

REGIONAL DISTRICT OF NANAIMO

**CORPORATE & COMMUNITY SERVICES COMMITTEE MEETING
TUESDAY, DECEMBER 4, 2001
7:30 PM**

(Nanaimo City Council Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 4 **Don Levirs**, re Twinning of District 69 Arena.
5-7 **Annette Tanner**, re MacMillan Park in Cathedral Grove.

MINUTES

- 8-11 Minutes of the Corporate & Community Services Committee meeting held on
October 2, 2001.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 12 Shirley Hine, City of Parksville, re Twinning of the District 69 Arena.
13-14 AVICC, re Resolutions for 2002 Annual General Meeting.
15-22 AVICC, re Offshore Oil & Gas Moratorium.
23-31 AVICC, re The Island Medical Program.

ADMINISTRATION

- 32-57 Board Procedure Bylaw No. 1268.
58-59 Results of the Parkland Acquisition Referendum.

FIRE PROTECTION

- 60-70 Fire Services Agreement - Dashwood Volunteer Fire Department.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission

71-82 Minutes of the District 69 Recreation Commission meeting held November 15, 2001. (for information)

Twinned Arena Project:

That the twinned arena design proposal (option 1) that includes the addition of a second ice sheet and a leisure ice sheet to the existing arena at a \$7.5 million project cost be approved and advanced to referendum in District 69, subject to confirmation from the City of Parksville on their steps to provide for their consideration of site approvals and a 30 year lease arrangement in tandem with the Regional District's referendum, tentatively scheduled for March 2002.

That the Regional District strongly recommend that the City of Parksville make reductions as outlined in the report for development cost charges and identified off-site service upgrades, such as water, sewer and roads related to the District 69 arena twinning project.

That the Regional District confirm with the City of Parksville the City's intent to undertake a separate City referendum in tandem with the District's arena twinning project referendum to address a community park trust condition that provides for a five year limitation on a lease of the property, subject to a majority vote of the owners – electors of the City.

District 69 Recreation Coordinating Budget

That the District 69 Recreation Coordinating Provisional Budget tax requisition be increased by \$50,000 to raise the portion allocated to Grants-in-Aid.

District 69 Arena Budget

That the Board approve a 5% user fee increase effective September 2002 in addition to the 5% fee increase provided for on January 1, 2002 for the District 69 Arena.

Lantzville Parks & Open Space Advisory Committee

83-90 Minutes of the Lantzville Parks & Open Space Advisory Committee meetings held August 27, September 24 and October 29, 2001. (for information)

Nanoose Bay Parks and Open Space Advisory Committee

91-92 Minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held October 1, 2001. (for information)

Electoral Area 'G' Parks, Recreation and Greenspace Advisory Committee

93-94 Minutes of the Electoral Area 'G' Parks, Recreation and Greenspace Advisory Committee meeting held November 7, 2001. (for information)

PRESENTATION

2002 Provisional Community Services Budget. (Verbal)

2002 Provisional Corporate Services Budget. (Verbal)

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That pursuant to Section 242.2(I)(a) of the Local Government Act the Committee proceed to an In Camera Meeting to consider a personnel issue.

ADJOURNMENT

November 15, 2001

Corporate & Community Services Committee
December 4, 2001

We would like to have a delegation of the Forefathers of the Parksville Community Park in Parksville be able to speak on the Twinning of the Present Arena . Plus the Parksville City By-law 147 of the receiving of the Parksville Community Park from the Parksville Community Park Society to the then Village of Parksville in 1962 and 1963.

Plus maybe an alternative to this putting another Arena in the Parksville Community Park.

Thank you very much,

Don Levirs member of the Forefathers of Parksville.

Phone number 248-5117

or DLevirs@bcsupernet.com Email Address.

Burgoyne, Linda

From: S&A Tanner [tanner@nanaimo.ark.com]
Sent: Wednesday, November 28, 2001 12:11 PM
To: Burgoyne, Linda
Subject: RDN Presentation-maps bw and colour

Attention: Linda Burgoyne,

From: Annette Tanner, Western Canada Wilderness Committee, Mid-Island, 250 716-9292 -Sent via email

Re: Request to make a slide presentation about enlarging MacMillan Park in Cathedral Grove, Tuesday, Dec. 4, 2001

Backgrounder: Cathedral Grove, Vancouver Island's Stellar Provincial Park Tourist Attraction

