

REGIONAL DISTRICT OF NANAIMO
REGULAR BOARD MEETING
TUESDAY, NOVEMBER 25, 2008
(immediately following the Hospital Board meeting)

(RDN Board Chambers)

A G E N D A

PAGES

1. **CALL TO ORDER**
2. **DELEGATIONS**
 - Peter Rothermel, Alpine Club of Canada and Federation of Mountain Clubs of BC, re Arrowsmith Massif Regional Park.**
 - 8-9 **Lee-Anne Dore, MCSEEDS Society, re Society's Farm and ALR/RDN Application for Farm Workers' Housing.**
3. **BOARD MINUTES**
 - 10-19 Minutes of the regular Board meeting held October 28, 2008.
4. **BUSINESS ARISING FROM THE MINUTES**
5. **COMMUNICATIONS/CORRESPONDENCE**
 - 20-24 **Blain Sepos, Oceanside Tourism Association, re 2008 Third Quarter Progress Report.**
6. **UNFINISHED BUSINESS**
 - For Adoption.**
 - 25-28 **Bylaw No. 500.326 – Land Use and Subdivision Bylaw Amendment.** (Electoral Area Directors except EA 'B' – One Vote)
 - That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007" be adopted.*
 - This bylaw is to rezone the property legally described as Lot A, District Lot 6, Nanoose District, VIP58653 and located at the corner of Northwest Bay and Powder Point Roads from Residential 4 Subdivision District 'Q' (RS4Q) to Nanoose Bay Village Centre Comprehensive Development Zone 30 (CD30) to facilitate the construction of 2, three storey commercial buildings in two phases.

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

29-30 Minutes of the Electoral Area Planning Committee meeting held November 4, 2008. (for information)

PLANNING

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. 90814 – Smood – 8520 Rumming Road – Area ‘E’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Variance Permit Application No. 90814.

That Development Variance Permit Application No. 90814 submitted by Fern Road Consulting Ltd. for the property legally described as Lot 13, District Lot 186, Nanoose District, Plan 47433, be approved subject to Schedules No. 1 to 3 of the staff report and the notification requirements pursuant to the Local Government Act.

OTHER

Lake District (Fairwinds) and Schooner Cove Neighbourhood Planning Process – Area ‘E’. (Electoral Area Directors except EA ‘B’ – One Vote)

- 1. That the staff report with respect to the Fairwinds Terms of Reference and the Development Process for the Fairwinds Lakes District and Schooner Cove Study Areas be received.*
- 2. That staff be authorized to provide support to the planning process as set out in Schedule No. 1 of the staff report*

Proposed Policy - Beach Access Stairs. (Electoral Area Directors except EA ‘B’ – One Vote)

That this item be referred to the new Board of Directors, to be reviewed at an Information Seminar.

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

31-33 Minutes of the Committee of the Whole meeting held November 4, 2008. (for information)

COMMUNICATIONS/CORRESPONDENCE

Colin Haime, District of Lantzville, re Letter of Support – Action for Water. (All Directors – One Vote)

That the correspondence from the District of Lantzville in support of the Regional District of Nanaimo's "Action for Water" be received.

FINANCE AND INFORMATION SERVICES

FINANCE

Community Parks Reserve Fund Establishment Bylaws Nos. 1558 & 1559.

(All Directors – One Vote)

1. *That "Electoral Area 'C' (defined Area 'D') Community Parks Reserve Fund Establishment Bylaw No. 1558, 2008" be introduced for first three readings.*

(All Directors – 2/3)

2. *That "Electoral Area 'C' (defined Area 'D') Community Parks Reserve Fund Establishment Bylaw No. 1558, 2008", having received three readings, be adopted.*

(All Directors – One Vote)

3. *That "Electoral Area 'H' Community Parks Reserve Fund Establishment Bylaw No. 1559, 2008" be introduced for first three readings.*

(All Directors – 2/3)

4. *That "Electoral Area 'H' Community Parks Reserve Fund Establishment Bylaw No. 1559, 2008" having received three readings, be adopted.*

DEVELOPMENT SERVICES

BUILDING & BYLAW

Zoning Contravention & Notice of Building Bylaw Contravention – 3606 Allsop Road – Area 'C'. (All Directors – One Vote)

Delegations wishing to speak to Notice of Building Bylaw Contravention at 3606 Allsop Road – Area 'C'.

That staff be directed to register a Notice on title pursuant to Section 57 of the Community Charter and that legal action be taken, if necessary to ensure that Lot 7, Section 18, Range 3, Plan 34810, Mountain District is in compliance with the "Regional District of Nanaimo Building Regulations & Fees Bylaw No. 1250, 2001" and "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987".

ENVIRONMENTAL SERVICES

LIQUID WASTE

Liquid Waste Department Open Houses Summary. (All Directors – One Vote)

That the Board receive the staff report on the Liquid Waste Department's French Creek Pollution Control Centre and Greater Nanaimo Pollution Control Centre 2008 Open Houses for information.

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Multi-Family Housing Recycling Program Options. (All Directors – Weighted Vote)

That staff be directed to amend Bylaw 1531 to add household plastic containers as well as glass and metal food and beverage containers to the list of materials prohibited from disposal at RDN solid waste management facilities and that a program be initiated to encourage residents living in multi-family housing to use recycling depots.

COMMISSION, ADVISORY & SELECT COMMITTEE

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

That the minutes of the Regional Liquid Waste Advisory Committee meeting held October 2, 2008 be received for information.

7.3 EXECUTIVE STANDING COMMITTEE

7.4 COMMISSIONS

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

34-37 Minutes of the Electoral Area 'A' Recreation and Culture Commission meeting held November 5, 2008. (for information)

Grant-In-Aid Applications.

- 1. That the Grant-In-Aid request in the amount of \$608 from South Wellington and Area Community Association, to provide badminton and dance programs hall rental and to cover the dance instructor's fee, be approved.*
- 2. That the Grant-In-Aid request in the amount of \$1,500 from the South Wellington Elementary School Parent Advisory Committee be denied, and that the application be referred back to staff to review and report back to the Commission regarding the Parent Advisory Committee's role, responsibility and relationship with the School District.*
- 3. That the Grant-In-Aid request in the amount of \$1,500 from the Cedar Community Association be approved as a one time only grant and that a letter to clarify the Electoral Area 'A' Recreation and Culture Commission Grant-In-Aid criteria be sent to the group.*

- 4. That the Grant-In-Aid request in the amount of \$1,328 from the Cedar Community Secondary School Travel Club, be denied.*

7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

Nanoose Bay Parks and Open Space Advisory Committee.

- 38-40 Minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held October 6, 2008. (for information)

Electoral Area 'F' Parks and Open Space Advisory Committee. (All Directors – One Vote)

- 41-43 Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held October 20, 2008. (for information)

Proposed Road Closure – 975 Shearme Road.

- 1. That the Electoral Area 'F' Parks and Open Space Committee support the proposed Road Closure in Conjunction with Lot 1, Salvation Army Lots, Nanoose District, Plan 35528, 975 Shearme Road.*
- 2. That funding for a Community Park Management Plan for the Errington Fire Hall #1 Park and development of trails be included in the 2009 Area F Community Parks Budget.*

Electoral Area 'G' Parks and Open Space Advisory Committee. (All Directors – One Vote)

- 44-45 Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held October 16, 2008. (for information)

Proposed Grant-In-Aid Policy.

That Grant-In-Aid awarded to groups or individuals within District #68 and #69 by RDN Grant-In-Aid Committees, which are not utilized within an eighteen month period from the date of awarding, be returned to the Regional District.

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

- 46-47 Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held October 2, 2008. (for information)

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

48-67 Minutes of the Regional Parks & Trails Advisory Committee meeting held November 4, 2008. (for information)

Mount Benson Regional Park Management Plan – Terms of Reference.

1. *That the Terms of Reference for the Mount Benson Regional Park Management Plan be approved.*
2. *That staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Mount Benson Regional Park Management Plan.*
3. *That two members of the Regional Parks and Trails Advisory Committee, Maureen Young and Frank Van Eynde, be appointed to participate as members of the Mount Benson Regional Park Management Plan Sub Committee*

Englishman River Regional Park Management Plan. (Full Plan – Separate Enclosure)

4. *That the Englishman River Regional Park Management Plan be approved.*

District 69 Community Justice Select Committee.

68-69 Minutes of the District 69 Community Justice & Safety Support Services Select Committee meeting held October 28, 2008. (for information) (All Directors – One Vote)

Grant in Aid Requests. (Parksville, Qualicum Beach, EAs 'E', 'F' 'G' & 'H' – Weighted Vote)

1. *That a grant reflecting .25¢/km to a maximum of \$1,500 be provided to Citizens on Patrol as outlined in their 2009 application.*
2. *That the D69 Speedwatch program and the Oceanside Community Network be advised that due to limited funding the Committee was unable to provide funds for their programs, and requested that they apply to the general Grants-in-Aid program in the Spring 2009*

History of Grant Funding & Balances Available.

3. *That staff prepare a report with recommendations regarding options to increase funding for Victim Services and Community Justice programs*

8. ADMINISTRATOR'S REPORTS

70-72 Additional Funding for Victim Services/Restorative Justice Programs for 2009. (Parksville, Qualicum Beach, EAs 'E', 'F' 'G' & 'H' – Weighted Vote)

73-74 Regional Landfill Environmental Monitoring Contract Award. (All Directors – Weighted Vote)

- 75-92 Operating Results to September 30, 2008. (All Directors – One Vote)
- Purchase of Firefighting Vehicle for Waterloo Fire Protection Service. (to be circulated)
- Yellowpoint Fire Service Area – Service Contract with Cranberry Fire District & Amendment Bylaw No. 1388.02. (to be circulated)
- 93-104 Report of Election Results -2008 Local Government Elections. (All Directors – One Vote)
- 105-117 707 Community Park Management Plan – Terms of Reference. (All Directors – One Vote)
- 118-142 Tenure Offer - Arrowsmith Massif Regional Park. (All Directors – Weighted Vote)
- 143-144 Ravensong Aquatic Centre Reserve Fund Expenditure Request. (Parksville, Qualicum Beach, EAs 'F' 'G' & 'H' – Weighted Vote)

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

12. BOARD INFORMATION (Separate enclosure on blue paper)

13. ADJOURNMENT

14. IN CAMERA

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

- the date of the Board meeting you wish to attend (the next meeting is Tuesday, November 25, 2008);
 - MCSEEDS Society wishes to attend the next Board meeting of the Regional District of Nanaimo Tuesday, November 25, 2008.
- the subject to be discussed;
 - The MCSEEDS Society Farm and our ALR/RDN application for farm workers housing
- your name, address, e-mail address and phone number;
 - Lee-Anne Dore CHT, BA, CGEEC
Executive Director/Project Coordinator
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- the name of the organization you represent, if applicable;
 - Mattapoisett Community Sustainable Environment Education Development Systems
- name(s) of any spokesperson(s), if applicable;
 - Lee-Anne Dore
- a written brief that clearly outlines the topic and identifies any specific issues or concerns.
 - MCSEEDS Society is making application to the ALR/RDN for building a second building for farm workers housing on the farm.
 - MCSEEDS Society is a new non for profit organization that is starting a producing agriculture farm for persons with disabilities using horticulture therapy, and alternative agriculture practices. To grow and produce food, and landscape and nursery plants that are drought tolerant and disease and pest resistant in horticulture and agriculture practices, using alternative crop rotations and practices-no pesticides or herbicides with amending media to accommodate the use of the land, and reintroduce Silverculture and indigenous species to the farm that will help to balance the biodiversity of the farm and our region.
 - MCSEEDS Society has two types of programs: S.E.E.D.S. a program for higher functioning adults with barriers working five days a week, and ProS.E.E.D.S for adults who have multi-barriers working two days a week on the farm. Within these two programs are several other programs that are geared to produce community agriculture and horticulture workers for our community.
 - MCSEEDS Society has recently obtained a farm at 2660 Holden Corso Road through the kind generosity of a philanthropist, which is leased to the society for five years after which time when the project is successful it will be donated to the society.
 - MCSEEDS Society goal is to have a producing agriculture farm run by persons with barriers, with farm workers housing to accommodate them, that is self reliable and less need for funding.
 - Farm workers work, live and learn at the farm, and will eventually after two or three years be able to work into the community with leads from the MCSEEDS Society and continue to work and teach new individuals with barriers coming to the farm under cognitive apprentice ships models that are based on a participation model of cognitive activities in horticulture and agriculture.



The Mattapoisett Community of Sustainable Environment Education Development Systems (MCSEEDS) Society began to support the concept that People with Barriers, Persons have the right to a safe and meaningful life within an environmental sustainable community. MCSEEDS focuses on healing, learning, living and working with supportive cognitive activity vocational skills. Farm workers programs use agriculture and horticulture in settings with, EcoPsychology-horticulture therapy, and First Nations Traditional Environment Knowledge and Wisdom (TEKW).

MCSEEDS Society Farm is a producing agriculture farm. Open to the public for tours and for farm product sales. MCSEEDS programs lead to apprenticeships in teamwork contracts with ethical wages. Piecework within the farms framework for participants with barriers supports a person's human right to a higher quality of life. MCSEEDS helps people to reenter community through a series of development systems that provide the base skills necessary for healthy green living within the community context.

The MCSEEDS Society Farm facilities offer a variety of trainings through cognitive apprenticeships models through organic horticulture and agriculture practices in farm productions. A series of cohesive systems focus on wellness, food security, and community members. Practices of environmental sustainable agriculture, greenhouse and nursery growing, alternative landscaping, growing indigenous plants, composting, organic pest management and water conservation are just some of Mattapoisett Community seeds for enlarging sustainability.

Farm tours encourage sales at the roadside farmers market and plant nursery featuring indigenous plants. MCSEEDS also has a traveling town market. Our specialties from the farm include true to type fruit orchards, organic produce, and nutritional lunch programs for our farm workers, food box programs for community shelters and food banks, tapas catering from our farm produce, haying, and recycled products for garden uses, S.E.E.D.S. and Pro-S.E.E.D.S., within our independent farm living framework.

MCSEEDS facilities are presently dependent on funding from local Regional, Provincial and Federal sources. Funding from community and local business is also encouraged. Other sources include revenues from MCSEEDS independent farm workers housing and various other entrepreneurial efforts endorsed and supported by MCSEEDS Society. Within three years of operation, MCSEEDS Society's goal is to be self-supporting with revenues realized from its products, services and supportive farm workers community housing.

"All is one," (Sri Yantra) (2004) Dr. Richard Ussack Atleo.

MCSEEDS Society

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REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR MEETING OF THE BOARD
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, OCTOBER 28, 2008, AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director S. Herle	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director G. Korpan	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director L. McNabb	City of Nanaimo

Also in Attendance:

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

BOARD MINUTES

MOVED Director McNabb, SECONDED Director Korpan, that the minutes of the regular Board meeting held September 30, 2008 and the special Board meeting held October 14, 2008 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Rosemary Bonanno, Vancouver Island Regional Library, re Population Levy Allocation 2009.

MOVED Director Holme, SECONDED Director Young, that the correspondence from the Vancouver Island Regional Library regarding the population levy allocation for 2009, be received.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that the Regional District of Nanaimo Board approve amendment of the funding formula for the Vancouver Island Regional Library on a one time basis for 2009 by recording Campbell River at the level indicated by BC Stats regular estimates and prorating both Comox Valley and Strathcona Regional District up to the level indicated by BC Stats regular estimates.

CARRIED

James Mattison, Ministry of Environment, re Action for Water Program.

MOVED Director Holme, SECONDED Director Young, that the correspondence from the Ministry of Environment commending the Regional District on the leadership and initiative shown in the Action for Water program, be received.

CARRIED

Laurie Taylor, City of Parksville, re Letter of Support - Action for Water.

MOVED Director Holme, SECONDED Director Young, that the correspondence from the City of Parksville in support of the Action for Water program be received.

CARRIED

Mark Brown, Town of Qualicum Beach, re Letter of Support – Action for Water.

MOVED Director Holme, SECONDED Director Young, that the correspondence from the Town of Qualicum Beach in support of the Action for Water program be received.

CARRIED

Gary Korpan, City of Nanaimo, re Letter of Support – Action for Water.

MOVED Director Holme, SECONDED Director Young, that the correspondence from the City of Nanaimo in support of the Action for Water program be received.

CARRIED

Gisele Rudischer & Sheila Malcolmson, Islands Trust, re Letter of Support – Action for Water.

MOVED Director Holme, SECONDED Director Young, that the correspondence from Islands Trust in support of the Action for Water program be received.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

MOVED Director Bartram, SECONDED Director Manhas, that the minutes of the Electoral Area Planning Committee meeting held October 14, 2008 be received for information.

CARRIED

PLANNING

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. 60841 and Request for Frontage Relaxation – Ostrand – 2668 Raven Hill Road – Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, that Development Permit Application No. 60841, submitted by A. Ostrand and J. Ostrand in conjunction with the subdivision of the parcel legally described as Lot 1, Section 13 & 14, Range 4, Cedar District, Plan 46811 Except Part in Plan VIP57402 and VIP68357 and designated within the Fish Habitat Protection Development Permit Area, be approved subject to the conditions outlined in Schedules No. 1 and 2 of the corresponding staff report.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the request for relaxation of the minimum 10% frontage requirement for Proposed Lots 1 and 2 in conjunction with the subdivision of the property legally described as Lot 1, Section 13 & 14, Range 4, Cedar District, Plan 46811 Except Part in Plan VIP57402 and VIP68357 be approved subject to Schedules No. 1 and 2 of the corresponding staff report.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. 90816 – Peters – 3420 Beldon Road – Area ‘E’.

MOVED Director Holme, SECONDED Director Bartram, that Development Variance Permit Application No. 90816, to legalize the siting of a ‘stacked rock’ retaining wall with an interior side yard setback of 0.0 m, on the subject property legally described as Lot 10, District Lot 78, Nanoose District, Electoral Area ‘E’ on Beldon Place, be approved subject to the conditions outlined in Schedules No. 1 to 3 and the notification requirements of the *Local Government Act*.

CARRIED

Development Variance Permit Application No. 90819 and Request for Frontage Relaxation – Fredrich – 2798 Cedar Road – Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, that Development Variance Permit Application No. 90819, submitted by Thomas Hoyt, BCLS, on behalf of Theo Fredrich and Margaret Fredrich, in conjunction with the subdivision on the parcel legally described as Parcel C (DD23380N), Section 5, Range 2, Cedar District and located at 2798 Cedar Road be approved subject to the conditions outlined in Schedule No. 1 of the corresponding staff report and the notification requirements pursuant to the *Local Government Act* with respect to the proposed variances outlined in Schedule No. 1.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the request for relaxation of the minimum 10% frontage requirement for proposed Remainder of Parcel C in conjunction with the subdivision of the property be approved.

CARRIED

OTHER

Request for Acceptance of Cash-in-Lieu of Park Land – Murdoch – Murdoch, Barnes & Brebber Roads – Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, that the request to pay 5% cash-in-lieu of park land submitted by Leigh Millan, BCLS on behalf of H. & R. Murdoch in conjunction with the proposed subdivision of Lot 20, Section 17, Range 4, and Lot 21 and 25, Section 17, Range 4 East and Fractional Section 17, Range 5 East, All of Cedar District, Plan 3779, be accepted.

CARRIED

Request for Frontage Relaxation – Allin – Church and Coldwater Roads – Area ‘G’.

MOVED Director Bartram, SECONDED Director Holme, that the request to relax the minimum 10% frontage requirement for proposed Lot A, submitted by Dick Allin and Lori Allin in conjunction with the proposed subdivision of Lot 17, Nanoose District, Except the E&N R/W & Except Part in Plans 36524, 45739, VIP52132, VIP53642, VIP83372 & VIP83374 and Part of Parcel A (DD82708N), District Lot 21, Nanoose District, Plan 1902, be approved subject to the Ministry of Transportation and Infrastructure’s satisfaction that access is achievable.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Committee of the Whole meeting held October 14, 2008 be received for information.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Al Tully, Oceanside Tourism Association, re Eligible Entity Status Application.

MOVED Director Holme, SECONDED Director Bestwick, that the correspondence from Oceanside Tourism Association regarding their Eligible Entity Status application as it relates to the service agreement between the Regional District of Nanaimo and the Oceanside Tourism Association, be received.

CARRIED

CORPORATE ADMINISTRATION SERVICES

ADMINISTRATION

Port Theatre Society Agreement.

MOVED Director Burnett, SECONDED Director Bestwick, that the Board authorize entering into a three year agreement with The Port Theatre Society for a term ending December 31, 2011.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Unightly Premises – 1449 Moby Dick Way – Area ‘B’.

MOVED Director Sperling, SECONDED Director Bartram, that should this matter not be rectified by October 28, 2008, pursuant to “Unightly Premises Regulatory Bylaw No. 1073, 1996”, the Board directs the owner to remove from the premises those items as set out in the attached Resolution within fourteen (14) days, or the work will be undertaken by the Regional District of Nanaimo’s agents at the owner’s cost.

CARRIED

Electoral Area ‘G’ Noise Control – Reserve Fund Expenditure.

MOVED Director Westbroek, SECONDED Director Bartram, that \$4,120 be authorized for the payment of legal fees from the Electoral Area ‘G’ Noise Control Reserve Fund.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Electoral Area ‘H’ Pilot Yard Waste Program.

MOVED Director Bartram, SECONDED Director Herle, that staff implement a pilot program for a yard waste drop-off in Electoral Area ‘H’.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Herle, that the minutes of the District 69 Recreation Commission meeting held September 18, 2008 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Herle, that a letter of thanks be sent to the Rotary Club of Qualicum Beach in regards to their successful Rotary District 5020 Annual Conference held at Oceanside Place, and for returning the funds from the District 69 Recreation Community Grants program.

CARRIED

Electoral Area ‘A’ Parks and Green Space Advisory Committee.

MOVED Director Burnett, SECONDED Director Korpan, that the minutes of the Electoral Area ‘A’ Parks and Green Space Advisory Committee meeting held September 18, 2008 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Korpan, that the “Electoral Area ‘A’ Community Parks Local Service Amendment Bylaw No. 798.06, 2008” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Regional Board direct staff to determine if the "Electoral Area 'A' Recreation and Culture Service Bylaw No. 1467, 2005" can be amended to permit financial support for operations and improvements to facilities owned and operated by incorporated non-profit organizations.

CARRIED

Grants-in-Aid Advisory Committee.

MOVED Director Young, SECONDED Director Burnett, that the minutes of the Grants-in-Aid Advisory Committee meeting held October 7, 2008 be received for information.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the following District 68 Grants-in-Aid be approved:

<i>Name of Organization</i>	<i>Amount Recommended</i>
Poetry Gabriola Society	\$ 600

CARRIED

MOVED Director Young, SECONDED Director Herle, that the following District 69 Grants-in-Aid be approved:

<i>Name of Organization</i>	<i>Amount Recommended</i>
Errington War Memorial Hall Association	\$ 1,500
Nanoose Bay Catspan	\$ 2,355
North Island Wildlife Recovery Association	\$ 605
Vancouver Island Opera	\$ 1,000

CARRIED

MOVED Director Young, SECONDED Director Herle, that the general grant-in-aid funding amount of \$14,960 annually in District 69 only allows the Committee to provide approximately 50% of the requested funding to organizations in the area, therefore as per Policy No. A1.28, the Grants-in-Aid Committee requests that the RDN Board of Directors consider increasing the general grant-in-aid funding in District 69 to \$18,000 annually.

CARRIED

Regional Liquid Waste Advisory Committee.

MOVED Director Holme, SECONDED Director Korpan, that the minutes of the Regional Liquid Waste Advisory Committee meetings held June 5, 2008 and September 4, 2008 be received for information.

CARRIED

Regional Hospital District Select Committee.

MOVED Director Westbroek, SECONDED Director Biggemann, that the minutes of the Regional Hospital District Select Committee meeting held September 15, 2008 be received for information.

CARRIED

MOVED Director Westbroek, SECONDED Director Biggemann, that staff arrange a meeting with the Vancouver Island Health Authority to review their capital plans.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Oceanside Tourism Association – Eligible Entity Status Application.

MOVED Director Holme, SECONDED Director Biggemann, that a letter be sent to the Oceanside Tourism Association (OTA) providing a six-month extension to the service agreement between OTA and the Regional District of Nanaimo.

CARRIED

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

Regional Parks & Trails Advisory Committee.

MOVED Director McNabb, SECONDED Director Biggemann, that the minutes of the Regional Parks & Trails Advisory Committee meeting held October 7, 2008 be received for information.

CARRIED

Proposed Mt. Arrowsmith Massif Regional Park.

MOVED Director McNabb, SECONDED Director Biggemann, that staff prepare a report with regard to the issues raised in the correspondence from S. Benton, Ministry of Environment to Mr. Peter Bolton, regarding the proposed Mt. Arrowsmith Massif Regional Park.

CARRIED

Morden Colliery Mine.

MOVED Director McNabb, SECONDED Director Manhas, that staff prepare a report with regard to the financial implications and recommendations to jointly fund a study with BC Parks and the Friends of Morden Mines on the preservation and development of the Morden Colliery Mine site located at the trail head of the Morden Colliery Regional Trail.

CARRIED

Foot Under Pass Tunnel Cleaning Thatcher Road and Island Highway.

MOVED Director McNabb, SECONDED Director Korpan, that the request for Foot Under Pass Tunnel cleaning and maintenance at Thatcher Road and Island Highway made by South Wellington and Area Community Association be forwarded to the Ministry of Transportation as it falls under their jurisdiction.

CARRIED

Transit Select Committee.

MOVED Director McNabb, SECONDED Director Manhas, that the minutes of the Transit Select Committee meeting held October 9, 2008 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Westbroek, that staff be directed to implement the Monday to Friday ferry service starting in March 2009.

CARRIED

COMMISSIONS

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Korpan, that the minutes of the District 69 Recreation Commission meeting held October 23, 2008 be received for information.

CARRIED

District 69 Youth and Community Recreation Grants.

MOVED Director Bartram, SECONDED Director Holme, that the Board endorses the following Youth Grants:

<i>Community Group</i>	<i>Amount Recommended</i>	
Ballenas Secondary School/Associated Family & Community (Hornby Island trip)	\$ 2,000	
District 69 Family Resource Association (youth outreach activities)	\$ 1,000	
Kwalikum Secondary School (cross country team uniforms)	\$ 400	
Oceanside Baseball (power for batting cage)	\$ 2,000	
Oceanside Community Arts Council (Youth Summer Theatre)	\$ 700	
Oceanside Community Arts Council (Rough Diamonds Project)	\$ 1,500	
Parksville Qualicum Foundation (Youth Action Committee)	\$ 2,500	
		CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the Board endorses the following Community Grants:

<i>Community Group</i>	<i>Amount Recommended</i>	
District 69 Family Resource Association (child development play therapy equipment)	\$ 1,500	
District 69 Minor Softball (equipment)	\$ 2,500	
Echo Players Theatre (equipment & fittings)	\$ 2,000	
Oceanside Track & Field Club (shot put circle)	\$ 1,023	
Parksville Curling Club (2009 Scotties BC Women's Curling Championship Sponsorship)	\$ 2,500	
Parksville Lawn Bowling Club (landscaping)	\$ 2,000	
Parksville Panters Hockey (socks)	\$ 550	
Parksville Pirates (70 yr+ softball team uniforms & equipment)	\$ 2,000	
Ravensong Aquatic Club (pool rental)	\$ 1,800	
		CARRIED

ADMINISTRATOR'S REPORTS

Automatic Response Agreement – Parksville, Qualicum Beach, Coombs Hilliers and Errington Fire Departments.

MOVED Director Westbroek, SECONDED Director Herle, that the Automatic Response agreement between the Regional District of Nanaimo, City of Parksville, Town of Qualicum Beach, Coombs Hilliers and Errington Volunteer Fire Departments be approved as presented and that the Chairperson and Sr. Mgr., Corporate Administration be authorized to execute the agreement as required.

CARRIED

Unightly Premises – 1449 Moby Dicks Way – Area 'B'.

MOVED Director Sperling, SECONDED Director Bartram, that the Board direct the owner of the above-noted property to remove from the premises those items as set out in the attached resolution within fourteen (14) days, or the work will be undertaken by the Regional District's agents at the owners' cost.

CARRIED

Bylaw No. 1386.01 – Waste Stream Management Licensing Amendment Bylaw.

MOVED Director Burnett, SECONDED Director McNabb, that “Regional District of Nanaimo Waste Stream Management Licensing Bylaw No. 1386.01, 2008” be introduced and read three times.
CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that “Regional District of Nanaimo Waste Stream Management Licensing Bylaw No. 1386.01, 2008” be adopted.
CARRIED

NEW BUSINESS

Electoral Area ‘A’ OCP Review Citizens Committee.

MOVED Director Burnett, SECONDED Director Young, that Chris Pagen be appointed to the Electoral Area ‘A’ OCP Review Citizens Committee.
CARRIED

IN CAMERA

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

ADJOURNMENT

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

TIME: 7:35 PM

RISE AND REPORT

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

Proposed Mount Arrowsmith Massif Regional Park – Memorandum of Understanding with the Hupacasath First Nation.

