

**REGIONAL DISTRICT OF NANAIMO**

**BOARD MEETING  
TUESDAY, JANUARY 14, 2003  
7:30 PM**

*(City of Nanaimo Council Chambers)*

**A G E N D A**

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1. **CALL TO ORDER**
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  - 23 **Patricia Wallace, UBCM, re Floor Hazard Management.**
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(All Directors – One Vote)

**Bylaw No. 975.26** – Pump & Haul LSA Amendment Bylaw – Little Qualicum  
River Village – Haida Way – Area F. (All Directors – One Vote)

**Bylaw No. 1049.02** – Nanoose Bay Bulk Water Supply LSA Boundary  
Amendment Bylaw – Higginson Road & Delanice Way – Area E. (All Directors  
– One Vote)

**Bylaw No. 1088.02** – Nanoose Bay Bulk Water LSA Development Cost Charge  
Boundary Amendment Bylaw – Higginson Road & Delanice Way – Area E. (All  
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**7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION  
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**7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**

**7.3 EXECUTIVE STANDING COMMITTEE**

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35-38                    Contravention of Unsightly Premises Regulatory Bylaw No. 1073 – Selinger –  
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39-41                    Board Procedure Amendment Bylaw No. 1268.02. (All Directors – 2/3)

42-45                    Assessment Roll Preparation Bylaw No. 1329. (All Directors – 2/3)

46-49                    Board Member Computer Purchase. (Electoral Area Directors – Weighted Vote /  
All Directors – One Vote)

Administration Building Improvements. (To be circulated) (All Directors –  
Weighted Vote)

9. **ADDENDUM**
10. **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**
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13. **ADJOURNMENT**
14. **IN CAMERA**

Citizens for Better Health Care, District 69  
c/o 1266 Jukes Place  
Parksville, B.C.  
V9P 1W5

Nov. 19, 2002

Ms. Linda Burgoyne  
Regional District of Nanaimo  
6300 Hammond Bay  
Nanaimo, B.C.

Dear Ms. Burgoyne:

We would like to make application for a verbal presentation to the December meeting of the RDN board, or the earliest meeting at which the board will be receiving delegations. The following represents the details of the proposed presentation.

Organization: Citizens for Better Health Care District 69

Spokesperson: Michael Jessen or Peter Quily

Contact Phone: 250-752-4579

Mailing: 1266 Jukes Place, Parksville, V9P 1W5

TOPIC: Health Care Services in District 69

Purpose: Amplify the near term and long-term health care needs of those living in and visiting Oceanside.

Summary:

1. VIHA appears to be making positive adjustments to delivery of health services on the Island. However, there is concern that unless we are proactive much needed adjustments in the central island region will be ignored.
2. Encourage the board to press for adequate and appropriate funding to the central Island.
3. Call for primary health centre for Oceanside - reports going back 20 years recommend such a facility. What is the status of the Primary Health Centre Proposal at the VIHA?
4. In absence of urgent care centre, Oceanside needs 24/7 ambulance service with attendants rated at Level 2 skills.
5. Oceanside needs family physicians.

The presentation takes about 8 minutes. We look forward to a place on the agenda.

Sincerely,

Michael Jessen  
Chair  
Citizens for Better Health Care, District 69  
Phone: 752-4579

## **Critical Health Issues in Oceanside**

**Presentation to Regional District of Nanaimo  
Board of Directors  
January 14, 2003**

*Citizens for Better Health Care, District 69*

Michael Jessen, Presenter

Thank you for the opportunity to speak to the new board of directors on matters, which we believe, will become very critical during your term in office. First, we would like to congratulate each one of you on a successful election campaign and wish you all the best in the work you will undertake on behalf of the citizens of the regional district in the next three years.

I represent Citizens for Better Health Care a group of about 40 dedicated individuals who became interested in health issues and initiatives over two years ago. Our efforts involve issues that are becoming increasingly important to the citizens of Oceanside and which we feel our local governments must take under their wing.

In July 2000, accompanied by over 70 residents of District 69, we made a presentation to the previous regional health board. Subsequent to that presentation we delivered a petition with over 1500 signatures to the Minister of Health, Mr. Corky Evans. Our concerns that were presented in the petition were the same as they are now and will be described shortly.

We have attended numerous Health Advisory Committee meetings and board meetings in the intervening period. We were strong supporters of the previous health advisory committee and like them; we have received a great deal of support and recognition from other organizations in the District. For example, Parksville Golden Oldies Sports Association with over 1000 members endorsed the efforts of the Advisory Committee and Citizens for Better Health Care.

We all recognize that Oceanside is a continuum of communities and subdivisions stretching for 18 kilometres from the east side of Parksville to the west side of Qualicum Beach with an average inland width of 2 kilometres. It is not a group of widely separated cities and towns. It is a significant low-density urban development approaching 42,000

Citizens for Better Health Care

residents and predicted to reach a population of over 70,000 by the year 2015.

Granted the area does not present the medical needs of a major industrial sector, but in all likelihood presents an equal or greater health care demand represented by an older population. Statistics Canada has reported that Qualicum Beach has the oldest average age in Canada and Parksville is ranked fifth.

Our group learned very early that appropriate medical facilities and services would only be provided if there was adequate funding. Under the regional health system we were of the opinion that Central Vancouver Island required about \$50 million per year more than it was granted meaning it needed a funding level of \$280 million per year.

We were glad to see in a September edition of the Nanaimo News that 26% of the \$974 million grant to the Vancouver Island Health Authority has been allocated to the central region. If this area is comparable to the previous health region this would indicate an increase to about \$253 million per year.

This is a good first step toward providing the operating funds for additional facilities. We would encourage the Board to press the Health Authority for further increased funding and to encourage them to build the business plans to prove that additional funding can be used efficiently to provide services locally. Retiring baby boomers have discovered all that this area has to offer, and the need for health services is growing exponentially.

Which brings us to the need for a primary health centre. Many studies going back to 1981 have recommended various possible facilities ranging from 24-hour walk-in clinics to a community hospital.

The current outstanding proposal calls for an urgently needed primary health centre in Oceanside. This facility would complement the services provided by Nanaimo Regional General Hospital, relieve some of the patient-load from Nanaimo and provide services closer to home. It is our understanding that this proposal is under consideration by the Vancouver Island Health Authority.

The outstanding proposal for the Oceanside Health Centre includes:

- \*Multi-disciplinary primary care services - physicians, physiotherapists, dieticians
- \*An urgent care program
- \*45 in-patient beds for primary medical, observation, sub-acute and convalescence
- \*Specialized outreach services providing education and diagnostic programs

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\*Basic diagnostic, therapeutic and support services

We are all cognizant of the financial constraints faced by the various levels of government. The Romanow and Kirby reports have recently been delivered. We are confident that these reports will be a catalyst for change in the delivery of health services.

We would encourage the Board to examine the health centre proposal and convince the Vancouver Island Health Authority to move forward at the earliest sign of new funding becoming available.

During the provincial election BC Liberal leader Gordon Campbell promised a health centre for Oceanside while campaigning with Ms. Gillian Trumper.

Former federal health minister Allan Rock advised our local municipal leaders that funding is available for primary health centres in British Columbia. To the best of our knowledge some of these funds are still available.

In the meantime the emergency care needs of Oceanside residents require improved ambulance services.

An aged population some 40 minutes from the closest emergency centre should deserve an ambulance service that more closely matches the service provided to Nanaimo where most of residents are within 15 minutes of the hospital.

We therefore encourage the Board to promote the improvement of the ambulance service in Oceanside to a fully manned, 24/7 operation with attendants qualified to Level 2. It is our understanding that a study of the ambulance service has demonstrated a possible saving of \$50,000 per year by having at least one vehicle at the station(s) staffed all the time.

Finally, we would like to comment on the shortage of general practitioners. About a year ago we were asked by the Qualicum Beach and Parksville Chambers of Commerce to support efforts to find and retain family doctors.

We are fully aware that there is a shortage of family doctors everywhere. With an aged population the need in Oceanside is that much more critical. The greatest utilization of medical services occurs in the last years of life. With one of the highest average age levels in Canada it would be reasonable to guess that Oceanside has one of the highest needs for family doctors.

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Dr. Graham White on a Shaw Cable broadcast was heard to say that four doctors would be closing their practices during this winter. We already know that Dr. Johnston closed his office and without finding a replacement. We know that Dr. Torrie in Parksville closed her office at the end of December and also did not find a replacement. Directors should confirm that one more doctor is leaving and determine what the implications will be on the citizens of Oceanside

We would encourage the Board to create mechanisms to facilitate the recruitment of doctors.