- We would like to thank the Honourable Joyce Murray, Minister of Water, Air and Land Protection, for meeting with us and other stakeholders about the MacMillan Park problems.
- We are appreciative of the fact that while seeing the need to solve the traffic congestion and overuse of the park, the Minister also recognized that it was not a good idea to rush into building a big parking lot inside the current boundaries of the park.
- On September 6th, Minister Murray put on hold the parking lot construction in an ecologically sensitive area on the floodplain near the Cameron River.
- We are also pleased that the Ministry now is working towards getting more of Cathedral Grove incorporated into the park through negotiations with Weyerhaeuser, the landowner of the rest of Cathedral Grove.
- However, we believe strongly that adding only a 100 hectares (the amount of land that is currently under negotiation) to the tiny 157 hectare MacMillan Provincial Park is not enough!
- We are asking that another 400 hectares of the valley bottom be acquired from Weyerhaeuser. This would encompass all of the remaining giant ancient Douglas firs in the Grove plus some buffer second growth areas that someday, if left to grow to maturity could replace the aging trees within the current park.
- The expanded park will more than pay for itself through more visitor days spent in the surrounding communities. Recent Tourism studies show that the number one reason people come to Vancouver Island is for its natural beauty. This natural, Old Growth Forest is accessible to all.
- The existing Park is at risk of continuing to be severely impacted by the ongoing windthrow risk. At its present size, we risk the chance of losing the existing park in its entirety due to the impact of 2 lesser windthrow events and one major windthrow event.

11/28/2001

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since 1981.

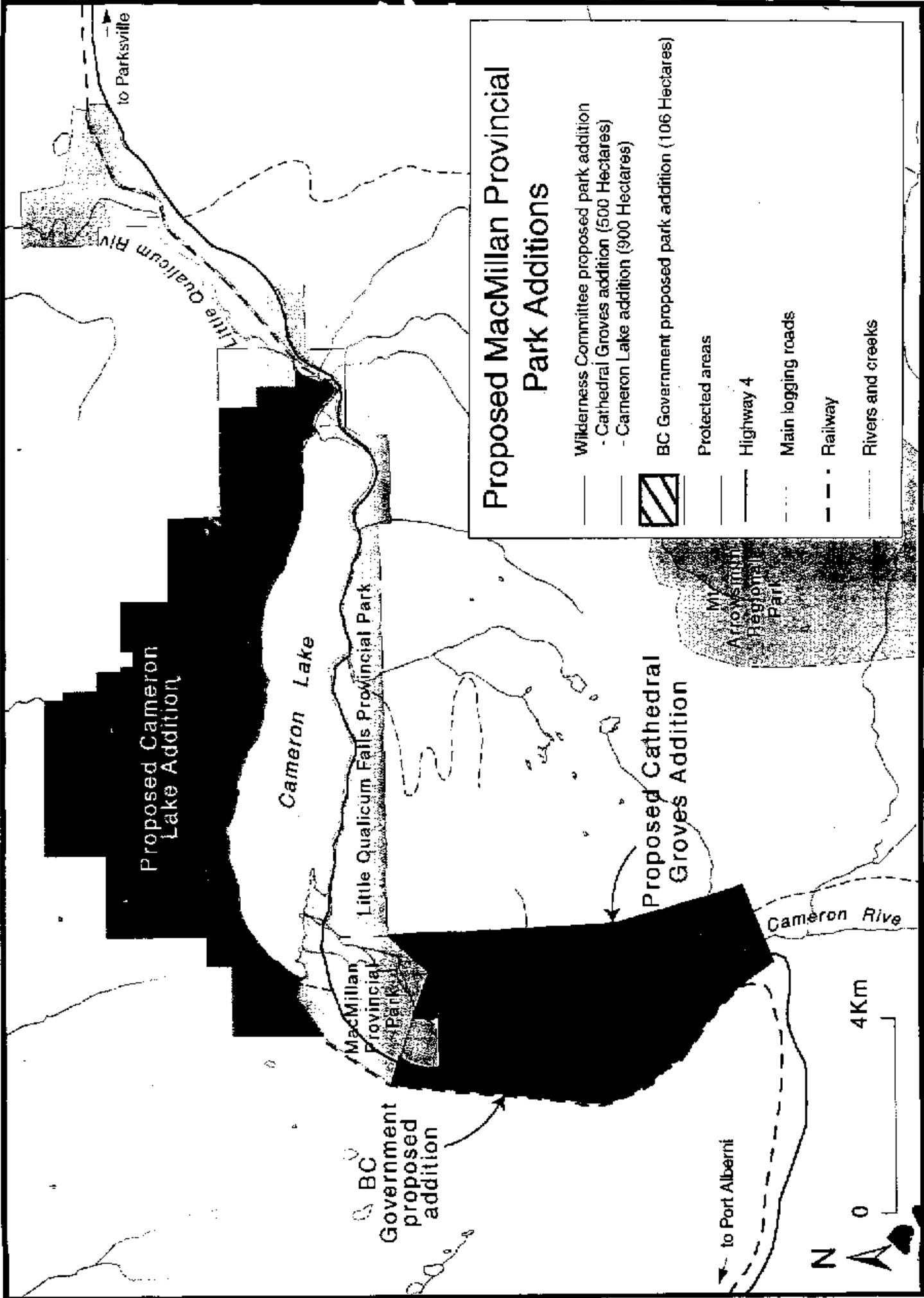
- Anyone that revisits the Park today quickly recognizes the change and the impact recent windthrow events have had on the Park.
- Weyerhaeuser is willing to negotiate a trade for the whole of the Grove and we believe that the transfer of these lands into the park could be done without costing the taxpayers any cash.
- We have urged the company to hold off on any further logging in Cathedral Grove for one year to allow time for the government and the company to reach an agreement.
- We are asking the Regional District of Nanaimo to support the provincial government in thinking big and in expanding the current negotiation from only seeking to acquire 100 hectares to acquiring 400 hectares. Cathedral Grove is unique and it is the very last chance to have a large big treed park adjacent to a major highway on Vancouver Island or anywhere, for that matter, in BC.
- With less than 2% in Parkland on the East side of Vancouver Island it is imperative that this entire Old Growth Forest be preserved.
- If there ever was a golden opportunity for a conservation "win-win" this is it!

