

REGIONAL DISTRICT OF NANAIMO
CORPORATE & COMMUNITY SERVICES COMMITTEE MEETING
TUESDAY, MAY 1, 2001
7:30 PM

(Nanaimo City Council Chambers)

A G E N D A

PAGES

CALL TO ORDER

MINUTES

- 3-6 Minutes of the Corporate & Community Services Committee meeting held on April 3, 2001.

COMMUNICATIONS/CORRESPONDENCE

- 7-8 **Jim Doyle, Minister, Ministry of Municipal Affairs**, re Regional Growth Strategy Planning Grant.

UNFINISHED BUSINESS

- 9-13 Crime Prevention & Community Justice Support Service Establishment Bylaw No. 1233.

ADMINISTRATION

- 14-16 Application for a Temporary Change to a Liquor Licence - Cassidy Inn - Area A.

FINANCE

- 17-22 RDN Security Issuing (City of Parksville) Bylaw No. 1238.

RECREATION AND PARKS

- 23-27 Nanoose Bay Parks and Open Space Plan. (Plan included as a separate enclosure)

SPECIAL EVENT/SPECIAL OCCASTION APPLICATIONS

- 28-29 Status Reports. (for information)

TRANSIT

- 30-43 Transit Business Plan Update.

COMMISSION, ADVISORY & SELECT COMMITTEE

- 44-46 Minutes from the meeting of the Lantzville Parks & Open Space Committee meeting held April 2, 2001. (for information)
- 47-48 Minutes from the meeting of the Gabriola Island Parks and Recreation Commission meetings held April 9, 2001. (for information)
- 49-50 Minutes from the meeting of the Gabriola Island Parks and Recreation Commission meetings held April 23, 2001. (for information)

That the following Grants-in-Aid applications be approved:

<i>Canvas Kids</i>	<i>\$1,479.00</i>
<i>Earth Muffin Productions – Disco Kids</i>	<i>850.00</i>
<i>After School Art</i>	<i>500.00</i>
<i>French Language Camp</i>	<i>400.00</i>
<i>Camp Miriam</i>	<i>1,000.00</i>
<i>Gabriola Friends of the Terry Fox Run</i>	<i>100.00</i>
<i>Gabriola Shotokan Karate Do</i>	<i>801.00</i>
<i>Karate Kids Summer Program</i>	<i>854.00</i>
<i>Tae Kwon Do</i>	<i>494.00</i>
<i>The Gathering Place</i>	<i>1,000.00</i>
<i>Aerobics</i>	<i>467.40</i>
<i>Gabriola Soccer Association</i>	<i>2,000.00</i>
<i>Huxley Park Association</i>	<i>4,860.00</i>

ADDENDUM**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS****NEW BUSINESS****IN CAMERA**

That pursuant to Section 242.2(I)(e) of the Local Government Act the Committee proceed to an In Camera Meeting to consider a matter regarding acquisition of land.

ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE CORPORATE & COMMUNITY SERVICES
COMMITTEE MEETING HELD ON TUESDAY, APRIL 3, 2001,
AT 7:30 P.M., IN THE CITY OF NANAIMO COUNCIL CHAMBERS,
455 WALLACE STREET, NANAIMO, B.C.

Present:

Director J. Stanhope	Chairperson
Director L. Elliott	Electoral Area A
Director B. Sperling	Electoral Area B
Director E. Hamilton	Electoral Area C
Director D. Haime	Electoral Area D
Director G. Holme	Electoral Area E
Director J. McLean	Electoral Area F
Director R. Quittenton	Electoral Area H
Director J. Macdonald	City of Parksville
Alternate	
Director A. Kruyt	Town of Qualicum Beach
Director L. Sherry	City of Nanaimo
Director T. Krall	City of Nanaimo
Director D. Rispin	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Holdom	City of Nanaimo
Alternate	
Director R. Cantelon	City of Nanaimo

Also in Attendance:

K. Daniels	Chief Administrative Officer
N. Connelly	General Manager, Community Services
C. Mason	General Manager, Corporate Services
N. Tonn	Recording Secretary

MINUTES

MOVED Director Sherry, SECONDED Director Krall, that the minutes of the regular Corporate & Community Services Committee meeting held on Tuesday, March 6, 2001 be adopted.

CARRIED

ADMINISTRATION

RDN Officers Appointment and Delegation Amendment Bylaw No. 1204.01.

MOVED Director Holdom, SECONDED Director Hamilton,:

1. That the RDN Officers Appointment & Delegation Bylaw No. 1204 be amended to provide the Chief Administrative Officer and the General Manager of Corporate Services the power and function to issue special occasion licenses.
2. That "Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1204.01, 2001" be introduced and read three times.

3. That "Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1204.01, 2001" be adopted.

MOVED Director McLean, SECONDED Director Haime, that the motion be amended to include the following:

That the Electoral Area Director be notified prior to approval of a special occasion license for an event held in his/her area.

CARRIED

The question was called on the main motion as amended.

The motion CARRIED.

HOSPITAL

Nanaimo Regional Hospital District Capital Bylaws No. 124, 125, & 126.

MOVED Director Hamilton, SECONDED Director Sherry,:

1. That "Nanaimo Regional Hospital District Capital Equipment Borrowing (Sterilizer) Bylaw No. 124, 2001" be introduced for three readings.
2. That "Nanaimo Regional Hospital District Capital Equipment Borrowing (Sterilizer) Bylaw No. 124, 2001" having received three readings be adopted.
3. That "Nanaimo Regional Hospital District Capital Project Borrowing (Roof Replacement) Bylaw No. 125, 2001" be introduced for three readings.
4. That "Nanaimo Regional Hospital District Capital Project Borrowing (Roof Replacement) Bylaw No. 125, 2001" having received three readings be adopted.
5. That "Nanaimo Regional Hospital District Capital Equipment Borrowing (MRI Equipment) Bylaw No. 126, 2001" be introduced for three readings.
6. That "Nanaimo Regional Hospital District Capital Equipment Borrowing (MRI Equipment) Bylaw No. 126, 2001" having received three readings be adopted.

CARRIED

REGIONAL GROWTH MANAGEMENT

Growth Management Plan Review 2001-2002 – Process to Consider Changes Suggested by Member Municipalities, Electoral Areas and the Provincial Government.

MOVED Director Holdom; SECONDED Director Krall, that the process for considering for member municipalities', electoral areas', and the provincial government's suggested changes to the Growth Management Plan be incorporated into the Review project.

CARRIED

TRANSIT

2001/2002 Annual Operating Agreement – BC Transit/RDN.

MOVED Director Macdonald, SECONDED Director Kruyt, that the 2001/2002 Annual Operating Agreement between BC Transit and the Regional District of Nanaimo for the provision of Conventional and Custom Transit services be approved.

CARRIED

HandyDART – Monthly Fare Pass.

MOVED Director McNabb, SECONDED Director Rispin, that a HandyDART pre-paid monthly pass in the amount of \$75.00, effective May 1, 2001, be approved.

CARRIED

Status Report – Transit Business Plan.

MOVED Director Sherry, SECONDED Director Krall, that the Status Report on the Transit Business Plan Update be received for information and forwarded to public consultation.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Electoral Area A Parks, Recreation and Greenspaces Advisory Committee.

MOVED Director Elliott, SECONDED Director Quittenton, that the minutes of the Electoral Area A Parks, Recreation and Greenspaces Advisory Committee meeting held February 15, 2001, be received for information.

CARRIED

Gabriola Island Parks and Recreation Commission.

MOVED Director Sperling, SECONDED Director Quittenton, that the minutes of the Special meeting of the Gabriola Island Parks and Recreation Commission held March 5, 2001 and the regular meeting held March 19, 2001, be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Quittenton, SECONDED Director Holme, that the minutes of the District 69 Recreation Commission meeting held March 15, 2001 be received for information.

CARRIED

MOVED Director Macdonald, SECONDED Director McLean, that the staff report on the Second Ice Sheet Review for District 69 be received and that the proposal from Vancouver Island Ice Sports Ltd. not be pursued and that further work be undertaken to advance the twinning of the District 69 Arena.

CARRIED

MOVED Director Quittenton, SECONDED Director Rispin, that \$4,500 of Community Agreement funding be approved for the Deep Bay Yacht Club Junior Sail program and that the Community Agreement funds be used to purchase a Chase Boat and VHF Radios.

DEFEATED

MOVED Director Sherry, SECONDED Director Rispin, that \$3,000 of Community Agreement funding be approved for the Deep Bay Yacht Club Junior Sail program and that the Community Agreement funds be used to purchase a Chase Boat and VHF Radios.

A recorded vote was requested.

The motion CARRIED with Directors Holme, Hamilton, Quittenton, Kruyt, Sherry, Haime, Sperling, Macdonald, Holdom, McNabb, Elliott, Krall, Cantelon, Rispin and Stanhope voting in the affirmative and Director McLean voting in the negative.

ADJOURNMENT

MOVED Director Holme, SECONDED Director Rispin, that this meeting terminate.

CARRIED

TIME: 8:04 P. M.