We constantly hear that this is a great place to live. However, there are other great places to live. Young doctors might love the skiing in Banff or Whistler. Courtenay has boating and skiing - and a great hospital. We live in a competitive world. We must not rest on our laurels. We have to improve the attractiveness of Oceanside. Wouldn't a new, modern Primary Health Centre with state of the art equipment be a great inducement to bring doctors to the area?

We would encourage the Board to consider what else it can do to help to make the work life of a doctor more satisfying. If the Vancouver Island Health Authority is uncooperative, can the RDN start providing facilities or administrative services? Can the RDN get involved in a health resources centre project, which has been initiated by the Parksville-Qualicum Beach Kiwanis club, or other forms of public-private partnerships? Again, we would encourage the Board to create mechanisms to facilitate the recruitment of doctors to Oceanside.

We thank you for your attention and look forward to working with the RDN board of directors in the coming months.

Total of 4 pages.



**Burgoyne, Linda**

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**From:** Robin Humphrey [humphreyr@mala.bc.ca]  
**Sent:** Wednesday, November 20, 2002 4:02 PM  
**To:** Burgoyne, Linda  
**Cc:** Paul Lucas  
**Subject:** RDN MEETING - JANUARY 14, 2003 - 5 MIN DELEGATION

Hello Linda.

Paul Lucas is requesting a 5-minute Delegation spot at the January 14, 2003 meeting of the Regional District of Nanaimo. His purpose is to extend a formal invitation for members to attend the Bio Solids Open House.

Paul's contact information is:  
Paul Lucas, Technician  
Forest Resources Technology Department  
Malaspina University-College  
900 Fifth Street  
Nanaimo, BC V9R 5S5  
Tel: (250) 753-3245 Local 2232  
email: lucas@mala.bc.ca

I trust this is all the information you require. Please respond to both Paul and me with your confirmation.

Thank you for your assistance.

**Robin Humphrey**  
Executive Assistant to the President  
Malaspina University-College  
900 Fifth Street  
Nanaimo, BC Canada V9R 5S5  
Telephone: (250) 740-6101 Facsimile: (250) 740-6555  
Email: humphreyr@mala.bc.ca

# H&F Ventures Ltd.

1080-B Industrial Way  
Parksville, B.C. V9P 2W8  
Phone 250-248-8155 Fax 250-248-4894

December 12, 2002

Attention: Maureen Pilcher, Secretary  
Board of Variance  
Regional District of Nanaimo  
Fax 390-4163

Re: Lot 12, Block 668, Plan VIP62598  
2980 Matthew Road, Nanoose

Dear Madam:

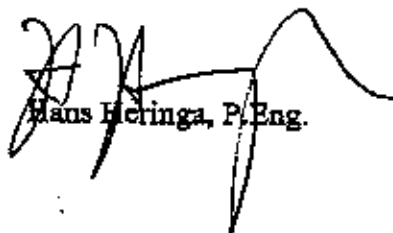
Thank you for the letter of explanation of December 5, 2002.

Since the RDN knew the purpose of our original Board of Variance Application, and that it just couldn't be granted here, can we be so bold as to suggest that the Development Variance Permit application proceed, and that the \$450.00 Fee be waived under the circumstances.

This would be a sign of good faith. This avoids the outlay of a further \$450.00 with no guarantee of success, and is also token compensation for the delay and frustrations involved.

Please review and advise on this ASAP, as this will expedite a DVP under Section 922, and an Extension on the Purchase Agreement with no interest.

Regards,



Hans Heringa, P.Eng.

cc: Norm Evans → to appear as delegation - # Jan. 14 /02 Board.  
HEA/maPilcher

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**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE INAUGURAL MEETING OF THE BOARD  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, DECEMBER 10, 2002, AT 7:30 PM IN THE  
NANAIMO CITY COUNCIL CHAMBERS**

**Present:**

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

**Also in Attendance:**

B. Jepson	Electoral Area D
K. Daniels	Chief Administrative Officer
C. Mason	Gen. Mgr. of Corporate Services
N. Connelly	Gen. Mgr. of Community Services
J. Finnie	Gen. Mgr. of Environmental Services
B. Lapham	Gen. Mgr. of Development Services
M. Pearse	Manager of Administrative Services

**CALL TO ORDER**

The Administrator called the meeting to order and confirmed receipt of notification from the City of Parksville, the Town of Qualicum Beach and the City of Nanaimo advising of their Council appointments to the Board for the year 2003.

**INAUGURATION OF BOARD MEMBERS**

Judge Doug Cowling conducted the inauguration proceedings.

**ELECTION OF BOARD CHAIRPERSON**

The Administrator called for nominations for the position of Chairperson for the year 2003.

Director McNabb nominated Director Stanhope.

There being no further nominations, the Administrator declared Director Stanhope Chairperson for 2003.

#### **ELECTION OF DEPUTY CHAIRPERSON**

The Administrator called for nominations for the position of Deputy Chairperson for the year 2003.

Director Stanhope nominated Director McNabb.

There being no further nominations, the Administrator declared Director McNabb Deputy Chairperson for the year 2003.

#### **LATE DELEGATION**

MOVED Director Kreiberg, SECONDED Director McNabb, that Patti Grand be permitted to address the Board as a late delegation.

CARRIED

Ms. Grand advised the Board of a recent emergency situation in Electoral Area A that was difficult for emergency personnel to attend due to the duplicate name of the road in the area. She requested the Board to consider changing the name of Ingram Road to Boat Harbour Road.

#### **BOARD MINUTES**

MOVED Director Sherry, SECONDED Director Hamilton, that the minutes of the special Board meeting held on Tuesday, November 26, 2002, be adopted.

CARRIED

#### **COMMUNICATIONS/CORRESPONDENCE**

**John and Lenora Janes, re DP Application No. 0255 – Mark – Higginson Road – Area E.**

MOVED Director Sherry, SECONDED Director Hamilton, that the correspondence from John and Lenora Janes with respect to Development Permit Application No. 0255, be received.

CARRIED

**Klaus Schmidt, re DP Application No. 0256 – Hutt/Sims – 956 Surfside Drive – Area G.**

MOVED Director Sherry, SECONDED Director Hamilton, that the correspondence from Klaus Schmidt with respect to Development Permit Application No. 0256, be received.

CARRIED

**Elaine Rumohr, re DP Application No. 0256 – Hutt/Sims – 956 Surfside Drive – Area G.**

MOVED Director Sherry, SECONDED Director Hamilton, that the correspondence from Elaine Rumohr with respect to Development Permit Application No. 0256, be received.

CARRIED

**Anne and Bob Kershaw, re DP Application No. 0256 – Hutt/Sims – 956 Surfside Drive – Area G.**

MOVED Director Sherry, SECONDED Director Hamilton, that the correspondence from Anne and Bob Kershaw with respect to Development Permit Application No. 0256, be received.

CARRIED

**Trevor Proverbs, Treaty Negotiations Office, re Funding Assistance for Treaty Negotiations.**

MOVED Director Sherry, SECONDED Director Hamilton, that the correspondence from the Treaty Negotiations Office with respect to financial compensation from the Province for the RDN's support during treaty negotiations, be received.

CARRIED

**Spencer & Katherin Cotton, re DP Application No. 0253 – Fletcher – 6615 Island Highway West – Area H.**

MOVED Director Sherry, SECONDED Director Hamilton, that the correspondence from Spencer and Katherin Cotton with respect to Development Permit No. 0253, be received.

CARRIED

**J. D. Ganshorn & A. C. Ganshorn, re DP Application No. 0253 – Fletcher – 6615 Island Highway West – Area H.**

MOVED Director Sherry, SECONDED Director Hamilton, that the correspondence from J. and A. Ganshorn with respect to Development Permit No. 0253, be received.

CARRIED

**Paul Grinder & Susan Croskery, re DP Application No. 0254 – Roy – Blueback Drive – Area E.**

MOVED Director Sherry, SECONDED Director Hamilton, that the correspondence from Paul Grinder and Susan Croskery with respect to Development Permit No. 0254, be received.

CARRIED

**Ronald & Shirley Ally, re DP Application No. 0256 – Hutt/Sims – 956 Surfside Drive – Area G.**

MOVED Director Sherry, SECONDED Director Hamilton, that the correspondence from Ronald and Shirley Ally with respect to Development Permit No. 0256, be received.