MOVED Director McNabb, SECONDED Director Biggemann, that the Memorandum of Understanding between the Regional District of Nanaimo and Hupacasath First Nation for the proposed Mount Arrowsmith Massif Regional Park be approved.
CARRIED

ADMINISTRATOR’S REPORTS

Coats Land – Regional Park Acquisition & Long Term Lease with the Nature Trust of BC.

MOVED Director Sperling, SECONDED Director Korpan, that the Regional Board authorize the execution of the Purchase Agreement and Lease with The Nature Trust of BC for the operation and management of the former Coats land, legally described as NW ¼ of Section 10, Gabriola Island, Nanaimo District, except those parts in Plans 29152, 30043 and 30051, for Regional Park purposes.
CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:45 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



PARKSVILLE AND
 QUALICUM BEACH
Vancouver Island's Oceanside Region

RDN			
CAO	<input checked="" type="checkbox"/>	GMF&IS	
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October 22, 2008

Chairperson Joe Stanhope and Regional District Board of Directors
 Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo, BC V9T 6N2

Dear Chairperson Stanhope and Board of Directors:

I have enclosed OTA's 2008 third quarter progress report toward Schedule A of our Service Agreement for your review. Please also see the attached information regarding the new Tourism British Columbia / Tourism Vancouver Island "Community Tourism Opportunities" program that provides funding for new and incremental tourism marketing and development projects.

Please contact me with any questions.

Best regards,

Blain Sepos
 Executive Director

Cc: Mr. Tom Osborne, RDN Recreation and Parks
 Oceanside Tourism Association Board of Directors

OCEANSIDE TOURISM ASSOCIATION

The Destination Marketing Organization representing:

Parksville • Qualicum Beach • Nanoose Bay • French Creek • Lighthouse Country • Arrowsmith Coombs Country



PARKSVILLE AND
QUALICUM BEACH
Vancouver Island's Oceanside Region

TO: Chair and Board of Directors, Regional District of Nanaimo
FROM: Blain Sepos, Executive Director, Oceanside Tourism Association (OTA)
SUBJECT: OTA Service Agreement, Schedule A – 2008 Third Quarter Progress
DATE: October 22, 2008

.....
Purpose:

To inform the Chair and Board of Directors of OTA's 2008 activities relating to Schedule "A" of our Service Agreement.

1. *External Marketing – the OTA shall develop, maintain, and deliver a program for the external tourism marketing of tourism assets located in Electoral Areas E, F, G, and H.*

First Quarter Progress – OTA implemented strategies outlined in our 2008 Marketing Plan.

Second Quarter Progress – As above.

Third Quarter Progress – As above.

2. *Requests for Information – the OTA shall prepare and distribute tourism information packages in response to requests.*

First Quarter Progress - OTA fulfilled 548 requests for information (up 37% from same period in 2007) by mailing our Travel & Accommodation Guide / Activities & Maps Guide to potential visitors in the first quarter of 2008.

Second Quarter Progress – OTA fulfilled 492 requests for information (curiously, exactly the same number as in the same period of 2007) by mailing our Travel & Accommodation Guide / Activities & Maps Guide to potential visitors in the second quarter of 2008. OTA has fulfilled 1,040 requests up to the end of the second quarter of 2008.

Third Quarter Progress – OTA fulfilled 2,678 requests for information by mailing our Travel & Accommodation Guide / Activities & Maps Guide to potential visitors in the third quarter of 2008. OTA has fulfilled 3,718 requests up to the end of the third quarter of 2008.

3. *Guide – the OTA shall prepare, publish, and distribute the Oceanside Tourism Guide. Copies will be made available to the Regional District for distribution at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building at 6300 Hammond Bay Road in Nanaimo.*

First Quarter Progress - OTA distributed 13,688 Travel & Accommodation Guides (up 179% from 2007) and nearly 38,438 Activities & Maps Guides (up 126% from 2007) in the first quarter of 2008. The Activities & Maps Guide was made available at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building.

Second Quarter Progress - OTA distributed 23,165 Travel & Accommodation Guides and nearly 27,300 Activities & Maps Guides in the second quarter of 2008. A total of 36,853 Travel & Accommodation Guides and 65,738 Activities & Maps Guides were distributed up to the end of the second quarter of 2008. The Activities & Maps Guide was made available at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building.

Third Quarter Progress - A total of 77,796 Travel & Accommodation Guides and 83,298 Activities & Maps Guides were distributed up to the end of the third quarter of 2008. The Activities & Maps Guide was made available at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building.

4. *Website – the OTA shall develop and maintain an up to date website with linkages to other regional sites.*

First Quarter Progress - VisitParksvilleQualicumBeach.com received 119,364 visitors in the first quarter of 2008 – a 7% increase over the same period in 2007. Development continued on the website.

Second Quarter Progress - VisitParksvilleQualicumBeach.com received 183,488 visitors in the second quarter of 2008 – a 63% increase over the same period in 2007. Development continued on the website.

Third Quarter Progress - VisitParksvilleQualicumBeach.com received 135,433 visitors in the third quarter of 2008 – a 6% increase over the same period in 2007. Development continued on the website.

5. *Tourist Map – the OTA shall prepare and distribute a local area map for tourist use. Copies will be made available to the Regional District for distribution at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building at 6300 Hammond Bay Road in Nanaimo.*

First Quarter Progress - The Activities & Maps Guide offers visitors better maps than ever before. They are available throughout the region and at RDN facilities.

Second Quarter Progress – As above.

Third Quarter Progress – As above.

6. *Liaison – The OTA shall be the conduit for information flows between the tourism community and the Regional District and shall liaise between the two parties as required.*

First Quarter Progress – Ongoing dialogue with RDN staff and liaising with Director George Holme.

Second Quarter Progress – As above.

Third Quarter Progress – As above.

7. *General Support – the OTA shall on request, provide advice and guidance to the Regional District on matters related to tourism. In particular, the OTA will work with the Regional District on Regional Parks and Trail development efforts. This could involve sitting on focus groups, task forces, or providing other forms of input upon request.*

First Quarter Progress - Although the opportunity has not presented itself, OTA welcomes the chance to provide advice and guidance to the Regional District on matters related to tourism.

Second Quarter Progress – OTA worked with the 2010 Games Secretariat to shoot high-definition video of the area to be used for promotions at the 08 Summer Games.

Third Quarter Progress – OTA advised and supported the RDN as follows:

- Represented the region in writing descriptions and selecting photography for the Knowledge Network's "Picture BC" project.
- Finalized the 2010 Games Secretariat video project.

8. *Sport Tourism – the OTA will work with appropriate parties to expand opportunities and develop a hosting package for sport tourism. The OTA will retain a Sales Manager responsible for marketing Oceanside as a meetings and groups destination which includes the "Sport Tourism" portfolio.*

First Quarter Progress - OTA's contractor has been very active in approaching provincial sports organizations not only to organize tournaments here but also to consider our region for regional meetings and conferences. OTA will attend the BC Sport Tourism Events Marketplace in April.

Second Quarter Progress – OTA attended and followed-up on leads from the BC Sport Tourism Events Marketplace. Initial discussions began on working with Vancouver Island University and RDN staff to develop a sport tourism framework for the region.

Third Quarter Progress – OTA participated in the BC Sport Tourism Network quarterly conference call. Expressed interest to access 2010 Legacies Now funding for sport facility photography and liaised with RDN staff accordingly. Met with Vancouver Island University faculty and students, RDN staff, and the City of Parksville to develop a sport tourism framework for the region.

9. *Tourism Vancouver Island – The OTA will represent the Regional District on Tourism Vancouver Island initiatives.*

First Quarter Progress – OTA represents the region as a member of the Tourism Vancouver Island Marketing and Media Relations Committees.

Second Quarter Progress – As above.

Third Quarter Progress – As above.



RDN REPORT	
CAO APPROVAL	CM
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BOARD	✓ NOV 25 '08

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: November 14, 2008

FROM: Geoff Garbutt
Manager of Current Planning

FILE: 3360 30 0504

SUBJECT: Zoning Amendment Application No. ZA0504
Canuck Properties Ltd.
Electoral Area 'E' – Northwest Bay Road/Powder Point Road

PURPOSE

To consider Zoning Amendment Bylaw 500.326 for adoption which would rezone property at the corner of Northwest Bay Road and Powder Point Road in Electoral Area 'E' in order to permit the construction of two three storey, mixed commercial building in two phases.

BACKGROUND

"Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007" was introduced and given 1st and 2nd reading on November 13, 2007. This was followed by a Public Hearing held on January 9, 2008. The Board gave 3rd reading to the bylaw on January 22, 2008.

The purpose of this amendment bylaw is to rezone the parcel legally described as Lot A, District Lot 6, Nanoose District, VIP58653, located at the corner of Northwest Bay Road and Powder Point Road in the Red Gap Village area of Electoral Area 'E' (see Attachment No. 1 for location of subject property) from Residential 4 (RS4) Subdivision District 'Q' to Comprehensive Development Zone 30 (CD30). CD30 would permit the construction of a mixed commercial building in two phases. The commercial building is designed to accommodate a mix of retail commercial, personal service uses and professional office space. Upon completion the complex would include a maximum total floor area of 5450 m², with a maximum floor area of 3115 m² in the first building and 2335 m² in the second building.

As a condition of adoption of the zoning amendment, the Board directed that the applicant provide proof of septic disposal by Vancouver Island Health Authority, a covenant be registered on title that addresses reciprocal parking easement for the use of RDN lands and that a development agreement covenant be registered on title which secures building form/architectural details, signage, maintenance of parking areas, lighting and stormwater infrastructure and requires connection to future sewer in the Red Gap Village Centre. (See Schedule No. 1 for Conditions of Approval).

For the Board's reference, this zoning amendment bylaw was originally identified in error as Comprehensive Development Zone 37 (CD37). Following reconciliation with historical applications for zoning amendments it was determined that the accurate comprehensive development zone reference was Comprehensive Development Zone 30 (CD30). As this amendment is a typographic error and does not impact use or density the zoning amendment bylaw can proceed with this correction.

ALTERNATIVES

1. To adopt "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007".
2. To not adopt "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007".

DISCUSSION

In accordance with the prescribed conditions of approval, the applicant has provided the RDN with a copy of the septic filing which has been registered with the Vancouver Island Health Authority. The parking easement agreement covenant and development agreement covenant is being held by the Regional District of Nanaimo solicitor. As the registration of the easement agreement covenant and development agreement covenant is held by the Regional District of Nanaimo solicitor, the conditions of registration outlined in *Schedule No. 1* have been addressed. Ministry of Transportation and Infrastructure approval is not required for adoption of this amendment bylaw.

Given the information provided by the applicant and covenants currently being held by the RDN solicitor, the conditions of "*Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007*" have been addressed and staff recommend proceeding to final reading and adoption.

VOTING

All Electoral Area Directors - one vote except Electoral Area 'B'.

SUMMARY

"*Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007*" was introduced and given 1st and 2nd reading on November 13, 2007. This was followed by a Public Hearing held on January 9, 2008. The Board gave 3rd reading to the bylaw on January 22, 2008.

Given the information provided by the applicant and covenants currently being held by the RDN solicitor, the conditions of "*Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007*" have been addressed and staff recommend proceeding to final reading and adoption.

RECOMMENDATION

That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.326, 2007" be adopted.

Manager

General Manager Concurrence

CAO Concurrence

Schedule No. 1
Conditions of Approval
Zoning Amendment Application No. ZA0504

The applicant is to complete the following prior to the corresponding amendment bylaw being considered for 4th reading:

1. Applicant to construct septic disposal system to the satisfaction of the Vancouver Island Health Authority (VIHA). Applicant is to provide written proof of this approval from VIHA to the Regional District of Nanaimo. If a section 219 covenant is required as part of this approval process, the covenant document shall be registered on title prior to consideration of the corresponding amendment bylaw. Draft document is to be forwarded to the Regional District of Nanaimo for review prior to registration at Land Title Office, Victoria, BC.
2. The applicant is to prepare and register, at their expense, the following section 219 covenant / easement documents. These documents must be registered on title prior to the amendment bylaw being considered for 4th reading:
 - a. An easement agreement between Lot A, District Lot 6, Nanoose District, Plan VIP58653 and Lot 2, District Lot 6, Nanoose District, Plan VIP50996 for reciprocal use of off-street parking, vehicular access, pedestrian access, and maintenance of landscaping.
 - b. A section 219 covenant restricting that, at the time, the subject property becomes capable of connection to a community sewer system, the owner shall, at their expense, disconnect the private septic service as required by current industry standards and connect to the community sewer system.
3. The applicants are to register, at their expense, the following section 219 covenant document. This document is to be prepared by the Regional District of Nanaimo, at the applicant's expense, and must be registered on title prior to the amendment bylaw being considered for 4th reading:
 - a. A development agreement which will include, but is not limited to the following:
 - i. Development site plan, including minimum setbacks for buildings from Lot 2, District Lot 6, Nanoose District, Plan VIP50996;
 - ii. Building elevation plan and design details on Phase 2 building;
 - iii. Landscaping plan and minimum standards;
 - iv. Amount of landscape bonding;
 - v. Pavement standard for all parking areas;
 - vi. Façade Details;
 - vii. Signage;
 - viii. Walkways and Pedestrian Linkages including location and construction materials;
 - ix. All related site servicing to be constructed as set in the corresponding engineer's report; and
 - x. Construction of stormwater management plan and engineering details.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE
MEETING HELD ON TUESDAY, NOVEMBER 4, 2008, AT 6:00 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director G. Holme	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director L. Biggemann	Electoral Area F
Director J. Stanhope	Electoral Area G
Alternate	
Director D. Heenan	Electoral Area H

Also in Attendance:

M. Pearse	Senior Manager, Corporate Administration
P. Thorkelsson	General Manager, Development Services
P. Thompson	Manager of Long Range Planning
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Heenan to the meeting.

MINUTES

MOVED Director Stanhope, SECONDED Director Biggemann, that the minutes of the Electoral Area Planning Committee meeting held October 14, 2008 be adopted.

CARRIED

PLANNING

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. 90814 – Smood – 8520 Rummy Road – Area ‘E’.

MOVED Director Burnett, SECONDED Director Young, that Development Variance Permit Application No. 90814 submitted by Fern Road Consulting Ltd. for the property legally described as Lot 13, District Lot 186, Nanoose District, Plan 47433, be approved subject to Schedules No. 1 to 3 of the staff report and the notification requirements pursuant to the *Local Government Act*.

CARRIED

OTHER

Lake District (Fairwinds) and Schooner Cove Neighbourhood Planning Process – Area ‘E’.

MOVED Director Stanhope, SECONDED Director Heenan, that the staff report with respect to the Fairwinds Terms of Reference and the Development Process for the Fairwinds Lakes District and Schooner Cove Study Areas be received.

CARRIED

MOVED Director Stanhope, SECONDED Director Heenan, that staff be authorized to provide support to the planning process as set out in Schedule No. 1 of the staff report.

CARRIED

Proposed Policy – Beach Access Stairs.

MOVED Director Stanhope, SECONDED Director Young, that this item be referred to the new Board of Directors, to be reviewed at an Information Seminar.

CARRIED

ADJOURNMENT

MOVED Director Burnett, SECONDED Director Young, that this meeting terminate.

CARRIED

TIME: 6:08 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, NOVEMBER 4, 2008 AT 7:00 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Alternate	
Director D. Heenan	Electoral Area H
Alternate	
Director M. Wansink	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Alternate	
Director L. Sherry	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director B. Bestwick	City of Nanaimo

Also in Attendance:

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

CALL TO ORDER

The Chairperson welcomed Alternate Directors Heenan, Wansink and Sherry to the meeting.

MINUTES

MOVED Director McNabb, SECONDED Director Bestwick, that the minutes of the Committee of the Whole meeting held October 14, 2008 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Colin Haime, District of Lantzville, re Letter of Support – Action for Water.

MOVED Director Burnett, SECONDED Director Manhas, that the correspondence from the District of Lantzville in support of the Regional District of Nanaimo's "Action for Water" be received.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Community Parks Reserve Fund Establishment Bylaws No. 1558 & 1559.

MOVED Director Manhas, SECONDED Director Wansink, that "Electoral Area 'C' (defined Area 'D') Community Parks Reserve Fund Establishment Bylaw No. 1558, 2008" be introduced for first three readings.

CARRIED

MOVED Director Manhas, SECONDED Director Wansink, that "Electoral Area 'C' (defined Area 'D') Community Parks Reserve Fund Establishment Bylaw No. 1558, 2008", having received three readings, be adopted.

CARRIED

MOVED Director Manhas, SECONDED Director Wansink, that "Electoral Area 'H' Community Parks Reserve Fund Establishment Bylaw No. 1559, 2008" be introduced for first three readings.

CARRIED

MOVED Director Manhas, SECONDED Director Wansink, that "Electoral Area 'H' Community Parks Reserve Fund Establishment Bylaw No. 1559, 2008" having received three readings, be adopted.

CARRIED

Barclay Crescent Sewer Service Area Development Cost Charges Bylaw No. 1557.

MOVED Director Holme, SECONDED Director McNabb, that this item be referred back to staff for an updated report.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Zoning Contravention & Notice of Building Bylaw Contravention – 3606 Allsop Road – Area 'C'.

MOVED Director Young, SECONDED Director Burnett, that staff be directed to register a Notice on title pursuant to Section 57 of the *Community Charter* and that legal action be taken, if necessary to ensure that Lot 7, Section 18, Range 3, Plan 34810, Mountain District is in compliance with the "Regional District of Nanaimo Building Regulations & Fees Bylaw No. 1250, 2001" and "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987".

CARRIED

ENVIRONMENTAL SERVICES

LIQUID WASTE

Liquid Waste Department Open Houses Summary.

MOVED Director Burnett, SECONDED Director Bestwick, that the Board receive the staff report on the Liquid Waste Department's French Creek Pollution Control Centre and Greater Nanaimo Pollution Control Centre 2008 Open Houses for information.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Multi-Family Housing Recycling Program Options.

MOVED Director Holme, SECONDED Director Burnett, that staff be directed to amend Bylaw 1531 to add household plastic containers as well as glass and metal food and beverage containers to the list of materials prohibited from disposal at RDN solid waste management facilities and that a program be initiated to encourage residents living in multi-family housing to use recycling depots.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Liquid Waste Advisory Committee.

MOVED Director Holme, SECONDED Director Burnett, that the minutes of the Regional Liquid Waste Advisory Committee meeting held October 2, 2008 be received for information.

CARRIED

IN CAMERA

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

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:15 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
RECREATION AND CULTURE COMMISSION REGULAR MEETING HELD
WEDNESDAY, NOVEMBER 5, 2008, 7:00PM
AT CEDAR HERITAGE CENTRE**

Attendance: Joe Burnett, Director RDN Board, Chair
Shelagh Gourlay
Dawn Burnett
Grant Fong
Krista Seggie
Dee Hutt-Randen

Staff: Dan Porteous, Manager of Recreation Services
Marilynn Newsted, Recording Secretary

Regrets: Shannon Wilson
Wendy Herrington

CALL TO ORDER

1 Chair J. Burnett called the meeting to order at 7:02pm.

MOVED Commissioner Gourlay, SECONDED Commissioner Seggie, that the agenda be approved.

CARRIED

MINUTES

3 MOVED Commissioner Seggie, SECONDED Commissioner Gourlay, that the Minutes of the Electoral Area 'A' Recreation and Culture Commission Meeting held September 10, 2008, be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

4 **School District #68 Service Delivery Option Update**

Mr. Porteous reported he met with David Green, the Secretary-Treasurer of School District 68 to further discuss a draft agreement for the provision of recreation and culture services through the School District. Progress is being made and a second meeting is scheduled for November 25. A follow-up meeting will also be scheduled in the first week of December. A report will be completed for a meeting in late January or early February outlining a draft agreement or a recommendation to retain a Program Coordinator through the Regional District if an agreement cannot be reached. Mr. Porteous explained that the January meeting would be postponed due to the appointment process of Commission members after the election process.

NEW BUSINESS

9.1 EA 'A' Recreation and Culture Commission Grant-In-Aid Applications

Mr. Porteous outlined the Grant-In-Aid process with respect to the role of staff and the Commission. Commissioner Seggie noted she found the Grant-In-Aid application form difficult to find on the web site. She suggested a button icon located beside the Area 'A' Recreation and Culture Service title on the web site would make finding the form much easier. Staff will consider this information and explore opportunities to resolve this issue.

Mr. Porteous then reviewed the brief Grant-In-Aid report and the Commission deliberated over the five applications that were received.

Upon review of the Cedar Senior's Drop In application the Commission was concerned that all of the information was not provided due to the group using the general RDN Grant-In-Aid application form rather than the Electoral Area 'A' specific Grant-In-Aid application form. Commission asked that staff expedite the process as efficiently as possible so the Commission could consider the revised application in a timely manner.

MOVED Commissioner Seggie, SECONDED Commissioner Gourlay, that the Grant-In-Aid Application from the Cedar Senior's Drop In be returned to the group with a request they reapply using an Electoral Area 'A' Grant-In-Aid Application form.

CARRIED

Commissioner Seggie left the meeting at 7:30pm citing a conflict of interest in relation to her role as a member of the South Wellington and Area Community Association.

Upon review of the South Wellington and Area Community Association's application the Commission addressed concerns regarding the cost of the dance instructor and lack of detail regarding the rental rate for the facility; however, the Commission was in favor of the application.

MOVED Commissioner Hutt-Randen, SECONDED Commissioner Gourlay, that the Grant-In-Aid request in the amount of \$608 from South Wellington and Area Community Association, to provide badminton and dance programs hall rental and to cover the dance instructor's fee, be approved.

CARRIED

Commissioner Seggie returned to the meeting at 7:40pm.

Commissioner Seggie left the meeting at 7:41pm also citing a conflict of interest in relation to her role with the South Wellington Elementary School Parent Advisory Committee.

Upon review of the South Wellington Elementary School Parent Advisory Committee's application the Commission addressed concerns with respect to the relationship of the Parent Advisory Committee with the School District and alternative funding sources involved with Parent Advisory Committees. Concerns were also addressed regarding a significant item in the application being viewed as a capital expenditure.

MOVED Commissioner Seggie, SECONDED Commissioner Hutt-Randon, that the Grant-In-Aid request in the amount of \$1,500 from the South Wellington Elementary School Parent Advisory Committee be denied, and that the application be referred back to staff to review and report back

to the Commission regarding the Parent Advisory Committee's role, responsibility and relationship with the School District.

CARRIED

Commissioner Seggie returned to the meeting at 7:55pm.

Upon consideration of the Cedar Community Association's application the Commission addressed concerns regarding the use of the funds requested due to the nature of the request. After considerable deliberation the Commission agreed in favor of the application; however, future discussion would be necessary to deal with some of the issues that had been addressed.

MOVED Commissioner Hutt-Randen, SECONDED Commissioner Fong, that the Grant-In-Aid request in the amount of \$1,500 from the Cedar Community Association be approved as a one time only grant and that a letter to clarify the Electoral Area 'A' Recreation and Culture Commission Grant-In-Aid criteria be sent to the group.

CARRIED

Upon consideration of the Cedar Community Secondary School Travel Club's application the Commission addressed concerns regarding the use of the funds requested due to the nature of the request.

MOVED Commissioner Gourlay, SECONDED Commissioner Fong, that the Grant-In-Aid request in the amount of \$1,328 from the Cedar Community Secondary School Travel Club, be denied.

CARRIED

The Commission requested the following items placed on the next agenda:

- Grant-In-Aid Criteria Review
- Travel Grants
- PAC And Other Government Organization Grants
- Wages / Honorariums

9.2 **Commission Appointments to Grant-In-Aid Sub Committee**

The appointment of three members to the Grant-In-Aid Sub Committee was postponed until the first meeting of the New Year.

COMMISSIONER ROUNDTABLE

- 10 Commissioner Fong noted, as he will be away until January, he would like to be on record that when the new Grant-In-Aid application from the Cedar Senior's Drop-In is received, should it indicate that their program is open to the public he would be in favour of approving their request.

Commissioner Seggie inquired about the installation of community boards at all area mail box locations to provide a consistent electoral area display forum for community events. This was part of the Master Plan recommendations in terms of a coordinated approach to promotions and marketing. Mr. Porteous explained that the Master Plan recommendations would be followed up once a service delivery model has been established.

Commissioner Seggie noted SWACA will host a Teen Potluck, as an opportunity to meet with local teens to brain storm for their ideas on activities and programs they would like to see in the community.

Commissioner Seggie reported Cedar Community School has a new preschool program Imagination Station which runs on Thursdays until the end of December. She stated it is an amazing program.

ADJOURNMENT

12 MOVED Commissioner Hutt-Randen that the meeting be adjourned at 9:00pm.

Chair

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, OCTOBER 6, 2008
7:00PM
AT NANOOSE LIBRARY HALL

Attendance: George Holme, Director, RDN Board
Frank Van Eynde, Chair
Gabrielle Cartlidge
Scott Wroe
Floyd Harry
Stephen Watson
Bonnie Whipple

Staff: Elaine McCulloch, Parks Planner

CALL TO ORDER

1 Chair Van Eynde called the meeting to order at 7:03pm.

DELEGATIONS

2 MOVED G. Holme, SECONDED G. Cartlidge, that the Nanoose Bay Elementary School Parents Advisory Committee (PAC) delegation, be received.

CARRIED

Cynthia Pollak, of the Nanoose Bay Elementary School (NBES) Parents Advisory Committee K-Play delegation, reported their group is in the process of raising \$75,000 for a kids play zone at NBES. Ms. Pollak stated that the NBES PAC is seeking financial support of \$30,000 from the Area E Parks and Open Space Committee for the new kids play zone.

MOVED G. Holme, SECONDED S. Wroe, that the late delegation Mel Spotswood regarding Highland Park, be received.

CARRIED

Mr. Spotswood informed the Committee about 200 person hours were spent this last summer improving Highland Park, in Fairwinds. The community volunteers maintain about 20 to 25 feet of park along the road and request the donation of three yards of soil for the plant beds.

MINUTES

3 MOVED G. Holme, SECONDED G. Cartlidge, that the Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Meeting held June 2, 2008, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

- 5 MOVED G. Holme, SECONDED G. Cartlidge, that the Correspondence I. MacDonald, re: Inappropriate Small Park Usage Fairwinds and W. Marshall to Ministry of Agriculture and Lands, re: Nanoose Place Park Signed Agreement, be received.

CARRIED

BUSINESS ARISING FROM THE DELEGATIONS

- 6 The Committee requested a complete NBES Kids Play Zone budget be forwarded for their consideration and review.

MOVED S. Watson, SECONDED S. Wroe, that the Regional District provide three yards of soil for the planting beds in Highland Park and that a thank you letter be sent to the volunteers for their good efforts in improving the area.

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

- 7 **I. MacDonald, Re: Inappropriate Small Park Usage Fairwinds**

MOVED G. Holme, SECONDED F. Harry, that large rocks be placed on the golf course side of the path to prevent golf carts from accessing the golf course.

CARRIED

REPORTS

- 8 **Staff Update**
Timberstone Development - \$20,000 Bond for Parks

Staff will confirm with the Planning Department if it is possible to place time limits on developers to ensure project completion.

Tree removal or pruning to improve views at Crowsnest Park now falls under the jurisdiction of the Bylaw Enforcement officer.

MOVED G. Holme, SECONDED F. Harry, that the Reports be received.

CARRIED

NEW BUSINESS

- 9 **Nanoose Bay POSAC Appointment to Fairwinds Local Area Plan Community Advisory Group**

Ms. Cartlidge will be the Nanoose Bay Parks and Open Space Advisory Committee representative on the Fairwinds Local Area Plan Community Advisory Group.

COMMITTEE ROUND TABLE

- 10 Ms. Whipple reported there is a good trail network from the Red Gap to the Rocking Horse Pub and the logging road at Northwest Bay Road. The trail is shown in the Southwestern British Columbia Road and Recreation Atlas.

Mr. Van Eynde reported there will be a review of the Bonnington Development, in Fairwinds, to determine how much surplus there is in the overall Fairwinds Development.

IN CAMERA

- 12 MOVED G. Holme, SECONDED S. Watson, that pursuant to Section (90) (1) (e) of the Community Charter the Committee proceed to an In Camera meeting to consider land issues.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
HELD ON MONDAY, OCTOBER 20, 2008, 7:30PM
AT ERRINGTON WAR MEMORIAL HALL**

Attendance: Peter Doukakis, Chair
Robyn Elliott
Kebble Scheaff
Linda Tchorz, Secretary
Reg Nosworthy
Lou Biggemann, Director, RDN Board

Staff: Elaine McCulloch, RDN Parks Planner

Absent: Don Brittain

CALL TO ORDER

1 Chair Doukakis called the meeting to order at 7:05pm.

DELEGATIONS

2 MOVED R. Nosworthy, SECONDED L. Biggemann, that the late delegation Gunther and Hildegard Buschhaus of the Mid Island Pensioners and Hobbyists Association be received.