CHAIRPERSON



REGIONAL DISTRICT OF NANAIMO	
APR 9 2001	
CHAIR	GMCrS
CAO	GMDS
GMCrS	GMES
Ed Gese	
Communications	

APR 04 2001

GEORGE W. HOLME, CHAIR, AND BOARD
REGIONAL DISTRICT OF NANAIMO
6300 HAMMOND BAY RD
NANAIMO BC V9T 6N2

Dear George Holme and Board:

I am pleased to inform you that a **Regional Growth Strategy Planning Grant**, in the amount of **\$80,000**, has been approved for the Regional District of Nanaimo as follows:

- ▶ **Growth Management Plan Review** **\$80,000** **(RP-01022)**

The grant represents part of this Ministry's commitment to assist the Regional District of Nanaimo with regional growth management. I believe that a cooperative regional approach to planning and growth management is the way to ensure that needs of the Regional District of Nanaimo will continue to be met in the years ahead.

The grant has been approved under the Regional Growth Strategy Planning Grant Program established pursuant to the *Local Government Grants Act* and Regulations. The grant program is designed to support comprehensive and innovative approaches to the management of change.

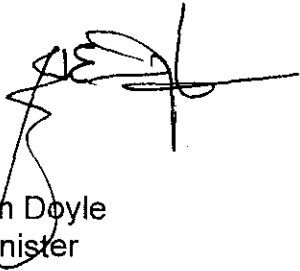
Under separate cover you will receive a letter and a schedule specifying the terms and conditions of the grant. The schedule must be signed by the chief administrative officer and returned to the Ministry to indicate acceptance of the terms and conditions.

.../2

GEORGE W. HOLME, CHAIR, AND BOARD
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Congratulations on your successful application and my best wishes with the planning project.

Yours truly,

A handwritten signature in black ink, appearing to read 'Jim Doyle', with a large, stylized flourish extending downwards and to the left.

Jim Doyle
Minister

pc: Honourable Gerard Janssen, MLA, Alberni
Honourable Evelyn Gillespie, MLA, Comox Valley
Jan Pullinger, MLA, Cowichan-Ladysmith
Dale Lovick, MLA, Nanaimo
Judith Reid, MLA, Parksville-Qualicum



REGIONAL DISTRICT OF NANAIMO			
APR 25 2001			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	

MEMORANDUM

TO: Carol Mason
General Manager of Corporate Services

DATE: April 23, 2001

FROM: Maureen Pearse
Manager of Administrative Services

FILE:

SUBJECT: RDN Crime Prevention & Community Justice Support Service Establishment
Bylaw No. 1233

PURPOSE

To report the results of the counter petition for the proposed Crime Prevention & Community Justice Support Service Establishment Bylaw No. 1233.

BACKGROUND

At its regular meeting held February 13, 2001 the Board introduced "Regional District of Nanaimo Crime Prevention & Community Justice Support Service Establishment Bylaw No. 1233, 2001" for first three readings. In a recorded vote, the Board directed that the assent of the electors be sought through the counter petition process. Only one (1) of the Electoral Area Directors voted in favour of the establishment of this function.

Bylaw No. 1233 proposes to establish a crime prevention and community justice support function in Electoral Areas A, B, C, D, E, F, G & H that would provide ongoing funding to community policing organizations within the Regional District. Community policing groups would be invited to put forward applications for ongoing funding to provide crime prevention or restorative justice programs on behalf of the Regional District for a three (3) year period. A Committee of Electoral Area Directors would be established to review applications and make recommendations to the Board on which organizations would be funded by the Regional District.

In order to receive the assent of the electors, the number of counter petitions received could not exceed 5% of the electors for the proposed participating area. Section 5 (Counter Petition Opportunities) of the *Local Government Act* states that where the number of counter petitions against the proposed bylaw:

- (a) represents fewer than 5% of the electors in the area, the bylaw is deemed to have received the assent of those electors;
- (b) represents between 5% and 50% of the electors in the area, the board or council may only proceed with the bylaw if it obtains assent of the electors under section 808;
- (c) represents more than 50% of the electors in the area, the bylaw is deemed to have been rejected by the electors.

For the purpose of conducting the counter petition, the number of eligible electors in the local service area was determined to be 23,000 electors. In order for the bylaw to receive the assent of the electors less than 5% or 1150 counter petitions must have been received by the deadline of April 9, 2001. The total number of counter petitions received by April 9, 2001 was 726 (3.2% of electors). The table below shows the number of counter petitions received by each electoral area. This number represents fewer than 5% of the electors in the area, therefore, the bylaw is deemed to have received the assent of the electors.

<i>Electoral Area</i>	<i># of Electors</i>	<i># of Valid Counter Petitions Received</i>	<i>%</i>
A	3,693	152	4.1%
B	2,307	1	0.04%
C	693	82	11.8%
D	3,096	248	8.0%
E	3,488	10	2.9%
F	3,109	226	7.3%
G	4,614	7	0.15%
H	2,000	0	0
Totals	23,000	726	3.2%

ALTERNATIVES

1. That "Regional District of Nanaimo Crime Prevention & Community Justice Support Service Establishment Bylaw No. 1233, 2001" be adopted.
2. That "Regional District of Nanaimo Crime Prevention & Community Justice Support Service Establishment Bylaw No. 1233, 2001" be defeated.
3. That individual establishing bylaws be prepared for those Electoral Areas wishing to provide financial support for community policing initiatives within their electoral areas.

FINANCIAL IMPLICATIONS

Alternative #1

The bylaw provides that the maximum amount the Board may levy as a tax requisition to operate the proposed service area shall be the greater of \$20,000 or the property value tax rate of \$0.005 per \$1,000. Based on a residential property assessed at \$100,000 the cost to the individual homeowner would be 50 cents.

Alternative #2

The Board may wish to reconsider the establishment of this function as the majority of Electoral Area Directors are not in support of this bylaw. Community policing requests could continue to be referred to the Grants-in-Aid Committee.

Alternative #3

Those Directors wanting to establish functions within their electoral areas to provide funding support for community policing initiatives have the option of directing staff to prepare individual bylaws for consideration within their areas. The levels of funding specified in each bylaw would be as recommended by the Electoral Area Director.

LEGISLATIVE IMPLICATIONS

While the Inspector of Municipalities has approved the bylaw on its technical merits, correspondence has been received from the Minister of Municipal Affairs (see attachment) suggesting that the Board may wish to reconsider the bylaw in relation to the intent of the *Local Government Act*, which is that services should be provided on a cooperative, voluntary basis in the spirit of partnership.

SUMMARY/CONCLUSIONS


At the February 13, 2001 Board meeting, the "Regional District of Nanaimo Crime Prevention & Community Justice Support Service Establishment Bylaw No. 1233, 2001" received first three readings. The Board sought the assent of the electors through the counter petition process. In order to receive the assent of the electors, the number of counter petitions received could not exceed 5% (1150) of the electors for the proposed participating area. The total number of counter petitions received by the deadline of April 9, 2001 was 726. This number represents fewer than 5% of the total electors in the combined electoral areas, therefore, the bylaw is deemed to have received the assent of the electors. The Board must now decide whether to proceed with the establishment of this function based on the results of the counter petition or not proceed with the establishment of this function since the majority of Electoral Area Directors are not in support of this function. As the total number of counter petitions received was less than 5% of the electors, staff are bringing forward the bylaw for adoption.

RECOMMENDATION

That "Regional District of Nanaimo Crime Prevention & Community Justice Support Service Establishment Bylaw No. 1233, 2001" be adopted.


Report Writer


Manager Concurrence


A/ CAO Concurrence

FA 390-4163



REGIONAL DISTRICT OF NANAIMO			
APR 10 2001			
CHAIR	<input checked="" type="checkbox"/>	GMCrs	<input checked="" type="checkbox"/>
CAO	<input checked="" type="checkbox"/>	GMDS	<input type="checkbox"/>
GMCms	<input type="checkbox"/>	GMES	<input type="checkbox"/>

MAR 29 2001

George W. Holme, Chair, and Board
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear George Holme and Board:

I am responding to the letter of March 7, 2001, received on March 16, signed by the Directors of Electoral Areas A, B, C, D, E, F and G of the Regional District of Nanaimo (the Regional District), regarding an establishing bylaw for a crime prevention function.

The bylaw was received by the Inspector of Municipalities on February 23, 2001. During the review by staff, no technical reasons were found that would prevent approval of the bylaw. Accordingly, the bylaw received approval by the Deputy Inspector of Municipalities on March 14, and was returned to the Regional District on March 15.

I understand that the bylaw has gone to counter-petition and there is a possibility that the 5% threshold will be achieved, thus defeating the initiative unless the Board wants to go to referendum. If assent is obtained (either by referendum or by an insufficient counter-petition result), the bylaw will proceed to fourth reading. At that point, the Board may want to reconsider the bylaw in relation to the intent of the *Local Government Act*, which is that services should be provided on a cooperative, voluntary basis in the spirit of partnership.

Yours truly,


Jim Doyle
Minister

pc: see attached

.../2

George W. Holme, Chair, and Board
Page 2

pc: Laurence Elliott, Director, Electoral Area A
Berni Sperling, Director, Electoral Area B
Elaine Hamilton, Director, Electoral Area C
Denise Haime, Director, Electoral Area D
George Holme, Director, Electoral Area E
Jack McLean, Director, Electoral Area F
Joe Stanhope, Director, Electoral Area G

TO: Carol Mason
General Manager of Corporate Services

DATE: April 18, 2001

FROM: Maureen Pearse
Manager of Administrative Services

FILE: 4320-50

SUBJECT: Application for a Temporary Change to a Liquor Licence
Cassidy Inn – Area A

PURPOSE

To consider a temporary change to the Liquor Licence for the Cassidy Inn.