CARRIED

**Peter & Debbie Humphrey, re DP Application No. 0256 – Hutt/Sims – 956 Surfside Drive – Area G.**

MOVED Director Sherry, SECONDED Director Hamilton, that the correspondence from Peter and Debbie Humphrey with respect to Development Permit No. 0256, be received.

CARRIED

#### **UNFINISHED BUSINESS**

##### **Third Reading.**

**Bylaw No. 500.289 – Report of Public Hearing held November 7, 2002 – Colclough – 7401 Auids Road – Area D.**

MOVED Director Westbrook, SECONDED Director Holdom, that the minutes of the Public Hearing held Thursday, November 7, 2002 as a result of public notification of “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.289, 2002” be received.

CARRIED

MOVED Director Hamilton, SECONDED Director Cantelon, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.289, 2002”, be given 3<sup>rd</sup> reading.

CARRIED

MOVED Director Hamilton, SECONDED Director Sherry, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.289, 2002” be forwarded to the Ministry of Transportation and Highways for consideration pursuant to Section 54(2) of the *Highways Act*.

CARRIED

**For Adoption.**

**Bylaw No. 889.22.**

MOVED Director Bibby, SECONDED Director Krall, that "Regional District of Nanaimo Northern Community Sewer Local Service Area Amendment Bylaw No. 889.22, 2002", be adopted. CARRIED

**Bylaw No. 1021.03.**

MOVED Director Bibby, SECONDED Director Krall, that "Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.03, 2002" be adopted. CARRIED

**Bylaw No. 1323.**

MOVED Director Cantelon, SECONDED Director Holdom, that "Nanoose Bay Bulk Water Supply Local Service Area Capital Improvement Charge Bylaw No. 1323, 2002" be adopted. CARRIED

**ELECTORAL AREA PLANNING COMMITTEE**

MOVED Director Hamilton, SECONDED Director Sherry, that the minutes of the regular Electoral Area Planning Committee meeting held November 26, 2002, be received for information. CARRIED

**PLANNING**

**DEVELOPMENT PERMIT APPLICATIONS**

**DP Application No. 9802 – Beachcomber Marina/Laughland – 1600 Brynmarl Road – Area E.**

MOVED Director Bibby, SECONDED Director Hamilton, that Development Permit No. 9802, Phase 4 of Beachcomber Marina strata condominium development on the property legally described as Remainder Lot A, District Lot 38, Nanoose Land District, Plan VIP 52108 be approved subject to the conditions as outlined in Schedules No. 1, 2 and 3 of the staff report. CARRIED

**DP Application No. 0252 – Hubbard – 152 Burne Road – Area H.**

MOVED Director Bartram, SECONDED Director Hamilton, that Development Permit Application No. 0252, submitted by Don and Lynne Hubbard, to:

1. vary the minimum setback requirement from 15 m horizontal distance from the natural boundary of a watercourse to a minimum of 5.9 m for a building envelope; and
2. vary the minimum setback requirement from 15 m horizontal distance from the natural boundary of a watercourse to a minimum of 5.3 m for an existing boathouse

within the Shaw Hill-Deep Bay Official Community Plan Natural Hazard and Environmentally Sensitive Areas Development Permit Areas for the property legally described as Lot 83, District Lot 1, Newcastle District, Plan 20442 be approved, subject to the requirements outlined in Schedules No. 1, 2 and 3 and notification requirements pursuant to the *Local Government Act*. CARRIED

**DP Application No. 0253 – Fletcher – 6615 Island Highway West – Area H.**

MOVED Director Bartram, SECONDED Director Hamilton, That Development Permit Application No. 0253, submitted by Fern Road Consulting on behalf of William Fletcher and Joan Fletcher, for the property legally described as Lot A, District Lot 85, Newcastle District, Plan 19744 Except Part in Plan 22209, requesting a variance to the minimum setback for the western interior side lot line from 2.0 metres to 1.5 metres, and to the natural boundary setback from 15.0 metres to 8.7 metres to legalize the existing dwelling; a variance to the natural boundary setback from 15.0 metres to 0.0 metres to legalize the existing seawall be approved, subject to the notification requirements pursuant to the *Local Government Act* and subject to the conditions outlined in Schedule No. 1.

CARRIED

**DP Application No. 0254 – Roy – Blueback Drive – Area E.**

MOVED Director Bibby, SECONDED Director Hamilton, that Development Permit Application No. 0254, submitted by Fern Road Consulting, Agent, on behalf of Louise Roy, to facilitate the construction of a single dwelling unit within the Development Permit Area, and to vary the maximum permitted height of the dwelling unit within the Residential 1 (RS1) zone from 8.0 metres to 9.4 metres for the property legally described as Lot 28, District Lot 78, Nanoose District, Plan 15983, be approved, subject to conditions as outlined in Schedule No. 1 and subject to notification requirements pursuant to the *Local Government Act*.

CARRIED

**DP Application No. 0255 – Mark – Higginson Road – Area E.**

MOVED Director Bibby, SECONDED Director Hamilton, that Development Permit Application No. 0255 to permit the construction of a shoreline protection device and vary the minimum permitted setback from the natural boundary of the sea from 8.0 metres to 0.0 metres for the property legally described as Lot 13, District Lot 102, Nanoose District, Plan 21022, be approved, subject to the conditions outlined in Schedule No. 1 and subject to notification requirements pursuant to the *Local Government Act*.

CARRIED

Director Stanhope turned the Chair over to Director McNabb to participate in discussion with the next item.

**DP Application No. 0256 – Hutt/Sims – 956 Surfside Drive – Area G.**

MOVED Director Stanhope, SECONDED Director Bartram, that Development Permit Application No. 0256, submitted by Hutt/Sims to:

1. vary the minimum setback requirement from the sea from 8.0 metres from the natural boundary
  - a. to a minimum of 0.0 metres for a retaining wall not exceeding 3.4 m GSC to be sited as shown on Schedule No. 6
  - b. to a minimum of 5.3 metres for a porch attached to a proposed dwelling unit, and
2. vary the maximum building height for a proposed dwelling unit from 8.0 metres to 8.9 metres

to facilitate the construction of a dwelling unit and retaining wall on the property legally described as Lot 11, Block 2, District Lot 9, Newcastle District, Plan 15370 be approved subject to the requirements outlined in Schedules No. 1, 2, 3 and 4 and addendum Schedules No. 5 and 6 subject to notification requirements pursuant to the *Local Government Act*.

CARRIED

Director Stanhope resumed the Chair.

**DEVELOPMENT VARIANCE PERMIT APPLICATIONS**

**DVP Application No. 0220 – Estate of Marion Monks – 7850 Shangri-La Road – Area D.**

MOVED Director Hamilton, SECONDED Director Bibby, that That Development Variance Permit Application No. 0220 by the Estate of Marion Monks, to relax the minimum other lot line setback requirement from 5.0 metres to 2.46 metres for the property legally described as Lot 1, District Lot 53, Nanoose District, Plan 19195 to accommodate an addition to a dwelling unit, be approved subject to Schedules No. 1, 2 and 3 and the notification requirements pursuant to the *Local Government Act*.

CARRIED

**OTHER**

**Request for Relaxation of the Minimum 10% Perimeter Requirement – Fern Road Consulting Ltd. on Behalf of Nora Kent, Roy Drew & Sandra Drew – 2763 & 2779 Parker Road – Area E.**

MOVED Director Bibby, SECONDED Director Hamilton, that the request, submitted by Fern Road Consulting Ltd., on behalf of Nora Kent, Roy Drew, and Sandra Drew, to relax the minimum 10% frontage requirement for proposed Lots A and B, as shown on the proposed plan of subdivision of Lot A, District Lot 78, Nanoose District, Plan 23622 be approved, subject to the applicants providing a solicitor's letter undertaking to register the required covenants as outlined in Schedule No. 1 of the staff report concurrently with the plan of subdivision prior to the subdivision review report being forwarded to the Provincial Regional Approving Authority.

CARRIED

**SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE**

**Intergovernmental Advisory Committee.**

MOVED Director Cantelon, SECONDED Director Westbrook, that the minutes of the Intergovernmental Advisory Committee meeting held November 26, 2002, be received for information.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

MOVED Director Kreiberg, SECONDED Director Cantelon, that staff be directed to prepare a report on the request to change the name of Ingram Road to Boat Harbour Road in Electoral Area A.