We would like the Regional District of Nanaimo to resolve to:

1. send a letter to the Honourable Joyce Murray, Minister of Water, Land and Air Protection, asking that the Minister initiate a cost benefit study regarding expanding MacMillan Provincial Park by acquiring approximately 500 hectares, of private land from Weyerhaeuser which includes both old growth and second growth forest to the south of the current park, instead of the 100 hectares currently being considered where the oldest and largest giants were logged one year ago.
2. send a letter to Weyerhaeuser requesting that they voluntarily suspend any logging in the 500 hectares adjacent to MacMillan Provincial Park for one year to give an opportunity to study and possibly acquire the lands for park expansion.

Yours truly,

Annette Tanner,
Chairperson.



REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE CORPORATE & COMMUNITY SERVICES
COMMITTEE MEETING HELD ON TUESDAY, OCTOBER 2, 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
Alternate	
Director J. Pullen	Electoral Area F
Alternate	
Director J. Pipes	Electoral Area H
Director J. Macdonald	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director L. Sherry	City of Nanaimo
Alternate	
Director R. Cantelon	City of Nanaimo
Director D. Rispin	City of Nanaimo
Director T. Krall	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Holdom	City of Nanaimo

Also in Attendance:

K. Daniels	Chief Administrative Officer
C. Mason	General Manager, Corporate Services
N. Connelly	General Manager, Community Services
C. Thomas	Senior Planner
N. Tom	Recording Secretary

DELEGATIONS

Dan Biggs, South Island Forest District, re Timber Supply Review for the Arrowsmith Timber Supply Area.

Greg Bach, Clayoquot Issues Section, Ministry of Forests, presented an overview of the Timber Supply Review, which examines the impacts of current forest management practices on the timber supply, economy, environment and social conditions of the local area and the province and determines the allowable annual cut for that area. The Arrowsmith timber supply area is presently under review and comments are encouraged from the Arrowsmith TSA until November 13, 2001.

MOVED Director Rispin, SECONDED Director Holme, that the delegation be received.

CARRIED

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MINUTES

MOVED Director Sherry, SECONDED Director Westbrook, that the minutes of the Corporate and Community Services Committee meeting held on August 28, 2001 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Gary Korpan, re Treaty Negotiations.

MOVED Director Krall, SECONDED Director Westbrook, that the correspondence received from Mayor Gary Korpan with respect to treaty negotiations, be received.

CARRIED

Reed Elley, re Treaty Negotiations .

MOVED Director Krall, SECONDED Director Westbrook, that the correspondence received from Reed Elley, MP, with respect to treaty negotiations, be received.

CARRIED

ADMINISTRATION

Local Telephone Calling Area Expansions.

MOVED Director McNabb, SECONDED Director Macdonald,:

1. That staff correspond to the CRTC supporting the following principles related to the expansion of local calling areas:
 - Local government authority to initiate and determine the size of the local calling area
 - Where costs to residential customers will exceed \$1.00 per month, that an opportunity to vote on the proposal be required and be managed by the telephone service provider through a mail-in ballot sent with the telephone subscriber bill
 - That the expansion of a local calling area be revenue neutral to the telephone service provider

2. That staff correspond with our neighbouring municipalities and Regional Districts (Cowichan Valley and Alberni-Clayoquot) to encourage them to individually correspond to the CRTC supporting the above noted principles for the expansion of local calling areas.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Holme, SECONDED Director Pipes, that the minutes of the District 69 Recreation Commission meeting held September 20, 2001 be received for information.

CARRIED

Gabriola Island Recreation Commission.

MOVED Director Sperling, SECONDED Director Haime, that the minutes of the Gabriola Island Recreation Commission meeting held September 17, 2001 be received for information.

CARRIED

- MOVED Director Sperling, SECONDED Director Holdom, that the following Grants-in-Aid applications and subsequent amounts be approved:

Gabriola Community Arts Council – Kids Art Day	\$ 300
Gabriola Shotokan Karate-Do	500
Gabriola Fire Department – Fireworks	500
Youth Art – Music Club	640
People for a Healthy Community – The Gathering Place	1,800
Youth Art – Art Club	2,364
Huxley Park Sports Association	3,400
Gabriola Islander Days	500
	<u>\$ 10,004</u>

CARRIED

REGIONAL GROWTH MANAGEMENT

Growth Management Plan Review – Discussion Paper – Preparation and Public Process Update.

