste to which this operational certificate is applicable is Lot A, Plan 49841 and Lot 1, Plan 48020, Nanaimo Land District, approximately located as shown on attached Site Plan A.

2. GENERAL REQUIREMENTS

2.1. Entrance facilities

- 2.1.1. The authorised facilities are signs, weigh scales, recyclable material and waste drop-off and storage facilities and related appurtenances.
- 2.1.2. The authorised facilities must be complete and in operation on and from the date of this operational certificate.

2.2. Qualified Professionals

All facilities and information, including works, plans, assessments, investigations, surveys, programs and reports, must be certified by qualified professionals.

2.3. Plans

- 2.3.1. Site development (fill), operating, and leachate management plans must be submitted to the Regional Waste Manager by March 31, 2004. A closure and post-closure plan, and a stormwater management plan, must be submitted to the Regional Waste Manager by December 31, 2004.
- 2.3.2. The plans must address, but not be limited to, each of the subsections in the *Landfill Criteria for Municipal Solid Waste* including performance, siting, design, operational and closure and post-closure criteria.
- 2.3.3. The facilities must be developed, operated and closed in accordance with the plans.
- 2.3.4. The plans must be kept up to date. Updated plans must be immediately submitted to the Regional Waste Manager.

2.4. Additional Facilities or Works

The Regional Waste Manager may require investigations, surveys, and the construction of additional facilities or works including, but not limited to, additional leachate and wildlife management facilities. The Regional Waste Manager may also amend the requirements of any of the information required by this operational certificate including plans, programs, assessments and reports.

3. MONITORING AND REPORTING

3.1. Monitoring Program

- 3.1.1. A monitoring program must be developed to identify any impacts to the environment and public health from the landfill.
- 3.1.2. The monitoring program must address, but not be limited to, subsections 4.1, 4.2 and 7.15 of the *Landfill Criteria for Municipal Solid Waste* and the *Guidelines for Environmental Monitoring at Municipal Solid Waste Landfills*.
- 3.1.3. Monitoring must be conducted in accordance with the monitoring program.

3.2. Annual Operating and Monitoring Report

3.2.1. An annual operating and monitoring report for the preceding 12 month period from January 1 to December 31 must be submitted to the Regional Waste Manager by March 31 of each year.

3.2.2. The report must include:

- An executive summary;
- Tonnage of each type of waste discharged to the landfill for the year;
- Remaining site life and capacity;
- Review of the preceding year of operation, plans for the next year and any new information or proposed changes relating to the facilities and plans;
- Comparison of the monitoring data with the performance criteria in section 4 of the *Landfill Criteria for Municipal Solid Waste* and the *Guidelines for Environmental Monitoring at Municipal Solid Waste Landfills*, interpretation of the monitoring data, identification and interpretation of irregularities and trends, recommendations, and any proposed changes to the monitoring program.

4. SITE CLOSURE

4.1. Closure and Post-Closure Fund

A closure and post-closure financial security trust fund must be built up over time. The closure and post-closure fund must ultimately meet or exceed the estimated closure and post-closure costs plus a reasonable contingency for any remediation that may be required.