CARRIED

**NEW BUSINESS**

**Errington School Purchase – Director Biggemann.**

MOVED Director Biggemann, SECONDED Director Westbrook, that the Board not complete the purchase of the Errington School at this time and that a clause be included in the old Errington School agreement that is being developed with School District No. 69 that would provide for the Area Director to undertake more consultation with the community and report back to the Board before the Regional District makes a final decision to complete the purchase.

CARRIED

**ADJOURNMENT**

MOVED Director Westbrook, SECONDED Director Holdom, that this meeting terminate.

CARRIED



**IN CAMERA**

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

CARRIED

TIME: 7:58 PM.

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CHAIRPERSON

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GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SPECIAL BOARD MEETING  
HELD ON TUESDAY, DECEMBER 17, 2002, AT 7:30 PM  
IN THE CITY OF NANAIMO COUNCIL CHAMBERS,  
455 WALLACE STREET, NANAIMO, BC

**Present:**

Director J. Stanhope Alternate	Chairperson
Director H. Kreiberg	Electoral Area A
Director G. Lund	Electoral Area B
Director E. Hamilton	Electoral Area C
Director D. Haime	Electoral Area D
Director P. Bibby	Electoral Area E
Director L. Biggemann	Electoral Area F
Director J. Stanhope	Electoral Area G
Director R. Quittenton	Electoral Area H
Director R. Longmuir	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director R. Cantelon	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director G. Korpan	City of Nanaimo
Director L. Sherry Alternate	City of Nanaimo
Director D. Tyndall Alternate	City of Nanaimo
Director D. Brennan	City of Nanaimo

**Also in Attendance:**

C. Mason	General Manager of Corporate Services
N. Tonn	Recording Secretary

**IN CAMERA**

MOVED Director Sherry, SECONDED Director Cantelon, that pursuant to Section 242.2(1)(k) of the *Local Government Act* the Board proceed to an In Camera meeting to consider matters excepted from disclosure under Section 16 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

**ADJOURNMENT**

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

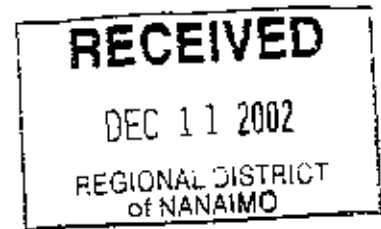
CARRIED

**TIME:** 7:32 PM



## City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC, V9P 2H3  
Telephone: (250) 248-6114 Fax: (250) 248-6650  
[www.city.parksville.bc.ca](http://www.city.parksville.bc.ca)



December 4, 2002

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

Dear Sir/Madam:

**Re: Year 2003 Council Voting Representative - District #69 Recreation Commission**

At the Inaugural meeting of Council held on Monday, December 2, 2002, Councillor Fred Demmon was appointed Council voting representative to the District #69 Recreation Commission for the year 2003.

Councillor Demmon may be contacted at City Hall or at:

Councillor Fred G. Demmon  
691 Woodburn Street  
Parksville, BC, V9P 2M1

248-0589 (h)

email: [demmon@shaw.ca](mailto:demmon@shaw.ca)

Yours very truly,

SHIRLEY E. HINE, CMC  
Director of Administrative Services

SEH\*mjg

c: Councillor F. G. Demmon

PAGE  
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**TOWN OF QUALICUM BEACH**  
Celebrating our 60th Anniversary  
1942 to 2002

201 - 660 Primrose St.  
P.O. Box 130  
Qualicum Beach, B.C.  
V9K 1S7



Telephone: (250) 752-6921  
Fax: (250) 752-1243  
E-mail: [qbrow@qualicumbeach.com](mailto:qbrow@qualicumbeach.com)  
Website: [www.qualicumbeach.com](http://www.qualicumbeach.com)

December 11, 2002

District 69 Recreation Commission  
c/o 6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Via Fax: 1-250-390-0653

**Attention: Maureen Pearse, Manager, Administrative Services**

Dear Ms. Pearse

**Re: Town of Qualicum Beach 2003 Commission Appointments**

Please be advised that Council, at their Inaugural meeting held Monday, December 2<sup>nd</sup>, 2002, appointed Councillor J.W. M. (Jack) Wilson as a member to serve on the District 69 Recreation Commission for the 2003 calendar year.

Further, Councillor S. E. (Scott) Tanner will serve as alternate.

We trust you find the above satisfactory. Should you require anything further please do not hesitate to contact the undersigned.

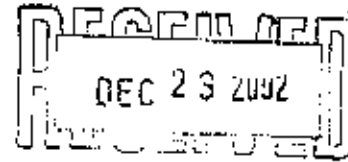
Yours truly

*for* **S.J. (Sandra) Keddy**  
**Corporate Administrator**  
**Town of Qualicum Beach**

File: 0470-20-RDN  
F: Letters/03/rdnD69rec.app.tj]



## SCHOOL DISTRICT 69 (QUALICUM)



December 20, 2002

District 69 Recreation Commission  
PO Box 1119  
Parksville, BC  
V9P 2H2

Dear District 69 Recreation Commission:

The Board of School Trustees of School District No. 69 (Qualicum) approved the appointment of Trustee representatives to various committees and organizations for 2003 at a Regular School Board meeting held recently.

I wish to advise you that Trustee Eve Flynn has been appointed to represent the Board of School Trustees on the District 69 Recreation Commission for 2003.

Yours truly,

Dan Whiting  
Secretary Treasurer

c: Trustee Eve Flynn

File: 0250-20



## City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC, V9P 2H3  
Telephone: (250) 248-6144 Fax: (250) 248-6660  
[www.city.parksville.bc.ca](http://www.city.parksville.bc.ca)

RECEIVED

DEC 11 2002

REGIONAL DISTRICT  
of NANAIMO

December 4, 2002

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

Dear Sir/Madam:

**Re: Year 2003 Council Voting Representative - Arrowsmith Water Service Management Committee**

At the Inaugural meeting of Council held on Monday, December 2, 2002, Councillor Marc Lefebvre was appointed Council voting representative to the Arrowsmith Water Service Management Committee for the year 2003.

Councillor Lefebvre may be contacted at City Hall or at:

Councillor Marc Lefebvre  
#11 - 450 Bay Avenue  
Parksville, BC, V9P 2K2

248-2292(h)  
email: [janmar@island.net](mailto:janmar@island.net)

Yours very truly,

SHIRLEY E. HINE, CMC  
Director of Administrative Services

SEH\*mjg

c: Councillor M. Lefebvre  
Town of Qualicum Beach

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22

# UBCM MEMBER NOTICE

TO: Mayor and Council  
Chair and Regional District Board

FROM: Councillor Patricia Wallace  
UBCM President

DATE: December 6, 2002

RE: **FLOOD HAZARD MANAGEMENT**

DISTRICT	
OF NANAIMO	
DEC 13 2002	
CHAIR	MEMBERS
CEO	COMDS
PLANS	GMES
<i>Bed Corcoran</i>	

The Ministry of Water, Land and Air Protection is proposing that a new model for flood hazard management be implemented in the province. The new model has five key elements: integration, floodplain development, structural works, flood response and emergency planning, and orphan dikes.

In the case of floodplain development the ministry is proposing that local government be given sole responsibility to regulate development on floodplains. The ministry would establish provincial guidelines for development of subdivisions on floodplains and local government on a voluntary basis could use these standards to create bylaws to regulate development in these areas.

In the case of structural works the ministry is proposing to transfer the responsibility for the design, construction, operation and maintenance of dikes in accordance with provincial standards to local government/local diking authorities. The diking authorities under existing agreements are technically responsible for many of these measures currently. Local government/diking authority has generally been responsible for the minor maintenance of the diking system (cutting grass etc.) and the provincial government has traditionally been involved in any major repairs or decisions to upgrade the diking system.

The new model could place increased pressure on some local governments to prepare and implement emergency plans to address flood hazard management. It may also result in discussions between the ministry and some local governments about the future of the "orphan" dikes in their area.

The provincial government under the Flood Protection Assistance Fund has provided local government with assistance for diking and other flood control measures, this fund managed by the Ministry of Water, Land and Air Protection, is scheduled to end in 2003/2004.

The issue of flood hazard management is to be considered by cabinet in the near future, the UBCM would request that local governments write their local MLA, the Minister of Water, Land and Air Protection, Minister of Finance and the Premier about the importance of this funding to local government and the need for ongoing financial assistance for flood hazard management in the province.