The General Manager of Community Services presented a short update with respect to the Growth Management Plan review process and introduced Ken Balmer.

Presentation – K. Balmer.

Mr. Balmer reviewed phase one of the Growth Management Plan review process and presented an overview of phase 2. The Directors were asked to comment on the process and contribute any issues which should be part of the process. The Committee was provided Director response forms for their input to the question, "From your perspective as an elected official, what issues related to the Growth Management Plan will require substantive debate during the review process and therefore should be opened for public discussion as soon as possible".

MOVED Director Holdom, SECONDED Director Sherry, that the Growth Management Plan Review – Discussion Paper Preparation and Public Process Update report be received for information.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

AVICC TAC Meeting at UBCM

Director Hamilton provided a verbal report of the AVICC TAC meeting which she attended on behalf of the Board at UBCM in September.

MOVED Director Rispin, SECONDED Director Krall, that Director Hamilton's verbal report on the AVICC TAC meeting be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Treaty Negotiations.

MOVED Director Holme, SECONDED Director McNabb, that, in light of Mr. Elley's correspondence to the Honourable Robert Nault, a letter be sent to Mr. Nault requesting that the proposed meeting with the City of Nanaimo also be attended by Islands Trust and the Regional District of Nanaimo.

CARRIED

IN CAMERA

MOVED Director Sherry, SECONDED Director Hamilton, that pursuant to Section 242.2(1)(e) of the Local Government Act the Committee proceed to an In Camera Meeting to consider a matter regarding acquisition of land.

ADJOURNMENT

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

CARRIED

TIME: 9:05 PM

CHAIRPERSON



City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC, V9P 2H3
Telephone: (250) 248-6144 Fax: (250) 248-6650
www.city.parksville.bc.ca

REGIONAL DISTRICT OF NANAIMO	
NOV 23 2001	
CHAIR	GMCrS
CAO	GMDS
GMCrS	GMES
<i>C. C. S. Corry</i>	

November 21, 2001

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

Attention: Kelly Daniels, Administrator.

Dear Mr. Daniels:

Re: Twinning of the District 69 Arena.

At the regular meeting of Council held on Monday, November 19, 2001 the following resolution was passed regarding twinning of the District 69 arena:

- 01-391 That Council support the development of Option One, which includes an NHL regulation size ice surface, six dressing rooms, a multi-purpose room, space for 200 hundred portable spectator seating and a leisure ice sheet, for the complete twinned arena facility;
- And That the principle of a thirty year term for the lease of the land be supported;
- And Further That the linking of the City and RDN referendums together where possible be supported.

Yours very truly,

SHIRLEY E. HINE, CMC
Director of Administrative Services

:dbm

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RECEIVED

NOV 23 2001

REGIONAL DISTRICT
OF NANTANMO

NOV 23 2001

TO: AVICC MEMBERS

FROM: Eydie Fraser, Executive Coordinator

RE: **2002 RESOLUTIONS - ANNUAL GENERAL MEETING**

DATE: November 20, 2001

CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	
<i>CSC COM</i>			
			✓

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by:

JANUARY 18, 2002

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be submitted as follows:

- ¥ one copy of the resolution;
- ¥ the resolution should not contain more than two "whereas" clauses;
- ¥ background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements to the AVICC by the Monday noon (March 4, 2002) preceding the date of the Annual General Meeting.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

MODEL RESOLUTION

SHORT TITLE _____ **Sponsor's Name** _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

545 Superior Street
Victoria, B.C. V8V 1X4

Phone: (250) 356-5133
Fax: (250) 356-5119

Members

Alberni-Clayoquot RD
Alert Bay
Campbell River
Capital RD
Central Coast RD
Central Saanich
Comox
Comox-Strathcona RD
Courtenay
Cowichan Valley RD
Cumberland
Duncan
Esquimalt
Gibsons
Gold River
Highlands
Island Trust
Ladysmith
Lake Cowichan
Langford
Metchosin
Mount Waddington RD
Nanaimo
Nanaimo RD
North Cowichan
North Saanich
Oak Bay
Parksville
Port Alberni
Port Alice
Port Hardy
Port McNeill
Powell River
Powell River RD
Qualicum Beach
Saanich
Sayward
Sechelt
Sechelt Indian Govt.
Sidney
Sooke
Sunshine Coast RD
Tahsis
Tofino
Uchelet
Victoria
View-Royal
Zeballos

REGIONAL DISTRICT OF NANAIMO	
NOV 20 2001	
CHAIR	GMCrs
CAO	GMDS
GMCm3	GMES
<i>C+CSC Corroon</i>	



TO: AVICC Members

FROM: Councillor Mary Ashley, AVICC President

DATE: November 9, 2001

RE: OFFSHORE OIL & GAS MORATORIUM

Attached you will find information from Mayor Don Scott of Prince Rupert regarding the North Coast Mayors Coalition. Mayor Scott is proposing a common front from North Coast communities to deal with the lifting of the oil and gas moratorium. If you wish further information, please contact Mayor Scott at the following numbers:

Telephone: (250) 627-0930
Fax: (250) 627-0999
Email: donscott@citytel.net



OFFICE OF THE MAYOR

424 - 3rd Avenue West
Prince Rupert, B.C.
Canada V8J 1L7

DON SCOTT, MAYOR

Phone: (250) 627-0830
Fax: (250) 627-4699
Email: donscott@cityofpr.rn.bc.ca

GENERAL INQUIRIES

Phone: (250) 627-0834
Fax: (250) 627-0998
Email: cityofpr@cityofpr.rn.bc.ca

VIA FACSIMILE (250) 286-5760

November 2, 2001

Mayor Jim Lornie
Campbell River, BC

Dear Mayor Jim Lornie:

Re: Offshore Oil & Gas Moratorium

I enclose a draft news release which will be issued next week to the media.

I also enclose a proposal from Western Policy Consultants, a public affairs consulting firm that hosted a one-day conference on the Oil & Gas Moratorium last month.

Prince Rupert City Council supports a common initiative that would involve other Coastal Communities in advancing the lifting of the Hecate Strait Oil & Gas Moratorium and responsibly supporting an inclusive process for exploration and development.

If your Council or Board is supportive of this initiative, I would appreciate it if you would notify me. Because resources will be committed, it is anticipated that a formula for cost-sharing should be determined, probably based on estimated future expected benefits from oil and gas activities including some sort of per capita calculation. For example, if the costs are \$5,000 per month, and fifteen communities join the coalition, a community one-half the size of the larger ones might pay \$166.67 (\$5,000 divided by 15 divided by 2).

If there is sufficient interest, a meeting will be held at Western Policy Consultants offices in Vancouver on December 7, 2001. The purpose of the meeting would be to flesh out an action plan and determine who the participants should be.

It is my hope that you will consider this to be a valuable initiative. I look forward to hearing from you.

Regards,

Don Scott, Mayor
City of Prince Rupert

DRAFT

NEWS RELEASE
Not For Immediate Release
November 1, 2001

Prince Rupert Mayor Takes Action To Advance Offshore Drilling Interests

(Prince Rupert, British Columbia) - Mr. Don Scott, Mayor of Prince Rupert, today responded to critics of the public process to explore viable options for pursuing offshore oil and gas development in British Columbia's coastal waters.

"Simply put, British Columbia's Coastal Communities cannot afford to sit idly by while decisions are made about whether or not to develop offshore energy resources," said Scott. "Our future is intricately linked to the development of our resources and while coastal communities have the most to gain, they also have the most to lose."

Mr. Scott is inviting other Mayors representing communities who are interested in a responsible and thorough review of viable conditions under which the current offshore oil and gas moratoria could be lifted and development of energy resources pursued.

Mr. Scott's invitation to create a coalition of Mayors working together to advance the interests of Coastal communities comes in the wake of the provincial government's decision to convene an independent scientific review panel to examine whether offshore oil and gas resources can be extracted in a way that is scientifically sound and environmentally responsible.

In a complimentary initiative, the provincial government has established a Northern Caucus to consult with northern residents and community leaders on a range of issues including offshore oil and gas development.

"British Columbia's northern Coastal Communities must take considered action to realize the enormous opportunities associated with offshore oil and gas exploration," said Mayor Don Scott. "It is in our best interests to make it clear to Victoria that under the right conditions, Coastal Communities could support the lifting of the moratoria on offshore oil and gas exploration."

The purpose of the coalition would be to raise a coordinated, thoughtful North Coast voice with provincial government officials in decision-making positions. Some of the anticipated issues affecting communities related to offshore oil and gas development include the need to:

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- Ensure coastal communities are involved in the development of appropriate environmental impact assessments, regulations and the establishment of project approval processes;
- Ensure local Coastal communities are involved in the development of agreements over revenue sharing, training and infrastructure development;
- Develop a Federal/Provincial/First Nations Accord that respects the rights, environmental safety standards and economic development needs of all coastal communities.

"If Coastal Communities stand together and present a united front in Victoria, we will have a much better chance of ensuring the interests and concerns of our communities are heard and addressed in a constructive manner by the provincial government." said Mr. Scott.

The potential socio-economic development potential for the Province of British Columbia is very significant. The Geological Survey of Canada currently estimates that the Queen Charlotte Basin is home to 9.8 billion barrels of oil and 25.9 trillion feet of natural gas. Estimated reserves of this magnitude could realize \$100 billion in revenues over the life of the wells.

Offshore oil and gas activity has been restricted in British Columbia at the provincial level since 1959 (with the exception of a brief period between 1965 and 1966) and a federal moratorium has been in place since 1972.

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Contact:

Mr. Don Scott
Mayor of Prince Rupert
Tel: (250) 627-0930
Fax: (250) 627-0999
Email: donscott@citytel.net

Discussion Paper North Coast Mayors' Coalition Government Affairs Work Plan Outline

Introduction

Many observers suggest the move by B.C. to appoint a Scientific Review Panel means the BC Government has signalled its willingness to lift its moratorium on offshore oil & gas exploration, provided that it can be demonstrated that this work can be conducted without undue risk to the environment. It is expected that the review of offshore exploration technology and the risk assessment will be completed by the end of January, 2002.