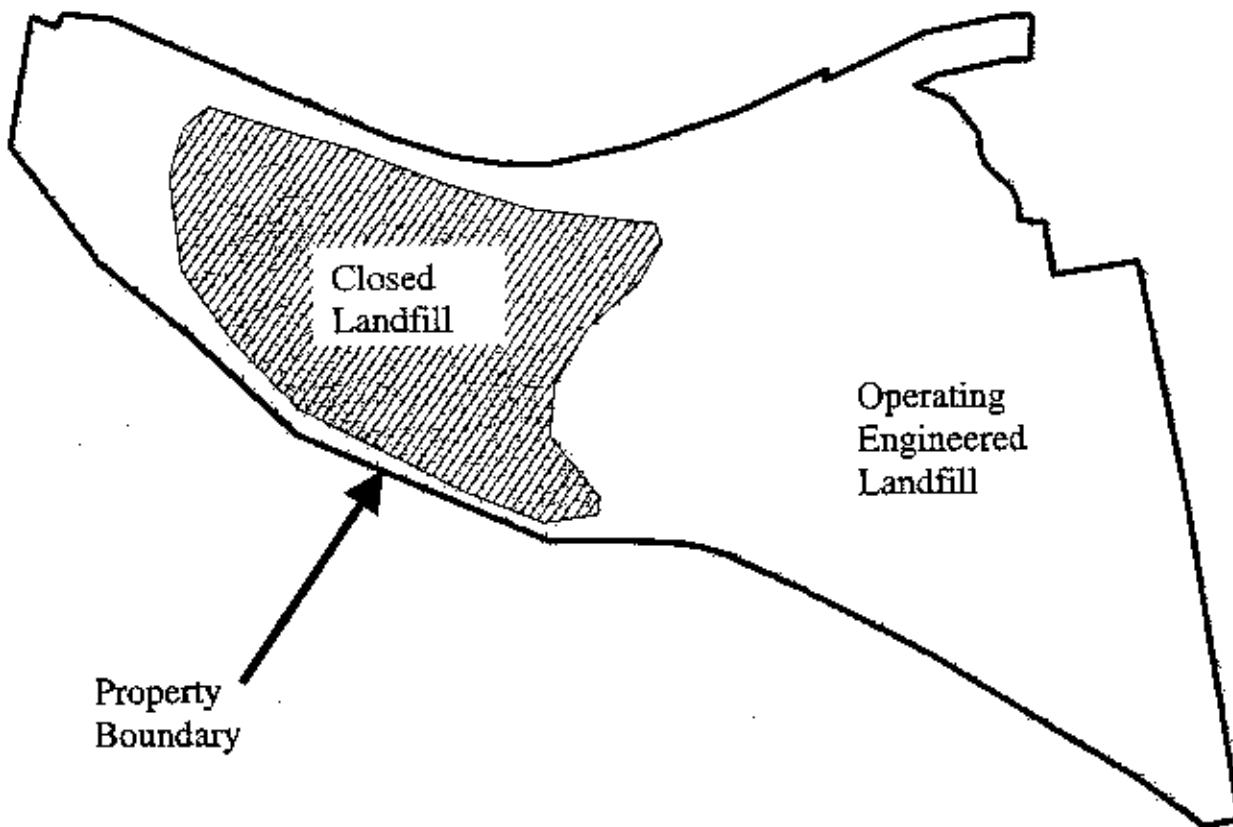
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B. W. Medlar,
Assistant Regional Waste Manager

OPERATIONAL CERTIFICATE: MR-01-14

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SITE PLAN A



Property
Boundary

Closed
Landfill

Operating
Engineered
Landfill

Location Map



Regional Landfill on Cedar Road

Scale: Not to Scale

Operational Certificate: MR-01714

Date:

DRAFT

B.W. Medlar
Assistant Regional Waste Manager
Vancouver Island Region

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REGIONAL DISTRICT OF NANAIMO

MINUTES OF A MEETING OF THE GRANTS-IN-AID COMMITTEE
HELD ON WEDNESDAY, OCTOBER 20, 2003
AT 10:00 AM IN THE REGIONAL DISTRICT OFFICES

Present:

E. Hamilton	Chairperson
F. Van Eynde	Citizen Advisory Group
S. Selfjord	Citizen Advisory Group
D. Bromley-Anvelt	Citizen Advisory Group
L. Burgoyne	Administrative Assistant

SCHOOL DISTRICT 68

Funds available: \$ 4,826

MOVED F. Van Eynde, SECONDED D. Bromley-Anvelt, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
Big Brothers & Big Sisters	\$ 1,459	Denied
Cedar Community Association	\$ 5,000	\$ 2,632
Cedar School & Community Enhancement Society	\$ 879	\$ 879
The Hope Centre	\$ 565	\$ 565
Nanaimo Parent Participation Preschool	\$ 7,935	Denied
Nanaimo Search & Rescue Society	\$ 1,500	\$ 750
		<u>\$ 4,826</u>

CARRIED

The Committee agreed that the following comments be conveyed to:

Big Brothers Big Sisters of Central Vancouver Island – the grant request was denied. The Committee noted that the Big Brothers Big Sisters of Central Vancouver Island is based in the City of Nanaimo.