REGIONAL DISTRICT OF NANAIMO	
DEC 13 2002	
CHAIR	GMCrS
CAC	GMDS
GMs	GMES
<i>Brd Corresp</i>	

December 12, 2002

Mayors and Councils (Small Communities)  
Chairs and Regional Boards

re: RESTRUCTURING POLICE FINANCING

I am writing you as Chair of the UBCM Task Force on Police Costs. Our mandate is focussed on the proposal by the Solicitor General to transfer the full costs of policing onto small communities and the rural areas of regional districts. This transfer amounts to approximately \$50 million per year onto a population base of about 670,000 people – a rough cost of \$75 per capita.

Our Task Force has been active over the past year and a record of our activity is available on the CivicNet website ([www.civicnet.bc.ca](http://www.civicnet.bc.ca)). I am writing for two reasons – to update you on recent activities and, if this issue matters to you, to encourage your active involvement.

After considerable delay the Ministry of Solicitor General released a Discussion Paper just prior to the 2002 UBCM convention and a well attended session was held at the convention. A "questionnaire" was distributed at the session and circulated by UBCM to affected members following the convention. Frankly, the lack of detailed information in the Discussion Paper plus the November election appears to have resulted in the lower than anticipated response rate.

In order to help improve the response rate, I wrote to the Solicitor General on October 8<sup>th</sup> asking for more detailed financial information. He has not responded to that letter. I wrote him again on November 7<sup>th</sup> concerning a Vancouver Sun newspaper article that could have lead readers to believe that the Solicitor General has backed off his plans. That letter too has not been formally responded to, but I can tell you that in speaking with the Solicitor General recently, he has no intention to back off his plans. He informed me he is planning to go to Cabinet soon and that the options remain as outlined in the Discussion Paper and he will be recommending one of those options.

In light of that information, I have spoken with the Honourable George Abbott, Minister of Community, Aboriginal and Women's Services and asked him to intercede on our behalf to ensure a decision is not made rashly. This has been a flawed consultation process from the outset. The lack of meaningful information in the Discussion Paper has made it impossible for many local governments to respond. That lack of response from local government may be being misread as lack of interest.



Suite 60  
10551 Shellbridge Way  
Richmond  
British Columbia  
Canada V6X 2W9  
604.270.8226  
Fax 604.278.9116  
Email [ubcm@civicnet.gov.bc.ca](mailto:ubcm@civicnet.gov.bc.ca)

PRESIDENT  
PATRICIA A. WALLACE  
COUNCILLOR

EXECUTIVE DIRECTOR  
RICHARD TAYLOR

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24





re: *Restructuring Police Financing*

Page 2

As new councils and boards I urge you to consider this matter as a priority. Your action now is crucial. Your MLA must hear the message. I understand that many councils and boards were waiting for more detailed information but I doubt it that will be forthcoming based on my conversations with the Solicitor General.

Sincerely,



Hans Cunningham  
Past President

225-001.58C:Police Cost  
Under 5,000 & Rural

PAGE  
25

Best Communication

**BESTWICK & PARTNERS\***  
CHARTERED ACCOUNTANTS • MANAGEMENT CONSULTANTS

96 WALLACE STREET, PO BOX 514, NANAIMO, BC V9R 5L5  
TEL: (250) 753-8251 • TOLL FREE 1-877-340-3330 • FAX: (250) 754-3989 • www.bestwick.com

November 20, 2002

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

Attention: Mr. Kelly Daniels, Chief Administrative Officer

Dear Sir:

During the course of our recent interim audit of the Regional District of Nanaimo for your year ending December 31, 2002, we identified matters that may be of interest to yourself and your Board. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement and it is not designed to identify matters that may be of interest to management. Accordingly an audit would not usually identify all such matters.

The matters which we identified which may be of interest to you are as follows:

1. We noted that your organization has a strong control environment; this means that there is a strong culture throughout the organization with regards to knowledge, compliance and integrity concerning your financial policies and procedures. We toured many of your facilities, and in interviewing the facility management and admin staff noted that they are aware of how their roles and duties affected the financial records of your organization. This was mainly in the areas of approval and coding of invoices, preparation and approval of payroll timesheets and end of day revenue balancing procedures. We also noted that the facility managers appeared to make good use of monthly revenue and expense reporting provided to them by the finance department. This indicated to us that the facility managers and supervisors are aware of their department budgets and actual results throughout the year. We also noted that the accounting staff in your admin office appears very well organized, trained and supervised to do their assigned tasks.



PAGE  
2/6

2. We reviewed the following accounting systems, noting the presence of internal controls that help to prevent a material error from occurring in your financial statements.
  - **Payroll:** Strong system of controls, particularly in the area of reviewing the actual cheques and direct deposits issued for reasonableness by management.
  - **Purchases:** Strong system of controls, particularly in the area of approving and coding invoices, which is done within each department by each department manager or supervisor.
  - **Cash Receipt & Development Services Revenue:** A good system exists to ensure that development services revenues are collected and received. The cashier follows up on the numerical continuity of invoice forms issued by the development services department, to ensure that all development services revenue items have been received in cash.
  - **Solid Waste Revenues:** The revenue statistics and cost data is closely monitored by the Manager of Solid Waste throughout the year. Besides helping to detect any errors in the system, this procedure also alerts the manager as to whether the set revenue fee structure is appropriate, or needs to be increased.
  - **Transit Revenues:** We noted a strong, logical system of controls over the fare box cash from each bus and how it is collected, stored and banked.
  
3. Due to the sophistication and centralization of your computerized information systems, it is critical that certain of your systems be able to recover from a disaster in a very short time period. We understand that the development of a formal disaster recovery plan is currently underway. We also understand that there are various informal plans already in place, such as the ability to run your network from a variety of server locations. Therefore, because of the importance of a formal plan in enabling your organization to recover from an unforeseen disaster, we recommend that you ensure that the development of this formal disaster recovery plan for your computer information systems be completed as soon as possible. Critical information systems should be identified and formal disaster recovery plans should be developed and tested as soon as possible to ensure that operations can continue in the event of an information systems disaster.

Please contact us at your convenience if you wish to discuss any of these items further.

This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours very truly,

BESTWICK & PARTNERS

Chris Fyfe, CA

CF:cah

cc: Ms. Nancy Avery, CGA,  
Manager of Financial Services

---

**TO:** Board Members **DATE:** January 7, 2003  
**FROM:** Chairperson Stanhope **FILE:**  
**SUBJECT:** 2003 Board Appointments

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**PURPOSE:**

To advise the Board of the Chairperson's appointments to the RDN Standing and Advisory Committees and to recommend Board appointments to RDN Select Committees.

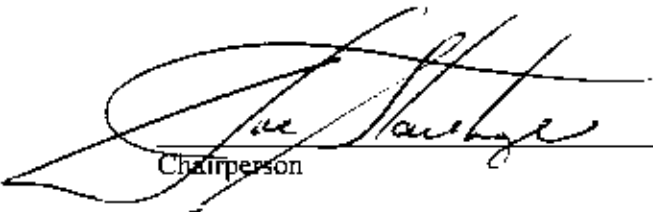
**BACKGROUND:**

The attached list identifies the Chairperson's appointments of Board Members to the 2003 Standing and Advisory Committees. The list also recommends membership to the following Select Committees:

- Community Bonds Select Committee
- Community Policing Select Committee

**RECOMMENDATION:**

1. That the Chairperson's appointments to 2003 Standing and Advisory Committees be received for information.
2. That the appointments to the Community Bonds Select Committee and Community Policing Select Committee be approved.