CARRIED

Mr. Buschhaus thanked the Chair for the opportunity to address the Committee. Mr. Buschhaus stated additional parking is required at the Bradley Centre, which is owned by the Mid Island Pensioners and Hobbyists Association. The Association did approach the Ministry of Transportation and Highways (MOT) requesting they be allowed to buy back the adjacent vacant property, which was expropriated by MOT several years ago. MOT suggested a lease of the property (923 sq metres) instead, at a rate of \$3,900 per year, an amount which is not affordable for the group. As an alternate possibility the Association have requested the closure of the road way located adjacent to the Alberni Highway for the expansion of the parking facilities and request the Parks and Open Space Committee support them in their efforts to close the road way.

MINUTES

3 MOVED L. Biggemann, SECONDED R. Nosworthy, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held June 16, 2008, be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

4 Ms. McCulloch advised the Committee there is now a budget line in the 2009 Area F Community Parks Budget for the Arrowsmith Activities Building.

REPORTS

8.2 Malcolm Property Update

Ms. McCulloch reported the MOT Trail Permit for Redman Road to the Malcolm Property has been received. Coastal Fire Protection crews have created a rough trail, created three quarters of the trail loop and removed deadfall from the overgrown roads. The crew will complete the project next spring, as the work is an excellent opportunity to train staff in chainsaw use.

Mr. Steve Cross, a local resident, has worked on the road right-of-way from the Whiskey Creek Store, with the permission of the store owners. Mr. Cross will continue to work on the remaining trails over the winter. He did note concern by one property owner with the trail location so close to his property line.

A trail walk will be held Tuesday, November 4, 2008, to view the work Mr. Cross has completed and to clarify future plans. Mr. Elliott thanked Mr. Cross for his efforts on the trail.

MOVED L. Biggemann, SECONDED R. Elliott, that the Reports be received.

CARRIED

NEW BUSINESS

9 Proposed Road Closure – 975 Shearme Road

MOVED R. Nosworthy, SECONDED R. Elliott, that the Electoral Area 'F' Parks and Open Space Committee support the proposed Road Closure in Conjunction with Lot 1, Salvation Army Lots, Nanoose District, Plan 35528, 975 Shearme Road.

CARRIED

Mr. Nosworthy suggested the land behind Errington Fire Hall #1, on the old stagecoach trail, be considered as the next development project, with planning beginning in 2009.

MOVED R. Nosworthy, SECONDED K. Sheaff, that funding for a Community Park Management Plan for the Errington Fire Hall #1 Park and development of trails be included in the 2009 Area F Community Parks Budget.

CARRIED

COMMITTEE ROUND TABLE

10 Ms. Tchorz reported she was pleased to see the new Regional Parks and Trails Guide and the new trail signage on the Alberni Highway for Englishman River Regional Park and Top Bridge.

Mr. Biggemann reported a potential buyer for the old Errington Elementary School plans to use the facility for community purposes and an art centre.

Mr. Doukakis advised he has resigned from the Parksville and District Chamber of Commerce, however, will still live in the community and plans to remain a member of the Parks and Open Space Committee.

Ms. Elliott noted she was very busy with the plans for the annual Coombs Candy Walk in support of daycare/after school care at or near French Creek Elementary School.

Mr. Nosworthy reported he has been contacted by the Silver Spurs Riding Club regarding closure of a popular trail and their concern about the restriction of horseback riding on Regional District trails.

ADJOURNMENT

12 MOVED R. Nosworthy that the meeting be adjourned at 8:40pm.

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
HELD THURSDAY, OCTOBER 16, 2008, 7:00PM
AT OCEANSIDE PLACE**

Attendance: Joe Stanhope, Director, RDN Board
Brian Coath
Jacqueline Thomson
Aileen Fabris, Secretary

Staff: Elaine McCulloch, RDN Parks Planner

Absent: Jennifer O'Farrell, Chair

CALL TO ORDER

- 1 In the absence of Chair O'Farrell, Mr. Stanhope was unanimously elected to chair the meeting.
Mr. Stanhope called the meeting to order at 7:07pm.

MINUTES

- 3 **MOVED B. Coath, SECONDED J. Thomson, that the Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee Meeting held July 3, 2008, be approved.** CARRIED

REPORTS

- 8 **Monthly Update of Community Parks and Regional Parks and Trails Projects June to August 2008.**

Ms. McCulloch noted the following items:

- The Columbia Bike Park is visited every two weeks to check for any hazards.
- The spring toys will not be replaced at Boulton Park as the new CSA standards require a larger playground surface to accommodate new spring toys.
- 2,000 copies of the new Regional Parks and Trails Guide have been printed and will be distributed through out the Community.

NEW BUSINESS

- 9 **Proposed Policy Grant-In-Aid – Aileen Fabris**

MOVED A. Fabris, SECONDED J. Thomson, that Grant-In-Aid awarded to groups or individuals within District #68 and #69 by RDN Grant-In-Aid Committees, which are not utilized within an eighteen month period from the date of awarding, be returned to the Regional District. CARRIED

COMMITTEE ROUND TABLE

- 10 Mr. Coath reported citizens in the 1600 Block of Admiral Tryon community regularly fill in pot holes on the road and replace logs on the beach.

Ms. Fabris suggested rocks or logs be put in place on Plummer Road to inhibit car parking in the riparian areas of the Englishman River. She will also contact the San Paniel Owner's and Ratepayer's Association to solicit their opinions and ideas.

Mr. Stanhope highlighted several Board accomplishments:

- Top Bridge Crossing
- Englishman River Regional Park Management Plan
- Dashwood Community Park Revitalization
- U17 World Hockey Tournament to be held in Port Alberni and other Island Communities, including Parksville, as a result of Community Youth Grants
- Regional Parks and Trails brochure, kiosks and signage as a result of a grant from UBC Tourism.

All Committee members thanked members of the staff who contributed to the layout and design of the "Breathe" Regional Parks and Trails Guide. Stating it is a very useful and informative brochure.

IN CAMERA

- 13 MOVED B. Coath, SECONDED J. Thomson, that pursuant to Section (90) (1) (e) of the Community Charter the Committee proceed to an In Camera meeting to consider land issues.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
OCTOBER 2, 2008 AT LIGHTHOUSE COMMUNITY CENTRE
10:00 AM**

Attendance: Michael Procter, Chair
Patty Biro, Secretary
David Bartram, Director, RDN Board
Valerie Weismiller
Brenda Wilson
Barry Ellis
Marguerite Little

Staff: Jonathan Lobb, Parks Operations Coordinator

CALL TO ORDER

1 Chair Procter called the meeting to order at 10:10am following the Electoral Area 'H' Park Tour.

MINUTES

3 MOVED D. Bartram, SECONDED V. Weismiller, that the Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee Meeting Held Thursday, August 13, 2008, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

5 MOVED D. Bartram, SECONDED B. Wilson, that the late Correspondence D. Eddy, Mapleguard Ratepayer's Association, re: Deep Bay Park New Proposed Trail Along Pardiac Lands, be received.

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

7 MOVED D. Bartram, SECONDED B. Wilson, that a written response be forwarded to the Mapleguard Ratepayer's Association with regard to the trail in Deep Bay Park and that all Committee members have the opportunity to review the correspondence content prior to the final draft.

CARRIED

REPORTS

8 **Monthly Update of Community Parks and Regional Parks and Trails Projects February to August 2008.**

MOVED V. Weismiller, SECONDED M. Little, that the Reports be received.

CARRIED

NEW BUSINESS

- 9 A letter of appreciation will be prepared and forwarded to Peter Mason from the Advisory Committee, thanking him for his quick and economical survey of Deep Bay Creek Community Park.

Committee members requested the Regional District be made aware the E & N Corridor, from Deep Bay Creek Community Park to Pearl Park, should be developed first.

COMMITTEE ROUND TABLE

- 10 Ms. Weismiller continues to work with trail groups throughout Area 'H'.

Lighthouse Recreation Commission sponsored Poker Path Fun Walk in Wildwood Park was well attended and introduced the park to many new users.

Lighthouse Recreation Commission continues to organize and sponsor recreational opportunities in the area. Badminton, Floor Hockey and a Community Halloween Party will all be held this fall.

Mr. Procter thanked Mr. Lobb for arranging the Electoral Area 'H' park tour.

Mr. Bartram noted the next meeting for the Village Planning Committee will be held Monday, October 27, 2008, at 6:30pm, at the Lighthouse Community Centre.

ADJOURNMENT

- 12 MOVED D. Bartram that the meeting be adjourned at 11:15am.

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
REGIONAL PARKS AND TRAILS ADVISORY COMMITTEE MEETING
HELD ON TUESDAY, NOVEMBER 4, 2008, 12:00PM
IN THE RDN COMMITTEE ROOM**

- Attendance:** Director Larry McNabb, Chair
Director Maureen Young
Director Joe Stanhope
Director Sandy Herle
Frank Van Eynde
Harriet Rueggeberg
Peter Rothermel
- Staff:** Tom Osborne, General Manager Recreation and Parks
Wendy Marshall, Manager of Park Services
Marilynn Newsted, Recording Secretary
- Regrets:** Director Dave Bartram
- Also In Attendance:** Jack Wilson, Councilor, Town of Qualicum Beach
-

CALL TO ORDER

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

MINUTES

- 3 MOVED F. Van Eynde, SECONDED M. Young, that the Minutes of the Regional Parks and Trail Advisory Committee Meeting held Tuesday, October 7, 2008, be approved. CARRIED

COMMUNICATIONS/CORRESPONDENCE

- 5 MOVED J. Stanhope, SECONDED F. Van Eynde, that the following Correspondence be received:
- Chandra Bueckert, Re: Protect Qualicum Beach Salmon Forest
 - J. Michel to Ministry of Environment, Re: Joint Development Plan Funding Horne Lake Regional Park
 - T. Osborne to Hupacasath First Nation, Re: MoU Proposed Mount Arrowsmith Massif Regional Park
- CARRIED

REPORTS

- 8.1 **Monthly Update of Community Parks and Regional Parks and Trails Projects For September**

Ms. Marshall highlighted the following items:

- Trail development work and sign installation continues on Mt. Benson with the assistance of a NALT crew.
- Three culverts are now in place on the section of the Morden Colliery Regional Trail where the bridge was destroyed last winter. A portion of the trail repair costs will be covered by the Provincial Emergency Plan.
- The Regional District/Duck Unlimited 99 year lease agreement for the Little Qualicum River Estuary Conservation Area will soon be in place. Consultant, Holly Clermont, has begun work on the management plan.
- The first phase of the Community Tourism Program has been completed with the printing of the new Regional Parks and Trails Guide, the installation of five kiosks and road side signage. The second phase of the funding will be the E and N Rail Trail.

MOVED F. Van Eynde, SECONDED M. Young, that the Monthly Update of Community Parks and Regional Parks and Trails Projects Report for September, be received.

CARRIED

8.2 Mount Benson Regional Park Management Plan – Terms of Reference

Ms. Rueggeberg left the meeting at 12:15pm citing a possible conflict of interest in relation to her work as a land use consultant.

MOVED F. Van Eynde, SECONDED M. Young, that the Terms of Reference for the Mount Benson Regional Park Management Plan be approved.

CARRIED

MOVED F. Van Eynde, SECONDED J. Stanhope, that staff be directed to issue a Request for Proposals for a Project Consultant for the development of the Mount Benson Regional Park Management Plan.

CARRIED

MOVED J. Stanhope, SECONDED S. Herle, that two members of the Regional Parks and Trails Advisory Committee, Maureen Young and Frank Van Eynde, be appointed to participate as members of the Mount Benson Regional Park Management Plan Sub Committee.

CARRIED

Ms. Rueggeberg returned to the meeting at 12:20pm.

MOVED M. Young, SECONDED F. Van Eynde, that the Mount Benson Regional Park Management Plan – Terms of Reference Report, be received.

CARRIED

8.3 Englishman River Regional Park Management Plan

Ms. Rueggeberg left the meeting at 12:25pm citing a possible conflict of interest in relation to her work as a land use consultant.

MOVED J. Stanhope, SECONDED S. Herle, that the Englishman River Regional Park Management Plan be approved.

CARRIED

Ms. Rueggeberg returned to the meeting at 12:28pm.

NEW BUSINESS

9 Coats Property Acquisition

Mr. Osborne reported that on October 28, 2008, the Regional Board passed a resolution which approved the purchase agreement and lease with The Nature Trust of BC for the operation and management of the Coats Marsh, on Gabriola Island, as our tenth regional park.

IN CAMERA

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

CARRIED

Chair



RDN REPORT		
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BOARD	✓	Nov 5 '08
RPTAC Nov 4 '08		

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: October 24, 2008

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: Mount Benson Regional Park Management Plan – Terms of Reference

PURPOSE

To obtain Board approval of the Terms of Reference for undertaking a Management Planning Process for Mount Benson Regional Park.

BACKGROUND

In 2006, the Regional Board authorized the purchase of 212 hectares (523 hectares) of forestry land on the slopes of Mount Benson for Regional Park. The Regional District of Nanaimo partnered with the Nanaimo Area Land Trust (NALT) to secure the property through a contribution agreement which provided NALT two years to raise half of the purchase price. NALT fulfilled their commitment in the spring of 2008. The Contribution agreement stated that a management plan would be undertaken before the third anniversary of the park purchase and that the RDN would work with NALT to prepare a plan that would address the natural and cultural values; vision and objectives; trail development; and plan implementation. The agreement also speaks to the development of a Conservation Covenant to be completed as part of the management plan process.

Proposed Terms of Reference

The Terms of Reference calls for a development of the park's first management plan capable of guiding the operations, development, and management of the park over a 10-year period (2009-2019). It is proposed that the Regional District retain a consultant to undertake the development of the first Management Plan for Mount Benson Regional Park. The Terms of Reference outline a number of objectives to be addressed during the process, and requires the consultant to undertake a significant consultation program.

Timeframe for the Plan's Completion

Staff anticipate the project work can be completed within 2009 with the following timeframe:

- November 2008 Terms of Reference approved by Regional Board
- December-January 2009 RFP issued and Project Consultant retained

- February - May Research work commences
- May Public Open House
- June Complete policies, targets and actions
- August to October Circulate draft management plan
- October Public Open House to review draft plan
- November Submit revised draft plan and undertake final changes
- January 2010 Management Plan approved by Regional Board

ALTERNATIVES

1. That the Terms of Reference for the Mount Benson regional Park be approved as presented.
2. That the Terms of Reference not be approved and amendments made as directed.

FINANCIAL IMPLICATIONS

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

PARTNERSHIP IMPLICATIONS

As partner in the purchase of the property, NALT will be invited to participate in all stages of the management planning process. Two NALT Board members will be invited to sit on the Mount Benson Regional Park Management Plan Sub-committee. NALT is in the process of reviewing and approving the Terms of Reference for the Management Plan.

CITIZEN IMPLICATIONS

The Terms of Reference calls on the consultant to undertake a comprehensive public consultation process as per the RDN Public Consultation/Communication Framework Policy No.A1.23. The consultation will include seeking input from a variety of park user groups, hosting two public Open Houses, and commissioning a survey to gather a range of input. The Terms of Reference proposes a consultation process that will allow for residents, organizations and government agencies to be involved in the Plan’s preparation.

SUSTAINABILILTY IMPLICATIONS

One of the reasons that the RDN and NALT purchased the property on Mount Benson was to preserve the forested lands and the ecosystems found within. The development of a management plan will help guide the RDN in managing the lands to preserve the forest ecosystem for future generations.

SUMMARY

In 2006, the Regional Board authorized the purchase of 212 hectares (523 hectares) forestry land for Regional Park. The Regional District of Nanaimo partnered with the Nanaimo Area Land Trust (NALT) to secure the property. A Terms of Reference has been prepared to guide the preparation of the first management plan for the park.

RECOMMENDATIONS

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


per/Report Writer

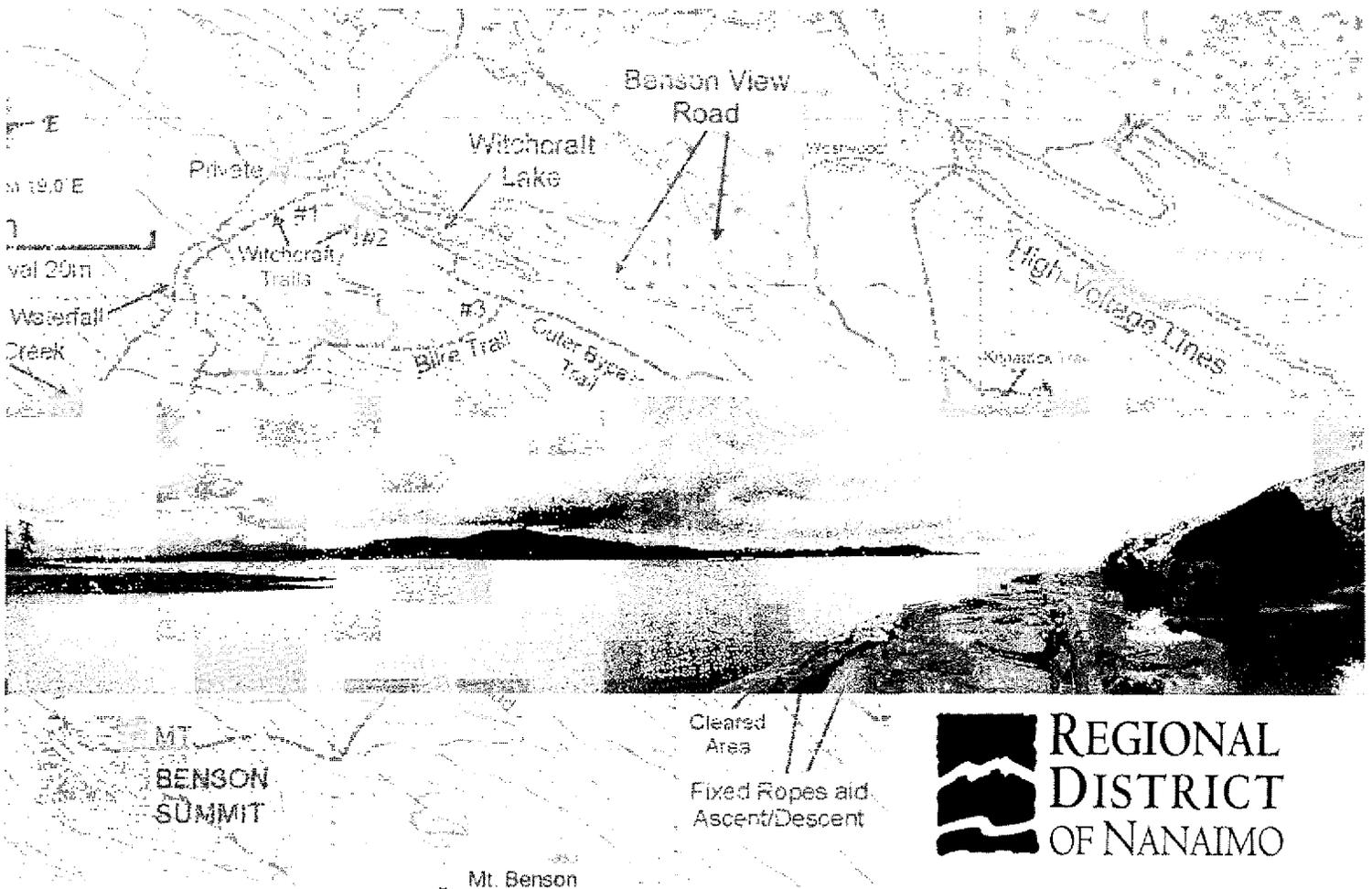

General Manager Concurrence


CAO Concurrence

Regional District of Nanaimo

Mount Benson Regional Park Management Plan

TERMS OF REFERENCE December, 2008



www.rdn.bc.ca



Request for Consultant Services

Mount Benson Regional Park Management Plan

Terms of Reference

1. INTRODUCTION

The Regional District of Nanaimo (RDN) and the Nanaimo & Area Land Trust (NALT) are seeking proposals from qualified consultants interested in preparing a management plan for Mount Benson Regional Park. This will be the Regional Park's first management plan. It will guide the operations, development, and stewardship of the property based on comprehensive analysis of property values and public and stakeholder consultation. The plan will confirm the long-term vision and goals for Mount Benson Regional Park and identify shorter term management policies and actions for the period 2009-2019. The plan is to be reviewed after five years (2014) by a management steering committee and updated formally at ten-year intervals.

2. BACKGROUND

Park Location

Mount Benson Regional Park (MBRP) is located west of the City of Nanaimo and includes the lands leading up to the summit of Mount Benson and the top-most part of the north and east slopes facing Nanaimo and Lantzville. A scenic backdrop to Nanaimo, this rough mountainous park lies above the 457 m (1,500 foot) level and rises up to the peak of Mount Benson at 1,006 m (3,300 feet). Stunning views from the peak and higher elevation viewpoints overlook the City of Nanaimo, the Strait of Georgia and Mainland on the north and east, with a mountainous panorama into the central Vancouver Island highland mountain to the south and west.

The park property adjoins TimberWest land on the south and west (back) slopes, Island Timberlands property in the south and east slopes (above Harewood and Extension), and BC Crown land leased to Vancouver Island University under a woodlot license on the north slope (above Jameson Road and Benson View Road). A 4.8 hectare (12 acre) area of the summit is owned by Cercomm Electronics Limited, which operates the transmitter facilities that serve the central island area. Cercomm has easement rights on the property that has been acquired to allow for their construction of an access road or electrical power lines should they be required in the future for the transmitter site. In addition, there is a small Provincial Crown land parcel at the summit where a fire lookout was located in the past.

In total, MBRP represents 212 hectares (523 acres) of second growth terrestrial herbaceous habitat (fir forests with mossy rock outcrops) which also includes small patches of older growth forest. Historically, the property was used primarily as private managed forest. The summit of Mount Benson is the highest point of the Millstone River watershed, and is the source of McGarrigle Creek, which flows down to Witchcraft Lake. The Property is an important part of the network of wildlife corridors that link the central Vancouver Island mountain range system.

Park Access

Situated at the top of Mount Benson, surrounded by private lands and Crown forest, public access to the park presents a challenge. The two potential trailhead areas to access the unofficial hiking trails originating on the north face of the property are located at Westwood Lake and Witchcraft Lake, which are City of Nanaimo parkland properties. There is also a rough service road to the summit on the south side, and a logging road that crosses Island Timberlands property on the east side.

Acquisition

In 2006, the Regional District of Nanaimo partnered with the Nanaimo & Area Land Trust (NALT) to secure the 212 hectare (523 acre) regional park. With the assistance of the Mount Benson Legacy Group, NALT raised half the purchasing price of the park to reimburse the RDN through an extensive fundraising campaign. As part of the Management Plan process, RDN and NALT will be working on the Management Plan together with the consultant to define the terms of a Conservation Covenant to be placed on the land.

Partners

NALT is an organization that has the authority to set up conservation covenants and to monitor and enforce conservation covenant agreements in perpetuity. The Trust can raise funds to purchase valuable green space and give charitable tax receipts to donors and supporters. NALT membership is made up of local residents who have mutual concerns about conserving natural assets in the Nanaimo area.

Regional Context

The Regional District of Nanaimo (RDN) manages about 650 hectares of regional park, trail and conservation lands in the mid-Vancouver Island area along with another 250 hectares of neighbourhood or community park and trail. A Regional Parks and Trails Plan completed in 2005 sets out the goals of the RDN in respect to land management, stewardship and recreational use of regionally significant properties. As is the case with MBRP, when managing such properties the RDN is often acting in partnership with major conservation and land trust organizations and the Province. Together, the RDN and its partners seek to protect and steward the lands while at the same time provide for rewarding and educational outdoor recreational experiences. A primary management goal for these lands will always be to strike a sustainable balance between protection and human use.

3. PLAN CONTENT

The Mount Benson Regional Park Management Plan (MBRPMP) is a strategic plan that will define the future direction, policies, priorities, and actions for the Regional District of Nanaimo in the short and long term with a 10 year focus (2009-2019).

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

3.1 Gather Baseline Information

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

- *Property and Land Status*
 - size and location (extents);
 - legal encumbrances;
 - applicable zoning, official community plan and land and park use regulations;
 - history of land use to acquisition and since acquisition;
 - neighbouring land uses;
 - applicable fire protection services;
 - detailed property description – trails, road networks, vegetation, views, access (supported with GPS or survey data).

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

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

- *Cultural Values*
 - identify any registered archaeological sites or sites of heritage interest;
 - assess the extent to which the property is a known ‘place’ within the Regional District, particularly the Nanaimo area, and characterize the nature of human attachment to it.

- *Resource Values*
 - Forestry plan

- *Educational Values*
 - review how MBRP has been used for educational purposes by external agencies, e.g., Vancouver Island University’s forestry program, and other community groups;
 - identify past and continuing research activities, carried out at MBRP.
 - investigate opportunities for formal integration of the site into area school and university-college curriculum for either education or research purposes (provide examples from elsewhere).

3.2 Establish Direction

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

3.3 Develop Implementation Strategies

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

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

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

4. PROJECT MANAGEMENT

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

The process of developing the MBRPMP will be conducted by a Mount Benson Management Plan Subcommittee made up of two representatives from the RDN Regional Parks and Trail Advisory Committee (RPTAC) and two representatives from the NALT Board of Directors. This committee will:

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

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

5. BUDGET, LEVEL OF EFFORT AND AVAILABLE RESOURCES

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

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

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

6. PUBLIC CONSULTATION PROGRAM

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

- Anyone likely to be affected by a decision shall have opportunities for input into that decision;
- The consultation process shall allow for a meaningful level of involvement;
- All positions and input received will be considered; not all input can and will be accommodated;
- The process shall recognize and take into account the different characteristics and abilities of the community;
- The process shall recognize interdepartmental issues and concerns, and shall involve and coordinate internal staff resources as necessary or appropriate.

- The integrity of broad public involvement must be paramount to the process and must not be superseded by any individual or interest group;
- The RDN shall provide feedback, in a timely manner, about how public input has been utilized in Board decisions, and how the public will be affected;
- An evaluation component shall be built in to the process to allow those involved to learn from past experiences and to ensure the proper use of resources.

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

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

- ongoing consultation with the MBMP Sub-Committee and the RDN & NALT Staff Working Group;
- interviews with community organizations, staff at the City of Nanaimo, other government and corporate organizations;
- public surveys; and
- a minimum of two Nanaimo-area Open Houses to solicit views, comments and opinions on the MBRP and to present the draft MBRPMP and receive comments prior to the preparation of the final document.

7. REFERRALS

Partnering Land Trust Agencies – NALT

Local Recreation Clubs – hiking, snowshoeing, running, mountain biking, field naturalists, ATV and 4X4 users.

Provincial & Other Government Agencies – City of Nanaimo, District of Lantzville, City of Parksville, Town of Qualicum Beach, Ministry of Tourism, Culture and the Arts, Ministry of the Environment, Ministry of Forests

Neighbouring Private Corporations (trail use agreements) – Vancouver Island University Woodlot, Timberwest, Island Timberlands, CERCOMM.

Other Organizations - Mount Benson Legacy Group; East Wellington Volunteer Fire Dept.; BC Forest Service, Mid Island Fire Zone, RDN East Wellington Pleasant Valley Parks and Open Space Advisory Committee

8. CONSULTANTS PROPOSAL TO INCLUDE:

- A proposed methodology and table of contents for the Regional Parks Plan;
- a work program detailing stages, deliverables and timing; This work program will detail all phases, including research, public involvement and plan development.
- an outline of a proposed comprehensive consultation process that:
 - will not direct or control the scope of the project.
 - will facilitate a broad range of input through a continuum of questioning from very general matters to very detailed issues.

- will account for different stakeholder knowledge levels in regards to Regional Park policies and goals.
- will utilize a varied approach to obtain input from a wide range of Regional District residents.
- will obtain detailed and accurate input that will yield data that can be analyzed.
- information as to the qualifications, ability and past experience of the company with similar projects, including references of other Park Plan projects the consultant has completed, preferably in a Regional District setting;
- a list of the personnel who will work on the project, their individual experience specifically related to Park Planning and what their role will be;
- a list of sub-consultants, including their company and staff experience specifically related to their role; and
- a schedule that includes the fee structure and the upper limits of the project cost. This fee structure must include an outline of fees for at least the following:
 - sub-consultants
 - draft plan
 - all disbursements
 - hourly rate schedule of personnel assigned to the project and man-hour requirements for each
 - federal Goods and Services Tax
 - all other fees associated with the project.

9. DELIVERABLES

- A document reflecting the outcome of the first management planning process for MBRP - providing clear directions for the management of the property over the 2009-2019 period. The main section of the plan should be no more than 50 to 60 pages, including maps, photos and charts. Detailed background information should be contained in appendixes if directly relevant to the understanding of the main document and otherwise placed in separate annexes. Use of tables, matrices, charts, maps and photographs is encouraged.
- A draft Conservation Covenant that reflects the RDN's regional park goals and policies and the specific Management Plan directions while protecting NALT's interests in the Property and its future management.
- Other deliverables include the successful completion of a public and stakeholder consultation process; and the presentation of a clear and concise set of operational policies and actions.
- All material presented by the contractor must be submitted in triplicate hard copy as well as in suitable digital format. At least some photographs should be of presentation quality and useful in the promotion of MBRP; videos may be used to document the current state of the property.