BACKGROUND

The Cassidy Inn, located at 2954 Trans Canada Highway in Electoral Area 'A', currently has an 'A' Liquor Licence which authorizes the facility to house 145 patrons in a designated area. The Cassidy Inn has submitted an application requesting the Board's approval for the issuance of a temporary change to their Liquor Licence to provide for an extension of their licenced area to outside of the patio area. This extension is requested for the third year in a row for a one day Show 'n Shine event scheduled for Sunday, June 24, 2001. The event will start at 11:00 am with contests being held for old cars, trucks and bikes. The Cassidy Inn is also requesting approval from the RCMP.


ALTERNATIVES

1. That the Cassidy Inn's request for a temporary change to their Liquor Licence to provide for an extended patio area for a one day event scheduled for June 24, 2001 be approved.
2. That the Cassidy Inn's request for a temporary change to their Liquor Licence not be approved at this time.

RECOMMENDATION

That the Cassidy Inn's request for a temporary change to their Liquor Licence to provide for an extended patio area for their Show 'n Shine event scheduled for June 24, 2001 be approved.


Report Writer


Manager Concurrence


CAO Concurrence

OFFICE
245-3531**Cassidy Inn**

PUB

April 6, 2001

Att: Maureen
Regional District
From: Sue Hagel
CASSIDY INN (1989) LTD.

This is a written request for an Extension of Licenscd Area for the date of Sunday June 24, 2001, outside of the Cassidy Inn patio area. We would like to hold a Show and Shine event at the Cassidy Inn, This is a day that starts at 11:00 am with contests being held for old cars, trucks and bikes. Prizes such as trophies will be given to the winners, peoples choice and A.I.M.

(Association for Injured Motorcyclist) do the judging, this is an event for all ages, the show provides entertainment for everyone. This event has been going on for years, and is under exceptional supervision. In the past we have had a great response to the show and would like to continue this event.

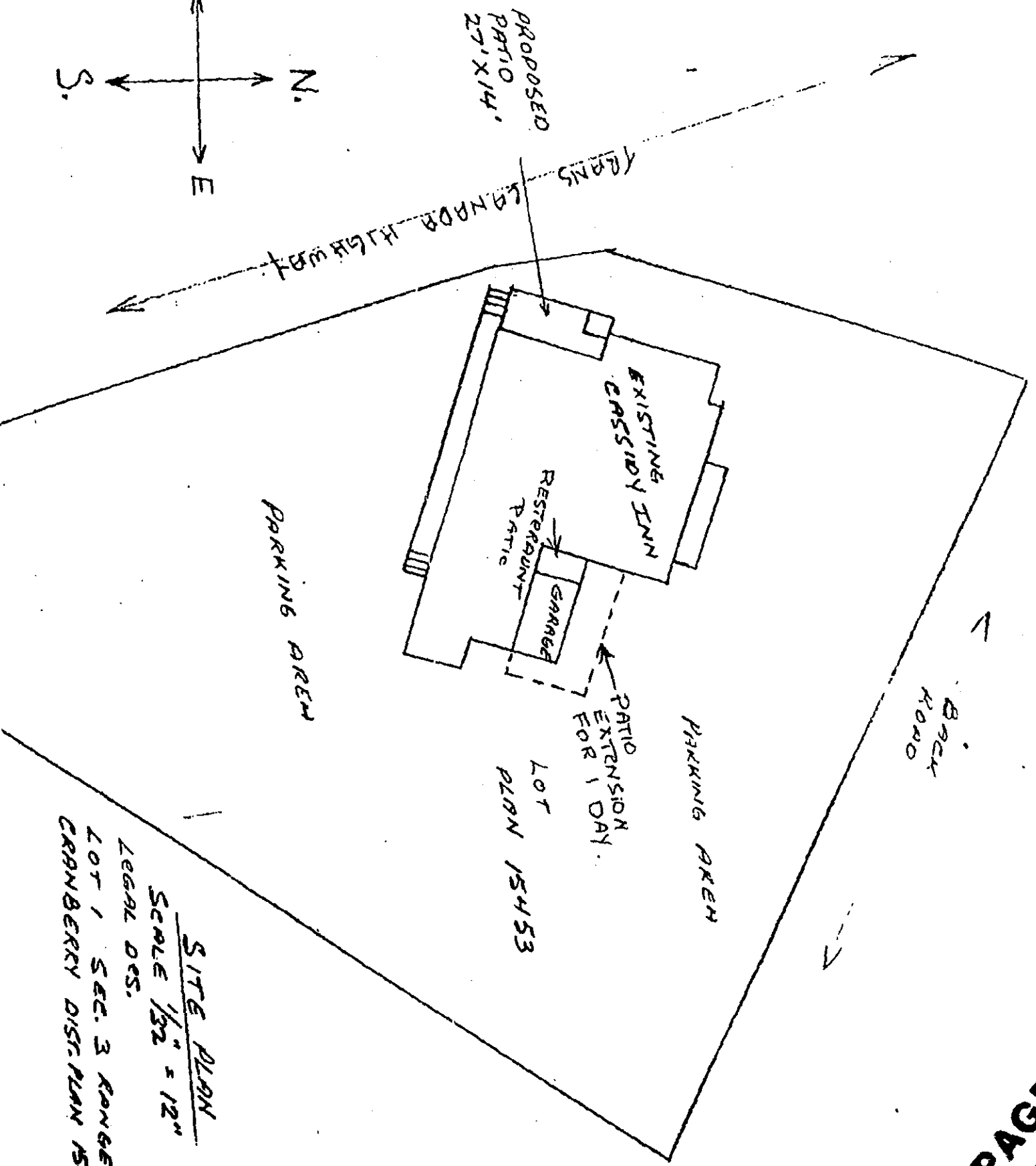
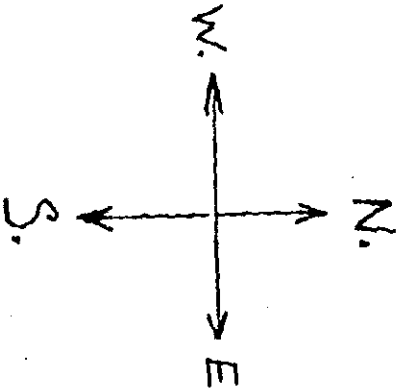
Please review this letter, call Sue Hagel if you have any questions, we hope to hear from you soon, and hope that the district will once again grant us this extension. Phone # (250) 245-3531.

Thank-you,



Sue Hagel

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SITE PLAN
 SCALE 1/32" = 12"
 LEGAL DES.
 LOT 1 SEC. 3 RANGE B
 CANNONDA DIST. PLAN 15453

TO: C. Mason
General Manager, Corporate Services

DATE: April 23, 2001

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Regional District Undertaking Financing on Behalf of City of Parksville

PURPOSE

To introduce "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1238, 2001" for three readings.

BACKGROUND

The City of Parksville has advised staff that they wish to proceed to borrow \$1,050,000 to cover some of the costs for construction of the Civic and Technology center. Pursuant to Section 835 of the *Local Government Act* a Regional District as the borrowing agent, must adopt a security issuing bylaw in relation to a municipal request.

The City's borrowing bylaw has been forwarded to the Ministry of Municipal Affairs for approval and must be adopted before the Regional District adopts this bylaw. This bylaw may receive three readings and be forwarded to Municipal Affairs in parallel with the City's bylaw.

ALTERNATIVES

1. Approve the bylaw. This is the standard process set out in the *Local Government Act*.
2. Do not approve the bylaw. The only reason to deny the request would be if the Board had a concern that default was likely, in which case all members of the Regional District would become liable for the outstanding debt. There are no reasons of which staff are aware that would concern the Board with respect to the City defaulting and therefore this action is not recommended.

FINANCIAL IMPLICATIONS

The City is entirely responsible for the debt financing and must raise sufficient monies to cover the annual debt payments. Should the City default on its debt the Regional District and all of its members is jointly and severally liable for the debt payments. This is the standard practice for municipal borrowing in the Province.

SUMMARY/CONCLUSIONS

The City of Parksville wishes to borrow \$1,050,000 to cover the costs of constructing a Civic and Technology Center. Pursuant to the *Local Government Act* the Regional District, as the borrowing agent, adopts a security issuing bylaw with respect to the City's request. Bylaw No.1238 establishes the authority and terms and conditions required by the Municipal Finance Authority following standard procedures for borrowing in the Province of B.C. Staff recommend the bylaw be approved.

RECOMMENDATION


1. That "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1238, 2001" receive first three readings and be forwarded to Municipal Affairs for approval.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1238

A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY")

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS the City of Parksville is a municipality within the Regional District;

AND WHEREAS the Regional District may finance from time to time on behalf of and at the sole cost of a municipality, pursuant to the provisions of Section 835 of the Local Government Act, the work to be financed pursuant to the following security issuing bylaws:

Municipality	Purpose	S.I. Bylaw	Term of Issue	Amount
City of Parksville	Civic and Technology Centre Construction	1346	20 years	\$1,050,000.00
TOTAL				<u>\$1,050,000.00</u>

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District of Nanaimo and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed One Million and Fifty Thousand (\$1,050,000.00) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.

2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and the Manager, Financial Services of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of the bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the Municipal Act, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and the Manager, Financial Services.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. During the currency of the obligation incurred under the said Agreement to secure borrowings in respect of the City of Parksville Bylaw No. 1346, there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the Municipal Finance Authority Act, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the Municipal Finance Authority of British Columbia Act, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

10. This bylaw may be cited as "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1238, 2001".

Introduced and read three times this 8th day of May, 2001.