Chairperson

***Regional District of Nanaimo Board Appointments***

	<i><b>Appointment</b></i>	<i><b>Alternate</b></i>
Municipal Finance Authority	J. Stanhope	D. Haime
District 69 Recreation Commission	D. Bartram	L. Biggemann
Deep Bay Harbour Authority	D. Bartram	
Regional Library Board	P. Bibby	L. Elliott
Treaty Advisory Committee	E. Hamilton	L. Elliott
North Island 911 Corporation	J. Stanhope	T. Westbroek
Grants-in-Aid Committee	E. Hamilton	
Municipal Insurance Association (MLA)	L. McNabb	
RDN Emergency Planning Committee	L. Biggemann	
	P. Bibby	
Mt. Arrowsmith Biosphere Foundation	P. Bibby	
Arrowsmith Water Project Management Committee	J. Stanhope	
Vancouver Island Generation Project Committee	G. Lund	L. Elliott

***Nanaimo Regional Hospital District Board Appointments***

	<i><b>Appointment</b></i>	<i><b>Alternate</b></i>
CVIsland Health Region Project Building Committee	B. Holdom	J. Stanhope
CVIsland Health Region Joint Capital Planning Committee	T. Krall	E. Hamilton

***ELECTORAL AREA PLANNING STANDING COMMITTEE***

(4th Tuesday 7:00 pm)

(Current & Community Planning)

E. Hamilton (Chair)  
P. Bibby  
J. Stanhope  
D. Haime

L. Elliott  
L. Biggemann  
D. Bartram

***COMMITTEE OF THE WHOLE***

(4th Tuesday 7:30 pm)

(Corporate & Community/Development/Environmental Services)

J. Stanhope (Chair)  
L. Elliott  
E. Hamilton  
P. Bibby  
D. Bartram  
T. Westbroek  
G. Korpan  
R. Cantelon

L. McNabb (Deputy)  
G. Lund  
D. Haime  
L. Biggemann  
R. Longmuir  
L. Sherry  
T. Krall  
B. Holdom

***EXECUTIVE COMMITTEE***

J. Stanhope (Chair)  
L. Sherry  
E. Hamilton  
T. Krall (Alternate)

L. McNabb (Deputy)  
L. Elliott  
T. Westbroek

## ***2003 Standing Committees (Continued)***

### ***BUILDING ADDITION STANDING COMMITTEE***

L. McNabb (Chair)	E. Hamilton
J. Stanhope	L. Elliott
D. Bartram	B. Holdom
L. Sherry	T. Westbrook
R. Cantelon	

### ***PUBLIC CONSULTATION STANDING COMMITTEE***

J. Stanhope	P. Bibby
R. Cantelon	L. Elliott
R. Longmuir	

### ***CLIMATE CHANGE STANDING COMMITTEE***

L. Sherry (Chair)	L. Biggemann
R. Longmuir	



***COMMUNITY BONDS SELECT COMMITTEE***

J. Stanhope  
R. Longmuir

P. Bibby  
T. Westbrook

***COMMUNITY POLICING SELECT COMMITTEE***

L. McNabb  
D. Bartram  
T. Westbrook

L. Biggemann  
D. Haime

***2003 Advisory Committees***

---

***Electoral Area 'A' Parks & Open Space Advisory Committee***

L. Elliott

***Lantzville Parks & Open Space Advisory Committee***

D. Haime

***Nanoose Bay Parks & Open Space Advisory Committee***

P. Bibby

***Electoral Area 'G' Parks & Open Space Advisory Committee***

J. Stanhope

***Grants-in-Aid Advisory Committee***

E. Hamilton

***Regional Environmental Advisory Committee***

L. Sherry (Chair)

L. Biggemann

R. Longmuir

***Regional Growth Monitoring Advisory Committee***

B. Holdom (Chair)

D. Bartram



REGIONAL DISTRICT OF NANAIMO			
JAN 3 - 2003			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	
			Board <input checked="" type="checkbox"/>

**MEMORANDUM**

**TO:** Stan Schopp  
Manager, Building Inspection and Enforcement

**DATE:** January 2, 2003

**FROM:** Tom Arnet  
Bylaw Enforcement Officer

**FILE:** 4020 20 02E197

**SUBJECT:** Contravention of Unsightly Premises Regulatory Bylaw No. 1073, 1996 – Selinger  
Electoral Area E - 2401 Collins Crescent

**PURPOSE**

To obtain Board direction regarding an ongoing property maintenance contravention on the above property.

**BACKGROUND**

- Property: 2401 Collins Crescent
- Legal: Lot 65, Plan 23588, District Lot 6, Nanoose Land District
- Owner: Guenter Selinger / Robert Selinger  
2401 Collins Cres  
Nanoose Bay, BC V0R 2P0
- Zoning: Residential 1 (RS1)

A complaint regarding the unsightly condition of this property was received on August 1, 2002. A site inspection confirmed the presence of 3 derelict vehicles, an unlicensed utility trailer full of debris, several old boats, household appliances and miscellaneous discarded material. The yard was overgrown with vegetation, making it difficult to see all the debris stored around the property. Staff were unable to locate the owners to begin compliance procedures.

Further site inspections were conducted and no apparent changes to the condition of the property were noted. The unsightly appearance of the property was heightened with the decreased autumn vegetation. Photographs were taken and are available for viewing. On October 21, 2002, a letter was sent to the owners by courier, ordering the property cleaned up by November 4, 2002.

No action was taken by this deadline and numerous attempts were made to contact the owners. Guenter Selinger was eventually spoken to and confirmed he received the letter but has no intention of cleaning up the property and that the RDN should "sue him."

**ALTERNATIVES**

1. The owner be directed to remove the identified items from the property.
2. The owner not be directed to remove the identified items from the property.

**FINANCIAL IMPLICATIONS**

If the Board directs the property owner to remove the identified items from the property, any costs incurred by the Regional District of Nanaimo or its agent with respect to the removal shall be recovered from the property owner.

**VOTING**

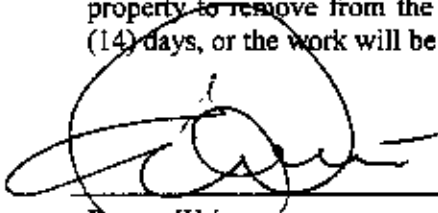
All directors vote one vote each.

**SUMMARY/CONCLUSIONS**

The property is subject to a Property Maintenance Bylaw and the discarded, disused materials and derelict vehicles/trailers stored on site would be in contravention of this regulation. The property owner is refusing to comply with staff direction to resolve the contravention. Mr. (Guenter) Selinger has a history of non-compliance with land use regulations and on two previous occasions (1995 and 1998), the Board found it necessary to pursue legal action against him.

**RECOMMENDATION**

That should the property maintenance concerns not be rectified by January 14, 2003 pursuant to the "Unightly Premises Regulatory Bylaw No. 1073, 1996" the Board directs the owners of the above 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.



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Report Writer



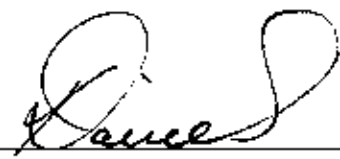
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General Manager Concurrence



---

Manager Concurrence



---

CAO Concurrence

COMMENTS:

IN THE MATTER OF SECTION 725 OF THE LOCAL GOVERNMENT ACT  
R.S.B.C. 1996 CHAPTER 323 AND AMENDMENTS

AND

IN THE MATTER OF LOT 65, PLAN 23588, DISTRICT LOT 6, NANOOSE LAND DISTRICT

TO: Guenter Selinger  
Robert Selinger  
2401 Collins Cres.  
NanOOSE Bay, B.C. V0R 2P0

**NOTICE OF HEARING**

TAKE NOTICE that the Board of the Regional District of Nanaimo pursuant to Section 725 of the Local Government Act and Unsightly Premises Regulatory Bylaw No. 1073, 1996, will at the hour of 7:30 pm on the 14<sup>th</sup> day of January, A.D. 2003 in the Council Chambers of the City of Nanaimo, 455 Wallace Street, Nanaimo, British Columbia, hear representation by the General Manager Corporate Services as to whether, with respect to the lands more particularly described above, the owner(s)/ occupier(s) shall be required to remove the accumulation thereon of all discarded and disused items.

AND FURTHER TAKE NOTICE that should the Board require the owner(s)/occupier(s) to remove the described accumulation, and the owner(s)/occupier(s) default, the Board may direct its employees and others to enter and effect the removal at the expense of the person defaulting. The charges for doing so, if unpaid on December 31<sup>st</sup> in the year in which the Regional District effects the removal, shall be added to and form part of the taxes payable in respect of the real property in question, as taxes in arrears.

AND FURTHER TAKE NOTICE that should you wish to make representation to the Board regarding the lands and premises listed above, you should appear at that time, date and place to make your presentation.

THIS NOTICE is given by the General Manager Corporate Services of the Regional District of Nanaimo this 2nd day of January, A.D. 2003.

---

General Manager Corporate Services

REGIONAL DISTRICT OF NANAIMO

RESOLUTION

UNSIGHTLY PREMISES REGULATORY BYLAW NO. 1073, 1996

MOVED \_\_\_\_\_, SECONDED \_\_\_\_\_, that pursuant to the provisions of the *Unsightly Premises Regulatory Bylaw No. 1073, 1996* and amendments thereto, IT IS HEREBY RESOLVED that the owner(s)/occupier(s) of the respective premises set forth below be notified to remove the accumulation of the materials indicated and to take such remedial measures as are specified:

**PROPERTY DESCRIPTION:** Lot 65, Plan 23588, District Lot 6, Nanoose Land District.

**LOCATION:** 2401 Collins Crescent, Nanoose Bay, B.C.

**OWNER(S):** Guenter Selinger  
Robert Selinger  
2401 Collins Cres.  
Nanoose Bay, B.C. V0R 2P0

**UNSIGHTLY ACCUMULATION:** Derelict vehicles/trailers/boats, discarded household appliances, household debris and discarded, disused materials.