10 PROJECT MANAGEMENT PROCESS

A mandatory site visit will be held at MBRP (Benson View Road Trailhead) Thursday, 11 December, 2008 at 09:30:00 hours. Consultants wishing to submit a proposal for consultant services must attend the site visit and should register by phone or e-mail for the site visit with Elaine McCulloch at (250) 248-3252 or emcculloch@rdn.bc.ca by 16:30:00 hours Wednesday, 10 December, 2008.

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

Proposals will be rated as follows:

Max. Score	Criteria
2	credentials and references are strong;
2	experience is relevant and extensive;
	the draft work program presented:
2	<ul style="list-style-type: none"> reflects the objectives detailed in section 3 above;
2	<ul style="list-style-type: none"> presents an appropriate mix of team members and sub-consultants;
2	<ul style="list-style-type: none"> involves a clear plan to review baseline information and develop policies and actions;
2	<ul style="list-style-type: none"> presents a comprehensive public consultation strategy based on the RDN's Public Consultation/Communication Framework Policy No. A1-23;
2	fee breakdown supports the work program presented & the total fee provides good value.
14	Total

The RDN will attempt to contact the successful proponent by telephone no later than 16:00:00 hours Friday, 23 January 2009. All proponents will be notified of selection results by telephone and mail. A first meeting with the successful proponent will be held Tuesday, 27 January 2009 at the RDN Recreation and Parks Offices in Parksville. RDN Parks staff will manage the project in consultation with staff from NALT. Draft and final management plans will be reviewed by the RDN's Regional Parks and Trails Advisory Committee along with NALT. The RDN and NALT Boards will provide final management plan approval.

Given the proposed project schedule shown below, equal payments by the RDN will be made as follows: (a) 31 March 2009, (b) 31 May 2009 and (c) August 31 2009.

11. PROPOSED PROJECT SCHEDULE

2008

1 Dec	Issue request for consultant services.
10 Dec.	Registration for Site Meeting
11 Dec	Mandatory site visit 09:30:00 hours, MBRP.

2009

16 Jan.	Proposals due by 16:30:00 hours.
23 Jan.	Proponent contacted by 16:00:00 hours.
27 Jan.	First meeting between contractor RDN Park staff, and NALT.
Feb-May	Data review, stakeholder consultation, confirmation of vision and goals; strategizing.
May	Public consultation & Open House #1.
June	Complete strategies, targets and actions.
July	Review draft management plan.
Aug-Oct	Circulate Draft Plan and hold Open House #2.
November	Submit revised draft plan.
Nov-Dec	Undertake final changes.
December	Submit final plan for RDN and NALT Boards approvals.

12. CONTACTS

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



RDN REPORT		
CAO APPROVAL <i>(Signature)</i>		
EAP		
COW		
OCT 28 2008		
RHD		
BOARD	✓	Nov. 28 '08
RPTAC Nov. 4 '08		

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: October 28, 2008

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: Englishman River Regional Park Management Plan

PURPOSE

To review and approve the Englishman River Regional Park Management Plan.

BACKGROUND

In 2007 the RDN Board approved the Terms of Reference for the first Management Plan for Englishman River Regional Park (ERRP). The five year plan has now been completed.

The ERRP is comprised of two parcels that make up Block 602 located mostly on the north side of the Englishman River with small portions that spill over to the south side of the river. Through lease agreements approved by the RDN Board with the agencies that now own the property (The Nature Trust (TNT) and the Ministry of the Environment (MOE)); the RDN has become the manager of the ERRP with the responsibility of ensuring that management and operation as a Regional Park are compatible with the conservation aims of the landowners.

The RDN will apply the management plan to both Provincial and TNT parcels while respecting the conditions of the Provincial lease. Operationally and for the purposes of this plan, management of the ERRP is focused on the north side of the river: the small southern portions will be managed by TNT in conjunction with Block 564.

The Management Plan outlines the long-term vision, management principles and goals for the ERRP and provides specific policies and actions for the management and stewardship of the natural, cultural and recreational features of the park.

The vision reflects the underlying goal to strike a balance between environmental protection and sustainable human use. The park forms part of a larger conservation effort along the river and management decisions in the ERRP will work in concert with these initiatives. Conservation will be balanced with passive recreation and education about the area's natural history.

The Plan sets out a series of management polices and accompanying operational actions to move towards achieving the plan goals over the next 5 years. The actions are prioritized from high to low with high

being activities to undertake in the first 1-2 years. Notable actions to take include establishing the first meeting of the Park Management Steering Committee and the Fisheries and Conservation Advisory Committee; initiate the Park Use Zone template and an information and education program; develop a 5 year plan for generation of baseline inventory and monitoring program; identify a horse crossing of the river; and complete the decommission of the gravel pit.

ALTERNATIVES

1. That the Englishman River Regional Park Management Plan be approved.
2. That the Englishman River Regional Park Management Plan not be approved and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

The estimated total cost for the operational and capital projects outlined in Section 7 of the plan for 2009 and 2010 is approximately \$50,000. This total includes items already covered in the operational budget including \$12,000 per year for the park operator. The total estimated cost for the Operational Actions over the five years is over \$100,000. The costs outlined in the plan are rough estimates and the actual costs will be determined when the projects are initiated. Funding for development projects and administrative activities will be from the Regional Parks Budget. However, it is possible that funding may be augmented by project partnerships and grant funding.

The role of the Park Management Steering Committee will be to review the operational actions list on a yearly basis and to develop a yearly work plan with updated costs for each project. These costs will then be included in the yearly Regional Park budget.

PUBLIC CONSULTATION IMPLICATIONS

Public consultation included surveys, open houses and presentations with stakeholders. Open houses were held on September 30th, 2007, in the park as part of BC Rivers Day and October 17th, 2007 at Oceanside Place to inform the public about the management plan and get feedback on three alternative concept plans. These were attended by the general public as well as representatives from TNT, District 69 Recreation Commission, Area G Parks and Open Space Advisory Committee, Community Fisheries Development Centre, Englishman River Watershed Recovery Plan Steering Committee and other conservation societies.

The “low-use footprint” alternative was generally favoured by those attendees who filled out a questionnaire form and those who participated in a short workshop at the October 17th event. Protection of wildlife corridors and maintaining the natural integrity of the area were key themes in their comments. Education about the park’s natural features and the need to stay on trails was emphasized.

In July 2008, a draft version of the Management Plan was posted on the RDN’s website, along with a questionnaire regarding the vision, goals and management policies of the plan. All stakeholders were contacted by email to inform them of the availability of the draft plan and requesting their input via the questionnaire or direct contact by September 30th. Fourteen responses to the questionnaire were received, as well as correspondence from the several stakeholders. For the most part, reviewers generally agreed with the goals and policies presented in the draft plan.

SUSTAINABILITY IMPLICATIONS

The vision, principles and goals of this management plan support the conservation of the environmental features of the park in concert with other conservation efforts taking place along the river. Actions outlined in the plan include initiatives to protect both the terrestrial and river habitats to protect and enhance the ecosystems in the park. Through baseline inventories and monitoring programs, the health of the parks ecosystems will be studied and actions applied to ensure long term survival and enhancement. This will protect not only species found in the park, but will contribute to the environmental health of the river and the region as a whole.

SUMMARY

In April 2007, the Regional Board approved the Terms of Reference to develop the Englishman River Regional Park Management Plan that would guide the day-to-day and longer-term operations and administration of the Regional Park for five years. The Management Plan outlines the long-term vision, management principles and goals for the ERRP and provides specific policies and actions for the management and stewardship of the natural, cultural and recreational features of the park.

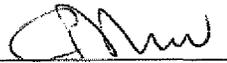
RECOMMENDATION

That the Englishman River Regional Park Management Plan be approved.

Report Writer



General Manager Concurrence



CAO Concurrence

Appendix 1

Englishman River Regional Park Management Plan

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 COMMUNITY JUSTICE
SELECT COMMITTEE MEETING
HELD ON TUESDAY, OCTOBER 28, 2008 AT 10:00 AM
AT OCEANSIDE PLACE, PARKSVILLE**

Present:

Director Lou Biggemann	Chairperson
Director Teunis Westbroek	Town of Qualicum Beach
Director Sandy Herle	City of Parksville
Director George Holme	Electoral Area E
Director Joe Stanhope	Electoral Area G
Director Dave Bartram	Electoral Area H

Also in attendance:

Carol Mason	Chief Administrative Officer
Nancy Avery	General Manager Finance & Information Services
Linda Burgoyne	Administrative Assistant

CALL TO ORDER

The Chairperson called the meeting to order.

MINUTES

MOVED Director Holme, SECONDED Director Bartram, that the minutes from the District 69 Community Justice Select Committee meeting held March 13, 2008, be received.

CARRIED

DELEGATION

Staff Sergeant Brian Hunter of the Oceanside RCMP Detachment was introduced and provided program updates to the Committee members regarding Victim Services and Restorative Justice. Funding amounts were discussed regarding the two programs. The current funding contribution from the RDN (Electoral Areas E, F, G & H), City of Parksville and Town of Qualicum Beach totals \$55,000. The Detachment provided budget details identifying a funding need of \$90,000, primarily to account for an increase to matching funds for Victim Services from \$30,000 to \$60,000.

REPORTS

1. **Grant in Aid Requests:**

(a) Citizens on Patrol

An application was received requesting a grant to assist with mileage expenses for members to conduct patrols. The grant request was for up to \$13,373 (.35¢/km).

MOVED Director Westbroek, SECONDED Director Bartram that a grant reflecting .25¢/km to a maximum of \$1,500 be provided to Citizens on Patrol as outlined in their 2009 application.

CARRIED

	Parksville	QB	E	F	G	H
Approved	\$ 1,500	\$ 1,500	\$ 1,170	\$ 340	\$ 640	\$ 305
Requested (@ .25¢ /km)	\$ 2,215	\$ 2,233	\$ 1,172	\$ 339	\$ 639	\$ 302

(b) D69 Speedwatch

An application was received requesting a grant of \$1,500 to be used towards the purchase of a radar speed Board, plus support equipment, for their speedwatch program.

(c) Oceanside Community Network

An application was received requesting a grant of \$1,200 to be used to produce newspaper flyers for distribution with the local newspapers to educate the public regarding their gatekeepers program.

MOVED Director Westbrook, SECONDED Director Bartram that the D69 Speedwatch program and the Oceanside Community Network be advised that due to limited funding the Committee was unable to provide funds for their programs, and requested that they apply to the general Grants-in-Aid program in the Spring 2009.

CARRIED

2. **History of Grant Funding and Balances Available.**

N. Avery reviewed information reported to the Committee in March 2008 regarding the parcel tax amount which raises \$55,000 to support the Victim Services and Community (Restorative) Justice programs. To raise \$55,000 each property pays approximately \$2.40. To increase this amount to \$70,000 each property would pay approximately \$3.05.

MOVED Director Stanhope, SECONDED Director Westbrook, that staff prepare a report with recommendations regarding options to increase funding for Victim Services and Community Justice programs.

CARRIED

ADJOURNMENT

MOVED Director Westbrook, SECONDED Director Stanhope, that the meeting adjourn.

CARRIED

TIME: 11:25 AM.

CHAIRPERSON



RDN REPORT	
CAO APPROVAL <i>AM</i>	
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BOARD	✓ Nov 25 '08

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: November 11, 2008

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

FILE:

SUBJECT: Additional Funding for Victim Services/Restorative Justice Programs for 2009

PURPOSE:

To provide a summary of options with respect to additional funding in 2009 for Restorative Justice and Victim Services programs in District 69.

BACKGROUND:

At its meeting held October 28, 2008, the District 69 Community Justice Select Committee received information from a representative of the Oceanside RCMP with respect to the Victim Services and Restorative Justice programs operated in District 69. The Victim Services program is partly funded by the Province of BC through the Ministry of the Attorney General, while the Restorative Justice program is entirely funded by donations, small amounts of training grants and local government support.

The District 69 Community Justice service was established to raise \$55,000 to support these programs. Based on the projected 2009 budgets for both programs, the funding requested in order to operate both programs at optimal levels would be \$90,000. The funding would be split as \$60,000 to Victim Services (this matches the Provincial contribution) and \$30,000 for Restorative Justice.

The levy for the D69 Community Justice service is collected as a parcel tax in the approximate amount of \$2.35. In a report presented to the Committee in March of this year, staff provided a range of values which might be considered if the Board supported additional financial support to these programs. The committee requested an update to that information, which is presented in this report.

ALTERNATIVES:

1. Provide program support in 2009 in the amount of \$90,000.
2. Provide program support in 2009 at the current level of \$55,000.
3. Provide an alternate level of support as described below.

FINANCIAL IMPLICATIONS:Alternative 1

Under this alternative, the annual funding support would rise from \$55,000 to \$90,000. Presently the maximum that can be raised for this service is \$89,000. Raising an amount greater than \$89,000 would require an amendment to the establishing bylaw and Inspector approval. If \$89,000 were raised the parcel tax rate would be approximately \$3.80.

Alternative 2

Under this alternative, the support level would remain at \$55,000. At present about \$30,000 has been provided, on the recommendation of the RCMP to the Restorative Justice Program (not cost shared with the Province). The remaining \$25,000 partially matches Provincial funding for the Victim Services program.

Alternative 3

Staff provide below a range of amounts which might be considered for these programs (the amounts have been rounded to the nearest \$0.05 cents):

\$60,000	\$2.55
\$65,000	\$2.80
\$70,000	\$3.00
\$75,000	\$3.25
\$80,000	\$3.40
\$85,000	\$3.65

SUSTAINABILITY IMPLICATIONS:

Both programs provide valuable local resources to assist in reducing the trauma to victims of crime and early intervention, particularly with youth, in avoiding the criminal justice system for petty crimes. There is no mandatory requirement to fund either program; however, most mature communities provide funding at some level.

SUMMARY/CONCLUSIONS:

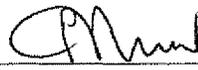
The D69 Community Justice Select Committee requested an update to the possible amount of funding assistance for the Victim Services and Restorative Justice programs that can be made available through the D69 Community Justice service. The Victim Services program is partially funded by the Province, with a desire that local governments provide matching funds. In District 69 the matching request would be \$60,000. The Restorative Justice program provided a budget estimate of \$30,000 for 2009.

Presently a total of \$55,000 is raised by way of a parcel tax levy in the amount of \$2.35. The funding formula in the bylaw would allow up to \$89,000 to be raised before a formal amendment to the bylaw limits would be required. Providing an amount of \$89,000 would result in a parcel tax rate of about \$3.80. Staff have also outlined other levels which could be considered for this purpose.

RECOMMENDATION:

1. That the Board confirm the base funding for Victim Services and Restorative Justice programs in District 69 at \$55,000 per year.
2. That the Board provide direction to staff with respect to additional funding for the D69 Community Justice Service for consideration in the 2009 budget.


Report Writer


C.A.O. Concurrence

COMMENTS:



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EAP		
COW		
NOV 14 2008		
RHD		
BOARD	✓	Nov 25 '08

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: November 5, 2008

FROM: Helmut Blanken P.Eng.
Superintendent Engineering & Disposal Operations

FILE: 5360-47

SUBJECT: Regional Landfill Environmental Monitoring Services Contract

PURPOSE

To consider awarding a contract for the provision of environmental monitoring services at the Regional Landfill for the period December 2008 to December 2011.

BACKGROUND

The RDN has retained the services of environmental consultants to monitor, sample and report on ground and surface water and leachate trends at the Regional Landfill since 1989. For the past three years the environmental monitoring program has been contracted to Morrow Consultants. This contract expired in March 2008 and was extended for two sampling events (June and September 2008). The RDN has also retained the services of a separate consulting firm, Conestoga-Rovers & Associates to prepare the annual operating and monitoring report.

In September 2008 a request for proposals was advertised that combined both the environmental monitoring program and the annual operating and monitoring report. Six consulting companies submitted letters of interest and were invited to submit proposals to provide the required services for the period December 2008 to December 2011.

In accordance with RDN policy for the selection of consultants, a two step process was utilized whereby a selection was made on the basis of technical merit before reviewing the financial details of a proposal. Based on the results of the technical evaluation, financial proposals were considered from the following three firms.

Consulting Firm	Financial Proposal
Conestoga-Rovers & Associates	\$302,256
AECOM	\$422,123
XCG Consultants Ltd.	\$424,170

All of these selected firms could provide acceptable services to the RDN. The selection committee concluded that the contract should be awarded to Conestoga-Rovers Associates based on their technical expertise, service delivery approach, and lowest cost proposal.

ALTERNATIVES

1. Award the contract to Conestoga-Rovers & Associates.
2. Do not award the contract.

FINANCIAL IMPLICATIONS

The 2009 annual budget estimate for the environmental monitoring program as well as the annual operating and monitoring report is \$107,500. The Conestoga-Rovers & Associates financial proposal of \$302,256 for three years falls within this annual budget allocation.

ENVIRONMENTAL IMPLICATIONS

Under the Environmental Management Act landfill owners and operators must implement an environmental monitoring program at their site during operation and for 25 years after closure as well as submit an annual operating and monitoring report.

CONCLUSION

The Regional District of Nanaimo has retained the services of environmental consultants since 1989 to monitor, sample, and report on ground and surface water trends and conditions at the Regional Landfill on an annual basis. The current contract for this service expired in March, 2008 and was extended for two monitoring events to September 2008. In October 2008 six firms were invited to submit proposals to provide for this service for the period December 2008 to December 2011. Based on technical expertise, service delivery approach, and lowest cost, staff recommends that the contract be awarded to Conestoga-Rovers & Associates.

RECOMMENDATION

That a contract for environmental monitoring program services at the Regional Landfill for December 2008 to December 2011 be awarded to Conestoga-Rovers & Associates at a cost of \$302,256.



Report Writer



Manager Concurrence

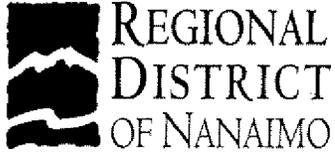
for


General Manager Concurrence



CAO Concurrence

COMMENTS:



RDN REPORT		
CAO APPROVAL <i>OW</i>		
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BOARD	✓	Nov 25 '08

MEMORANDUM

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

DATE: November 10, 2008

FROM: W. Idema
Manager of Accounting Services

FILE:

SUBJECT: Operating Results to September 30, 2008

PURPOSE

To present a summary of the operating results for the period ending September 30, 2008.

BACKGROUND

This report provides information on the operating results for the period January 1st to September 30th, 2008. Attached as appendices to this report are the following:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department
- Appendices 3-7 Departmental Details by Division

The statements are prepared primarily on a cash basis. Exceptions to the cash basis include property taxes and debt payments, which are accrued each month and prior year surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 75% versus budget. Where significant variances have been observed, staff have provided comments in the individual sections below.

Overall Summary by Division (Appendix 1)

This summary provides an overview of the year to date results, at an organizational level.

Revenues

Property tax revenues are received in August, but accrued evenly each month and are therefore at the expected 75% benchmark. Referring to the Total Revenue Fund column, the category of 'Grants/Operating/Other' revenues stands at 57% overall. This is largely a result of development cost charges (DCC's) and grant revenues related to specific capital projects which will not accrue until the project work is complete later in the fall, or they may carry over into 2009.

Expenditures

Expenditure items which stand out at the overall level include professional fees (35%), recreation programs (50%), capital expenditures (21%) and transfers to reserve funds (99%).

Professional fees include the Regional District's annual audit, landfill leachate and gas monitoring, regional parks management plans, a variety of electoral area planning initiatives, the Regional Growth Strategy review, allowances for legal fees as well as consultants for specific projects. Most capital projects and the related spending occur over the summer/fall months. The 2008 pattern is consistent with previous years. Recreation program spending will incur some catch up in the fall since those activities are now largely complete. Budgeted transfers to reserve funds are recorded on August 1st each year and are fully reflected in this quarterly update.

Summary of Operating Results by Department (Appendix 2)

This schedule lists the total year to date revenues and expenditures for functions within each organizational division. This listing illustrates at a glance the overall status of an individual service as at September 30th compared to the overall budget for that service.

Departmental Details

Appendices 3 to 7 provide operating summaries for each service grouped by organizational division.

Corporate Services (Appendix 3)

Overall Grants/Operating/Other Revenues for this division are below the benchmark at 62 %.

Grants/operating/other revenues for general administration are at 70% of budget. The Electoral Areas budget includes in revenues \$63,000 for reserve transfers and cost recoveries related to the upcoming local government elections. Those amounts will be recorded later in the fall.

Overall expenditures for this division are below the benchmark at 65%.

The 'Transfer To Other Gov't/Agencies' category (87%) consists of transfers to the Vancouver Island Regional Library, E911 services, and volunteer fire protection societies, most of which were completed at the beginning of this quarter, which brings this category over the benchmark. Wages and benefits (72%) and community grants (78%) are close to the benchmark. Professional services are at 29% reflecting expenditures not yet incurred for fire hall seismic reviews, the District's annual audit, and wide area network and integrated telephone system studies. Capital expenditures stand at 28%. The primary project is the administration building expansion that will carry over to 2009. Other Operating Costs are at 9% of budget as 'clothing & gas allowances' and other expenses for fire departments are paid in December. Debt financing for both interest and principal are at 57% because of the pattern of payments for these costs with several payments due in the fall.

Development Services (Appendix 4)

Overall Grants/Operating/Other Revenues for this division are below the benchmark at 61%.

The major factor in the below benchmark performance for the division is initiatives related to Community Works (Gas Tax Funds) projects. Several of these projects will be completed in 2009 rather than 2008. Included as Community Works projects for Development Services are the following:

Bylaw No. 500 update (2009 completion)
Affordable Housing Strategy (2009 completion)
Green Building & Public Awareness (mostly complete)
Village Planning – Electoral Area ‘H’ (approximately 50% complete in 2008)
Official Community Plan Studies – Electoral Area ‘A’ (some completed in 2008/balance in 2009)
Urban/Rural Open Burning Strategy (deferred to 2009)

Building permit fee revenues of \$695,669 are above budget (78%). The budget for 2008 was reduced to reflect a possible cooling of the construction market and while the current revenues are slightly higher than the same period in 2007 (\$691,946), this is not expected to continue through the fall and winter. The department projects meeting its budget target for 2008.

Overall expenditures for this division are below the benchmark at 62%.

Professional fees (33%), which represent a significant portion of the overall Development Services division budget, are below the benchmark as a result of the progress of the Community Works projects. Wages and benefits for the division are at 69% of budget, slightly below benchmark, which is also related to the Community Works projects.

Environmental Services (Appendix 5)

Overall Grants/Operating/Other Revenues for this division are below benchmark at 36%.

Revenues for Environmental Services are below the budget benchmark largely because \$3.4 million in transfers from development cost charge reserves occur only as Liquid Waste department capital projects are undertaken. Some of the projects budgeted for completion in 2008 such as the Operations Building (\$1.6 million) and the Departure Bay Pump Station upgrade (\$1.96 million) are projected to be completed over 2009 and early 2010. This has reduced both revenues and expenditures accordingly.

Sewerage collection grant/operating/other revenues are at 99% of budget because annual invoicing was completed in May. The summer period billing for water supply services was completed in September and total grant/operating/other revenue now stands at 89% for the year. 2008 marks the first full year of the new water rate structure introduced in the fall of 2007 and although budget estimates did include an anticipated reduction as residents received their invoices, more conservation occurred than anticipated. Water usage predictions have been modified for the 2009 budget year.

Overall expenditures for this division are below the benchmark at 48%.

The comments above with respect to grant and development cost charge revenues also affect expenditures resulting in project related capital and consulting expenditures staying below the

benchmark. Wages and benefits for the division are at 70% of budget, similar to the results in other divisions at this date.

Recreation and Parks Services (Appendix 6)

Overall Grants/Operating/Other Revenues for this division are close to the benchmark at 71%.

Grants/operating/other revenues for Regional Parks included grant funding for two trail bridges. These grants were not approved in 2008, and these projects have been put on hold. D69 Recreation Coordinating revenues (102%) are strong, with some program areas exceeding the expected budget. Revenues at Oceanside Place multiplex arena (68%) and revenues at the Ravensong Aquatic Center (80%) are typical for this time of year, reflecting the seasonal nature of their programs.

Overall expenditures for this division are below benchmark at 68%.

Expenditures for Oceanside Place (75%) and District 69 Recreation Coordinating (78%) are at the benchmark, while those for the Ravensong Aquatic Center (67%), Regional Parks (52%), and Community Parks (62%) are below the benchmark. Regional Parks' spending is lower than anticipated as a result of not receiving grants for the Nash and Ridgewell Bridges and spending related to initiatives funded through the Province's Community Tourism program. The incomplete recording of Community Tourism expenditures is largely a matter of timing - kiosks for Regional Parks and an information brochure are either complete or well underway.

Transportation and Solid Waste Services (Appendix 7)

Grants/Operating/Other Revenues for this division are below benchmark at 64%.

The largest source of customer-generated revenues for the Regional District is the Transportation and Solid Waste division, in particular the Solid Waste service. The table below provides a snapshot of year to date revenues compared to the same period in 2007.

Function	2008 YTD	2008 Annual Budget	% of Budget	2007 YTD	% of Budget
Solid Waste Disposal Fees	\$6,724,581	\$9,695,000	69%	\$6,363,224	75%
Garbage & Recycling Collection Services	\$2,202,949	\$2,316,021	95%	\$2,141,069	87%
BC Transit Operating Grants	\$3,117,205	\$4,027,505	77%	\$2,760,774	76%
Transit Fare Revenue	\$2,623,841	\$3,479,850	75%	\$2,491,667	75%

2008 YTD Solid Waste disposal fees are below the benchmark at 69% as a result of the general decrease in economic activity. Disposal fees are projected at \$8,906,000 in total for 2008, a decline of about 8%. Garbage collection/recycling operating revenues are at 95% because the annual garbage and recycling billings were completed in May and September. BC Transit operating grants and Transit fare revenue categories are at the benchmark.

When all revenue sources are included, both the Southern Community Transportation Service (68%) and the Solid Waste Management service (65%) are under the benchmark. This is due in part to Gas Tax funds budgeted to cover a number of new initiatives, which have not yet been completed. The revenue will be recorded when the project expenditures are complete.

Overall expenditures for this division are below the benchmark at 58%.

For the reasons noted above with respect to Gas Tax funded projects, expenditures are also below the benchmark. Vehicle operating costs for Transportation Services are at 74%. Wages and benefits are at 74% in the Southern Community Transit Service and 87% in Northern Community Transit Service. Changes in accounting for sick leave, vacation and overtime resulted in more accurate wage allocations to the Northern Community Transit Service. The 2009 budget has been adjusted to capture this result.

Expenditures in Solid Waste Management are at 49% overall. With the exception of capital expenditures, most operating categories are reasonably matched to the benchmark.

Gas Tax Funded Capital Projects

There are three capital projects in the Liquid Wastewater Department funded by Gas Tax revenues in 2008. The three projects are valued at \$6.8 million. Two projects valued at \$4.5 million have been largely completed. A cogeneration project at the Greater Nanaimo Wastewater Treatment Plant is recently underway.

Transportation Services has approximately \$1.44 million in a variety of projects, most of which will be carried over to and completed in 2009.

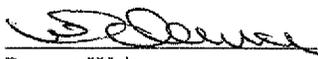
SUMMARY

The attached appendices reflect the operating activities of the Regional District recorded up to September 30, 2008. Appendix 1 summarizes the overall results across the organization. To date 69% of budgeted revenues and 57% of budgeted expenditures have been recorded. Grants/operating/other revenues (57%) are below the benchmark, with varying results in all five divisions for the reasons outlined above.

Total expenditures (57%) are lower overall due to the timing of capital projects (21%) and associated professional fees (35%). Overall wages and benefits are at 72% of budget for the year, which is in line with expectations.

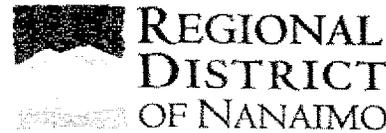
RECOMMENDATION

That the summary report of financial results from operations to September 30, 2008 be received for information.