Received the approval of the Inspector of Municipalities this _____ day of _____, 2001.

Adopted this _____ day of _____, 2001.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services

CANADA
PROVINCE OF BRITISH COLUMBIA
AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ in lawful money of Canada, together with interest thereon from the _____, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____ British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1238 cited as "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1238, 2001", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Manager, Financial Services thereof.

Chairperson

Manager, Financial Services

Pursuant to the "Local Government Act", I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this _____ day of _____, _____.

Inspector of Municipalities of British Columbia

TO: Neil Connelly
General Manager of Community Services

DATE: April 12, 2001

FROM: Tom Osborne
Manager of Recreation and Parks

FILE: 6120-02-NANO

SUBJECT: Nanoose Bay Parks and Open Space Plan

PURPOSE:

To report on the completion of the Nanoose Bay Parks and Open Space Plan.

BACKGROUND:

In April 1999, the Project Management Committee commenced work to prepare a Parks and Open Space Plan for the community of Nanoose Bay under the Terms of Reference approved by the Board. The project work involved considerable public consultation including regular Project Committee meetings, a public workshop, a residents' survey, an open house and a posting on the RDN website. The Project Committee is comprised of the Electoral Area Director and seven other members; Joe Giegerich, Diane Aussem, Pamela Bottomley, Ian Bryce, Gabrielle Cartlidge, Dan MacKenzie and John Edon. At their April 11, 2001 meeting the Committee passed the following resolution:

"That the Committee approve the revisions to the draft Nanoose Bay Parks and Open Space Plan and provide for it to be forwarded to the Regional Board for consideration at its May meeting."

The Parks and Open Space Plan provides a vision for the community of Nanoose Bay and a set of recommended actions to work toward this vision. An Implementation Table summarizes the key actions that are advanced in the Plan.

The range of topics addressed in the Plan include Nanoose Bay parks, trails and open space resources, management of parks, trails and open spaces in Nanoose Bay, and the development of a system of parks, and open space including community and regional trail corridors, community parks, open space protection through community greenways and access to the waterfront. A number of adjustments to the draft Plan were undertaken by the Committee based on community feedback over the last several months, particularly as it related to the sections on access to the waterfront.

The Parks and Open Space Plan calls for the establishment of a new Nanoose Bay Parks and Open Space Advisory Committee. A Terms of Reference for this Committee is attached as *Appendix A* to this report. There has been considerable community interest in parks and open space issues from the start of the project and it is expected that this interest will continue through the new Parks and Open Space Advisory

Committee. The Terms of Reference provide for a seven member Board appointed Committee to provide advice on Plan implementation and the ongoing parks program in Nanoose Bay.

A copy of the Plan is enclosed as information.

ALTERNATIVES:

1. The Parks and Open Space Plan be approved as a guiding document for the management of parks and open space issues in Nanoose Bay and that the Terms of Reference for an Advisory Committee be approved.
2. The Parks and Open Space Plan be referred back to the Project Management Committee with direction for revision.

FINANCIAL IMPLICATIONS:

The Plan looks to the Regional District to continue to play a significant role in the acquisition of additional parklands for community park purposes in Nanoose Bay. The acquisition of park lands will require a variety of Regional District managed funding strategies, including where appropriate continuing to collect funds in lieu of dedication at the time of subdivision, partnering with other land management agencies on tenure of properties and if agreed upon by the electorate, through taxation. Specific park operational and acquisition figures have not been determined as it is the intent of the Plan for it to function as a guide for operational, development and acquisition strategies when dealing with property development, agencies partnerships or willing buyer / willing seller.

The implementation of the Plan's recommendations will require staff resources to work with a Parks and Open Spaces Advisory Committee and other agencies in order for the recommendations to come to fruition. There will likely be an increase in expectations of services delivered by the Regional District upon the adoption of this plan, and future capital and operating budgets will be required to reflect these expectations unless directed otherwise by the Area Director and Board.

INTERGOVERNMENTAL IMPLICATIONS:

Various government agencies will be able to use the plan as a guiding document. These agencies include the Department of National Defense, Ministry of Transportation and Highways, Ministry of Environment, Lands and Parks, BC Assets and Lands Corporation, Department of Fisheries and Oceans and Environment Canada.

There are a number of recommendations contained in the Plan that address improved access to Provincial crown lands including Ministry of Transportation and Highways waterfront access sites and other crown properties. Proposals regarding these sites will be developed on a project-by-project basis for approval as presented in the Park Plan.

SUMMARY:

In April 1999, Parks and Open Spaces Project Committee commenced work on the development of a Parks and Open Space Master Plan for the community of Nanoose Bay. This two year process included a community survey, community workshop, regular Committee meetings, meetings with Nanoose Bay land management agencies and citizen groups, an open house, and posting of the draft plan on the RDN website and in public locations for review and comments. It is recommended that the Regional District approve the Plan as a guiding document for parks and open space planning and management in the community of Nanoose Bay. Approval of a Terms of Reference for a Board appointed volunteer

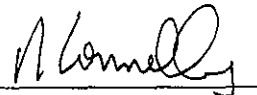
Advisory Committee will also provide for the establishment of a community based group to assist with Plan implementation.

RECOMMENDATION:

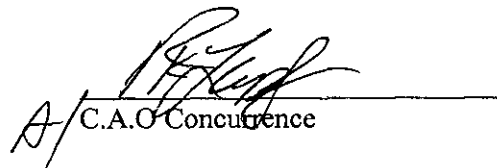
That the Nanoose Bay Parks and Open Space Plan be approved as a guiding document for parks and open space planning and management in Nanoose Bay, and that the Terms of Reference for the Nanoose Bay Parks and Open Spaces Advisory Committee be approved.



Report Writer



General Manager Concurrence



C.A.O Concurrence

COMMENTS:

Nanoose Bay Parks and Open Space Advisory Committee

Terms of Reference

Purpose:

To establish a Parks and Open Space Advisory Committee for the community of Nanoose Bay. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area E.

Membership:

1. The Nanoose Bay Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - The Electoral Area 'E' Director or designate.
 - The Electoral Area 'E' Appointee to the District 69 Recreation Commission.
 - Members at Large (five) who are residents of Nanoose Bay Electoral Area 'E'.
2. The Committee will consist of a maximum of seven members. Depending upon community interest the Commission may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three Members at Large appointed for a two-year term and two Members at Large appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'E' Director and the District 69 Recreation Commission appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures:

1. The Committee shall elect a chairperson and recording secretary annually at the first meeting of each calendar year.
2. The Committee may meet as required but will structure its activities to meet approximately four times per year.
3. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities:

1. Consider and advance through the Regional Board the implementation of the recommendations from the Nanoose Bay Parks and Open Space Plan.
2. Make recommendations and provide advice to the Regional Board regarding a wide range of parks and public open space issues including:
 - Acquisition of community park sites.
 - Development and maintenance standards for community park sites.
 - Establish priorities for the expenditure of community park operating and reserve funds.
3. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of parks and open space projects including:
 - Volunteer neighbourhood and community park development projects.
 - Community input regarding park planning and acquisition priorities.
 - Trail system.
 - Waterfront access.
4. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on parks and open space issues.

Financial Considerations:

There is currently funding available through the Regional District for community parks works in Nanoose Bay. The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for expenditures from these budgets for parks and open space purposes. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations to the Regional District regarding the collection and use of these funds.

Reporting and Authority:

The Committee has a responsibility to act in the best interests and within the policies and guidelines established by the Regional District in the provision of their services on parks and open space matters in the community of Nanoose Bay.

**SPECIAL OCCASIONS - 2001
STATUS REPORT**

SPECIAL OCCASION LICENSES APPROVED:

Electoral Area	Name of Organization	Name of Event	Date of Event	Director Approval	Days Requested	Approval Date	Total Approved
A							
B							
C							
D							
E							
F	VI Association for Injured Motorcyclists	Spring Fever Dance	March 31	✓	1	March 20	
	Coombs Hilliers Recreation Community Organization	Bull-a-Rama 2001	June 2, 3	✓	2	April 24	
	Coombs Hilliers Recreation Community Organization	Coombs Country Arts & Crafts Fair	July 14	✓	1	April 24	
	Coombs Hilliers Recreation Community Organization	Coombs 25 th Annual Rodeo	July 27, 28, 29	✓	3	April 24	
	Errington War Memorial Hall Association	Hi Neighbour Day	August 18	✓	1	April 24	8
G							
H							

**SPECIAL EVENT PERMITS - 2001
STATUS REPORT**

SPECIAL EVENT PERMIT APPLICATIONS:

Electoral Area	Name of Organization	Name of Event	Date of Event	Health Approval	Fire Dept Approval	RCMP Approval	Security Deposit	Director Approval	Approval Date	Permit Issued
A										
B										
C										
D										
E										
F	Arrowsmith Mountain Bike Club Coombs Hilliers Recreation Community Organization Coombs Hilliers Recreation Community Organization Coombs Hilliers Recreation Community Organization Coombs Hilliers Recreation Community Organization	Hammerfest 2001 Bull-a-Rama 2001 Coombs Country Arts & Crafts Fair Coombs 25 th Annual Rodeo Coombs Country 23 rd Annual Bluegrass Festival	May 4, 5, 6 June 2, 3 July 13, 14, 15 July 28, 29 August 3, 4, 5	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ 	n/a n/a n/a n/a n/a	✓ ✓ ✓ ✓ ✓	April 24 April 24 April 24 April 24 April 24	April 25
G										
H										

PAGE
29

TO: Neil Connelly
General Manager - Community Services

DATE: April 23, 2001

FROM: Mike Donnelly
Manager of Transportation Services

FILE: 8770-02

SUBJECT: Transit Business Plan Update - Final Report

PURPOSE

To bring forward the results of the public consultation process for the Transit Business Plan Update and to consider approval of the Update.