**REMEDIAL MEASURES:** to remove the accumulation of derelict vehicles/trailers/boats, discarded household appliances, household debris and discarded, disused materials., leaving the property clean and tidy.

**AND BE FURTHER RESOLVED** that the Bylaw Enforcement Officer of the Regional District of Nanaimo BE AND IS HEREBY AUTHORIZED in default of such removal or remedial measures being undertaken by the owner(s) or occupier(s), within fourteen (14) days of receipt of notice to do so, to carry out or have such work carried out and the expense charged to the owner(s)/occupier(s). If unpaid by December 31<sup>st</sup> in the year in which the work is done, the expenses shall be added to and form part of the taxes payable on that real property as taxes in arrears.

I hereby certify the foregoing to be a true and correct copy of the resolution passed by the Board at its regular meeting, held January 14, 2003.

DATED at Nanaimo, B.C., this 14<sup>th</sup> day of January, 2003

\_\_\_\_\_  
General Manager Corporate Services

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JAN - 7 2003

CHAIR		GMCS	
CAO		GMDS	
GMCS		GMES	

**MEMORANDUM**

**TO:** C. Mason  
General Manager, Corporate Services

**DATE:**

January 7, 2003

**FROM:** M. Pearse  
Manager, Administrative Services

**FILE:**

**SUBJECT:** Board Procedure Amendment Bylaw No. 1268.02

**PURPOSE:**

To consider an amendment to "Board Procedure Bylaw No. 1268" which would change the number of members on the Executive Standing Committee.

**BACKGROUND:**

At the November 5, 2002 Board Meeting the Board adopted an amendment to the Procedure Bylaw which deleted all reference to the Corporate & Community Services, Development Services and Environmental Services Standing Committees and acknowledged their replacement with the Committee of the Whole and the Electoral Area Planning Committee. In addition, the composition of the Executive Standing Committee was also amended to reflect the change to the Standing Committees.

While considering Board appointments to various Committees, the Chairperson and Vice Chairperson requested that the composition of the Executive Standing Committee be amended to permit one (1) additional member on the Committee. This would increase the total from five (5) members to six (6) members on the Executive Standing Committee.

**ALTERNATIVES:**

1. That the Board approve "Board Procedure Bylaw No. 1268.02, 2003" with the amendments as presented.
2. That the Board make no changes to Board Procedure Bylaw 1268.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**CONCLUSIONS:**


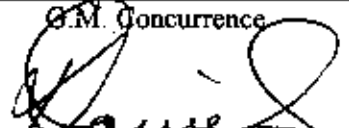
A request was received to amend the total number of members on the Executive Standing Committee from five (5) members to six (6) members.

The amendment being brought forward for Bylaw 1268 will amend Section 30(1)(b) to permit six (6) members on the Executive Standing Committee.

**RECOMMENDATION:**

1. That "Board Procedure Bylaw No. 1268.02, 2003" be introduced and read three times;
2. That "Board Procedure Bylaw No. 1268.02, 2003" be adopted.

  
Report Writer

  
G.M. Concurrence  
  
C.A.O. Concurrence

**COMMENTS:**



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1268.02

**A BYLAW TO AMEND THE BOARD  
PROCEDURE BYLAW WITH RESPECT TO  
THE EXECUTIVE STANDING COMMITTEE**

WHEREAS under Section 794(1) of the *Local Government Act* the Board must establish the procedures to be followed for the conduct of its business;

AND WHEREAS the Board wishes to amend the composition of the Executive Standing Committee from five (5) members to six (6) members;

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

1. Section 30(1)(b) – Standing Committees is deleted and replaced with the following:

**(b) Executive Standing Committee**

To consider matters pertaining to employment contracts, Board appointments, Board procedures or other matters as determined by Board resolution. The Executive Committee shall comprise of six members and shall include the Chairperson, Vice Chairperson and Chairpersons of the Committee of the Whole and Electoral Area Planning Committee. Where there are less than six Directors eligible to sit on the Executive Committee, the Board Chairperson shall appoint Board Members as necessary to establish its composition.

The Executive Committee shall review annually the list of Scheduled and Advisory Standing Committees as identified in Schedule 'A' to this bylaw.

2. This bylaw may be cited as the "Board Procedure Amendment Bylaw No. 1268.02, 2003".

Introduced and read three times this 14th day of January, 2003.

Adopted this 14th day of January, 2003.

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CHAIRPERSON

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GENERAL MANAGER, CORPORATE SERVICES

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REGIONAL DISTRICT OF NANAIMO			
JAN - 8 2003			
CHAIR		GMCrs	
CAC		GMDS	
CF GmS		BMES	
Biel ✓			

**MEMORANDUM**

**TO:** C. Mason  
General Manager, Corporate Services

**DATE:**

January 2, 2003

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

**FILE:**

**SUBJECT:** Year 2003 Parcel Tax Rolls

**PURPOSE:**

To introduce for three readings and adoption "Regional District of Nanaimo Year 2003 Assessment Roll Preparation Bylaw No. 1329, 2003".

**BACKGROUND:**

Section 360.1 of the *Local Government Act* requires a bylaw to be adopted, to provide for the preparation of assessment rolls for the purposes of levying parcel taxes. The Surveyor of Taxes produces the parcel tax rolls and these are then amended as outlined below to ensure that notices are mailed to the correct property owners and addresses. Once the rolls are available for public review, the District must publish newspaper notices advising property owners of the following:

- (a) that property owners may request corrections to the name or address on the roll, or with regards to errors of inclusion or exclusion of parcels on the roll
- (b) that the roll is available for inspection at the Regional District offices during regular office hours
- (c) the time by which a request must be made in order to be considered for that year

The attached Notice will be advertised once weekly, commencing the second week of February. The Notice will also be published on our web site and at all of our public locations.

Bylaw No. 1329, 2003 introduced with this report identifies seventeen service areas where the Regional District levies parcel taxes as part of the annual revenues of the service.

**ALTERNATIVES:**

There are no alternatives to this process.

**FINANCIAL IMPLICATIONS:**

Advertising costs are provided in the provisional budget for this purpose.

**SUMMARY/CONCLUSIONS:**

For properties which are assessed parcel taxes, the *Local Government Act* prescribes two actions which must be taken annually by a local government. The first requirement is a bylaw establishing the preparation of assessment rolls for parcel tax purposes. Bylaw 1329, 2003 is presented for approval and adoption for that purpose.

Secondly, a newspaper notice must be published providing for public review of the rolls at the Regional District offices and advising property owners of their right to request amendments to the roll information in regards to their own property. The Notice will also be posted on our web site and at our public facilities in School District 69 to provide additional sources of notification.

**RECOMMENDATION:**

1. That "Regional District of Nanaimo Assessment Roll Preparation Bylaw No. 1329, 2003", be introduced for first three readings.
2. That "Regional District of Nanaimo Assessment Roll Preparation Bylaw No. 1329, 2003", having received three readings be adopted.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

**COMMENTS:**

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1329

A BYLAW TO PROVIDE FOR THE  
PREPARATION OF PARCEL TAX  
ROLLS FOR THE YEAR 2003

WHEREAS the Board of the Regional District of Nanaimo must, pursuant to Section 825 (3), provide for the preparation of an assessment roll for the purpose of imposing a parcel tax under Section 825 (2);

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2003 are to be prepared for the following services:

Arbutus Park Estates Water Local Service Area	Establishing Bylaw No. 930, 1994
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
Fairwinds Water Supply Specified Area	Establishing Bylaw No. 753, 1988
French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
French Creek Water Local Service Area	Conversion Bylaw No. 874, 1992
Madrona Point Water Local Service Area	Conversion Bylaw No. 788, 1989
Morningstar Water Local Service Area	Establishing Bylaw No. 1125, 1998
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Nanoose Water Supply Specified Area	Establishing Bylaw No. 482, 1980
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
West Bay Estates Water Local Service Area	Establishing Bylaw No. 929, 1994

2. The bylaws referred to in (1) above include any subsequent amendments.
3. Parcel taxes for the foregoing services shall be levied on the basis of a single amount for each parcel.
4. This bylaw may be cited as "Regional District of Nanaimo Year 2003 Assessment Roll Preparation Bylaw No. 1329, 2003".