Report Writer


General Manager


C.A.O. Concurrence



GENERAL REVENUE FUND
Sep 2008

08

	CORPORATE SERVICES			DEVELOPMENT SERVICES			ENVIRONMENTAL SERVICES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES																		
TAX REQUISITION	\$ 3,705,057	\$ 4,940,080	75%	\$ 1,394,955	\$ 1,859,950	75%	\$ 8,092,395	\$ 10,789,825	75%	\$ 4,849,727	\$ 6,466,276	75%	\$ 3,726,585	\$ 4,968,785	75%	\$ 21,768,719	\$ 29,024,916	75%
GRANTS/OPERATING/OTHER	5,186,560	8,372,565	62%	1,059,990	1,731,655	61%	4,074,095	11,351,893	36%	\$1,663,937	\$2,345,835	71%	\$15,422,759	\$24,025,581	64%	27,407,341	47,827,529	57%
RETAINED EARNINGS	1,116,748	1,116,754	100%	1,744,118	1,744,115	100%	4,381,165	4,381,160	100%	\$1,244,140	\$1,243,040	100%	\$3,383,941	\$3,383,935	100%	11,870,112	11,869,004	100%
TOTAL REVENUES	10,008,365	14,429,399	69%	4,199,063	5,335,720	79%	16,547,655	26,522,878	62%	7,757,804	10,055,151	77%	22,533,285	32,378,301	70%	61,046,172	88,721,449	69%
EXPENSES																		
OFFICE OPERATING	\$ 645,460	\$ 966,576	67%	\$ 466,849	\$ 738,283	63%	\$ 479,124	\$ 816,330	59%	\$392,863	\$532,502	74%	\$2,123,656	\$2,866,050	74%	\$ 4,107,952	\$ 5,917,741	69%
COMMUNITY GRANTS	41,469	52,954	78%	0	0		0	0		46,524	82,700	56%	0	0		87,993	135,654	65%
LEGISLATIVE	185,144	298,640	62%	0	0		0	0		0	0		0	0		185,144	298,640	62%
PROFESSIONAL FEES	107,916	369,180	29%	226,208	683,161	33%	383,521	825,822	46%	72,431	423,000	17%	180,093	459,485	39%	970,169	2,760,648	35%
BUILDING OPS & MAINT	106,321	186,205	57%	30,219	59,400	51%	142,280	256,447	55%	407,382	588,831	72%	177,382	329,645	54%	863,604	1,400,528	62%
VEHICLE OPS & MAINT	34,060	48,610	70%	35,143	38,448	96%	599,008	800,439	75%	82,619	117,999	70%	2,819,996	3,780,362	75%	3,570,826	4,783,858	75%
OTHER EQUIPMENT OPS & MAINT	72,202	119,451	60%	2,768	8,380	33%	0	0		77,631	75,900	102%	2,768	5,450	51%	155,369	209,181	74%
OTHER OPERATING COSTS	19,230	205,935	9%	135,627	204,835	66%	1,847,997	2,786,596	66%	206,328	532,095	39%	2,906,063	5,270,901	55%	5,115,245	9,000,362	57%
WAGES & BENEFITS	1,632,023	2,254,374	72%	1,573,524	2,265,448	69%	2,244,039	3,216,073	70%	2,247,114	3,170,068	71%	7,346,657	9,934,139	74%	15,043,357	20,840,102	72%
RECREATION PROGRAMS	0	0		0	0		0	0		66,132	132,480	50%	0	0		66,132	132,480	50%
CAPITAL EXPENDITURES	208,132	751,380	28%	25,748	83,270	31%	2,860,503	12,090,527	24%	63,130	589,005	11%	1,088,015	7,094,725	15%	4,245,528	20,518,907	21%
DEBT FINANCING-INTEREST	1,644,912	2,896,005	57%	0	0		846,193	1,198,490	71%	462,027	611,020	76%	123,525	164,700	75%	3,076,657	4,870,215	63%
DEBT FINANCING-PRINCIPAL	1,105,320	1,935,090	57%	0	0		626,373	850,790	74%	739,666	843,670	88%	68,049	90,730	75%	2,539,408	3,720,280	68%
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	146,005		0	0		0	146,005	
TRANSFER TO RESERVE FUND	319,780	335,965	95%	42,905	43,905	98%	1,628,725	1,635,445	100%	381,645	381,645	100%	1,014,445	1,014,445	100%	3,387,500	3,411,425	99%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0		0	0	
TFR TO OTHER GOVT/AGENCIES	2,836,440	3,266,241	87%	3,000	3,000	100%	0	0		1,249,602	1,283,180	97%	0	0		4,089,042	4,552,421	90%
TOTAL EXPENDITURES	8,958,409	13,686,626	65%	2,541,991	4,124,130	62%	11,657,773	24,386,959	48%	6,495,104	9,490,100	68%	\$17,850,649	31,010,632	58%	47,503,926	82,698,447	57%
OPERATING SURPLUS (DEFICIT)	\$ 1,049,956	\$ 742,773		\$ 1,657,072	\$ 1,211,590		\$ 4,889,882	\$ 2,135,919		\$ 1,262,700	\$ 565,051		\$ 4,682,636	\$ 1,367,669		\$ 13,542,246	\$ 6,023,002	

REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
Sep 2008

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
CORPORATE SERVICES								
General Administration	3,868,445	5,071,414	76%	2,884,005	4,566,820	63%	984,440	504,594
Electoral Areas Only	251,058	356,005	71%	97,839	225,805	43%	153,219	130,200
D68 E911	74,605	94,070	79%	46,768	79,445	59%	27,837	14,625
D69 E911	368,910	489,744	75%	482,061	483,345	100%	-113,151	6,399
Comm Policing & Restorative Justice	44,489	59,375	75%	59,375	59,375	100%	-14,886	0
Fire Protection								
Volunteer Departments								
Bow Horn Bay Fire (Area H)	136,639	183,800	74%	177,041	183,530	96%	-40,402	270
Coombs-Hilliars	183,445	244,515	75%	230,453	244,515	94%	-47,008	0
Dashwood	172,061	286,550	60%	223,650	286,550	78%	-51,589	0
Meadowood	82,177	115,510	71%	53,307	115,510	46%	28,870	0
Errington	175,680	257,940	68%	224,091	257,940	87%	-48,411	0
Extension	119,115	145,120	82%	39,116	142,800	27%	79,999	2,320
Nanaimo River	21,757	24,005	91%	4,321	24,005	18%	17,436	0
Nanoose Bay	277,715	366,400	76%	161,552	366,400	44%	116,163	0
Service Contracts								
Wellington Fire (Area D)	39,327	50,465	78%	45,862	43,300	106%	-6,535	7,165
Yellowpoint Fire (Area A)	108,645	145,030	75%	142,647	145,025	98%	-34,002	5
Parksville Local (Area G)	59,937	79,645	75%	74,995	75,030	100%	-15,058	4,615
French Creek Fire (Area G)	275,691	353,510	78%	259,895	280,930	93%	15,796	72,580
Regional Library	1,029,879	1,373,176	75%	1,029,882	1,373,176	75%	-3	0
Municipal Debt Transfers	2,715,185	4,733,125	57%	2,715,185	4,733,125	57%	0	0
	<u>10,008,365</u>	<u>14,429,399</u>	<u>69%</u>	<u>8,958,409</u>	<u>13,686,626</u>	<u>65%</u>	<u>1,049,956</u>	<u>742,773</u>
DEVELOPMENT SERVICES								
Building Inspection	1,760,339	1,978,390	89%	905,144	1,249,653	72%	855,195	728,737
Bylaw Enforcement								
Animal Control A,B,C,D	79,363	92,020	86%	37,841	56,594	67%	41,522	35,426
Animal Control E,G,H	78,524	95,915	82%	51,100	82,541	62%	27,424	13,374
Animal Control F	19,635	22,805	86%	10,261	14,541	71%	9,374	8,264
Noise Control A	14,348	15,660	92%	3,528	4,525	78%	10,820	11,135
Noise Control B	8,029	9,050	89%	3,002	4,195	72%	5,027	4,855
Noise Control C	13,523	15,725	86%	5,877	7,840	75%	7,646	7,885
Noise Control E	8,775	9,645	91%	2,955	4,530	65%	5,820	5,115
Noise Control G	7,058	7,985	88%	6,548	4,495	146%	510	3,490
Unightly Premises	21,664	25,900	84%	4,122	8,770	47%	17,542	17,130
Hazardous Properties	4,873	8,330	58%	2,865	6,415	45%	2,008	1,915
General Enforcement	122,443	182,260	67%	122,444	182,760	67%	-1	-500
EA Community Planning	1,340,185	1,633,125	82%	863,165	1,384,834	62%	477,020	248,491
Community Works Fund - Dev Services	0	428,865		84,412	428,865	20%	-84,412	0
Regional Growth Management	481,994	568,780	85%	281,956	442,507	64%	200,038	126,273
Emergency Planning	222,182	219,765	101%	140,643	219,765	64%	81,539	0
House Numbering	16,128	21,500	75%	16,128	21,500	75%	0	0
	<u>4,199,063</u>	<u>5,335,720</u>	<u>79%</u>	<u>2,541,991</u>	<u>4,124,130</u>	<u>62%</u>	<u>1,657,072</u>	<u>1,211,590</u>
ENVIRONMENTAL SERVICES								
Engineering Services	135,725	231,615	59%	135,726	231,615	59%	-1	0
Community Works Fund - Eng Serv	30,000	70,000	43%	36,160	70,000	52%	-6,160	0
Southern Community Wastewater	7,150,646	14,447,105	49%	5,557,807	13,890,260	40%	1,592,839	556,845
Northern Community Wastewater	3,795,749	5,454,035	70%	2,875,398	4,956,922	58%	920,351	497,113
Duke Point Wastewater	182,591	214,345	85%	88,053	144,380	61%	94,538	69,965
Water Utilities								
Nanoose Bay	79,965	100,890	79%	32,499	100,890	32%	47,466	0
Driftwood	5,999	7,995	75%	5,886	7,850	75%	113	145
San Pareil	293,121	339,730	86%	208,105	306,463	68%	85,016	33,267
French Creek	221,665	239,320	93%	121,960	204,726	60%	99,705	34,594

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
Sep 2008**

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
Surfside	32,627	33,678	97%	13,881	26,919	52%	18,746	6,759
Decourcey	5,058	6,405	79%	3,207	5,845	55%	1,851	560
Englishman River	199,138	213,677	93%	63,084	111,466	57%	136,054	102,211
Meirose Place Water	28,632	34,714	82%	19,207	27,455	70%	9,425	7,259
Nanoose Peninsula Water	1,346,103	1,580,460	85%	797,385	1,541,160	52%	548,718	39,300
Drinking Water Protection	52,666	65,000	81%	15,775	65,000	24%	36,891	0
Nanoose Bay Bulk Water	960,624	1,094,270	88%	477,354	797,842	60%	483,270	296,428
French Creek Bulk Water	371,803	430,200	86%	49,681	125,630	40%	322,122	304,570
Sewer Utilities								
Fairwinds/Nanoose Coll & Treat	557,073	645,360	86%	297,453	547,497	54%	259,620	97,863
French Creek	633,576	713,270	89%	474,522	685,300	69%	159,054	27,970
Pacific Shores	33,176	40,455	82%	23,749	39,593	60%	9,427	862
Surfside Sewer	26,046	30,019	87%	17,310	21,278	81%	8,736	8,741
MacMillan R. Sewer	0	0		0	0		0	0
Cedar Sewer	-7,890	3,750	-210%	15,312	3,750	408%	-23,202	0
Englishman River Stormwater	9,814	10,940	90%	90	9,775	1%	9,724	1,165
Barclay Crescent	125,836	146,685	86%	99,612	132,890	75%	26,224	13,795
Pump & Haul	3,305	2,300	144%	305	2,300	13%	3,000	0
Streetlighting	79,851	95,230	84%	33,497	58,722	57%	46,354	36,508
	16,352,899	26,251,448	62%	11,463,018	24,115,528	48%	4,889,882	2,135,919
RECREATION & PARKS SERVICES								
District 69 Recreation	1,271,010	1,525,270	83%	1,061,712	1,356,151	78%	209,298	169,119
Oceanside Place	1,609,159	2,121,630	76%	1,492,933	1,977,592	75%	116,226	144,038
Ravensong Aquatic Center	1,549,371	1,989,975	78%	1,311,797	1,959,297	67%	237,574	30,678
Gabriola Island Recreation	60,456	78,925	77%	70,024	74,196	94%	-9,568	4,729
Southern Community Recreation	626,991	830,690	75%	821,307	830,690	99%	-194,316	0
Hotel Room Tax	23,872	45,000	53%	15,356	45,000	34%	8,516	0
Port Theater	49,112	65,270	75%	65,160	65,160	100%	-16,048	110
Regional Parks	1,669,383	2,346,716	71%	1,191,213	2,274,230	52%	478,170	72,486
Community Parks								
A	134,082	150,075	89%	110,887	132,223	84%	23,195	17,852
B	136,052	166,870	82%	95,934	144,688	66%	40,118	22,182
C	29,795	37,295	80%	16,186	36,072	45%	13,609	1,223
D	75,312	86,120	87%	27,067	58,760	46%	48,245	27,360
E	89,503	102,750	87%	45,771	71,814	64%	43,732	30,936
F	74,681	89,385	84%	40,268	72,711	55%	34,413	16,674
G	87,127	101,730	86%	45,320	91,122	50%	41,807	10,608
H	115,121	141,550	81%	70,464	124,494	57%	44,657	17,056
Area A Recreation	156,777	175,900	89%	13,705	175,900	8%	143,072	0
	7,757,804	10,055,151	77%	6,495,104	9,490,100	68%	1,262,700	565,051
TRANSPORTATION AND SOLID WASTE SERVICES								
Gabriola Island Emergency Wharf	3,907	5,195	75%	1,281	5,150	25%	2,626	45
Southern Community Transportation	9,942,201	14,616,640	68%	8,966,823	14,220,654	63%	975,378	395,986
D69 Conventional Transit	1,159,654	1,447,535	80%	957,183	1,195,773	80%	202,471	251,762
Solid Waste Disposal Facilities	8,691,387	13,459,725	65%	6,464,766	13,208,180	49%	2,226,621	251,545
Solid Waste Collection & Recycling	2,736,136	2,849,206	96%	1,460,596	2,380,875	61%	1,275,540	468,331
	22,533,285	32,378,301	70%	17,850,649	31,010,632	58%	4,682,636	1,367,669
TOTAL - ALL SERVICES	60,851,416	88,450,019	69%	47,309,171	82,427,016	57%	13,542,246	6,023,002

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
Sep 2008**

	ADMINISTRATION			ELECTORAL AREAS			PUBLIC SAFETY			FIRE DEPTS			REGIONAL LIBRARY		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES															
TAX REQUISITION	\$527,427	\$703,239	75%	\$125,820	\$167,765	75%	\$465,930	\$621,230	75%	\$1,556,001	\$2,074,670	75%	\$1,029,879	\$1,373,176	75%
GRANTS/OPERATING/OTHER	2,450,251	3,477,405	70%	0	63,000		114	0		17,405	99,035	18%	0	0	
RETAINED EARNINGS	890,767	890,770	100%	125,238	125,240	100%	21,960	21,959	100%	78,783	78,785	100%	0	0	
TOTAL REVENUES	3,868,445	5,071,414	76%	251,058	356,005	71%	488,004	643,189	76%	1,652,189	2,252,490	73%	1,029,879	1,373,176	75%
EXPENSES															
OFFICE OPERATING	\$522,672	\$708,426	74%	\$56,908	\$111,705	51%	\$9,651	\$12,030	80%	\$56,229	\$134,415	42%	\$0	\$0	
COMMUNITY GRANTS	41,469	52,954	78%	0	0		0	0		0	0		0	0	
LEGISLATIVE	162,064	222,210	73%	23,080	71,430	32%	0	0		0	5,000		0	0	
PROFESSIONAL FEES	82,083	310,655	26%	0	5,725		0	0		19,469	52,800	37%	0	0	
BUILDING OPS & MAINT	81,125	150,680	54%	198	2,500	8%	116	315	37%	24,882	32,710	76%	0	0	
VEHICLE OPS & MAINT	3,529	4,825	73%	0	0		0	0		30,531	43,785	70%	0	0	
EQUIP OPS & MAINT	45,845	73,701	62%	610	2,800	22%	3,495	5,150	68%	22,252	37,800	59%	0	0	
OTHER OPERATING COSTS	9,169	33,935	27%	0	0		0	0		10,061	172,000	6%	0	0	
WAGES & BENEFITS	1,610,007	2,221,679	72%	17,043	25,645	66%	0	0		4,973	7,050	71%	0	0	
CAPITAL EXPENDITURES	145,614	607,300	24%	0	6,000		0	0		62,518	138,080	45%	0	0	
DEBT FINANCING-INTEREST	0	0		0	0		0	0		19,990	69,345	29%	0	0	
DEBT FINANCING-PRINCIPAL	0	0		0	0		0	0		15,057	28,625	53%	0	0	
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	157,815	157,815	100%	0	0		6,800	6,800	100%	155,165	171,370	91%	0	0	
TRSF TO OTHER GOVT/AGENCIES	22,613	22,640	100%	0	0		568,142	597,870	95%	1,215,803	1,272,555	96%	1,029,882	1,373,176	75%
TOTAL EXPENDITURES	\$2,884,005	\$4,566,820	63%	\$97,839	\$225,805	43%	\$588,204	\$622,165	95%	\$1,636,930	\$2,165,535	76%	\$1,029,882	\$1,373,176	75%
OPERATING SURPLUS (DEFICIT)	\$984,440	\$504,594		\$153,219	\$130,200		(\$100,200)	\$21,024		\$15,259	\$86,955		(\$3)	\$0	

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
Sep 2008**

	MUNICIPAL DEBT TRANSFERS			TOTAL CORPORATE SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES						
TAX REQUISITION	\$0	\$0		\$3,705,057	\$4,940,080	75%
GRANTS/OPERATING/OTHER	2,715,185	4,733,125	57%	5,186,560	8,372,565	62%
RETAINED EARNINGS	0	0		1,116,748	1,116,754	100%
TOTAL REVENUES	2,715,185	4,733,125	57%	10,008,365	14,429,399	69%
EXPENSES						
OFFICE OPERATING	\$0	\$0		\$645,460	\$966,576	67%
COMMUNITY GRANTS	0	0		41,469	52,954	78%
LEGISLATIVE	0	0		185,144	298,640	62%
PROFESSIONAL FEES	0	0		107,916	369,180	29%
BUILDING OPS & MAINT	0	0		106,321	186,205	57%
VEHICLE OPS & MAINT	0	0		34,060	48,610	70%
EQUIP OPS & MAINT	0	0		72,202	119,451	60%
OTHER OPERATING COSTS	0	0		19,230	205,935	9%
WAGES & BENEFITS	0	0		1,632,023	2,254,374	72%
CAPITAL EXPENDITURES	0	0		208,132	751,380	28%
DEBT FINANCING-INTEREST	1,624,922	2,826,660	57%	1,644,912	2,896,005	57%
DEBT FINANCING-PRINCIPAL	1,090,263	1,906,465	57%	1,105,320	1,935,090	57%
DEBT FINANCING-EXCHANGE	0	0		0	0	
CONTINGENCY	0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		319,780	335,985	95%
TRSF TO OTHER GOVT/AGENCIES	0	0		2,838,440	3,266,241	87%
TOTAL EXPENSES	\$2,715,185	\$4,733,125	57%	\$8,958,409	\$13,686,626	65%
OPERATING SURPLUS (DEFICIT)	\$0	\$0		\$1,049,956	\$742,773	

REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
Sep 2008

	EA COMMUNITY PLANNING			COMM WORKS FND DEV SRVCS			REGIONAL GROWTH MANAGEMENT SERVICES			EMERGENCY PLANNING		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES												
TAX REQUISITION	793,080	1,057,445	75%	0	0		263,430	351,235	75%	132,300	176,400	75%
GRANTS/OPERATING/OTHER	92,798	121,375	76%	0	428,865		83,020	82,000	101%	58,784	12,265	479%
RETAINED EARNINGS	454,307	454,305	100%	0	0		135,544	135,545	100%	31,098	31,100	100%
TOTAL REVENUES	1,340,185	1,633,125	82%	0	428,865		481,994	568,780	85%	222,182	219,765	101%
EXPENSES												
OFFICE OPERATING	224,518	354,498	63%	\$0	\$0		\$44,796	\$67,576	66%	\$21,103	\$32,655	65%
PROFESSIONAL FEES	17,844	99,000	18%	28,098	320,000	9%	23,269	44,000	53%	35,379	48,750	73%
BUILDING OP & MAINTENANCE	16,446	24,200	68%	0	0		1,270	15,000	8%	125	200	63%
VEHICLE OP & MAINTENANCE	7,681	5,235	147%	0	0		256	350	73%	1,761	2,350	75%
OTHER OPERATING COSTS	47,519	69,390	68%	0	0		3,219	24,870	13%	5,063	1,700	298%
WAGES & BENEFITS	532,750	798,311	67%	56,314	108,865	52%	188,741	270,306	70%	71,782	89,840	80%
EQUIP OP & MAINTENANCE	0	6,000		0	0		0	0		0	0	
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	9,407	21,000	45%	0	0		0	0		2,430	41,270	6%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	7,000	7,000	100%	0	0		20,405	20,405	100%	0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		3,000	3,000	100%
0	0											
TOTAL EXPENDITURES	863,165	1,384,634	62%	\$84,412	\$428,865	20%	\$281,956	\$442,507	64%	\$140,643	\$219,765	64%
OPERATING SURPLUS (DEFICIT)	\$477,020	\$248,491		(\$84,412)	\$0		\$200,038	\$126,273		\$81,539	\$0	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
Sep 2008**

	HOUSE NUMBERING			BUILDING INSPECTION			BYLAW ENFORCEMENT			TOTAL DEVELOPMENT SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES												
TAX REQUISITION	16,128	21,500	75%	62,487	83,315	75%	127,530	170,055	75%	1,394,955	1,859,950	75%
GRANTS/OPERATING/OTHER	0	0		695,669	892,890	78%	129,719	194,260	67%	1,059,990	1,731,655	61%
RETAINED EARNINGS	0	0		1,002,183	1,002,185	100%	120,986	120,980	100%	1,744,118	1,744,115	100%
TOTAL REVENUES	16,128	21,500	75%	1,760,339	1,978,390	89%	378,235	485,295	78%	4,199,063	5,335,720	79%
EXPENSES												
OFFICE OPERATING	\$16,128	\$21,500	75%	\$150,953	\$231,219	65%	\$9,351	\$28,835	32%	\$466,849	\$736,283	63%
PROFESSIONAL FEES	0	0		32,413	32,500	100%	89,205	138,911	64%	226,208	683,161	33%
BUILDING OP & MAINTENANCE	0	0		10,128	16,700	61%	2,250	3,300	68%	30,219	59,400	51%
VEHICLE OP & MAINTENANCE	0	0		18,337	18,513	99%	7,108	10,000	71%	35,143	36,448	96%
OTHER OPERATING COSTS	0	0		50,437	68,430	74%	29,389	40,445	73%	135,627	204,835	66%
WAGES & BENEFITS	0	0		633,016	867,911	73%	90,921	130,215	70%	1,573,524	2,265,448	69%
EQUIP OP & MAINTENANCE	0	0		2,768	2,380	116%	0	0		2,768	8,380	33%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		6,092	11,000	55%	7,819	10,000	78%	25,748	83,270	31%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		1,000	1,000	100%	14,500	15,500	94%	42,905	43,905	98%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		3,000	3,000	100%
TOTAL EXPENDITURES	\$16,128	\$21,500	75%	\$905,144	\$1,249,653	72%	\$250,543	\$377,206	66%	\$2,541,991	\$4,124,130	62%
OPERATING SURPLUS (DEFICIT)	\$0	\$0		\$855,195	\$728,737		\$127,692	\$108,089		\$1,657,072	\$1,211,590	

**REGIONAL DISTRICT OF NANAIMO
ENVIRONMENTAL SERVICES
Sep 2008**

	ENV SVCS ADMINISTRATION			ENV SVCS COMMUNITY WORKS FUND			LIQUID WASTE MANAGEMENT			WATER SUPPLY		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES												
TAX REQUISITION	\$0	\$0		\$0	\$0		\$6,120,396	\$8,160,520	75%	\$1,303,011	\$1,737,335	75%
GRANTS/OPERATING/OTHER	194,756	271,430	72%	30,000	70,000	43%	2,378,123	9,324,500	26%	965,132	1,079,744	89%
RETAINED EARNINGS	0	0		0	0		2,630,467	2,630,465	100%	1,329,258	1,329,260	100%
TOTAL REVENUES	194,756	271,430	72%	30,000	70,000	43%	11,128,986	20,115,485	55%	3,597,401	4,146,339	87%
EXPENSES												
OFFICE OPERATING	\$1,084	\$1,000	108%	\$0	\$0		\$342,366	\$522,810	65%	\$96,756	\$232,344	42%
PROFESSIONAL FEES	0	0		36,160	70,000	52%	196,885	439,800	45%	115,828	242,683	48%
BUILDING OP & MAINTENANCE	0	0		0	0		76,994	98,555	78%	51,155	115,054	44%
VEHICLE OP & MAINTENANCE	0	0		0	0		485,309	669,385	73%	60,408	88,473	68%
WAGES & BENEFITS	188,171	260,711	72%	0	0		1,272,891	1,777,787	72%	493,802	739,722	67%
OTHER OPERATING COSTS COSTS	2,605	5,720	46%	0	0		1,101,048	1,616,625	68%	222,033	420,864	53%
CAPITAL EXPENDITURES	2,895	4,000	72%	0	0		2,433,886	10,849,030	22%	383,973	936,908	41%
DEBT FINANCING - INT	0	0		0	0		611,694	852,445	72%	196,986	299,435	66%
DEBT FINANCING - PRINCIPAL	0	0		0	0		494,820	659,760	75%	108,990	160,950	68%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		0	0		1,505,365	1,505,365	100%	78,093	84,813	92%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	\$194,755	\$271,431	72%	\$36,160	\$70,000	52%	\$8,521,258	\$18,991,562	45%	\$1,808,024	\$3,321,246	54%
OPERATING SURPLUS (DEFICIT)	\$1	(\$1)		(\$6,160)	\$0		\$2,607,728	\$1,123,923		\$1,789,377	\$825,093	

**REGIONAL DISTRICT OF NANAIMO
ENVIRONMENTAL SERVICES
Sep 2008**

	SEWAGE COLLECTION			STREET LIGHTING			ENV SVCS ENGINEERING			TOTAL ENVIRONMENTAL SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES												
TAX REQUISITION	\$623,502	\$831,330	75%	\$45,486	\$60,640	75%	\$0	\$0		\$8,092,395	\$10,789,825	75%
GRANTS/OPERATING/OTHER	370,127	374,149	99%	232	455	51%	135,725	231,615	59%	4,074,095	11,351,893	36%
RETAINED EARNINGS	387,307	387,300	100%	34,133	34,135	100%	0	0		4,381,165	4,381,160	100%
TOTAL REVENUES	1,380,936	1,592,779	87%	79,851	95,230	84%	135,725	231,615	59%	16,547,655	26,522,878	62%
EXPENSES												
ADMINISTRATION	\$32,562	\$51,481	63%	\$747	\$1,045	71%	\$5,609	\$7,650	73%	\$479,124	\$816,330	59%
PROFESSIONAL FEES	28,828	46,839	62%	0	0		5,820	26,500	22%	383,521	825,822	46%
BUILDING OP & MAINTENANCE	11,547	30,788	38%	2,594	12,050	22%	0	0		142,290	256,447	55%
VEHICLE OP & MAINTENANCE	53,291	42,581	125%	0	0		0	0		599,008	800,439	75%
WAGES & BENEFITS	179,157	256,113	70%	0	875		110,018	180,865	61%	2,244,039	3,216,073	70%
OTHER OPERATING COSTS	490,844	696,535	70%	30,156	44,752	67%	1,311	2,100	62%	1,847,997	2,786,596	66%
CAPITAL COST	26,781	196,089	14%	0	0		12,968	14,500	89%	2,860,503	12,000,527	24%
DEBT FINANCING - INT	37,513	46,610	80%	0	0		0	0		846,193	1,198,490	71%
DEBT FINANCING - PRINCIPAL	22,563	30,080	75%	0	0		0	0		626,373	850,790	74%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
CONTRIBUTION TO OTHER FUNDS	45,267	45,267	100%	0	0		0	0		1,628,725	1,635,445	100%
CONTRIBUTION FROM OTHER FND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
TOTAL EXPENSES	\$928,353	\$1,442,383	64%	\$33,497	\$58,722	57%	\$135,726	\$231,615	59%	\$11,657,773	\$24,386,959	48%
OPERATING SURPLUS (DEFICIT)	\$452,583	\$150,396		\$46,354	\$36,508		(\$1)	\$0		\$4,889,882	\$2,135,919	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
Sep 2008**