There is concern among some community leaders that the focus of this analysis must be broadened in the near term to include other issues that the BC Government should be tackling now if work on offshore is to proceed in a timely manner.

The North Coast Offshore Oil & Gas Task Force has done tremendous work in keeping the issue alive and applying pressure to keep some kind of government action moving. It may be time, however, for North Coast, Vancouver Island, and even some South Coast, communities to become more directly and proactively involved.

Background

There are both federal and provincial moratoria imposed on offshore oil and gas exploration in British Columbia. Neither was imposed to directly deal with associated environmental threats of exploration and development but the real politic of the present time says that is what they are about. Hence, we have the BC Government saying they want the opinion of a scientific panel on the environmental risks associated with today's technology. This is essentially a move driven by a political imperative. Whatever scientific opinion the government receives will deal with technology and not the specifics of the application of technology off the BC coast.

Presumably the BC Government would initiate talks with the federal government should they receive a favourable scientific opinion. It is most likely that the opinion of the panel will be that today's technology has manageable risks associated with it. The panel will also most likely say that it will be necessary to assess the impacts of the use of these technologies within the context of specific locations within the BC offshore waters prior to anyone being given a green light to begin exploration and development work.

Meanwhile, while this scientific review is underway, there are a number of vital issues left untouched, most of which will take months, if not years, to resolve. These issues include:

- Development of a joint accord with the federal government to cover revenue sharing, environmental impact assessments, the writing of regulations and regulatory approvals;
- Developing a Federal/Provincial/First Nations Accord; and

- Involving local Coastal communities in agreements over revenue sharing, training and infrastructure development.

Our Approach

Western Policy Consultants Inc. has the necessary background, expertise and access to senior provincial government decision-makers to assist the North Coast Mayors' Coalition in developing and implementing a proactive government relations strategy. In the short-term we would focus on assisting the coalition in developing a strong and effective position designed to communicate the coalition's support of the government's decision to review the existing moratorium on offshore oil and gas exploration, and the reasons and conditions under which the coalition would support a lifting of the moratorium. This action would be supported by a parallel strategy of advocating to government and ensuring the coalition's position is appropriately positioned on the "policy radar screen".

Action Plan

Phase I: Prioritization of Objectives:

Western Policy Consultants Inc. would meet with the North Coast Mayor's Coalition to define the role the coalition can play to expedite the processes involved in lifting the moratorium. The BC Government is very focused on its fiscal management agenda at this time, as it seeks to control spending and rework the business of government. Within that context, they have higher priorities than initiating a fast track process on offshore oil and gas exploration.

Phase II: Government Relations Strategy:

Coastal communities can generate a higher priority for action on offshore activity through implementing a thoughtful and helpful Government Relations Program supported by a Public Affairs and Communications Plan. The essential elements of this Plan would be:

- **Submission to Government** - Quickly develop a targeted set of near and mid-term objectives. Western Policy Consultants would work with the Mayors' Coalition to identify these objectives but they would essentially encourage specific BC Government actions that would expedite offshore exploration and development. It is recommended that the suggested BC Government actions be presented in the form of a formal submission to government, that becomes a basis for pursuing a series of meetings with targeted government officials
- **Meetings with Government Decision-Makers** - To ensure that the key elements of the submission are well understood by decision-makers within the provincial government, WPC would lay out a work plan of contacts and presentations to key government decision-makers and advisors at both the political and bureaucratic levels that would include:
 1. Minister of Energy and Mines
 2. Minister of Sustainable Resource Management
 3. Minister of Competition, Science and Enterprise
 4. Northern Caucus

- *Approach the Federal Government* - Develop a similar work plan to involve the federal government. Targets for this activity would include key federal cabinet ministers, senior officials in appropriate agencies and MPs;
- Develop a media plan to ensure that the public is brought along on this action and continues to be supportive.

Phase III: Public Relations Program:

Western Policy Consultants Inc. would recommend the development and implementation of a Public Affairs program designed to support the implementation of the government relations strategy. Understanding that the provincial government has only recently convened the Scientific Review Panel, expected to report in January 2002, the Public Affairs program must seriously contemplate the government's sensitivities to "public discussion" of a topic they have not yet themselves carefully reviewed or made a determination regarding future government action. Therefore, the Public Affairs activities must be executed in a manner that supports the government's current decision and action to convene a scientific review panel.

Some of the potential Public Affairs activities that could be considered for implementation include:

- *Press Release* - Development and distribution of a press release "authored" by the coalition publicly supporting the government's decision to review the existing moratorium.
- *Background Document* - Preparation of a background document presenting the economic development potential of offshore oil and gas exploration for the North Coast Communities.
- *Editorial Board Presentations* - Presentations or "information sessions" with the editorial boards of targeted regional media outlets focusing in on the conditions under which the coalition would support offshore oil and gas exploration as a means of stimulating economic development in their communities.
- *Letter-Writing Campaign* - Organization of a letter writing campaign to targeted government officials that would encourage local coastal community organizations (such as Chambers of Commerce and other business organizations, social organizations etc.) to "voice" their support for a lifting of the moratorium.
- *Letter-to-the Editor* - The organization of a series of letters to the editor from Coastal community organizations in support of the government's current actions and an eventual lifting of the moratorium.