BACKGROUND

At the April 9th 2001 Board meeting the Status Report on the Transit Business Plan (TBP) Update was brought forward. That report detailed the contents of the draft TBP Update, which included mid-term information on the progress to date on the TBP since its approval in 1998. The report also spoke to the direction service provision will take in the remaining years of the TBP. A public consultation process was to be undertaken in April with the results being brought back to the Board for review and final approval. The final TBP Update has been attached for your information.

The consultation process has now been completed. It included a number of venues by which the public could participate in a discussion on this initiative and to give feedback on the proposed direction of the TBP. The following elements formed part of the process, which was developed in line with the District's Public Consultation/Communication Framework.

- A Mail out to 53 participants in the initial development of the Transit Business Plan inviting them to comment on the draft Update document.
- Community meetings were held in both the northern and southern service areas.
- The draft report was posted on the RDN's website for review and comment.
- Newspaper and radio advertisements regarding open house dates and times were utilized.

Feedback has been received as a result of these initiatives. Below is a summary of the comments received.

Parksville /Qualicum Beach Service Area

- Consider Express Service improvements in frequency from Parksville to Nanaimo.
- Consider establishing evening service on Fridays and Saturdays.
- Consider establishing Sunday service.
- Consider relocating the Parksville exchange site at Harrison and McMillan Streets.
- Provide service into more areas including Columbia Beach, the Hemsworth area of Qualicum Beach, the Nanoose Peninsula and areas north of Qualicum Beach.

General comments included the need to include more specific information in the Rider's Guide and to simplify its structure.

There is a greater desire in the Parksville/Qualicum Beach area to see service improvements over and above those outlined in the draft TBP Update. With ridership increasing substantially over the last two years a demand is being created to make the system even more responsive to a broader number of needs. This can be seen in the requests for some evening and Sunday service and for increased requests for service into areas not currently served.

While this can be seen as a natural progression in the development of a viable service it is important to stress the need to establish a base level of service prior to enhancing a system. One of the primary functions of a system is to provide people with the transportation base for their particular employment. Once that need is by and large addressed then additional services can be considered. The proposed improvements to the frequency of trips in the Parksville to Nanaimo corridor will further enhance the base service and therefore should be retained over services that do not speak directly to employment transportation issues.

Once the frequency of trips between the two communities has been established at the level required then evening and Sunday service could be considered. As a result, evening and Sunday service has been included in the TBP Update for consideration in the 2003-2005 period.

Other suggestions for service into areas not covered at this time would require the existing service to further extend itself resulting in longer trips. Users have, over time, made it clear that extending service into too many areas reduces their use as the trips begin to take too long. A possible solution for service into those areas would include the use of a community bus concept, which would incorporate both conventional and custom transit service traits. This system would service both HandyDART clients and conventional system customers on a dial-a-ride basis on a basic route structure. This approach is referenced in general terms in the TBP as an item for future consideration.

Nanaimo Service Area

- Service gaps in the afternoon between 2:00 and 3:30 need to be reviewed.
- Consider running the #3 Hospital along Front Street inbound to downtown Nanaimo instead of using Wallace Street.
- Consider improving the bus stop shelter facility at Rutherford Mall.

Nanaimo residents that expressed their views with respect to the TBP Update were in favour of the direction the plan continues to take. The changes resulting from the Plan since 1998 have been positive from their perspective as well. In addition there was a high level of approval for the planned changes this coming August. They include a midday town centre express, Sunday service improvements, schedule maintenance adjustments for improved scheduling and relocation of the downtown transit exchange.

Statutory Holiday service was not brought forward to the Board as part of the 2001 budget discussions. It will be reconsidered once the new service changes have been brought into effect in August of this year. Should no extraordinary costs be incurred as part of the upcoming changes and if the inclusion of this service will not negatively effect both short and long term budgetary goals staff will bring forward a request for this service improvement.

ALTERNATIVES

1. Approve the Transit Business Plan Update Final Report.
2. Do not approve, or modify the Transit Business Plan Update Final Report.

FINANCIAL IMPLICATIONS

There are no financial implications in approving this report other than those already approved (in the 2001 budget) as part of the upcoming service improvements planned for August of this year. The Transit Business Plan is a document that guides the further development of both conventional and custom transit service in the Regional District. Any costs that would come out of the implementation of the initiatives noted in the Plan would have to gain the approval of the Board and BC Transit at that time.

CITIZEN IMPLICATIONS

Both users and non-users alike were given opportunities to express their ideas and concerns relating to the TBP Update. A number of people took advantage of this opportunity and the results are outlined above. The Department continues to listen to and respond to ideas and concerns on a regular basis. This Transit Business Plan Update has allowed the public to bring a focus to that ongoing process.

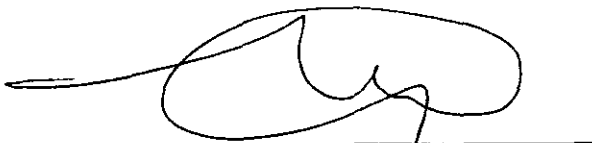
SUMMARY/CONCLUSIONS

The TBP Update report was brought to the Board in draft form in early April with the public consultation process to follow. That process has now been completed allowing for public input using a number of venues.

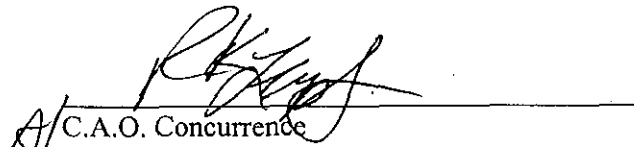
While the TBP Update draft document enjoyed general overall acceptance there has been a modification with respect to Parksville/Qualicum Beach evening and Sunday service. These service concepts have been included for future consideration in the 2003-2005 time period in the Final Report.

RECOMMENDATION

That the Transit Business Plan Update be approved.



Report Writer

General Manager Concurrence

A/C.A.O. Concurrence

COMMENTS:

Transit Business Plan Update

April 2001



Transit Business Plan Update

1.0 OBJECTIVES

In general, the objectives as laid out in the original Transit Business Plan will continue to guide the Business Plan Update. These objectives are summarized below.

Community Objectives

- 1. The transit system should be developed to support the goals outlined in the Regional District's Growth Management Plan and in municipal Official Community Plans. It should complement and strengthen the transit supportive land use patterns that are outlined in these plans.*
- 2. There needs to be a broader view of the transit's role in the community. While provision of bus service is certainly its primary function, transit should also be involved in other strategies to reduce automobile use.*
- 3. There should be improved integration between the transit system and other modes of travel. This includes better integration between the accessible conventional and custom transit systems as well as with school buses, bikes, ferries and other modes. A greater range of transit service types and inter-modal linkages should be encouraged to best serve different markets.*

Passenger Service Objectives

- 4. Reduce automobile dependence and encourage 'choice' riders to use transit by providing service quality that is competitive with the private automobile through the following initiatives:*
 - Reduce the need for transferring by providing more direct service between major activity centres;*
 - Provide more frequent service on existing corridors in order to reduce waiting and transfer times;*
 - Examine the potential for new service types for travel within and between major town centres. This could include express service, local shuttle service, and rail-based service using the E&N corridor in the longer range;*
 - Improve for passengers and reduce emphasis on cash-based fares by making pass rates more attractive and more competitive with driving costs;*
 - Make using transit easier, safer, and more comfortable by improving passenger facilities including bus shelters, lighting, information signs, and transit exchanges.*

Financial and Passenger Performance Objectives

- 5. Use Key Performance Indicators to set specific targets for transit system performance. These targets will ensure that efficient use is made of resources in order to maximize*

customer service and minimize subsidization. The Key Performance Indicators will measure both financial performance and ridership performance.

In addition to the objectives outlined above, some additional objectives have been added to address specific issues which have arisen since the Transit Business Plan was originally developed:

Address changes to the downtown transit exchange and assess the role of Country Club and other transit exchanges in the system.

2.0 REVIEW OF IMPLEMENTATION

1998/99 Implementation - Conventional Transit

- *Operations review* - This review led to a new operating and crew schedule with improved operational efficiency being implemented in August 1998 using Trapeze scheduling software. There was a total savings of 8 revenue hours per weekday following the August 1998 changes without any reduction in the service provided.
- *Replace #12 Lost Lake route with #12 Dover Connector* - This service change saw the reallocation of unproductive hours to a new route that focused on a peak hour connector service. Compared to the old route, counts done in March 1999 show a 54% increase in overall rides and a 16% increase in productivity.
- *Provide all day service between Malaspina University College and downtown Nanaimo* - This service was provided through the extension of 4 Bowen Road MUC trips to Downtown. Since 1998 overall weekday ridership and productivity have improved 13% and 16% respectively.
- *New express service linking Malaspina University College and Woodgrove Mall* - The new 15 College express was an immediate success carrying an average of 75 passengers daily on the four trips. Route productivity is 41.3 rides per hour, second highest in the Nanaimo system.
- *Reallocate some early evening trips on primary routes to the more productive early peak hour frequency adjustments* - These schedule adjustments shifted more commuter service to the critical 3:00 pm to 4:00 pm time slot.
- *Parksville-Qualicum Beach service frequencies* - Doubled local service between Parksville and Qualicum Beach and increased weekday service between Parksville and Woodgrove Mall in Nanaimo was implemented in March 1999.
- The Plan also recommended improvements to peak hour timed transfers at Country Club Mall as a service initiative for 1999, and some changes were made in March 1999.