	REGIONAL PARKS			COMMUNITY PARKS			AREA A RECREATION			D69 RECREATION COORDINATING			OCEANSIDE PLACE		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES															
TAX REQUISITION	949,478	1,265,966	75%	424,962	566,615	75%	57,375	76,500	75%	773,991	1,031,985	75%	948,096	1,264,125	75%
GRANTS/OPERATING/OTHER	515,215	877,160	59%	7,551	0		0	0		251,193	247,460	102%	421,404	617,845	68%
RETAINED EARNINGS	204,690	203,590	101%	309,160	309,160	100%	99,402	99,400	100%	245,826	245,825	100%	239,659	239,660	100%
TOTAL REVENUES	1,669,383	2,346,716	71%	741,673	875,775	85%	156,777	175,900	89%	1,271,010	1,525,270	83%	1,609,159	2,121,630	76%
EXPENSES															
OFFICE OPERATING	\$52,896	\$66,995	79%	\$32,561	\$43,659	75%	\$1,051	\$2,605	40%	\$83,817	\$112,378	75%	\$105,719	\$149,939	71%
PROFESSIONAL FEES	41,488	356,000	12%	5,008	42,500	12%	43	0		20,315	10,500	193%	0	2,000	
BUILDING OP & MAINTENANCE	24,660	52,325	47%	4,006	5,471	73%	60	0		13,137	26,610	49%	186,856	240,575	78%
VEHICLE OP & MAINTENANCE	15,030	25,515	59%	4,521	8,000	57%	0	0		24,788	33,409	74%	31,850	43,645	73%
OTHER OPERATING COSTS	105,344	277,205	38%	55,577	190,720	29%	423	700	60%	16,796	22,275	75%	10,307	15,420	67%
WAGES & BENEFITS	230,163	333,870	69%	207,980	282,999	73%	9,025	16,590	54%	494,307	674,749	73%	620,936	835,068	74%
EQUIP OP & MAINTENANCE	2,076	1,000	208%	0	0		0	0		2,768	2,700	103%	53,251	45,000	118%
COMMUNITY GRANTS	0	0		0	0		2,974	10,000	30%	37,653	65,000	58%	504	700	72%
RECREATION PROGRAMS	0	1,500		72	750	10%	0	0		31,360	64,360	49%	9,443	21,650	44%
CAPITAL EXPENDITURES	13,308	450,835	3%	18,084	22,000	82%	129	0		450	3,335	13%	9,705	12,835	76%
DEBT FINANCING - INTEREST	25,608	27,730	92%	18,504	26,070	71%	0	0		0	0		234,396	312,530	75%
DEBT FINANCING - PRINCIPAL	429,535	430,150	100%	12,384	16,515	75%	0	0		0	0		204,786	273,050	75%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	146,005		0	0		0	0	
TRANSFER TO RESERVE FUND	221,105	221,105	100%	65,000	65,000	100%	0	0		70,180	70,180	100%	25,180	25,180	100%
TRANSFER FROM RESERVE FUN	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	30,000	30,000	100%	28,200	28,200	100%	0	0		266,141	270,655	98%	0	0	
TOTAL EXPENDITURES	\$1,191,213	\$2,274,230	52%	\$451,897	\$731,884	62%	\$13,705	\$175,900	8%	\$1,061,712	\$1,356,151	78%	\$1,492,933	\$1,977,592	75%
OPERATING SURPLUS (DEFICIT)	\$478,170	\$72,486		\$289,776	\$143,891		\$143,072	\$0		\$209,298	\$169,119		\$116,226	\$144,038	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
Sep 2008**

	RAVENSONG AQUATIC CENTER			GABRIOLA ISL RECREATION			SOUTHERN COMMUNITY RECREATION & CULTURE			TOTAL RECREATION & PARKS SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES												
TAX REQUISITION	981,945	1,309,255	75%	53,919	71,890	75%	659,961	879,940	75%	4,849,727	6,466,276	75%
GRANTS/OPERATING/OTHER	444,578	557,870	80%	0	500		23,996	45,000	53%	1,663,937	2,345,835	71%
RETAINED EARNINGS	122,848	122,850	100%	6,537	6,535	100%	16,018	16,020	100%	1,244,140	1,243,040	100%
TOTAL REVENUES	1,549,371	1,989,975	78%	60,456	78,925	77%	699,975	940,960	74%	7,757,804	10,055,151	77%
EXPENSES												
OFFICE OPERATING	\$113,863	\$153,160	74%	\$836	\$1,066	78%	\$2,120	\$2,700	79%	\$392,863	\$532,502	74%
PROFESSIONAL FEES	5,577	12,000	46%	0	0		0	0		72,431	423,000	17%
BUILDING OP & MAINTENANCE	152,206	215,100	71%	0	0		26,467	28,750	92%	407,392	568,831	72%
VEHICLE OP & MAINTENANCE	6,430	7,355	87%	0	75		0	0		82,619	117,999	70%
OTHER OPERATING COSTS	17,842	25,550	70%	39	150	26%	0	75		206,328	532,095	39%
WAGES & BENEFITS	675,683	1,013,887	67%	9,020	12,905	70%	0	0		2,247,114	3,170,068	71%
EQUIP OP & MAINTENANCE	19,536	27,200	72%	0	0		0	0		77,631	75,900	102%
COMMUNITY GRANTS	5,393	7,000	77%	0	0		0	0		46,524	82,700	56%
RECREATION PROGRAMS	25,257	44,220	57%	0	0		0	0		66,132	132,480	50%
CAPITAL EXPENDITURES	13,350	85,000	16%	129	0		7,975	15,000	53%	63,130	589,005	11%
DEBT FINANCING - INTEREST	183,519	244,690	75%	0	0		0	0		462,027	611,020	76%
DEBT FINANCING - PRINCIPAL	92,961	123,955	75%	0	0		0	0		739,666	843,670	88%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	146,005	
TRANSFER TO RESERVE FUND	180	180	100%	0	0		0	0		381,645	381,645	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		60,000	60,000	100%	865,261	894,325	97%	1,249,602	1,283,180	97%
TOTAL EXPENDITURES	\$1,311,797	\$1,959,297	67%	\$70,024	\$74,196	94%	\$901,823	\$940,850	96%	\$6,495,104	\$9,490,100	68%
OPERATING SURPLUS (DEFICIT)	\$237,574	\$30,678		(\$9,568)	\$4,729		(\$201,848)	\$110		\$1,262,700	\$565,051	

REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION AND SOLID WASTE SERVICES
 Sep 2008

	SOLID WASTE MANAGEMENT			GARBAGE COLLECTION/RECYCLING			TOTAL TRANSPORTATION AND SOLID WASTE SERVICES		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES									
TAX REQUISITION	\$301,725	\$402,305	75%	\$0	\$0		\$3,726,585	\$4,968,785	75%
GRANTS/OPERATING/OTHER	6,681,040	11,348,800	59%	2,202,949	2,316,021	95%	15,422,759	24,025,581	64%
RETAINED EARNINGS	1,708,622	1,708,620	100%	533,187	533,185	100%	3,383,941	3,383,935	100%
TOTAL REVENUES	8,691,387	13,459,725	65%	2,736,136	2,849,206	96%	22,533,285	32,378,301	70%
EXPENSES									
OFFICE OPERATING	\$449,330	\$602,065	75%	\$119,425	\$162,065	74%	\$2,123,656	\$2,866,050	74%
PROFESSIONAL FEES	168,675	411,985	41%	393	7,500	5%	180,093	459,485	39%
BUILDING OP & MAINTENANCE	46,916	80,100	59%	1,611	2,145	75%	177,382	329,645	54%
VEHICLE OP & MAINTENANCE	541,872	682,133	79%	792	1,785	44%	2,819,996	3,780,362	75%
OTHER OPERATING COSTS	1,391,508	2,822,826	49%	1,265,846	2,092,125	61%	2,906,063	5,270,901	55%
WAGES & BENEFITS	1,717,578	2,434,646	71%	71,724	103,395	69%	7,346,657	9,934,139	74%
EQUIP. OP & MAINT							2,768	5,450	51%
COMMUNITY GRANTS							0	0	
CAPITAL EXPENDITURES	949,823	4,911,505	19%	145	11,200	1%	1,088,015	7,094,725	15%
DEBT FINANCING - INT	123,525	164,700	75%	0	0		123,525	164,700	75%
DEBT FINANCING - PRINCIPAL	68,049	90,730	75%	0	0		68,049	90,730	75%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	1,007,490	1,007,490	100%	660	660	100%	1,014,445	1,014,445	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$6,464,766	\$13,208,180	49%	\$1,460,596	\$2,380,875	61%	\$17,850,649	\$31,010,632	58%
OPERATING SURPLUS (DEFICIT)	\$2,226,621	\$251,545		\$1,275,540	\$468,331		\$4,682,636	\$1,367,669	

REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION AND SOLID WASTE SERVICES
Sep 2008

	DESCANSO BAY EMERGENCY WHARF			SOUTHERN COMMUNITY TRANSIT			NORTHERN COMMUNITY TRANSIT		
	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR	ACTUAL 2008	BUDGET 2008	% VAR
REVENUES									
TAX REQUISITION	\$3,861	\$5,150	75%	\$3,014,343	\$4,019,120	75%	\$406,656	\$542,210	75%
GRANTS/OPERATING/OTHER	0	0		6,080,032	9,749,695	62%	458,738	611,065	75%
RETAINED EARNINGS	46	45	102%	847,826	847,825	100%	294,260	294,260	100%
TOTAL REVENUES	\$3,907	\$5,195	75%	\$9,942,201	\$14,616,640	68%	\$1,159,654	\$1,447,535	80%
EXPENSES									
OFFICE OPERATING	\$281	\$150	187%	\$1,011,749	\$1,377,950	73%	\$542,871	\$723,820	75%
PROFESSIONAL FEES	0	0		11,025	40,000	28%	0	0	
BUILDING OP. & MAINT.	0	4,000		128,855	243,400	53%	0	0	
VEHICLE OP. & MAINT.	0	0		2,277,332	3,096,444	74%	0	0	
OTHER OPERATING COSTS	0	0		221,809	329,050	67%	26,900	26,900	100%
WAGES & BENEFITS	0	0		5,169,943	6,951,045	74%	387,412	445,053	87%
EQUIP. OP & MAINT	0	0		2,768	5,450	51%	0	0	
COMMUNITY GRANTS	0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		138,047	2,172,020	6%	0	0	
DEBT FINANCING - INT.	0	0		0	0		0	0	
-PRINCIPAL	0	0		0	0		0	0	
-EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	1,000	1,000	100%	5,295	5,295	100%	0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$1,281	\$5,150	25%	\$8,966,823	\$14,220,654	63%	\$957,183	\$1,195,773	80%
NET SURPLUS	\$2,626	\$45		\$975,378	\$395,986		\$202,471	\$251,762	



RDN REPORT		
CAO APPROVAL (M)		
EAP		
COW		
NOV 20 2008		
RHD		
BOARD	✓	NOV 25/08

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: November 19, 2008

FROM: Maureen Pearse
Senior Manager, Corporate Administration

FILE:

SUBJECT: Report of Election Results – 2008 Local Government Elections

PURPOSE:

To present the results of the 2008 Local Government Elections Results as required under s. 148 of the *Local Government Act*.

BACKGROUND:

A summary of the declaration of election results from the November 15, 2008 Local Government Elections has been prepared and is attached for your information. The attachments show the determination of official election results as declared by acclamation pursuant to s. 76 or as declared by voting pursuant to s. 136 of the *Local Government Act*. In the case of election by voting, the attachments also include a compilation of the information contained on the ballot accounts for each Electoral Area election. The following list indicates those persons elected or acclaimed to the positions of Electoral Area Director for the Board of the Regional District of Nanaimo for a three year term ending December 2011 and the results of the Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556, Burning Regulations Plebiscite, Yellowpoint Waterloo Fire Protection Service Area Loan Authorization Bylaw No. 1549, Yellowpoint Waterloo Fire Agreement, as well as the North Cedar Improvement District and the Cranberry Fire District boundary amendment referendum questions:

Regional Director Elections:

Joe Burnett	Director, Electoral Area A	Elected
Gisele Rudischer	Director, Electoral Area B	Elected
Maureen Young	Director, Electoral Area C	Acclaimed
George Holme	Director, Electoral Area E	Acclaimed
Lou Biggemann	Director, Electoral Area F	Elected
Joe Stanhope	Director, Electoral Area G	Acclaimed
Dave Bartram	Director, Electoral Area H	Acclaimed

Referendums:

Drinking Water	Bylaw No. 1556	Passed
North Cedar Imp. Dist. Boundary		Passed
Area E Burning Restrictions		Failed
Yellowpoint Waterloo Fire Loan	Bylaw No. 1549	Failed
Yellowpoint Waterloo Agreement		Failed
Cranberry Fire District Boundary		Failed

CONCLUSIONS:

Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556 was approved by the electors. Now that assent has been received, the bylaw is being put forward for adoption.

The North Cedar Improvement District boundary amendment question was also endorsed by the electors.

A separate report will be coming forward with respect to the Yellow Waterloo Fire Protection Area.

RECOMMENDATIONS:

1. That the 2008 official election results be received for information.
2. That "Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556, 2008" be adopted.



Report Writer



C.A.O. Concurrence

Regional District of Nanaimo

Electoral Area A
 Regional District Director
 Official Declaration of Results

Voting Place:	Burnett, Joe	Eert, Bev	Garnish, Frank	Total Ballots Cast
Advance Voting Opportunity - RDN Office: Nov 5/08 & Nov 12/08	16	9	19	44
North Cedar Intermediate School: Nov 15/08	353	291	187	831
Cranberry Fire Hall: Nov 15/08	121	70	209	400
Total Number of Valid Votes Cast	490	370	415	1275
% of Vote	38.4%	29.0%	32.5%	
Number of Rejected Ballots without objection (blank/overvoted ballots)	13			
Number of Spoiled Ballots that were replaced	9			
Total Number of Ballots Used	1297			
Total Number on Voters List (not including Instant Registrations)	5,139			
Instant Registrations	80			
Total Number on Voters List	5,219			
Voter Turnout	24.7%			

This determination of official election results was made by the Chief Election Officer on Wednesday, November 19, 2008 at 2:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.

M. Plasse

Chief Election Officer

Regional District of Nanaimo

Electoral Area B
 Regional District Director
 Official Declaration of Results

Voting Place:	Hague, John	Phillipoff, Jim	Rudischer, Gisele	Warr, Jeff	Total Ballots Cast
Advance Voting Opportunity - Gabriola School Library: Nov 5/08	11	12	79	32	134
Advance Voting Opportunity - RDN Office: Nov 5/08 & Nov 12/08	5	1	9	2	17
Gabriola Elementary School: November 15/08	180	102	586	196	1064
Total Number of Valid Votes Cast	196	115	674	230	1215
% of Vote	16.1%	9.5%	55.5%	18.9%	
Number of Rejected Ballots without objection (blank/overvoted ballots)	31				
Number of Spoiled Ballots that were replaced	15				
Total Number of Ballots Used	1261				
Total Number on Voters List (not including Instant Registrations)	3,410				
Instant Registrations	100				
Total Number on Voters List	3,510				
Voter Turnout	35.5%				

This determination of official election results was made by the Chief Election Officer on Wednesday, November 19, 2008 at 2:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.



 Chief Election Officer

Regional District of Nanaimo

Electoral Area F
 Regional District Director
 Official Declaration of Results

Voting Place:	Biggemann, Lou	Peacey, Ceri	Total Ballots Cast
Advance Voting Opportunity - RDN Office: Nov 5/08 & Nov 12/08	1	1	2
Advance Voting Opportunity - Oceanside Place: Nov 5/08 & Nov 12/08	13	13	26
Advance Voting Opportunity - QB Civic Centre: November 5/08	5	19	24
Bradley Centre: November 15/08	446	417	863
Total Number of Valid Votes Cast	465	450	915
% of Vote	50.8%	49.2%	
Number of Rejected Ballots without objection (blank/overvoted ballots)	5		
Number of Spoiled Ballots that were replaced	3		
Total Number of Ballots Used	923		
Total Number on Voters List (not including Instant Registrations)	4,823		
Instant Registrations	69		
Total Number on Voters List	4,892		
Voter Turnout	18.8%		

This determination of official election results was made by the Chief Election Officer on Wednesday, November 19, 2008 at 2:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.

M. Peacey

Chief Election Officer

Regional District of Nanaimo

Electoral Area B
Islands Trust Trustee
Official Declaration of Results

Voting Place:	Boehm, David	Ferens, Deborah	Lowden, Ian	Malcolmson, Sheila	Moeller, Eric	Ralph, John	Total Ballots Cast
Advance Voting Opportunity - Gabriola School Library: November 5/08	6	89	15	113	18	5	246
Advance Voting Opportunity - RDN Office: Nov 5/08 & Nov 12/08	2	12	0	11	3	3	31
Gabriola Elementary School: November 15/08	121	769	127	808	151	74	2050
Total Number of Valid Votes Cast	129	870	142	932	172	82	2327
% of Vote	5.5%	37.4%	6.1%	40.1%	7.4%	3.5%	
Number of Rejected Ballots without objection (blank/overvoted ballots)	6						
Number of Spoiled Ballots that were replaced	15						
Total Number of Ballots Used	1261						
Total Number on Voters List (not including Instant Registrations)	3,410						
Instant Registrations	100						
Total Number on Voters List	3,510						
Voter Turnout	35.5%						

This determination of official election results was made by the Chief Election Officer on Wednesday, November 19, 2008 at 2:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.



Chief Election Officer

Regional District of Nanaimo

Drinking Water Referendum - Bylaw 1556
Official Declaration of Results

Voting Place:	Yes	No	Total Ballots Cast
Advance Voting Opportunity - QB Civic Centre: Nov 5/08	25	18	43
Advance Voting Opportunity - Oceanside: Nov 5/08 & Nov 12/08	69	53	122
Advance Voting Opportunity - RDN Office: Nov 5/08 & Nov 12/08	66	53	119
Advance Voting Opportunity - Gabriola School Library: Nov 5/08	100	26	126
North Cedar Intermediate School: November 15/08	511	303	814
Cranberry Fire Hall: November 15/08	232	170	402
Gabriola Elementary School: November 15/08	591	450	1041
Extension Hall: November 15/08	21	86	107
Pleasant Valley Hall: November 15/08	53	92	145
Nanoose Place: November 15/08	526	558	1084
Bradley Centre: November 15/08	354	498	852
St Columba Presbyterian Church: November 15/08	413	264	677
Lighthouse Community Centre: November 15/08	198	192	390
Total Number of Valid Votes Cast	3159	2763	5922
% of Vote	53.3%	46.7%	
Number of Rejected Ballots without objection (blank/overvoted ballots)	150		
Number of Spoiled Ballots that were replaced	45		
Total Number of Ballots used	6117		
Total Number on Voters List (not including Instant Registrations)	28,404		
Instant Registrations	473		
Total Number on Voters List	28,877		
Voter Turnout	21.0%		

This determination of official election results was made by the Chief Election Officer on Wednesday, November 19, 2008 at 2:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.



Chief Election Officer

Regional District of Nanaimo

Electoral Area E
 Burning Restrictions Plebiscite
 Official Declaration of Results

Voting Place:	Yes	No	Total Ballots Cast
Advance Voting Opportunity - RDN Office: Nov 5/08 & Nov 12/08	11	20	31
Advance Voting Opportunity - Oceanside: Nov 5/08 & Nov 12/08	9	21	30
Advance Voting Opportunity - QB Civic Centre: Nov 5/08	1	0	1
Nanoose Place: November 15/08	407	681	1088
Total Number of Valid Votes Cast	428	722	1150
% of Vote	37.2%	62.8%	
Number of Rejected Ballots without objection (blank/overvoted ballots)	0		
Number of Spoiled Ballots that were replaced	7		
Total Number of Ballots Used	1157		
Total Number on Voters List (not including Instant Registrations)	4,573		
Instant Registrations	87		
Total Number on Voters List	4,660		
Voter Turnout	24.7%		

This determination of official election results was made by the Chief Election Officer on Wednesday, November 19, 2008 at 2:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.

M. P. [Signature]

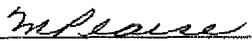
Chief Election Officer

Regional District of Nanaimo

Yellowpoint Waterloo Fire Referendum - Bylaw 1549
 Official Declaration of Results

Voting Place:	Yes	No	Total Ballots Cast
Advance Voting Opportunity - RDN Office: Nov 5/08 & Nov 12/08	5	7	12
Cranberry Fire Hall: November 15/08	68	135	203
			0
Total Number of Valid Votes Cast	73	142	215
% of Vote	34.0%	66.0%	
Number of Rejected Ballots without objection (blank/overvoted ballots)	14		
Number of Spoiled Ballots that were replaced	3		
Total Number of Ballots Used	232		
Total Number on Voters List (not including Instant Registrations)	1,320		
Instant Registrations	28		
Total Number on Voters List	1,348		
Voter Turnout	17.0%		

This determination of official election results was made by the Chief Election Officer on Wednesday, November 19, 2008 at 2:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.



 Chief Election Officer

Regional District of Nanaimo

Yellowpoint Waterloo Fire Agreement
 Official Declaration of Results

Voting Place:	Yes	No	Total Ballots Cast
Advance Voting Opportunity - RDN Office: Nov 5/08 & Nov 12/08	2	9	11
Cranberry Fire Hall: November 15/08	65	144	209
Total Number of Valid Votes Cast	67	153	220
% of Vote	30.5%	69.5%	
Number of Rejected Ballots without objection (blank/overvoted ballots)	9		
Number of Spoiled Ballots that were replaced	3		
Total Number of Ballots Used	232		
Total Number on Voters List (not including Instant Registrations)	1,320		
Instant Registrations	33		
Total Number on Voters List	1,353		
Voter Turnout	16.9%		

This determination of official election results was made by the Chief Election Officer on Wednesday, November 19, 2008 at 2:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.

M. Pearson

Chief Election Officer

Cranberry Fire District

Cranberry Fire District
 Fire Boundary Amendment Referendum
 Official Declaration of Results

Voting Place:	Yes	No	Total Ballots Cast
Advance Voting Opportunity - RDN Office: Nov 5/08 & Nov 12/08	2	6	8
Cranberry Fire Hall: November 15/08	29	71	100
Total Number of Valid Votes Cast	31	77	108

This determination of official election results was made by the Chief Election Officer on Wednesday, November 19, 2008 at 2:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.

M. Pearce
 Chief Election Officer

North Cedar Improvement District

North Cedar Improvement District
 Fire Boundary Amendment Referendum
 Official Declaration of Results

Voting Place:	Yes	No	Total Ballots Cast
Advance Voting Opportunity - RDN Office: Nov 5/08 & Nov 12/08	4	6	10
North Cedar Intermediate School: November 15/08	80	53	133
Total Number of Valid Votes Cast	84	59	143

104

This determination of official election results was made by the Chief Election Officer on Wednesday, November 19, 2008 at 2:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.



 Chief Election Officer



RDN REPORT		ON
CAO APPROVAL		
EAP		
COW		
NOV 14 2008		
RHD		
BOARD	✓	
November 25/08		

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: November 14, 2008

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: 707 Community Park Management Plan – Terms of Reference

PURPOSE

To obtain Board approval of the Terms of Reference for undertaking a Management Planning Process for 707 Community Park located in Electoral Area B.

BACKGROUND

In 2005, the Gabriola Island Local Trust Committee (LTC) approved a bylaw that permitted the transfer of 35 residential densities from 286 hectares (707 acres) of forest-zoned lands in central Gabriola and the subsequent rezoning of the 286 hectares to Forestry-Wilderness Recreation. The land deal represented the first use of Gabriola’s Official Community Plan provision supporting the creation of parkland and the protection of large blocks of forest through the transfer of residential densities. The Island Trust was not in a position to hold the land therefore the RDN received the 286 hectares on a freehold basis and agreed to manage the land as Community Park on behalf of the residents of Electoral Area B for conservation and preservation of environmental values.

In May, 2008 the RDN received \$221,936 in grant money under the Community Tourism Program to undertake the E & N Trail by Rail feasibility study and to undertake a management planning process for the 707 Community Park.

Proposed Terms of Reference

The Terms of Reference calls for a development of the park’s first management plan capable of guiding the operations, development, and management of the park over a 10-year period (2010-2020). It is proposed that the Regional District retain a consultant to undertake the development of the first Management Plan for the 707 Community Park. The Terms of Reference outline a number of objectives to be addressed during the process, and requires the consultant to undertake a significant consultation program.

Timeframe for the Plan's Completion

Staff anticipate the project work can be completed within 2009 with the following timeframe:

- November 2008 Terms of Reference approved by Regional Board
- December-January 2009 RFP issued and Project Consultant retained
- February - May Research work commences
- April/May Two Public Open Houses
- June Complete policies, targets and actions
- July to September Circulate draft management plan
- September Two Public Open Houses to review draft plan
- November Submit revised draft plan and undertake final changes
- December Management Plan approved by Regional Board

ALTERNATIVES

1. That the Terms of Reference for the 707 Community Park be approved as presented.
2. That the Terms of Reference not be approved and amendments made as directed.

FINANCIAL IMPLICATIONS

\$30,000 was received under the Community Tourism Program for the completion of this management plan.

PARTNERSHIP IMPLICATIONS

The Islands Trust oversee the development and planning of Gabriola Island and, as a player in securing the park, two members of the Trust will be invited to sit on the 707 Community Park Sub-Committee. The other members on this committee will be the Area B Director and two Electoral Area B residents appointed by the Regional Board.

CITIZEN IMPLICATIONS

The Terms of Reference calls on the consultant to undertake a comprehensive public consultation process as per the RDN Public Consultation/Communication Framework Policy No.A1.23. The consultation will include seeking input from a variety of park user groups, hosting four public Open Houses, and commissioning a survey to gather a range of input. The Terms of Reference proposes a consultation process that will allow for residents, organizations and government agencies to be involved in the Plan's preparation. Two local citizens, chosen by the RDN Board, will be invited to sit on the 707 Community Park Sub-committee.

SUSTAINABILITY IMPLICATIONS

707 Community Park was logged in the last 10 – 15 years. However, now that the area is a park, this land and the forest that is growing, will become area that is preserved for the future. The area is also adjacent to the new Coats Marsh Regional Park and together they will create a conservation corridor.

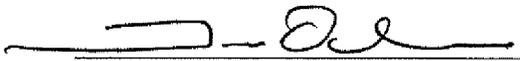
SUMMARY

In May, 2008 the RDN received \$221,936 in grant money under the Community Tourism Program to undertake a Trail by Rail feasibility study and to undertake a management planning process for the 707 Community Park. A Terms of Reference has been prepared to guide the preparation of the first management plan for the park.

RECOMMENDATIONS

1. That the Terms of Reference for the 707 Community Park Management Plan be approved.
2. That staff be directed to issue a Request for Proposals for a Project Consultant for the development of the 707 Community Park Management Plan.
3. That two members of the general public from Electoral Area B be appointed to participate as members of the 707 Community Park Management Plan Sub-committee.


Report Writer

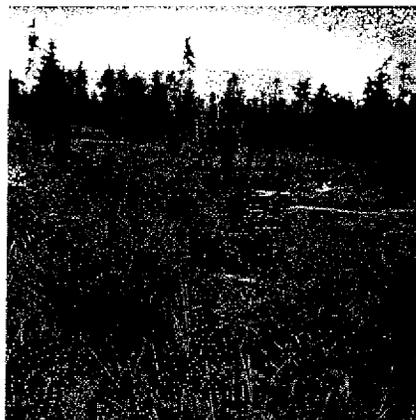

General Manager Concurrence


CAO Concurrence

Regional District of Nanaimo

707 Acre Community Park Management Plan

TERMS OF REFERENCE December, 2008



Request for Consultant Services

707 Community Park Management Plan

Terms of Reference

1. INTRODUCTION

The Regional District of Nanaimo (RDN) is seeking proposals from qualified consultants interested in preparing a management plan for the 707 Acre Community Park located in Electoral Area B on Gabriola Island. This will be the Community Park's first management plan. It will guide the operations, development, and stewardship of the property based on comprehensive analysis of property values and public and stakeholder consultation. The plan will confirm the long-term vision and goals for 707 Acre Community Park and identify shorter term management policies and actions for the period 2010-2020. The plan is to be reviewed after five years (2015) by a management steering committee and updated formally at ten-year intervals.

2. BACKGROUND

Park Location

The 707 Acre Community Park (707CP) is situated along the central spine of Gabriola Island and includes the highest point of land on the island. The Park's western slopes provide views across the water towards Nanaimo and Mount Benson.

The Park property neighbours private residential lands to the north (including small lot residential near the town center), private forestry lands to the west, private residential lands to the south and south east, and Federal Crown Lands to the east. The newly acquired Coats Regional Park is located diagonally across from the southwest corner of the Park and two small community parks connect the southeastern corner of the Park to Coats Drive.

Park Description

In total, the six lots that together make up 707CP represents 286 hectares of undeveloped second-growth forest land that was largely clear-cut within the last 10 to 15 years. The park lands are unremarkable in strict environmental terms, however, the park does play a significant role in protection and conservation of wilderness land, in addition to providing quality recreation opportunities to residents and visitors of Gabriola Island. Tours of the property show a very positive return of vegetation and wildlife; the land is a long term jewel of a park that will be appreciated by future generations of residents and will play a key role in improving the environment.

Park Access

There are numerous access points to the Park. This may provide an opportunity to develop appropriate park entrances but may also make controlling park use a challenge. Along the northern boundary there are five potential park accesses: Brydie Ave, Jeanette Ave, Ricki Ave and Mary Rd., and a trail access along

the undeveloped Tin Can Alley road right of way which links the Park to the Island's commercial area and community facilities.

Along the eastern boundary of the Park there are two potential park access points: the RDN has easement rights from the Park through a Federal Crown parcel onto North Road; and where the park bisects North Road.

In the southeast corner of the Park, Fisher Road provides a road accessible entrance. New residential expansion in this area may see McCallum Road built to the Park boundary and possible development of other trail entrances into the Park.