Government Relations Program Administration

If contacted by the North Coast Mayors' Coalition, Western Policy Consultants Inc. would be pleased to manage all of the administrative, policy development, submission logistics, communications, and logistical arrangements on behalf of the consortium of communities. These types of facilitation services are offered to encourage coalition members to focus their efforts in cooperation with Western Policy Consultants Inc. on the development of strategic objectives, messages and activities to advance their interests as they relate to the issue of offshore oil and gas exploration in British Columbia.

-2-

Action Plan

A Coalition of Coastal Community Mayors can play a vital role expediting action. The BC Government has its own agenda that it is pursuing as it seeks to control spending and rework how government does business. Within that context, they have higher priorities than initiating a fast track on offshore oil and gas exploration.

Coastal communities can generate a higher priority for action on offshore activity through implementing a thoughtful and helpful Public Affairs and Communications Plan. The essential elements of this Plan would be:

- Quickly develop a targeted set of near and mid-term objectives. Western Policy Consultants would work with the Mayors' Coalition to identify these objectives but they would essentially encourage specific BC Government actions that would expedite offshore exploration and development.
- Lay out a work plan of contacts and presentations to key government decision-makers and advisors at both the political and bureaucratic levels;
- Develop a similar work plan to involve the federal government. Targets for this activity would include key federal cabinet ministers, senior officials in appropriate agencies and MPs; and
- Develop a media plan to ensure that the public is brought along on this action and continues to be supportive.

Western Policy Consultants Inc. could supply the contracted "secretariat" for the initiative, managing all administrative, communications, policy development and logistical arrangements for the consortium of communities.

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ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

545 Superior Street
Victoria, B.C. V8V 1X4

Phone: (250) 356-5133
Fax: (250) 356-5119



REGIONAL DISTRICT OF NANAIMO	
NOV 20 2001	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
<i>Carole Corran</i> ✓	

TO: AVICC Members
FROM: Councillor Mary Ashley, AVICC President
DATE: November 14, 2001
RE: THE ISLAND MEDICAL PROGRAM

- Members**
 Alberni-Clayoquot RD
 Alert Bay
 Campbell River
 Capital RD
 Central Coast RD
 Central Saanich
 Comox
 Comox-Strathcona RD
 Courtenay
 Cowichan Valley RD
 Cumberland
 Duncan
 Esquimalt
 Gibsons
 Gold River
 Highlands
 Island Trust
 Ladysmith
 Lake Cowichan
 Langford
 Metchosin
 Mount Waddington RD
 Nanaimo
 Nanaimo RD
 North Cowichan
 North Saanich
 Oak Bay
 Parksville
 Port Alberni
 Port Alice
 Port Hardy
 Port McNeill
 Powell River
 Powell River RD
 Qualicum Beach
 Saanich
 Sayward
 Sechelt
 Sechelt Indian Govt.
 Sidney
 Sooke
 Sunshine Coast RD
 Tahsis
 Tofino
 Ucluelet
 Victoria
 View-Royal
 Zeballos

On November 7th the University of Victoria held a breakfast meeting to discuss the Island Medical Program. Invitations were extended to Island MLA's and CRD Mayors and AVICC. Eydie Fraser, Executive Coordinator attended on our behalf.

There has been some concern expressed that the funding commitments for the Island Medical Program may not be finalized. This program was announced at the Rural Communities Health Conference in Prince George last January. The expanded program would see an additional 72 students enrolled by Fall '04 with 24 at UVic/UBC (Island Medical Program), 24 at UNBC/UBC (Northern Medical Program) and 24 at UBC.

This is the first step in addressing the shortage of doctors in our communities. One of the many benefits would be the opportunity for Island students to remain on the Island for the majority of their training.

We would ask you to review the presentation and then write to your MLA (and cc AVICC) if you support this program to ensure that funding commitments remain to ensure the success of the program.

Expansion of Medical Education in British Columbia The Island Medical Program (IMP)

Presentation by Dr Valerie Kuehne

Associate Vice-President Academic
University of Victoria

November 7, 2001



Expansion of Medical Education: The Premier's Commitments

"...Our goal is to double the number of medical school graduates to 256 by 2010. We will also increase the number of residency positions in line with the increase in medical students..."

"...While medical students will be enrolled at UBC, a substantial number will receive meaningful parts of their medical training in communities outside the Lower Mainland. At least 10% of the students will be located in Prince George...and at least 10% will be in Victoria..."