- Two older vehicles were replaced with new low-floor accessible vehicles during 1998/99. Nanaimo had originally been slated for 6 replacement vehicles, but 4 of these were cancelled due to the RDN's budgetary concerns.

1998/99 Implementation - Custom Transit

- The eligibility process was changed as described in the plan to make it more effective in determining who can use handyDART. Essentially, the eligibility screening process has been changed from one based on medical certification to one based on the customer's ability to use conventional transit. This is important in controlling demand and encouraging people with a disability to use the accessible conventional transit service.
- Service routes were introduced in a modified form. There is scheduled service to a number of facilities, but it generally does not pick up other passengers who are in the same general vicinity but not at these facilities.
- Custom transit dispatching has moved to real-time dispatching. This allows for much more ridesharing, and has greatly improved the productivity of the service. In fact, this has been the single most important factor in improving handyDART performance.
- Taxi programs have not been increased as planned. In fact, these have been reduced for 1999/00 to meet overall budget targets. However, taxi usage did increase from the previous year due to a lessening of the restrictions the RDN puts on their use.
- Increased handyDART service was not implemented in 1999 as planned. Again, this was to meet budget targets.

Implementation in 1999/2000:

- #5 Fairview and #6 Harewood – Combined routes during evenings. This was implemented in summer 1999.
- #3 Hospital – Northfield and Labieux Roads routing options – these were introduced in summer 1999.
- Country Club Mall Transit Exchange peak hour timed transfers – these changes were made, but then reversed.
- #2 Hammond Bay route structure – this was reviewed but no changes were made
- Improved service to MUC and Harewood area – this was originally included in the 1999/00 expansion plan, but was withdrawn.
- Integration of transit service and school district transportation – there is a separate process looking at this area
- Service levels were decreased in July 1999 resulting in 1,500 fewer hours.

Implementation during 2000/01

- Parksville-Woodgrove connector increased service frequencies – this was originally included in the 2000/01 expansion plan, but was withdrawn. Routing adjustments in Parksville-Qualicum Beach and some express trips between Parksville and Woodgrove were introduced in summer 2000.

3.0 KEY MARKETS AND FACTORS AFFECTING TRANSIT

Two week passenger counts (Oct. 2000 and March 2001)

Two week passenger counts are taken twice per year in Nanaimo. Some of the key findings of the most recent counts:

- Total weekday ridership averaged 8,145 in October 2000, up significantly from 7,010 in March 2000 and 6,787 in November 1999. Ridership is up for all time periods with the strongest percentage increase during the evening period.
- Ridership is up for all passenger groups, with the strongest increases among adults and students.
- The #1 Rutherford and #4 Bowen Road routes experienced ridership growth above the system average and remain the most used routes. Growth on the #6 Harewood, #11 Cedar, #15 College Express, and #21 Woodgrove Connector routes was also well above the system average.

Average Weekday Ridership Trends

Ridership by Time Period			
	Nov-99	Mar-00	Oct-00
AM Peak	1,250	1,324	1,549
Midday	2,649	2,823	3,205
PM Peak	2,133	2,101	2,455
Evening	756	763	937
Total	6,787	7,010	8,145

Ridership by Passenger Group			
	Nov-99	Mar-00	Oct-00
Adults	3,154	3,231	3,842
Students	2,122	2,160	2,543
Seniors	645	683	736
BC Bus	865	936	1,024
Total	6,787	7,010	8,145

Public Opinion Survey (April 2000)

A public opinion survey of both transit users and non-users in the Nanaimo Region was undertaken in April 2000. Some of the key results include the following:

- Nanaimo residents were more likely than residents of other communities to agree that they would use the bus more if the service was more frequent.
- Like other BC residents, those in the Nanaimo see the major benefit of using transit to be that it is less expensive than a private vehicle. Only 10% see the major benefit to be that it is more socially or environmentally responsible.
- 17% of residents report having taken transit in the last week, the highest proportion for any of the systems studied. 9% of Nanaimo employees and students usually take transit to get to work or school, with 5% using transit every day.
- Residents of the Downtown/Harewood/Cedar/Chase River area are the most likely to be transit users. Almost 40% of these residents have taken the bus at least once in the last three months.
- Seniors are not statistically more likely to use transit than other adult age groups.

On-Board Passenger Survey (December 1999)

The Transit Business Plan used the results from the on-board passenger survey taken in February 1996. A further on-board passenger survey has since been taken (in December 1999) with the following differences:

- The distribution of trip purposes was similar in 1999 to 1996. The 1999 survey indicated that college trips made up 18% of the total while high school trips accounted for a further 8% (the 1996 survey did not distinguish between college and high school trips).
- A somewhat higher proportion of transit riders transferred at Harbour Park (15.8%) and Country Club (13.1%) than was the case in 1996.
- Malaspina UC was a significantly more important destination in 1999 than was the case in 1996 (13.1% of trips vs. 9.1%).
- There was a significant increase in regular users (those who take transit 5 or more days per week) from 54% of total riders in 1996 to 62% in 1999.
- Among passenger comments, interest in improved Sunday/Holiday service showed a sharp increase (from 9.6% of all comments in 1996 to 23.2% in 1999). There was a slight drop in the proportion of respondents interested in increased frequencies (from 19.9% to 18.7%).

Population trends:

The Transit Business Plan was based on gradually moderating population growth in the RDN, decreasing from a 20% increase between 1991 and 1996 to a 14% increase between 1996 and 2001. In fact, population growth in the region (and in the province as a whole) slowed much more abruptly than what was forecast. For the RDN, the annual rate of growth dropped from 3.0% in 1996-97 to 1.2% in 1997-98, and the rate has stayed in that range. Overall, the RDN is now forecast to increase by only about 8-9% between 1996 and 2001. Relative growth for different age groups will follow a similar pattern to what was originally forecast – with the 80+ group growing the fastest – but overall rates of growth will be slower.

In the short term, this slowdown in population growth will not have a major impact on transit use. Much of the forecast growth in transit ridership was based on increasing the market penetration for transit and encouraging commuters who currently travel by automobile to take the bus. If this slow rate of population growth continues over the longer term, however, it will begin to impact on the demand for transit.

4.0 CONCEPTUAL SERVICE OPTIONS

This chapter of the plan outlines the service improvements planned for the next two years (2001/02 and 2002/03). These are based on the "Medium Range Service Options (2000-2003) section of the *Transit Business Plan*, although there have been some modifications and changes in priorities based on the updated market information and other factors. Some additional service expansions options have also been included in the final section. These are lower priority items that are not likely to be implemented in the immediate two-year period, but which should be considered for the medium range.

Part A - Service expansion options planned for immediate implementation August 2001:

Midday Town Centre Express (Shoppers Express)

Annual Impact

Service hours: 5,500

Total cost: \$306,000

Additional in-service vehicles: none

Additional ridership: 108,000

A new town centre express service would operate along the old Island Highway connecting Woodgrove, Rutherford, Country Club, downtown Nanaimo, and Southgate Mall. Service would be operated by 3 buses, providing 30 minutes service from 9 AM to 3 PM Monday through Friday and from 10 AM to 5 PM Saturdays. The new Shopper Express service would alternate with existing #1 Rutherford trips improving mid-day and Saturday frequency to every 15 minutes between Woodgrove and downtown Nanaimo. (There is already 15-minute service on the #1 Rutherford route during peak times.) The service between downtown Nanaimo and Southgate would be a significant improvement over the current hourly service provided by the #7 Chase River.

This service will provide a direct link between town centres and improve midday service frequencies. With its midday focus on connecting major retail centres, shoppers will be a key market, although others who need to travel at non-peak times will also benefit. Performance on this service will be closely monitored and extending the express service to include the peak periods will be considered for the future.

Schedule Maintenance

Annual Impact

Service hours: 2,000

Total cost: \$210,000

Additional in-service vehicles: 2

Additional ridership: 30,000

As a result of increasing traffic congestion and higher passenger loads, running times on transit routes are increasing to the point where it will become difficult to maintain schedules. This problem is particularly severe on the #3 Hospital and #4 Bowen Road routes. An additional 2 vehicles will be operated on these routes for 2 hours each in the AM

and PM peak periods to allow for longer running times during some peak trips. The improved schedule reliability and improved connections will generate increased client confidence, which results in gradual ridership improvement.

Sunday Service Improvements

Annual Impact

Service hours: 800

Total cost: \$48,000

Additional in-service vehicles: none

Additional ridership: 12,000

Improved Sunday service was the second most frequently requested service improvement in the most recent on-board survey (just behind increased frequencies). Service will be extended by 2 hours for each of 8 buses operating on Sunday. This will require 800 annual hours of service and no additional vehicles. Earlier transit starting times will allow people who work on Sundays, primarily in the retail sector, to use transit to get to work.