On Coats Drive, to the south, there is potential access to the Park through two other adjacent community parks.

Acquisition

In 2005, following a year of negotiations and public debate, the Gabriola Island Local Trust Committee (LTC) approved a bylaw that permitted the transfer of 35 residential densities from 286 hectares (707 acres) of forest-zoned lands in central Gabriola Island and the subsequent rezoning of the 286 hectares to Forestry-Wilderness Recreation. The land deal represented the first use of Gabriola's Official Community Plan provision supporting the creation of parkland and the protection of large blocks of forest through the transfer of residential densities.

The Island Trust was not able to hold the land, but was involved in negotiating the acquisition of the land from the developer and its transfer to the RDN. The RDN received the 286 hectares on a freehold basis and agreed to manage the land as Community Park on behalf of the residents of Electoral Area 'B' for conservation, and preservation of environmental values.

At the time of transfer it was noted that the RDN would undertake a process in conjunction with the Island Trust Fund Board and the public to create a management plan for the donor lands, develop covenants necessary for conservation and preservation of environmental values, and determine a suitable name for the Park.

Community and Regional Context

The Regional District of Nanaimo (RDN) manages about 716 hectares (1,769 acres) of regional park, trail and conservation lands in the mid-Vancouver Island area along with another 250 hectares of neighbourhood or community park and trail. The 707 Acre Community Park is currently the largest park in the Regional District's Community and Regional Park system and is the third largest public owned park in the Regional District, next to Little Qualicum Falls and Rath Trevor Provincial Parks. Gabriola Island has twenty-six Community Parks, two Regional Parks, and three provincial parks.

707CP plays a key role in supporting destination tourism activities such as biking and hiking; it is an integral link between Descanso Bay Regional Park located on the northern tip of the Island to Drumbeig Provisional Park on the southern tip of the Island. Due to this significance to tourism, the 707CPMP has been funded by a provincial Community Tourism Program Grant.

3. PLAN CONTENT

The 707 Acre Community Park Management Plan (707CPMP) is a strategic plan that will define the future direction, policies, priorities, and actions for the Regional District of Nanaimo in the short and long term with a 10 year focus (2009-2019).

The 707CPMP will include the following objectives: gather baseline information, establish direction, and develop implementation strategies.

3.1 Gather Baseline Information

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

- *Property and Land Status*
 - size and location (extents);
 - legal encumbrances (investigate possibility of title consolidation);
 - applicable zoning, official community plan, land and park use regulations;
 - history of land use to acquisition and since acquisition;
 - neighbouring land uses;
 - applicable fire protection services;
 - detailed property description – trails, road networks, vegetation, views, access (supported with GPS or survey data).

- *Natural Values*
 - existing sensitive ecosystems (does not require completion of a comprehensive ESI);
 - impact of logging and recreational use on natural values.

- *Recreation Values*
 - present 707CP as part of the overall Gabriola Island parks and trails system;
 - identify who is using the property (provide detail on use by user type - individuals through to large groups i.e. hikers, mountain bikers, equestrians, unauthorized motorized vehicles, and special event holders);
 - identify why the property is being used (what attracts people to the property?);
 - identify how the property is being used i.e. access points; inventory and map all existing and proposed trail routes and show related improvements;
 - identify when the property is being used;
 - examine the value of 707CP for local tourism;
 - present statistical evidence of demand for trails and outdoor nature and park experiences on Vancouver Island and in the Gulf Islands.

- *Cultural Values*
 - identify any registered archaeological sites or sites of heritage interest;
 - assess the extent to which the property is a known ‘place’ within the Regional District, and on Gabriola Island, and characterize the nature of human attachment to it.

- *Resource Values*
 - Reforestation plan

- *Educational Values*
 - review how 707CP has been used for educational purposes by external agencies;
 - identify past and continuing research activities, carried out at 707CP;
 - investigate opportunities for formal integration of the site into area school curriculum for either education or research purposes (provide examples from elsewhere).

3.2 Establish Direction

- *Confirm Vision, Principles and Goals*
 - simple vision statement;
 - short list of management principles; and
 - a set of broad goals to direct the management of 707CP.
- *Seek out Issues and Ideas*
 - identify the main issues facing the managers of 707CP and elicit ideas for its successful management; and
 - organize the issues and ideas by subject or theme.

3.3 Develop Implementation Strategies

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

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

- use;
 - public accessibility;
 - trail plans and development;
 - public safety and security;
 - partnerships;
 - environment;
 - stewardship (including the role of local conservation & community groups);
 - recreation, education and culture;
 - resource management; and
 - development.
- *Develop Targets and Actions*
 - outline actions to be accomplished within the five year period;
 - identify which community groups could assist on specific actions;
 - identify when actions are to be completed by;
 - provide cost estimates for each action item;
 - use tables and time line charts to convey material.

4. PROJECT MANAGEMENT

Through a Request for Proposal (RFP) process, a Project Consultant will be procured to develop the 707CPMP.

The process of developing the 707CPMP will be conducted by a 707CP Management Plan Sub-committee made up of the RDN Area B Director, two representatives from the Islands Trust, two members of the public appointed by the RDN Board of Directors. This committee will:

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

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

5. BUDGET, LEVEL OF EFFORT AND AVAILABLE RESOURCES

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

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

The RDN will provide support for the development and production of essential maps. The contractor will be provided with copies of legal documents, property studies, and any other documents relating to 707CP.

6. PUBLIC CONSULTATION PROGRAM

The Regional District of Nanaimo's Public Consultation/Communication Framework Policy No.A1.23 measures a successful project as one that provides for meaningful and on-going public involvement. The success of the public process component of the 707 Acre Community Park Management Plan will be achieved through meeting the following goals:

- Anyone likely to be affected by a decision shall have opportunities for input into that decision;
- The consultation process shall allow for a meaningful level of involvement;
- All positions and input received will be considered; not all input can and will be accommodated;
- The process shall recognize and take into account the different characteristics and abilities of the community;

- The process shall recognize interdepartmental issues and concerns, and shall involve and coordinate internal staff resources as necessary or appropriate.
- The integrity of broad public involvement must be paramount to the process and must not be superseded by any individual or interest group;
- The RDN shall provide feedback, in a timely manner, about how public input has been utilized in Board decisions, and how the public will be affected;
- An evaluation component shall be built in to the process to allow those involved to learn from past experiences and to ensure the proper use of resources.

A key role of the Consultant in compiling the 707CPMP is to develop, lead and interpret a region-wide community input process that contributes to the project's objectives.

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

- ongoing consultation with the 707CPMP Sub-Committee and the Staff Working Group;
- interviews with community organizations, staff at the Islands Trust, other government and corporate organizations;
- public surveys; and
- a minimum of four Open Houses held on Gabriola Island to solicit views, comments and opinions on the 707CP and to present the draft 707CPMP and receive comments prior to the preparation of the final document.

7. REFERRALS

Local Land Trust Agencies – GALT

Local Recreation Clubs – hiking; running; mountain biking; equestrian; field naturalists; Rod, Gun & Conservation Club; and ATV and 4X4 users.

Federal, Provincial & Other Government Agencies – Islands Trust, Ministry of the Environment, Ministry of Forests, Indian and Northern Affairs – BC Region.

Neighbouring Private Corporations – Potlatch Properties Ltd.

Other Organizations – The Nature Trust and Regional Parks and Trails Advisory Committee (Coats Regional Park); Gabriola Island Chamber of Commerce, and the Gabriola Island Volunteer Fire Dept.

8. CONSULTANTS PROPOSAL TO INCLUDE:

- A proposed methodology and table of contents for the 707 Community Park Plan;
- A work program detailing stages, deliverables and timing; This work program will detail all phases, including research, public involvement and plan development.
- An outline of a proposed comprehensive consultation process that:
 - will not direct or control the scope of the project;
 - will facilitate a broad range of input through a continuum of questioning from very general matters to very detailed issues;
 - will account for different stakeholder knowledge levels in regards to Community Park policies and goals;

- will utilize a varied approach to obtain input from a wide range of Gabriola Island residents; and
- will obtain detailed and accurate input that will yield data that can be analyzed.
- Information as to the qualifications, ability and past experience of the company with similar projects, including references of other Park Plan projects the consultant has completed, preferably in a Regional District setting.
- A list of the personnel who will work on the project, their individual experience specifically related to Park Planning and what their role will be.
- A list of sub-consultants, including their company and staff experience specifically related to their role.
- A schedule that includes the fee structure and the upper limits of the project cost. This fee structure must include an outline of fees for at least the following:
 - sub-consultants;
 - draft plan;
 - all disbursements;
 - hourly rate schedule of personnel assigned to the project and man-hour requirements for each;
 - federal Goods and Services Tax;
 - all other fees associated with the project.

9. DELIVERABLES

- A document reflecting the outcome of the first management planning process for 707CP - providing clear directions for the management of the property over the 2010-2020 period. The main section of the plan should be no more than 50 to 60 pages, including maps, photos and charts. Detailed background information should be contained in appendixes if directly relevant to the understanding of the main document and otherwise placed in separate annexes. Use of tables, matrices, charts, maps and photographs is encouraged.
- Draft covenants that address conservation as well as restricting the sale or subdivision of the property.
- A new name for the Park which has demonstrated support from the public;
- Other deliverables include the successful completion of a public and stakeholder consultation process; and the presentation of a clear and concise set of operational policies and actions.
- All material presented by the contractor must be submitted in triplicate hard copy as well as in suitable digital format. At least some photographs should be of presentation quality and useful in the promotion of 707CP; videos may be used to document the current state of the property.

10 PROJECT MANAGEMENT PROCESS

A mandatory site visit will be held at 707CP (Ricki Avenue Trailhead) Tuesday, 16 December, 2008 at 010:30:00 hours. Consultants wishing to submit a proposal for consultant services must attend the site visit and should register by phone or e-mail for the site visit with Elaine McCulloch at (250) 248-3252 or emcculloch@rdn.bc.ca by 16:30:00 hours Monday, 15 December, 2008.

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

Proposals will be rated as follows:

Max. Score	Criteria
2	credentials and references are strong;
2	experience is relevant and extensive;
2	the draft work program presented: <ul style="list-style-type: none"> • reflects the objectives detailed in section 3 above;
2	<ul style="list-style-type: none"> • presents an appropriate mix of team members and sub-consultants;
2	<ul style="list-style-type: none"> • involves a clear plan to review baseline information and develop policies and actions;
2	<ul style="list-style-type: none"> • presents a comprehensive public consultation strategy based on the RDN's Public Consultation/Communication Framework Policy No. A1-23;
2	fee breakdown supports the work program presented & the total fee provides good value.
14	Total

The RDN will attempt to contact the successful proponent by telephone no later than 16:00:00 hours Wednesday, 28 January 2009. All proponents will be notified of selection results by telephone and mail. A first meeting with the successful proponent will be held Friday, 30 January 2009 at the RDN Recreation and Parks Offices in Parksville. Draft and final management plans will be reviewed by the RDN and Islands Trust Boards with final approval provided by the RDN Board.

Given the proposed project schedule shown below, equal payments by the RDN will be made as follows: (a) May 2009, (b) Sept. 2009 and (c) Dec. 31 2009.

11. PROPOSED PROJECT SCHEDULE

2008

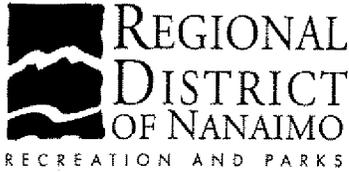
1 Dec Issue request for consultant services.
15 Dec. Registration for Site Meeting
16 Dec Mandatory site visit 09:30:00 hours, MBRP.

2009

23 Jan. Proposals due by 16:30:00 hours.
28 Jan. Proponent contacted by 16:00:00 hours.
30 Jan. First meeting between contractor RDN Park staff, and Island Trust staff.
Feb-May Data review, stakeholder consultation, confirmation of vision and goals; strategizing.
April/May Public consultation & Open House #1 & 2.
June Complete strategies, targets and actions.
July Review draft management plan.
July/Sept. Circulate Draft Plan and hold Open House #2 & 4.
Oct. Submit revised draft plan.
Nov. Undertake final changes.
Dec. Submit final plan for RDN and NALT Boards approvals.

12. CONTACTS

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



RDN REPORT	
CAO APPROVAL <i>(initials)</i>	
EAP	
COW	
NOV 17 2008	
RHD	
BOARD	<i>Nov 25 '08</i>

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: November 17, 2008

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: Tenure Offer – Mount Arrowsmith Massif Regional Park

PURPOSE

To enter into an agreement for a Licence of Occupation with the Province of British Columbia for the proposed Mount Arrowsmith Massif Regional Park which encompasses 1,300 hectares (approximately 3,200 acres) of Crown land, legally described as Block 1380, Cameron Land District, PID 008739668.

REGIONAL PARK PROPOSAL BACKGROUND

In October 2006, members of the Regional Board along with MLA Ron Cantelon (Nanaimo – Parksville) met with the MLA, Barry Penner, Minister of Environment at the UBCM convention in Victoria to discuss classifying the Mount Arrowsmith Massif as a park as recommended in the RDN's Regional Park Plans since 1995.

At the meeting the Minister and senior ministerial staff urged the Regional District to pursue creating a Regional Park through the Province of BC's Nominal Rent Tenure process. To that end, the Minister suggested a formal application be made to the agency responsible for Crown land tenures (the Integrated Land Management Bureau of the Ministry of Agriculture and Lands) with support being provided by his own ministry.

At the Regional Board meeting on February 27, 2007 the following resolution was approved to begin the Nominal Rent Tenure process:

"That the Board approve seeking support from a sponsoring Ministry and approve the subsequent preparation and submission of a Nominal Rent Tenure application to the Integrated Land Management Bureau of the Ministry of Agriculture and Land for the purposes of acquiring tenure over Block 1380 to be administered as a Regional Park."

On March 26, 2007, the Regional District sent requests for co-sponsorship of Nominal Rent Tenure to the Governance and Structure Division at the Ministry of Community Services, and to the Land Acquisition and Management Section – Environmental Stewardship Division at the Ministry of

Environment. On December 6, 2006 a joint sponsorship letter from the Minister of Environment and the Minister of Community Services was received which was then used in the Nominal Rent Tenure Application that was submitted on December 14, 2007

As part of the Nominal Rent Tenure process the ILMB referred the application to applicable First Nation Band Councils for review and comments. Through this process the Hupacasath First Nation, located in the Alberni Valley, indicated that Mount Arrowsmith is Hupacasath traditional territory and the Mountain has natural, spiritual, cultural and heritage values. Meetings were held between the Hupacasath First Nation representatives and RDN staff which resulted in a Memorandum of Understanding that ensures key objectives are captured and implemented once the Nominal Rent Tenure Process is completed. The MoU was approved by the Board and the agreement signed on October 28, 2008.

TENURE OFFER

On November 12, 2008 an offer was received from the Province for a 30 year licence of occupation for Block 1380, Cameron Land District, PID 008739668 for local park purposes. The agreement is typical of others received for park purposes. Under the agreement the RDN must provide proof of insurance and submit to the Province a management plan for the proposed development of the park. The agreement states that the licence of occupation does not grant the RDN exclusive use and occupancy of the Land. The agreement is also subject to the prior rights of the holder of the licence granted to Cercom Electronics Ltd, Timberlands GP Ltd and a mineral claim. The licences for Cercom Electronics and Timberlands GP are for communication towers on the summit.

The licence would allow that RDN to develop a Regional Park on Block 1380. At present the site is well used for hiking, climbing and snowshoeing. There are existing trails in place. Once the offer is accepted, the RDN would be responsible for the management of the area including risk management. Some trails may need closing or rerouted due to safety, environmental or cultural concerns. Management of the land will be guided by a Management Plan developed in collaboration with the Hupacasath First Nation, the Federation of Mountain Clubs of BC and the Alpine Club of Canada.

Access to the property is over private forestry lands owned by Island Timberlands. Agreements will need to be put in place to ensure public access over the private property.

ALTERNATIVES

1. That the Licence of Occupation from the Province of British Columbia for Block 1380, Cameron Land District, PID 008739668, be approved and to manage Mount Arrowsmith Massif as a regional park.
2. That the Licence of Occupation from the Province of British Columbia for Block 1380, Cameron Land District, PID 008739668, not be approved and alternative direction be provided.

FINANCIAL IMPLICATIONS

The fee for the Licence of Occupation for the 30 year term is \$1.00.

As is required under the tenure agreement and in the MoU with the Hupacasath First Nations, a management plan is required. The management planning process would be done in collaboration with the Hupacasath First Nation for the development and management of the proposed park. The development of a management plan for the proposed regional park is estimated to cost approximately \$35,000. The plan is scheduled to take place in 2010.

There will also be operational and development costs for the park. Items to take into consideration include maintaining road access, entering into access agreements with Island Timberlands, volunteer stewardship support, signage, materials and resources for on-the-ground work, and safety and security of the property. In addition, the Federation of Mountain Clubs of BC and the Alpine Club of Canada have committed to assisting the Regional District in stewarding the parklands and providing volunteer assistance in the maintaining hiking trails. The 2009 Provisional budget includes \$5,000 for Mount Arrowsmith Park. This amount could increase depending on outcomes of the management planning process.

SUSTAINABILITY IMPLICATIONS

The property has several important environmental features to consider, including three known Red listed and six known Blue listed species that have been sighted in or very near the proposed park area. There is historical evidence of the Vancouver Island Marmot having habited the area and another endemic species, the Vancouver Island White-tailed Ptarmigan can be found in the Arrowsmith alpine areas. In addition, the health of two important salmon rivers (Englishman and Little Qualicum) rely upon the Arrowsmith snow pack. Securing the 1,300 hectares (3,200 acres) of parkland will ensure important ecosystems and ecological features are protected. The park lands will also be managed in a way that is respectful of Hupacasath and First Nation cultures, traditions and history, while also protecting the park for the benefit, education and enjoyment of all residents of the RDN and other members of the public.

CONCLUSION

On December 14, 2008, an application for a Nominal Rent Tenure of Crown land, legally described as Block 1380, Cameron Land District, PID 008739668 was submitted to the Integrated Land Management Bureau. As part of the Nominal Rent Tenure process staff met with the Hupacasath First Nation to discuss Mount Arrowsmith. Mount Arrowsmith is Hupacasath traditional territory and the Mountain has natural, spiritual, cultural and heritage values.

On October 28, 2008 an MoU was signed between the Hupacasath First Nation and the RDN that would ensure the key objectives of the Hupacasath would be captured in the non binding legal document once the Nominal Rent Tenure Process is complete and the park management plan process commenced.

On November 12, an offer for a 30 year licence of occupation was received. Under the agreement the RDN would have use of the land for park purposes and would need to provide proof of insurance and complete a management planning process. As detailed in the MoU, the management of the park will be in collaboration with the Hupacasath First Nations. The cost for the 30 year licence of occupation is one dollar. There will also be operational and development costs.

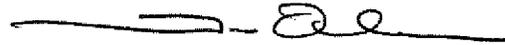
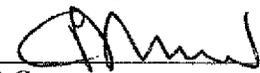
Given that The Mount Arrowsmith has been identified as a priority acquisition area since 1995, contains several important environmental features including three known Red listed and six known Blue listed species, and the health of two important salmon rivers (Englishman and Little Qualicum) rely upon the Arrowsmith snow pack, it is recommend that the Regional District approve the Licence of Occupation to manage the land as a regional park.

Should the Regional Board approve the Licence of Occupation, the Regional District will have protected a total of 2,016 hectares of regional parkland and Mount Arrowsmith Massif would be the Region's eleventh regional park.

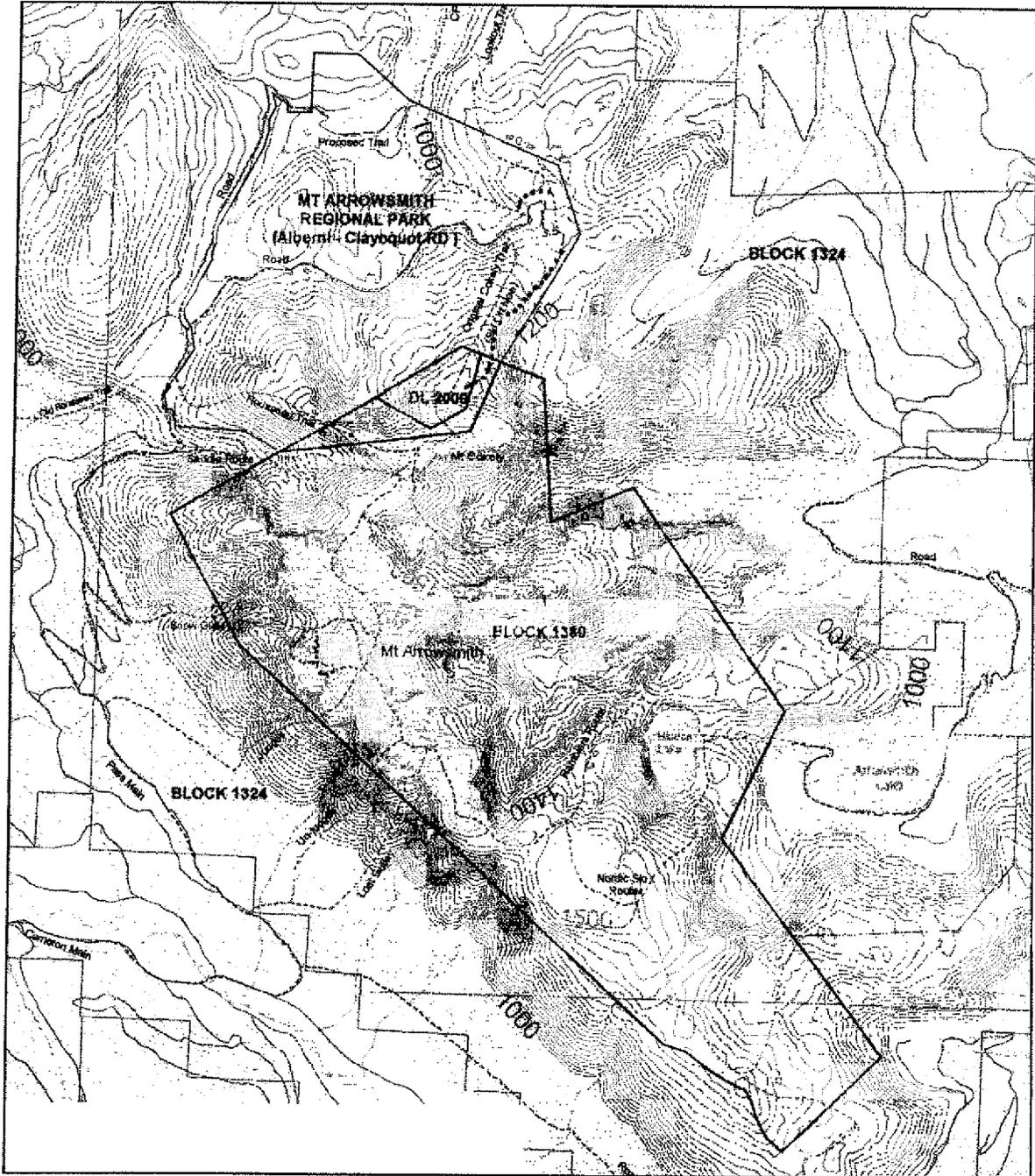
RECOMMENDATION

That the Licence of Occupation from the Province of British Columbia for Block 1380, Cameron Land District, PID 008739668, be approved and to manage Mount Arrowsmith Massif as a regional park.


Report Writer


General Manager Concurrence

CAO Concurrence

Appendix A - Arrowsmith Massif / Block 1380, Cameron Land District, PID 008739668





COPY

Ministry of Agriculture and Lands
Suite 142 - 2080 Labieux Road
Nanaimo, BC V9T 6J9

Telephone No: 250 751-7238
Facsimile No: 250 751-7224

GST Registration No: R107864738

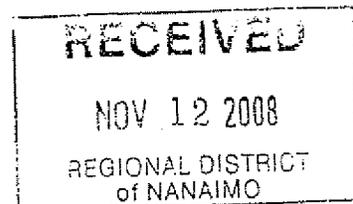
Your contact is: Gary Morley

Our file: 1413086

TENURE OFFER

Date: NOV 07 2008

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



Dear Sir or Madam:

Re: Your Application for a Tenure over Crown Land

Your application for a licence for local park purposes over:

Block 1380, Cameron District, containing 1,300 hectares, more or less

(the "Land") has been accepted by us subject to fulfillment of certain requirements. Accordingly, we are offering to you a licence on the terms and conditions set out in this letter.

Please be aware that you are required under this licence to observe, abide by and comply with all applicable laws, bylaws, orders, directions, ordinances and regulations of any competent governmental authority which in any way affects your use and occupation of the Crown land and any improvements made to that land. If you have any concerns or questions regarding any such laws, bylaws, orders, directions, ordinances and regulations you are encouraged to seek legal advice.

Deadline for Your Acceptance of this Offer

This offer may be accepted by you within 60 days of the date of this offer (unless this deadline is extended in writing by us). To accept this offer, you must complete and return to us the enclosed acceptance page by that time. If you do not wish to accept this offer, please check the applicable box on the acceptance page and sign and return the page to us so that we may record your rejection of our offer.

1. Conditions of Offer

Enclosed are two copies of your licence. If you accept this offer by returning the acceptance page to us within the time set out above, you must then execute and return these documents to us within 60 days from the date of this letter together with all of the following:

Insurance

We confirm receipt from you of evidence of self-insurance. Upon request, you must submit to our office proof of continuation of your self-insurance.

Additional Requirements

You must submit to us a management plan that is acceptable to us for your proposed development of the Land.

The enclosed tenure documents must **all** be signed in the spaces provided on the signature page by persons authorized to sign on behalf of the municipality. **Return all copies to us.**

If you sign the licence documents and return them to us within 60 days from the date of this letter (unless this deadline is extended in writing by us), together with each of the items listed in this section, the licence documents will be signed on behalf of the Province. We will then return an executed copy of the licence to you. If the licence documents and each of the items listed in this section are not returned to us within 60 days from the date of this letter, we will be under no further obligation to issue the licence to you and this offer will terminate.

2. Acknowledgments of the Applicant

By accepting this offer, you agree that:

- (a) This offer cannot be transferred to another person.
- (b) This offer and the licence do not guarantee that
 - (i) the Land is suitable for your proposed use,
 - (ii) the Land can be built on,
 - (iii) there is access to the Land, or
 - (iv) the Land is not susceptible to flooding or erosion.
- (c) This offer will survive the signing and issuance of the licence but if any contradiction exists between the terms of this offer and the licence, the terms of the licence will prevail.

- (d) This offer does not give you any right to use or occupy the Land for any purpose.
- (e) Under the *Land Act*, this offer is not binding upon the Province until the licence is signed by the Province.
- (f) Time is of the essence in this offer.

3. Your Representations

By accepting this offer, you confirm that:

- (a) You (or your authorized representative) have inspected the Land and are fully aware of its condition.
- (b) You have knowledge of all municipal and regional bylaws regulating the use and development of the Land.
- (c) You acknowledge that you have no right to use or occupy the Land unless and until the licence is issued to you under this offer.

Freedom of Information

Personal information is collected under the *Land Act* for the purpose of administering Crown land. Information on your application, and if issued, your tenure, will become part of the Crown Land Registry, from which information is routinely made available to the public under freedom of information legislation.

Yours truly,



Authorized representative

Acceptance of Offer of licence

File No. 1413086

Ministry of Agriculture and Lands
Suite 142 - 2080 Labieux Road
Nanaimo, BC V9T 6J9

Dear Gary Morley:

Re: Application for licence

- I/We accept the offer of licence made to me/us by way of a letter dated _____ from the Ministry of Agriculture and Lands and I/we agree to perform and abide by my/our covenants, acknowledgements and representations set out in that offer.
- I/We do not accept the offer of licence made to me/us by way of a letter dated _____ from the Ministry of Agriculture and Lands.

DATED the ____ of _____, _____.

Applicant's signature/Applicant's
representative's signature

Applicant's signature/Applicant's
representative's signature

Print name of person signing

Print name of person signing

Licence No.:

File No.: 1413086

Disposition No.: 868428

THIS AGREEMENT is dated for reference November 1, 2008 and is made under the *Land Act*.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the minister responsible for the *Land Act*, Parliament Buildings, Victoria, British Columbia

(the "Province")

AND:

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

(the "Licensee")

The parties agree as follows:

ARTICLE 1 - INTERPRETATION

1.1 In this Agreement,

"Agreement" means this licence of occupation;

"Commencement Date" means November 1, 2008;

"disposition" has the meaning given to it in the *Land Act* and includes a licence of occupation;

"Fees" means the fees set out in Article 3;

"Improvements" includes anything made, constructed, erected, built, altered, repaired or added to, in, on or under the Land, and attached to it or intended to become a part of it, and also includes any clearing, excavating, digging, drilling, tunnelling, filling, grading or ditching of, in, on or under the Land;

“Land” means that part or those parts of the following described land shown outlined by bold line on the schedule attached to this Agreement entitled “Legal Description Schedule”:

Block 1380, Cameron District, containing 1,300 hectares, more or less

except for those parts of the land that, on the Commencement Date, consist of highways (as defined in the *Transportation Act*) and land covered by water;

“Realty Taxes” means all taxes, rates, levies, duties, charges and assessments levied or charged, at any time, by any government authority having jurisdiction which relate to the Land, the Improvements or both of them and which you are liable to pay under applicable laws;

“Security” means the security referred to in section 6.1 or 6.2, as replaced or supplemented in accordance with section 6.5;

“Term” means the period of time set out in section 2.2;

“we”, “us” or “our” refers to the Province alone and never refers to the combination of the Province and the Licensee: that combination is referred to as **“the parties”**; and

“you” or “your” refers to the Licensee.