Introduced and read three times this 14th day of January, 2003.

Adopted this 14th day of January, 2003.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
GENERAL MANAGER, CORPORATE SERVICES

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**NOTICE**  
**2003 Parcel Tax  
Assessment Rolls**

For Property Owners within the following service areas:

Water Local Service Areas:	Arbutus Park Estates Decourcey (Pylades Drive - Cedar) Driftwood French Creek Madrona Point Morningstar Nanoose Bay San Pareil Surfside Wall Beach West Bay Estates
Sewer Service Areas:	Fairwinds French Creek Pacific Shores Surfside
Bulk Water Service Areas:	French Creek Nanoose Bay

Assessment rolls for the purposes of levying Year 2003 parcel taxes have been prepared and shall be authenticated on (TBA), 2003. The purpose of the assessment roll review is to ensure that all properties are accounted for and names and addresses are accurate.

Property owners may request that the roll be amended with respect to their property only for the following reasons:

- (1) there is an error or omission respecting a name or address on the assessment roll
- (2) there is an error or omission respecting the inclusion of a parcel

Requests for amendments to the roll must be received in writing by (TBA), 2003 at 4:30 p.m.

<b>By Mail To:</b>	Manager, Financial Services Regional District of Nanaimo 6300 Hammond Bay Road Nanaimo, BC V9T 6N2	(390-4111/1-877-607-4111)
<b>By Fax To:</b>	Manager, Financial Services Regional District of Nanaimo	(250) 390-4163
<b>In Person To:</b>	Regional District of Nanaimo Administration Office 6300 Hammond Bay Road, Nanaimo, BC	or
	District 69 Arena 193 E. Island Highway Parksville, BC	or Ravensong Aquatic Center 737 Jones Street Qualicum Beach, BC

Assessment rolls may be inspected at the Regional District of Nanaimo Administrative Office, 6300 Hammond Bay Road, Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m., commencing (TBA), 2003.



REGIONAL DISTRICT  
OF NANAIMO

JAN - 7 2003

CHAIR		GMCMS	
CAD		GMS	
GMCMS		GMS	

MEMORANDUM

**TO:** K. Daniels  
Chief Administrative Officer

**DATE:**

January 7, 2003

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

**FILE:**

**SUBJECT:** Board Member – Computer Purchase Offer

**PURPOSE:**

To consider the request put forward by outgoing Directors regarding the possibility of purchasing Regional District computers which were provided to them during their term of office.

**BACKGROUND:**

The Board Policy A1.15 establishes the terms and conditions for providing fax machines and personal computers to Board members. The Policy states that fax machines and computers shall remain the property of the Regional District and shall be returned to the Regional District once a Director no longer holds office.

Three Directors who no longer hold office received computers during their term of office -- Director Holme, Director Sperling and Director McLean. Each former Board member has indicated that they would be interested in purchasing the equipment if the Board approves the sale of the equipment at the depreciated price of \$604.15, including GST. The Board may wish to revisit its Policy with respect to the disposal of this equipment based on the alternatives provided below.

**ALTERNATIVES:**

1. Approve the sale of the computer equipment to the outgoing Board members based on the depreciation formula identified in this report and amend the Board Policy to establish this revised approach.
2. Approve the sale of the computer equipment to the outgoing Board members at the prices identified in this report but do not amend the Board Policy.
3. Retain the current Board Policy and do not approve the sale of the computer equipment to the outgoing Board members.

**FINANCIAL IMPLICATIONS:**

The following equipment was purchased for the Regional District Board Members in early 2001 and was funded out of the Electoral Areas budget:

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**Original Cost: Computer & Monitor**

Dell Pentium III 933 & 15" monitor + 64MB - \$1198  
Lexmark Z52 Printer - \$199  
Linksys Cable Modem Router - \$250  
Powerbar - \$80

The cost of computers has come down significantly since the purchase of the equipment. Therefore, rather than base depreciation on the actual price paid in April 2001, the calculation has been determined based on purchasing replacement PC's for new directors. A depreciation value of 20% per year (40%) has been used which assumes a 5 year replacement cycle. The following depreciated cost has been estimated:

**Proposed Purchase Price:**

Desktop computer & 15" monitor - \$419 (replacement PC cost of \$699 less 40% depreciation)  
Printer - \$59 (replacement printer cost of \$99 less 40% depreciation)  
Router - \$54 (replacement basic router cost of \$90 less 40% depreciation)  
Powerbar - \$30 (replacement cost of \$50 less 40% depreciation)

**Original Cost: Fax Machine** (Director McLean only) - \$289

Proposed Purchase Price - \$119 (replacement fax cost of \$199 less 40% depreciation)

The amounts shown above would also include a provincial sales tax charge of 7.5% for a total depreciated selling value of \$604.15.

**CONCLUSIONS:**

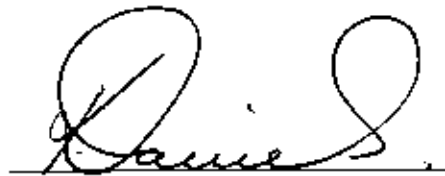
Although the Board has a Policy which specifies that computer equipment be returned to the Regional District when an elected official no longer holds office, the outgoing directors have indicated an interest in purchasing this equipment if the Board reconsiders this position. There are sufficient funds in the Electoral Areas budget, along with the amount reimbursed by the Electoral Area Directors, to fund the purchase of replacement computers for the new directors, if the Board supports the sale of this equipment. The Board may wish to consider amending its policy if it supports this direction.

**RECOMMENDATION:**

1. Approve the sale of the computer equipment to the outgoing Board members based on the depreciation formula identified in this report; and
2. Amend Board Policy A1.15 to authorize the sale of computer equipment to outgoing Board members based on a depreciation formula which recognizes current market conditions.



Report Writer



C.A.O. Concurrence

# REGIONAL DISTRICT OF NANAIMO

## POLICY

SUBJECT: <i>Fax Machines &amp; Personal Computers for Board Members</i>	POLICY NO: A1.15 CROSS REF:
EFFECTIVE DATE: May 10, 1994	APPROVED BY: Board
REVISION DATE: October 12, 1999 April 10, 2001	PAGE 1 of 2

### PURPOSE

To establish the terms and conditions for providing fax machines and personal computers to Board members.

### POLICY

#### 1. Fax Machines

At the request of a Director, the Regional District will provide a fax machine to the Director for use in their residence for the purpose of carrying on Regional District business during their term of office. The Regional District will pay, or reimburse Directors, for the cost of installation, setup and maintenance of the equipment, as required. The Regional District shall provide paper, supplies and toner cartridges necessary for the operation of the fax machine for Regional District business only.

Fax machines shall remain the property of the Regional District and shall be returned to the Regional District when the Director no longer holds office. Fax machines will not be provided to Alternate Directors.

#### 2. Dedicated Fax Line

The Regional District will pay, or reimburse Directors, for the cost of installation and setup of a dedicated fax line for Directors who have fax machines in their residence. The monthly cost of the dedicated fax line shall be reimbursed by the Regional District on or about the first day of the month.

In order to mitigate Director long distance charges, the Regional District shall provide a 1-800 fax line for the use of the Directors only. The 1-800 number shall not to be made available to the general public.

#### 3. Personal Computers

At the request of an Electoral Area Director, the Regional District will provide a desktop computer, monitor and printer to the Director for use in their residence for the purpose of carrying on Regional



District business during their term of office. The Regional District will pay for the initial installation, setup and maintenance costs as required and shall provide paper, supplies and printer cartridges necessary for the operation of the printer for Regional District business only.

Desktop computers will include basic word processing and internet/email communication software. The Regional District will contract with a local service provider for hardware and software support.

Desktop computers shall remain the property of the Regional District and shall be returned to the Regional District when the Director no longer holds office. Desktop computers will not be provided to Alternate Directors. Computers shall be replaced on a five year replacement cycle, as set out in the Regional District's Capital Equipment Plan.

#### **4. Internet Service**

The Regional District will pay, or reimburse Electoral Area Directors, for the cost of installation and setup of internet access (high speed where available) for Electoral Area Directors who have desktop computers in their residence. The monthly cost of the internet service shall be reimbursed by the Regional District on or about the first day of the month.

#### **5. Non-Taxable Benefit**

The provision of fax machines and personal computers under this Policy is intended to provide an overall benefit to the Regional District. As such, this equipment is deemed to be a non-taxable benefit in accordance with Canada Customs and Revenue Agency rules and regulations.