Downtown Routing Adjustments

Annual Impact

Service hours: none

Total cost: none

Additional in-service vehicles: none

Additional ridership: none

The transit system will be vacating the Harbour Park transit exchange in 2001, and there are no alternative sites available in downtown Nanaimo. As a result, some restructuring of the transit system, particularly the connections and routing downtown, is required. This is expected to be a no-cost item that will not increase the overall level of service and costs.

Statutory Holiday Service

Annual Impact

Service hours: 800

Total cost: \$48,000

Additional in-service vehicles: none

Additional ridership: 16,000

**To be reviewed for possible implementation August 2001 (subject to funding)*

Holiday service was the third most frequently requested service improvement in the most recent on-board survey; these and other comments received indicate a strong interest in at least a basic level of service on holidays. This proposal will introduce Sunday level of service on 11 statutory holidays. With most retail establishments open on most holidays, shoppers make up a key market for holiday service. Other key markets include youth and ferry passengers.

Part B - Service expansion options planned for 2002/03

Parksville-Woodgrove Connector - Improved Frequencies

Annual Impact:

Service hours: 4,100

Total cost: \$291,000

Additional in-service vehicles: 1

Additional ridership: 76,000

Currently there is hourly service between Parksville and Qualicum Beach, but there are gaps in the connecting service between Parksville and Woodgrove. It is proposed to increase service to hourly from 7 AM to 7 PM Monday through Saturday so that each Qualicum Beach-Parksville trip links with a Parksville-Woodgrove trip. This will require an additional vehicle and 4,100 annual hours of service. This will provide greater flexibility and convenience for those travelling between Nanaimo and Parksville-Qualicum Beach, and allow for better connections throughout the Nanaimo Regional Transit System. Key markets will include students, commuters, shoppers, and seniors.

Harewood/South End Service - Improve Frequency and Coverage

Annual Impact:

Service hours: 3,200

Total cost: \$238,000

Additional in-service vehicles: 1

Additional ridership: 86,000

The South End of Nanaimo is currently served by the #5 Fairview and #6 Harewood, which both operate on an hourly service frequency. The public opinion survey found that residents of the South End were the most likely to use transit; 40% had used transit in the past three months compared with 26% of the overall population in Nanaimo. A detailed South End sector plan will look at improvements that can be made to this service, including increased frequencies, more direct service, and better connections to Malaspina University College.

Summary of Service Improvements for 2001/02 & 2002/03:

Description of service	Vehicles	Service hours	Total cost
Schedule maintenance	2	2,000	\$210,000
Midday town centre express	--	5,100	\$306,000
Sunday service improvements	--	800	\$48,000
Downtown routing adjustments	--	--	--
2001/02 total	2	8,300	\$564,000
Parksville-Woodgrove Connector	1	4,100	\$291,000
Statutory holiday service	--	800	\$48,000
Harewood/South end service	1	3,200	\$238,000
2002/03 total	2	8,100	\$577,000

Part C - Service expansion options for the medium range - 2003-05

#2 Hammond Bay Improvements -- Commuter Service

Annual Impact

Service hours: 3,600

Total cost: \$306,000

Additional in-service vehicles: 2

Additional ridership: 72,000

This expansion would extend peak period 15-minute commuter service, introduced on three trunk routes in 1996, to the #2 Hammond Bay. This will require 2 additional buses operating 7 hours each weekday. As part of this expansion, the route structure for the Hammond Bay service will be reviewed. The current routing does result in some confusion and inconvenience for some passengers.

Earlier AM start

Annual Impact

Service hours: 4,800

Total cost: \$288,000

Additional in-service vehicles: none

Additional ridership: 96,000

Most routes in the Nanaimo Regional Transit System currently begin operating around 7 AM. As a result, the system cannot serve many commuters who have early start times. For example, it is impossible to arrive downtown from the north end before 7:15 AM. It is proposed that the service be extended by up to one hour in the morning to better serve these early commuters. An earlier start time was one of the most requested improvements in the recent on-board survey. This will require 18 buses to operate an additional hour each weekday. No additional buses are required.

College Express Expansion - Woodgrove/College Express

Annual Impact

Service hours: 1000

Total cost: \$85,000

Additional in-service vehicles: 1

Additional ridership: 20,000

Currently, there is a limited number of College Express trips operating between Malaspina UC and Woodgrove. This service has been successful and expansion will be examined. In particular, with the introduction of hourly service between Woodgrove and Parksville, there is an opportunity to link these trips, via the express service, to MUC.

Chase River/Cedar/Duke Point – Improve Frequency and Coverage

Annual Impact

Service hours: 3,200

Total cost: \$238,000

Additional in-service vehicles: 1

Additional ridership: 70,000

The Cinnabar neighbourhood is currently served by the #7 Chase River that operates on an hourly service frequency. The Cedar area receives limited service primarily associated with commuter trips to Harmac. A Cinnabar/Cedar service review will examine area coverage and upgraded frequencies. Service to Cedar will also take into account extension of service to Duke Point. Immediate service improvements planned for Southgate (Shoppers Express) will stimulate the need for improved local coverage.

Parksville-Qualicum - Introduction of Sunday/Holiday Service

Annual Impact

Service hours: 1,180

Total cost: \$70,700

Additional in-service vehicles: none

Additional ridership: 9,000

Sunday service to Parksville-Qualicum would be introduced at a base level. Operated by 2 buses, service would link all existing neighbourhoods with Woodgrove Town Centre every two hours. Service hours would correspond to present Sunday service levels in Nanaimo. Markets served include students/youths, shoppers and seniors. The service is expected to generate a range of 140 to 160 additional rides per Sunday and Holiday.

Parksville-Qualicum - Extension of Evening Service

Annual Impact

Service hours: 1,060

Total cost: \$63,600

Additional in-service vehicles: none

Additional ridership: 9,500

The last trip from Woodgrove Town Centre currently departs at 5:40 p.m. Extension of evening service would result in the addition of two later trips. These new trips would operate at approximately 7:00 pm and 9:30 pm and would be scheduled to best match present connecting services at Woodgrove as well as work, school and entertainment (early movies) finish times. The service is expected to generate a range of 14 to 18 additional rides per trip.

**MINUTES OF THE LANTZVILLE PARKS &
OPEN SPACE COMMITTEE MEETING
APRIL 2, 2001**

1. CALL TO ORDER

Harriet Rueggeberg called the meeting to order at 7:00 p.m.

Committee Present: Susan Crayston, Harriet Rueggeberg, Peter Law, Barb Samarin
& Denise Haime

Staff Present: Jeff Ainge, RDN Parks Coordinator
Russell Dyson, LID Administrator

2. INTRODUCTIONS

3. AGENDA

Motion 01:04

THAT the Parks and Open Space Committee approve the agenda as circulated.

CRAYSTON/LAW/CARRIED

4. ELECTION OF CHAIRPERSON AND DEPUTY CHAIR

The Committee agreed that an elected chair and deputy would be the best way to proceed. It was unanimously agreed that Brenda McConachie would be the Chair and Harriet Rueggeberg would be the Deputy Chair, they agreed to accept these positions.

Motion 01:05

THAT the Parks and Open Space Committee approve the February 26, 2001 minutes as amended to reflect motions for the positions of Chair and Deputy Chair and the adjournment of the meeting.

CRAYSTON/HAIME/CARRIED

5. GUESTS

(a) Peter Wightman, Ministry of Transportation and Highways

Mr. Wightman is the Central Island District Manager of the Ministry of Transportation and Highways. He was in attendance at the request of the Committee to discuss Beach Accesses.

Beach Accesses are dedicated road right of way created as a condition of the Land Title Act at the time of subdivision. They are created up to the natural boundary of the watercourse as it existed at the time of subdivision. The BC Transportation Finance Authority owns the land.

The Ministry can issue permits for specific works such as the stairs constructed at Huddleston Road by the Improvement District. The permits may be issued on a project by project basis or perhaps for a series of improvements to occur over several years. There is no time limit to the permit but if the Ministry requires the property for provincial purpose it may be canceled on 60 days notice.

Mr. Wightman discussed the works constructed at Sebastian Road by the adjacent property owner. These works were constructed without a permit. The landowner has been told to cease any further work. The Ministry requests input from the committee before determining how to proceed with the encroachment.

Jeff Ainge mentioned that a licence of occupation of beach accesses was another option but the terminology of the lease agreement issued by the Ministry is an issue for their insurer. This matter is being raised by a number of local governments.

Mr. Wightman was thanked for attending the meeting.

6. CURRENT BUSINESS

(a) Community Organization Appointment

The committee received only one application for a representative of local community organizations. The Lantzville Historical Society proposes Ann Thomas as their representative.

Motion 01:06

THAT the Parks and Open Space Committee recommend Ann Thomas as an appointment to the Lantzville Parks and Open Space Committee to represent local Community Organizations.