Cedar Community Association – grant to be used towards the replacement of the kitchen and ladies washroom floors.

Cedar School & Community Enhancement Society - grant to be used towards the purchase of basic kitchen equipment for the creation of a Community Kitchen at the Cedar Community Secondary School.

The Hope Centre – grant to be used towards the purchase of a computer for use by their executive director in supporting children and teens doing their school work by distance education, and also to be used to develop a database of services, social resources and programs which will connect volunteers with people requiring the services.

Nanaimo Parent Participation Preschool – the grant request was denied. The Committee considered the request to be a leasehold improvement which does not meet the Grants-in-Aid criteria.

Nanaimo Search & Rescue – grant to be used towards the purchase of new radios.

SCHOOL DISTRICT 69

Funds available: \$12,766

MOVED F. Van Eynde, SECONDED S. Selfjord, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
District 69 Family Resource Association	\$ 1,300	Denied
District 69 Society of Allied Support Groups	\$ 995	\$ 500
District 69 Volunteer Association	\$ 3,690	\$ 2,690
Horne Lake Hurricanes Water Sports Association	\$ 3,500	Denied
Lighthouse Country Marine Rescue Society	\$ 2,500	\$ 2,500
Mount Arrowsmith Elder Abuse Prevention Comm.	\$ 310	\$ 310
Oceanside Community Arts Council	\$ 1,000	\$ 1,000
Parksville Qualicum Beach Aero Club	\$ 6,000	Denied
Parksville Qualicum Beach & District BCSPCA	\$ 500	\$ 500
RCMP Auxiliary	\$ 500	\$ 500
TOTAMS - Time Out for Tots & Moms	\$ 2,500	\$ 450
World Community Development Education Society	\$ 2,750	Denied
		<u>\$ 8,450</u>

CARRIED

The Committee agreed that the following comments be conveyed to:

District 69 Family Resource Association - grant request denied. Due to their current financial situation the Association will be requested to reapply for grant funding in the future.

District 69 Society of Allied Support Groups - grant to be used towards the word processing, graphics and printing of a Community Directory of Oceanside and Area support groups.

District 69 Volunteer Association - grant to be towards the purchase of a laptop computer and software to be used in giving presentations to high school students to encourage youths to volunteer.

Horne Lake Hurricanes Water Sports Association - grant request denied due to a lack of financial statements and budget information. Committee suggests the Association consider applying in the future for a youth grant through the District 69 Recreation Commission.

Lighthouse Country Marine Rescue Society - grant to be used to purchase a small inflatable dinghy to be used for rescue work.

Mount Arrowsmith Elder Abuse Prevention Committee - grant to be used to purchase a training video and to purchase donation boxes for fund raising.

Oceanside Community Arts Council - grant to be used to purchase roadside banners to promote the annual juried art shows.

Parksville Qualicum Beach Aero Club - grant request denied. The application did not provide adequate detail regarding the use of the requested funding and also lacked detail in the financial information provided. The Committee suggested that the Club may consider applying in the future for a youth grant through the District 69 Recreation Commission.

Parksville Qualicum Beach & District BCSPCA - grant to be used towards the spaying and neutering of feral cats program.

RCMP Auxiliary – grant to be used towards the purchase of an extra kit and clothing, equipment and kit to outfit bike patrol squad members and an appreciation barbeque for the auxiliary constables.

TOTAMS – Time Out for Tots & Moms – grant to be used towards the purchase of art supplies, books and toys for the children, and advertising to bring new mothers to the community into the organization.

World Community Development Education Society – funding request denied. Application received late. The Committee also noted that the society is based in the Comox Strathcona Regional District and recommended they approach the local Parent Advisory Committees for funding in the areas they are making their presentations at.

ADJOURNMENT

The meeting adjourned at 11:30 AM.

CHAIRPERSON