- 1.2 In this Agreement, “person” includes a corporation, firm or association and wherever the singular or masculine form is used in this Agreement it will be construed as the plural or feminine or neuter form, as the case may be, and vice versa where the context or parties require.
- 1.3 The captions and headings contained in this Agreement are for convenience only and do not define or in any way limit the scope or intent of this Agreement.
- 1.4 This Agreement will be interpreted according to the laws of the Province of British Columbia.
- 1.5 Where there is a reference to an enactment of the Province of British Columbia or of Canada in this Agreement, that reference will include a reference to every amendment to it, every regulation made under it and any subsequent enactment of like effect and, unless otherwise indicated, all enactments referred to in this Agreement are enactments of the Province of British Columbia.
- 1.6 If any section of this Agreement, or any part of a section, is found to be illegal or unenforceable, that section or part of a section, as the case may be, will be considered separate and severable and the remainder of this Agreement will not be affected and this Agreement will be enforceable to the fullest extent permitted by law.

- 1.7 Each schedule to this Agreement is an integral part of this Agreement as if set out at length in the body of this Agreement.
- 1.8 This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement and this Agreement may not be modified except by subsequent agreement in writing between the parties.
- 1.9 Each party will, upon the request of the other, do or cause to be done all lawful acts necessary for the performance of the provisions of this Agreement.
- 1.10 All provisions of this Agreement in our favour and all of our rights and remedies, either at law or in equity, will survive the termination of this Agreement.
- 1.11 Time is of the essence of this Agreement.
- 1.12 Wherever this Agreement provides that an action may be taken, a consent or approval must be obtained or a determination must be made, then you or we, as the case may be, will act reasonably in taking such action, deciding whether to provide such consent or approval or making such determination; but where this Agreement states that you or we have sole discretion to take an action, provide a consent or approval or make a determination, there will be no requirement to show reasonableness or to act reasonably in taking that action, providing that consent or approval or making that determination.

ARTICLE 2 - GRANT AND TERM

- 2.1 On the terms and conditions set out in this Agreement, we grant you a licence of occupation of the Land for local park purposes, and you acknowledge this licence of occupation does not grant you exclusive use and occupancy of the Land.
- 2.2 The term of this Agreement commences on the Commencement Date and terminates on the 30th anniversary of that date, or such earlier date provided for in this Agreement.

ARTICLE 3 - FEES

- 3.1 The Fee for the Term is \$1.00, the receipt of which we acknowledge.

ARTICLE 4 - COVENANTS

4.1 You must

- (a) pay, when due,
 - (i) the Fees to us at the address set out in Article 10,
 - (ii) the Realty Taxes, and
 - (iii) all charges for electricity, gas, water and other utilities supplied to the Land for use by you or on your behalf or with your permission;
 - (b) deliver to us, immediately upon demand, receipts or other evidence of the payment of Realty Taxes and all other money required to be paid by you under this Agreement;
 - (c) observe, abide by and comply with
 - (i) all applicable laws, bylaws, orders, directions, ordinances and regulations of any government authority having jurisdiction in any way affecting your use or occupation of the Land or the Improvements, and
 - (ii) the provisions of this Agreement;
 - (d) in respect of the use of the Land by you or by anyone you permit to use the Land, keep the Land and the Improvements in a safe, clean and sanitary condition satisfactory to us, and at our written request, rectify any failure to comply with such a covenant by making the Land and the Improvements safe, clean and sanitary;
 - (e) not commit any wilful or voluntary waste, spoil or destruction on the Land or do anything on the Land that may be or become a nuisance or annoyance to an owner or occupier of land in the vicinity of the Land;
 - (f) use and occupy the Land only in accordance with and for the purposes set out in section 2.1;
 - (g) not construct, place or affix any Improvement on or to the Land except as necessary for the purposes set out in section 2.1;
 - (h) pay all accounts and expenses as they become due for work performed on or materials supplied to the Land at your request, on your behalf or with your permission, except for money that you are required to hold back under the *Builders Lien Act*;
 - (i) if any claim of lien over the Land is made under the *Builders Lien Act* for work
-

performed on or materials supplied to the Land at your request, on your behalf or with your permission, immediately take all steps necessary to have the lien discharged, unless the claim of lien is being contested in good faith by you and you have taken the steps necessary to ensure that the claim of lien will not subject the Land or any interest of yours under this Agreement to sale or forfeiture;

- (j) not cut or remove timber on or from the Land without
 - (i) our prior written consent, and
 - (ii) being granted the right under the *Forest Act* to harvest Crown timber on the Land;
- (k) dispose of raw sewage and refuse only in accordance with the requirements and regulations of appropriate federal and provincial agencies;
- (l) store bulk hazardous petroleum products and other toxic substances in accordance with the provisions of the *Environmental Management Act*;
- (m) not use construction materials containing toxic substances;
- (n) take all reasonable precautions to avoid disturbing or damaging any archaeological material found on or under the Land and, upon discovering any archaeological material on or under the Land, you must immediately notify the ministry responsible for administering the *Heritage Conservation Act*;
- (o) not alter, repair or add to any Improvement without our prior written consent;
- (p) if any soil is disturbed by you as a result of your construction or maintenance of the Improvements, at your expense, restore the surface of the Land to a condition satisfactory to us;
- (q) at our request and at your expense, have a British Columbia Land Surveyor conduct a survey of the Land within 90 days;
- (r) agree to develop the land in a diligent and workmanlike manner in accordance with the management plan held on file in this office;
- (s) permit us, or our authorized representatives, to enter on the Land at any time to inspect the Land and the Improvements, provided that in regard to our inspection of the Improvements we take reasonable steps to minimize any disruption of your operations;
- (t) indemnify and save us and our servants, employees and agents harmless against all claims, actions, causes of action, losses, damages, costs and liabilities, including fees of

solicitors and other professional advisors, arising out of

- (i) your breach, violation or nonperformance of a provision of this Agreement, and
- (ii) any personal injury, bodily injury (including death) or property damage occurring or happening on or off the Land by virtue of your entry upon, use or occupation of the Land,

and the amount of all such losses, damages, costs and liabilities will be payable to us immediately upon demand; and

- (u) on the termination of this Agreement,
 - (i) peaceably quit and deliver to us possession of the Land and, subject to paragraphs (ii), (iii) and (iv), the Improvements in a safe, clean and sanitary condition,
 - (ii) within 90 days, remove from the Land any Improvement you want to remove, if the Improvement was placed on or made to the Land by you and you are not in default of this Agreement,
 - (iii) not remove any Improvement from the Land if you are in default of this Agreement, unless we direct or permit you to do so under paragraph (iv),
 - (iv) remove from the Land any Improvement that we, in writing, direct or permit you to remove, other than any Improvement permitted to be placed on or made to the Land under another disposition, and
 - (v) restore the surface of the Land as nearly as may reasonably be possible to the same condition as it was on the Commencement Date, to our satisfaction, but if you are not directed or permitted to remove an Improvement under paragraph (iv), this paragraph will not apply to that part of the surface of the Land on which that Improvement is located,

and all of your right, interest and estate in the Land will be absolutely forfeited to us, and to the extent necessary, this covenant will survive the termination of this Agreement.

4.2 You will not permit any person to do anything you are restricted from doing under this Article.

ARTICLE 5 - LIMITATIONS

5.1 You agree with us that

- (a) we are under no obligation to provide access or services to the Land or to maintain or improve existing access roads;
- (b) this Agreement is subject to
- (i) all subsisting dispositions and subsisting grants to or rights of any person made or acquired under the *Coal Act, Forest Act, Mineral Tenure Act, Petroleum and Natural Gas Act, Range Act, Wildlife Act or Water Act*, or any extension or renewal of the same, whether or not you have actual notice of them, and
 - (ii) the exceptions and reservations of interests, rights, privileges and titles referred to in section 50 of the *Land Act*;
- (c) without limiting subsection 4.1(t), you must indemnify and save us and our servants, employees and agents harmless from and against all claims, actions, causes of action, losses, damages, costs and liabilities, including fees of solicitors and other professional advisors, arising out of any conflict between your rights under this Agreement and the rights of any person under a disposition or under a subsisting grant to or right of any person made or acquired under the *Coal Act, Forest Act, Mineral Tenure Act, Petroleum and Natural Gas Act, Range Act, Wildlife Act or Water Act* (or any prior or subsequent enactment of the Province of British Columbia of like effect), or any extension or renewal of the same, whether or not you have actual notice of them, and the amount of all such losses, damages, costs and liabilities will be payable to us immediately upon demand;
- (d) you release us from all claims, actions, causes of action, suits, debts and demands that you now have or may at any time in the future have against us arising out of any conflict between your rights under this Agreement and the rights of any person under a disposition or under a subsisting grant to or right made or acquired under the enactments referred to in subsection (c), and you acknowledge that this Agreement and your rights under this Agreement are subject to those grants and rights referred to in subsection (c) whether or not you have actual notice of them.
- (e) we may make other dispositions of or over the Land;
- (f) you will make no claim for compensation, in damages or otherwise, in respect of a disposition made under subsection (e), where such disposition does not materially affect the exercise of your rights under this Agreement;
- (g) subject to subsection (f), all of your costs and expenses, direct or indirect, that arise out of any lawful interference with your rights under this Agreement as a result of the exercise or operation of the interests, rights, privileges and titles reserved to us in subsections (b) and (e) will be borne solely by you;

- (h) you will not commence or maintain proceedings under section 65 of the *Land Act* in respect of any lawful interference with your rights under this Agreement that arises as a result of the exercise or operation of the interests, rights, privileges and titles described in subsections (b) and (e);
- (i) this Agreement is subject to the prior rights of the holder of the licence granted to Cercom Electronics Ltd. on file 1400810, licence granted to Timberlands GP Ltd on file 1404914 and Mineral Claim 571558 issued to Gregory William McKee;
- (j) you will not remove or permit the removal of any Improvement from the Land except as expressly permitted or required under this Agreement;
- (k) any interest you may have in the Improvements ceases to exist and becomes our property upon the termination of this Agreement, except where an Improvement may be removed under paragraph 4.1(u)(ii), (iii) or (iv) in which case any interest you may have in that Improvement ceases to exist and becomes our property if the Improvement is not removed from the Land within the time period set out in paragraph 4.1(u)(ii) or the time period provided for in the direction or permission given under paragraph 4.1(u)(iii); and
- (l) if, after the termination of this Agreement, we permit you to remain in possession of the Land and we accept money from you in respect of such possession, a tenancy from year to year will not be created by implication of law and you will be deemed to be a monthly occupier only subject to all of the provisions of this Agreement, except as to duration, in the absence of a written agreement to the contrary.

ARTICLE 6 - SECURITY AND INSURANCE

- 6.1 On the Commencement Date, you will deliver to us security in the amount of \$0.00 which will
- (a) guarantee the performance of your obligations under this Agreement;
 - (b) be in the form required by us; and
 - (c) remain in effect until we certify, in writing, that you have fully performed your obligations under this Agreement.
- 6.2 Despite section 6.1, your obligations under that section are suspended for so long as you maintain in good standing other security acceptable to us to guarantee the performance of your obligations under this Agreement and all other dispositions held by you.
- 6.3 We may use the Security for the payment of any costs and expenses incurred by us to perform any of your obligations under this Agreement that are not performed by you or to pay any

overdue Fees and, if such event occurs, you will, within 30 days of that event, deliver further Security to us in an amount equal to the amount drawn down by us.

6.4 After we certify, in writing, that you have fully performed your obligations under this Agreement, we will return to you the Security maintained under section 6.1, less all amounts drawn down by us under section 6.3.

6.5 You acknowledge that we may, from time to time, notify you to

- (a) change the form or amount of the Security; and
- (b) provide and maintain another form of Security in replacement of or in addition to the Security posted by you under this Agreement;

and you will, within 60 days of receiving such notice, deliver to us written confirmation that the change has been made or the replacement or additional form of Security has been provided by you.

6.6 You must

- (a) without limiting your obligations or liabilities under this Agreement, at your expense, effect and keep in force during the Term Comprehensive/Commercial General Liability insurance protecting us as an additional insured in an amount of not less than \$1,000,000.00 inclusive per occurrence insuring against liability for personal injury, bodily injury (including death) or property damage, and claims for liability assumed under contract, arising from all accidents or occurrences on the Land or the Improvements;
- (b) on the Commencement Date and immediately upon demand, deliver to us a completed "Province of British Columbia Certificate of Insurance" for all insurance required to be maintained by you under this Agreement;
- (c) ensure that all insurance required to be maintained by you under this Agreement is
 - (i) placed with insurers licensed in British Columbia,
 - (ii) primary and does not require the sharing of any loss by any insurer that insures us, and
 - (iii) endorsed to provide us with 30 days' advance written notice of cancellation or material change; and
- (d) deliver or cause to be delivered to us, immediately upon demand, certified copies of all policies of insurance required to be maintained by you under this Agreement.

- 6.7 You acknowledge that we may, from time to time, notify you to
- (a) change the amount of insurance set out in subsection 6.6(a); and
 - (b) provide and maintain another type or types of insurance in replacement of or in addition to the insurance previously required to be maintained by you under this Agreement;

and you will, within 60 days of receiving such notice, cause the amounts and types to be changed and deliver to us a completed "Province of British Columbia Certificate of Insurance" for all insurance then required to be maintained by you under this Agreement.

- 6.8 Despite subsections 6.6(a) to (d) and section 6.7, your obligations under those sections are suspended for so long as we in our sole discretion accept your decision to self insure in respect of the matters covered by those sections.

If we no longer accept your decision to self-insure in respect of the matters covered by subsections 6.6(a) to (d) and section 6.7, we will provide notice to you of our decision and you must, within 30 days of such notice, obtain the insurance described in section 6.6(a).

ARTICLE 7 - ASSIGNMENT

- 7.1 You must not sublicense, assign, mortgage or transfer this Agreement, or permit any person to use or occupy the Land, without our prior written consent, which consent we may withhold.
- 7.2 For the purpose of section 7.1, if you are a corporation, a change in control (as that term is defined in subsection 2(3) of the *Business Corporations Act*) will be deemed to be a transfer of this Agreement.
- 7.3 Section 7.2 does not apply to a corporation if the shares of the corporation which carry votes for the election of the directors of the corporation trade on a stock exchange located in Canada.
- 7.4 Prior to considering a request for our consent under section 7.1, we may require you to meet certain conditions, including without limitation, that you submit to us a "site profile", "preliminary site investigation" or "detailed site investigation" (as those terms are defined in the *Environmental Management Act*) for the Land or other similar type of investigation of the Land.

ARTICLE 8 - TERMINATION

- 8.1 You agree with us that

- (a) if you
- (i) default in the payment of any money payable by you under this Agreement, or
 - (ii) fail to observe, abide by and comply with the provisions of this Agreement (other than the payment of any money payable by you under this Agreement),
- and your default or failure continues for 60 days after we give written notice of the default or failure to you,
- (b) if, in our opinion, you fail to make diligent use of the Land for the purposes set out in this Agreement, and your failure continues for 60 days after we give written notice of the failure to you;
- (c) if you
- (i) become insolvent or make an assignment for the general benefit of your creditors,
 - (ii) commit an act which entitles a person to take action under the *Bankruptcy and Insolvency Act* (Canada) or a bankruptcy petition is filed or presented against you or you consent to the filing of the petition or a decree is entered by a court of competent jurisdiction adjudging you bankrupt under any law relating to bankruptcy or insolvency, or
 - (iii) voluntarily enter into an arrangement with your creditors;
- (d) if you are a corporation,
- (i) a receiver or receiver-manager is appointed to administer or carry on your business, or
 - (ii) an order is made, a resolution passed or a petition filed for your liquidation or winding up;
- (e) if you are a society, you convert into a company in accordance with the *Society Act* without our prior written consent;
- (f) if this Agreement is taken in execution or attachment by any person; or
- (g) if we require the Land for our own use or, in our opinion, it is in the public interest to cancel this Agreement and we have given you 60 days' written notice of such requirement or opinion;

this Agreement will, at our option and with or without entry, terminate and your right to use and occupy the Land will cease.

- 8.2 If the condition complained of (other than the payment of any money payable by you under this Agreement) reasonably requires more time to cure than 60 days, you will be deemed to have complied with the remedying of it if you commence remedying or curing the condition within 60 days and diligently complete the same.
- 8.3 You agree with us that
- (a) you will make no claim for compensation, in damages or otherwise, upon the lawful termination of this Agreement under section 8.1; and
 - (b) our remedies under this Article are in addition to those available to us under the *Land Act*.

ARTICLE 9 - DISPUTE RESOLUTION

- 9.1 If any dispute arises under this Agreement, the parties will make all reasonable efforts to resolve the dispute within 60 days of the dispute arising (or within such other time period agreed to by the parties) and, subject to applicable laws, provide candid and timely disclosure to each other of all relevant facts, information and documents to facilitate those efforts.
- 9.2 Subject to section 9.5, if a dispute under this Agreement cannot be resolved under section 9.1, we or you may refer the dispute to arbitration conducted by a sole arbitrator appointed pursuant to the *Commercial Arbitration Act*.
- 9.3 The cost of the arbitration referred to in section 9.2 will be shared equally by the parties and the arbitration will be governed by the laws of the Province of British Columbia.
- 9.4 The arbitration will be conducted at our offices (or the offices of our authorized representative) in Nanaimo, British Columbia, and if we or our authorized representative have no office in Nanaimo, British Columbia, then our offices (or the offices of our authorized representative) that are closest to Nanaimo, British Columbia.
- 9.5 A dispute under this Agreement in respect of a matter within our sole discretion cannot, unless we agree, be referred to arbitration as set out in section 9.2.

ARTICLE 10 - NOTICE

- 10.1 Any notice required to be given by either party to the other will be deemed to be given if mailed by prepaid registered mail in Canada or delivered to the address of the other as follows:

to us

MINISTRY OF AGRICULTURE AND LANDS
Suite 142 - 2080 Labieux Road
Nanaimo, BC V9T 6J9;

to you

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

or at such other address as a party may, from time to time, direct in writing, and any such notice will be deemed to have been received if delivered, on the day of delivery, and if mailed, 7 days after the time of mailing, except in the case of mail interruption in which case actual receipt is required.

- 10.2 In order to expedite the delivery of any notice required to be given by either party to the other, a concurrent facsimile copy of any notice will, where possible, be provided to the other party but nothing in this section, and specifically the lack of delivery of a facsimile copy of any notice, will affect the deemed delivery provided in section 10.1.
- 10.3 The delivery of all money payable to us under this Agreement will be effected by hand, courier or prepaid regular mail to the address specified above, or by any other payment procedure agreed to by the parties, such deliveries to be effective on actual receipt.

ARTICLE 11 - MISCELLANEOUS

- 11.1 No provision of this Agreement will be considered to have been waived unless the waiver is in writing, and a waiver of a breach of a provision of this Agreement will not be construed as or constitute a waiver of any further or other breach of the same or any other provision of this Agreement, and a consent or approval to any act requiring consent or approval will not waive or render unnecessary the requirement to obtain consent or approval to any subsequent same or similar act.
- 11.2 No remedy conferred upon or reserved to us under this Agreement is exclusive of any other remedy in this Agreement or provided by law, but that remedy will be in addition to all other remedies in this Agreement or then existing at law, in equity or by statute.
- 11.3 The grant of a sublicense, assignment or transfer of this Agreement does not release you from your obligation to observe and perform all the provisions of this Agreement on your part to be

observed and performed unless we specifically release you from such obligation in our consent to the sublicence, assignment or transfer of this Agreement.

- 11.4 This Agreement extends to, is binding upon and enures to the benefit of the parties, their heirs, executors, administrators, successors and permitted assigns.
- 11.5 If, due to a strike, lockout, labour dispute, act of God, inability to obtain labour or materials, law, ordinance, rule, regulation or order of a competent governmental authority, enemy or hostile action, civil commotion, fire or other casualty or any condition or cause beyond your reasonable control, other than normal weather conditions, you are delayed in performing any of your obligations under this Agreement, the time for the performance of that obligation will be extended by a period of time equal to the period of time of the delay so long as
- (a) you give notice to us within 30 days of the commencement of the delay setting forth the nature of the delay and an estimated time frame for the performance of your obligation; and
 - (b) you diligently attempt to remove the delay.
- 11.6 You agree with us that
- (a) we are under no obligation, express or implied, to provide financial assistance or to contribute toward the cost of servicing, creating or developing the Land or the Improvements and you are solely responsible for all costs and expenses associated with your use of the Land and the Improvements for the purposes set out in this Agreement; and
 - (b) nothing in this Agreement constitutes you as our agent, joint venturer or partner or gives you any authority or power to bind us in any way.
- 11.7 This Agreement does not override or affect any powers, privileges or immunities to which you are entitled under any enactment of the Province of British Columbia.

The parties have executed this Agreement as of the date of reference of this Agreement.

SIGNED on behalf of **HER MAJESTY
THE QUEEN IN RIGHT OF THE
PROVINCE OF BRITISH COLUMBIA**
by the minister responsible for the *Land Act*
or the minister's authorized representative

Minister responsible for the *Land Act*
or the minister's authorized representative

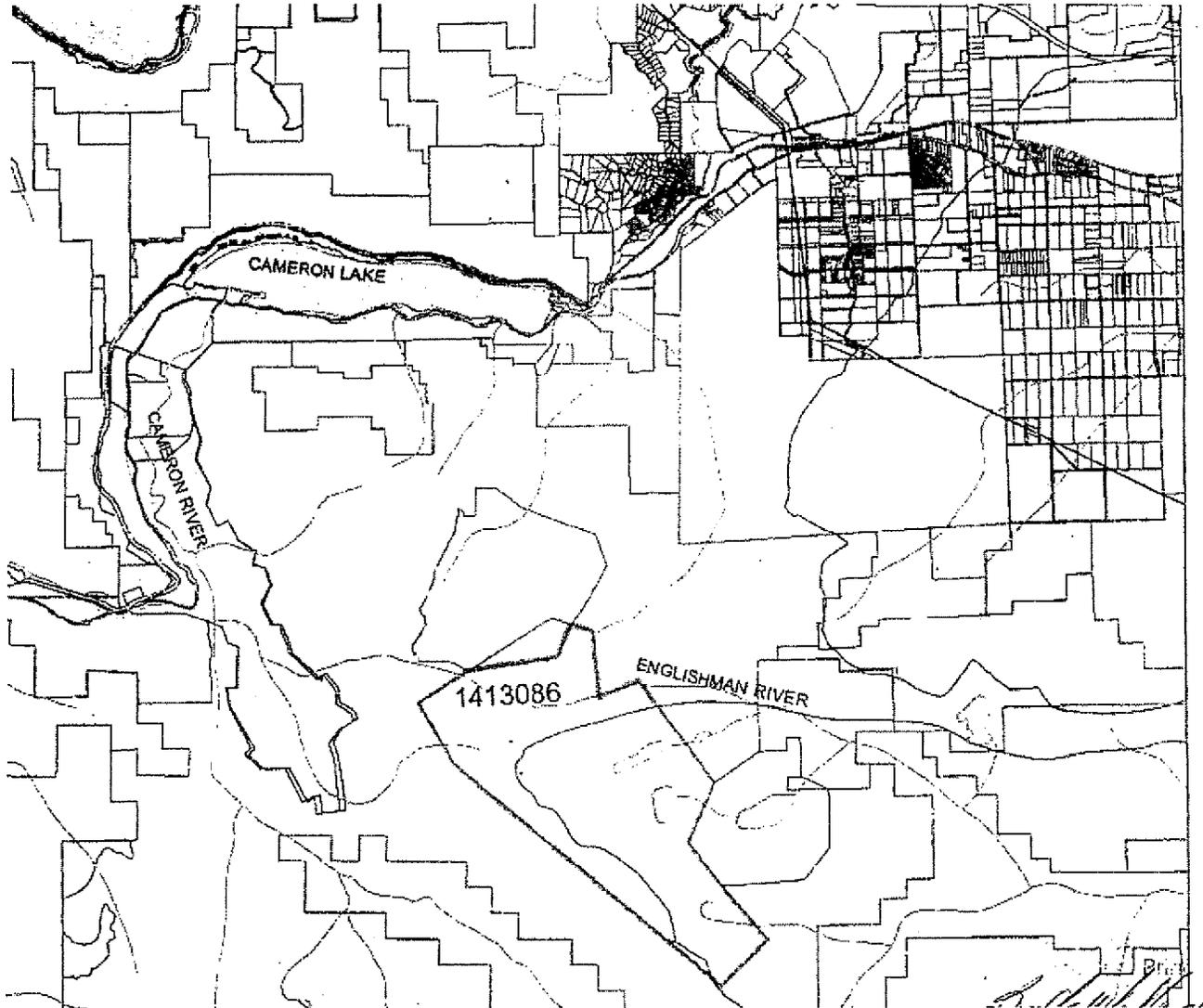
SIGNED on behalf of
REGIONAL DISTRICT OF NANAIMO
by its authorized signatories

Authorized Signatory

Authorized Signatory

LEGAL DESCRIPTION SCHEDULE

Block 1380, Cameron District, containing 1,300 hectares, more or less





RDN REPORT		
CAO APPROVAL <i>CP</i>		
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BOARD	✓	NOV 25 08

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: November 20, 2008

FROM: Dan Porteous
Manager of Recreation Services

FILE:

SUBJECT: Release of Reserve Funds for Two Maintenance Projects at Ravensong Aquatic Centre

PURPOSE

To obtain Board approval for the release of funds from the Ravensong Aquatic Centre Function reserve fund for two maintenance capital projects.

BACKGROUND

Funds in the amount of \$155,000 were allocated from the reserve funds in the 2008 budget for two key maintenance capital projects at Ravensong Aquatic Centre – the replacement of two air handling units (\$105,000) and repair of the skylight (\$50,000).

In December of 2007 two air handling units atop the facility were found to be non-functioning and in need of replacement. The air handling units control air quality throughout the facility and are key components to the efficient operations of the facility. The units have subsequently been replaced in 2008.

It had also been observed that a number of panes of plexiglas in the skylight that runs along the length of the roof of the facility had cracked and were in need of replacement. At that time staff were considering the necessity of replacing the whole skylight and funds were budgeted accordingly. However, upon review, it was decided that a full sky light replacement would be explored further with the Ravensong Aquatic Centre expansion project. Subsequently, due to safety concerns, 13 panes were identified for replacement in 2008.

The work on both projects has now been completed and the overall cost of both projects totals \$89,718, much lower than the initial estimates for the work proposed. Staff are now requesting approval to release the reserve funds to cover the costs of the projects as budgeted for in 2008.

ALTERNATIVES

1. Approve the release of \$89,718 from the Ravensong Aquatic Centre function reserve fund for the purpose of replacing two air handling units and skylight repairs.
2. Not approve the release of Ravensong Aquatic Centre function reserve funds.

FINANCIAL IMPLICATIONS

Alternative 1

The amount available in the Ravensong Aquatic Centre reserve fund totals \$161,900. The cost associated with both projects totals \$89,718 (\$76,458 for the air handling units and \$13,260 for the skylight repair). Funds were allocated in the reserve fund for these projects in 2008 and are well within the funding envelope. Also, as the cost of the two projects is substantially lower than initially estimated, surplus funds from the reserve fund will be carried over to 2009.

Alternative 2

Staff considered using operational funds within the 2008 budget to cover the costs associated with the two projects; however, upon review of the projected budget to year end, the department does not have sufficient current year operating funds to do so. Therefore, the funds initially allocated in the reserve fund need to be released.

If the funds are not released the project costs would substantially impact the 2008 projected budget, decreasing the amount of surplus budgeted and significantly impacting the Five Year Financial Plan.

SUMMARY/CONCLUSIONS

Two key maintenance projects were budgeted for in 2008 with funds allocated from the Ravensong Aquatic Centre reserve fund. Two air handling units and skylight panes have now been replaced and Board approval is required to release reserve funds to cover the costs. The current reserve fund balance is \$161,900 – sufficient for the projects.

Given that the 2008 budget included the allocation of reserve funds for the purpose of replacing the air handling units and repairing the skylight it is recommended that Regional Board approve the release of \$89,718 to cover the costs associated with the two projects.

RECOMMENDATION

That the request to release \$89,718 from the Ravensong Aquatic Centre reserve fund to replace two air handling units and to repair the skylight be approved.

Report Writer



General Manager Concurrence



CAO Concurrence