CRAYSTON/SAMARIN/CARRIED

7. NEW BUSINESS

(a) Committee Work Program and Priorities

The Committee reviewed a Lantzville Improvement District report, which outlined the basic tasks, proposed within the Park and Open Space Implementation Plan. The committee agreed that the tasks could be grouped into three headings and two committee members would be assigned to each heading to draft a work plan for consideration at the next regular committee meeting. The headings and members assigned are as follows:

- A. **Inventory of Blue Green Spaces and Trails**
Peter Law & Harriet Rueggeberg
- B. **Beach Accesses and Foreshore**
Barb Samarin & Brenda McConachie
- C. **Community Parks**
Susan Crayston & Denise Haime

(b) Next Regular Meeting - 7:00 p.m. May 7, 2001 Lantzville Recreation Hall

8. REPORTS

(a) Lantzville Improvement District

Russell Dyson reported on various initiatives of the Lantzville Improvement District. The beach access at Huddlestone Road is near completion. Barriers will be erected to protect the base of the stairs. The helicopter at Huddlestone Park was discussed and the committee suggested that staff investigate shortening the legs to reduce the hazard of children falling from the structure. The Improvement District will be hiring the summer employee shortly.

(b) Regional District of Nanaimo

Jeff Ainge reported that the transit department will be able to supply a vehicle again to the improvement district for the use of the summer employee. The BC Transportation Finance Authority was contacted regarding the status of the regional district's application for lands between Harby Road and the Island Highway for community park purposes. Unfortunately they have not provided a reply.

9. QUESTION PERIOD

Mike Thomas and Jerie-Lynn Williamson both expressed an interest in participating in a beach access and foreshore committee.

A question was asked about use of the beach accesses and what can be done to regulate use. It was explained that neither the improvement district nor regional district is able to regulate use of the beach accesses.

10. ADJOURNMENT

Motion 01:07
THAT the meeting be adjourned at 8:36 p.m.
LAW/CARRIED

APPROVED 05/07/01

Chairperson

Secretary

Minutes of the Gabriola Island Parks and Recreation Commission
Held Monday, April 9, 2001 at 7:00 p.m.
GIPR Meeting Room

Present: Director B. Sperling
Commissioner V. Hartman
Commissioner J. Labell
Commissioner A. Lemieux
Commissioner G. Murphy
Commissioner W. Sprogis Youth Representative
Commissioner M. Roux Youth Representative

Also in Attendance:

Neil Connelly	General Manager of Community Services
Tom Osborne	Manager of Recreation and Parks
Dan Porteous	Recreation Program Supervisor

Commissioner Lemieux (Chairperson), called the meeting to order at 7:10 p.m.

Past Minutes

MOVED Director Sperling, SECONDED Commissioner Labell, that the minutes of March 19, 2001 be approved. CARRIED

Correspondence

MOVED Director Sperling, SECONDED Commissioner Hartman, that the following correspondence be received: CARRIED

Eliza Gardner, Earth Muffin Productions, re: Thank you letter for supporting Disco Kids Program.

Eliza Gardner, Earth Muffin Productions, re: Thank you letter for supporting special event.

Review of the GIPRC Grants-In-Aid Policy

Discussion ensued regarding amendments to the Grants-In-Aid Policy in consideration of the focus on a grant approach to service delivery for 2001. The key item addressed was the current \$1,000 maximum award for grant applicants. Staff also recommended that the Commission consider a few other items in the policy. Upon further discussion the Commission was comfortable with the policy with only one exception regarding the maximum award.

MOVED Director Sperling, SECONDED Commissioner Labell, that #3 of the Administration Process of the Grants-In-Aid Policy be amended to read as follows: The maximum award will be \$5,000. CARRIED

Discussion regarding Equipment / Insurance

Staff presented concerns regarding the manner in which Regional District equipment may be provided to organizations for community use. The present understanding is that the RDN must enter into a formal agreement and can only do so with organizations that can prove they have the appropriate insurance in place for using the equipment. There are community groups and individuals that would like to continue using equipment previously provided by the Commission for on-going programs that are now be offered independently. Two considerations were addressed; the RDN / Commission can sell the equipment to an organization, or possibly the equipment can be transferred to another organization that has insurance.

MOVED Director Sperling, SECONDED Commissioner Labell, that staff explore the opportunity to transfer equipment and supplies to an organization to be used for community recreation purposes.

CARRIED

Staff Updates

Office Lease:

RDN staff are close to completing an agreement that will release the RDN from their current lease with the Landlord of Folklife Village. Coast Realty is involved with the Landlord to secure a lease for the space. The RDN will need to pay out to the Landlord approximately \$2,800 for the space that will not be required by the new tenant. Equipment and supplies will need to be removed from the current location and moved to the portables at Rolo McClay Park.

Program:

The office is now closed for business operations. The Chamber has moved all of their belongings out of the building. The phone is being used to receive messages. Staff provided a mail key, phone message access, a phone list, a key list and an equipment list to Commissioner Hartman who will be responsible for picking up the mail and receiving phone messages. The following items need to be completed:

Staff will review the equipment list and ascertain which items need to be dealt with regarding storage, transfer or sale. Director Sperling will speak to the Landlord regarding the Community Bulletin Board and its future. Commissioner Labell will take care of getting all the sailboats back to one storage area and he will assist staff with the transfer of equipment and supplies to storage in the portables. Commissioner Hartman will secure a facility for the next Commission meeting. Staff will also begin exploring the Community Recreation Association concept and provide an update to the Commission at the June meeting.

Commissioner Roundtable

Discussion took place regarding the following items; the possibility of a phone message box after the Commission leaves the office space, the future of the sailing program, summer day camp program and swimming. Staff cautioned the Commissioners regarding challenges related to conflict of interest with respect to Commissioners involved personally in program delivery. Some discussion took place regarding the future involvement of the Huxley Park Association in relation to recreation service delivery.

Next Meeting

A special meeting of the Commission will be held on Monday, April 23, 2001, at 7:00 p.m., to review Grants-In-Aid applications; location to be announced.

The next regular meeting of the Commission will be held on Monday, May 21, 2001, at 7:00 p.m., location to be announced.

Adjournment

MOVED Director Sperling, that the meeting be adjourned (8:20 p.m.).

Chairperson

Minutes of the Gabriola Island Parks and Recreation Commission
Special Grants-In-Aid Meeting
Held Monday, April 23, 2001 at 7:00 p.m., at the Aggie Hall

Present: Commissioner V. Hartman
Commissioner J. Labell
Commissioner G. Murphy
Commissioner W. Sprogis Youth Representative
Commissioner M. Roux Youth Representative

Staff: Tom Osborne Manager of Recreation and Parks
 Dan Porteous Recreation Program Supervisor

In the absence of Commissioner Lemieux (Chairperson), Commissioner Hartman (Vice Chairperson), called the meeting to order at 7:10 p.m.

MOVED Commissioner Roux, SECONDED Commissioner Labell, that four late grant applications, including The Gathering Place, Camp Miriam, Huxley Park and Aerobics, be received for consideration for funding. CARRIED

Commissioner Hartman expressed her concerns regarding the availability of funds for the fall of 2001. The Commission agreed to consider the spring applications with a goal of leaving approximately \$10,000 in the budget for the fall Grants-in-Aid.

The Commission reviewed the grant applications for spring of 2001.

MOVED Commissioner Labell, SECONDED Commissioner Roux, that the Gabriola Island Parks and Recreation Grants-in-Aid Policy be amended, on page 1, under "Eligibility for Grants" (#4), to read as follows:

Money granted by the Gabriola Island Parks and Recreation Commission must be used for a specific project and cannot be used for an organization's ongoing activities or for payment of salaries for on-going employees (this does not include honorariums). An exception will be considered for multi-program projects under which wages may be covered. Start-up costs are eligible for support. CARRIED

MOVED Commissioner Labell, SECONDED Commissioner Murphy, that the following Grants-in-Aid applications be approved:

Canvas Kids	\$1,479.00
Earth Muffin Productions – Disco Kids	\$ 850.00
After School Art	\$ 500.00
French Language Camp	\$ 400.00
Camp Miriam	\$1,000.00
Gabriola Friends of the Terry Fox Run	\$ 100.00
Gabriola Shotokan Karate Do	\$ 801.00
Karate Kids Summer Program	\$ 854.00
Tae Kwon Do	\$ 494.00
The Gathering Place	\$1,000.00
Aerobics	\$ 467.40
TOTAL	\$7,945.40

CARRIED

Commissioner Murphy expressed concerns regarding conflict of interest with two of the applications, Gabriola Soccer and Huxley Park Association. Commissioner Murphy removed himself from the room at 9:41 p.m.

MOVED Commissioner Roux, SECONDED Commissioner Labell, that the following Grants-in-Aid applications be approved:

Gabriola Soccer Association	\$2,000.00
Huxley Park Association	\$4,860.00
TOTAL	\$6,860.00

CARRIED

Commissioner Murphy returned to the room at 9:43 p.m.

In moving the aforementioned grant applications the Commission also made specific provisions for the following applications that include: providing a cassette player to the French Camp, Terry Fox funding of \$100 to cover insurance, and The Gathering Place funding of \$1,000 to purchase a Karaoke machine.

Two grant applications were denied funding; Earth Muffin Productions – Isles Styles Talent Show and Alex Hodson – Gabriola Players, Children’s Live Theatre.

Staff Updates

Office Lease:

The termination of the office lease has not yet been completed. Staff are continuing to work with the Landlord to finalize the details in the coming week.

Next Meeting

Staff and Commission agreed that the Commission would not meet in May. Staff will be working on a report for the Commission regarding the development of an umbrella organization to administer recreation services on the island, to be completed for June.

The next regular meeting of the Commission will be held on Monday, June 18, 2001, at 7:00 p.m., location to be announced.

Adjournment

MOVED Commissioner Sprogis, that the meeting be adjourned (9:45 p.m.).

Chairperson