April 20, 2001

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Context for Expanding Medical Education in BC

- Shortages in rural and smaller urban centres: family practitioners, specialty and sub-specialty physicians
- Physician retirement rates climbing
- BC trains only 25% of physicians who practice here
- Canada needs 2,500 grads/yr; has only 1,600

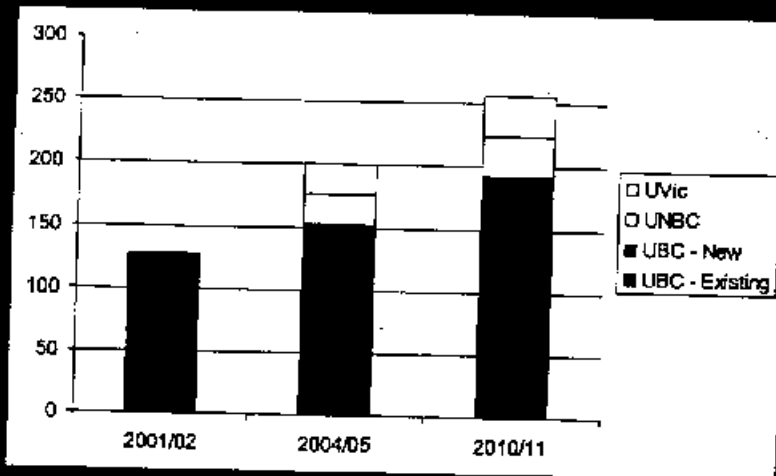


Proposed UBC Medical School Expansion

- UBC Class expanded by 8 (to 128) Fall '01
- Proposal to add an additional 72 students by Fall '04 in:
 - UVic/UBC program (24 students)
 - UNBC/UBC program (24 students)
 - UBC program (24 students)



Enrollment Plan Admissions to Medical School



Island Medical Program: Rationale

- Distributed medical education is more cost effective and efficient than creating entirely new medical schools
- Benefits from educating physicians in a variety of settings that reflect current and future health care practice in British Columbia (e.g., aging populations; community based, interdisciplinary primary care)
- Medical education curriculum can address locally relevant health care issues and strengths (e.g., geriatric care, cancer care, mental health, hospice/palliative care)



Island Medical Program: Community Benefits

- Address Island physician workforce shortages: students recruited from and trained here are more likely to practice here
- Economic growth: through infrastructure and ongoing operating resources
- Enhancing growth in key sectors: high tech, research and development, health
- Increasing Island capacity to secure federal resources for health research and practice initiatives
- Creates synergies and collaborative opportunities amongst Island Health Regions, physicians, allied health professionals and UVic

Island Medical Program: UVic Benefits

- Creates opportunities to enhance the professoriate and educational experience for UVic students
- Creates opportunities at UVic for new collaborative initiatives in:
 - health research
 - interdisciplinary teaching
 - hospital and community health practice



Island Medical Program: Building on UVic Strengths

- Centre on Aging
- Faculty of Human and Social Development
 - Collaborative Nursing Initiative
 - Health Information Science program
- Faculty of Science
 - Biomedical Research
- Faculty of Social Sciences
 - Clinical Neuropsychology
 - Life span development
- Faculty of Education
 - Kinesiology
- Faculty of Humanities
 - Applied Ethics



Island Medical Program: Building on UVic Strengths (cont'd)

- Expertise in teaching students at a distance using innovative methods and technologies
- Health-related education initiatives with Aboriginal communities
- On average, 12% of medical students entering into UBC's program in each of the past five years have been UVic graduates (13-16 students/year)



Island Medical Program: Core Program Principles

- Students graduate with a UBC degree
- Program will use UBC curriculum; learning objectives
- Common evaluation processes
- Program will be fully accredited
- Curriculum will address issues relevant to Vancouver Island and coastal communities, including an aging society and corresponding chronic, complex health needs



Island Medical Program: Model for Discussion

- Up to 3.5 years on the Island and in coastal communities
- First 13 weeks at UBC
- Remainder of Yrs 1 & 2 on Island and in coastal communities
- Rural practice and Clerkship experiences (Yrs 3 & 4) could be all Island-based or a mix
- Opportunities to create community-based, integrated clerkships



Island Medical Program: Planning To Date

- Much collaborative planning ongoing with UBC and UNBC
- All Island Health Regions are supportive of and involved in IMP planning
- Ongoing consultations with physicians practicing in communities ranging from Alert Bay to Victoria reveal strong support for the IMP and interest in teaching students
- Island Provincial and Municipal politicians are aware of health, educational, economic and social benefits of the IMP to Island communities



Island Medical Program: Planning to Date (cont'd)

- Preliminary proposal presented to government at the end of September requested adequate resources for:
 - members to teach in the IMP – including regular faculty and local physicians.
 - in collaboration with the Capital Health Region.
 - needed to support distributed learning.
 - for development and steady-state phases.
 - and related staffing needs.
- Business Case supporting entire medical education expansion will be submitted to government shortly.
- Separate case being made to government for increased medical residency spaces needed to parallel the IMP proposal.

Island Medical Program: Final Thoughts

- ... key to addressing the physician workforce shortages across British Columbia
- ... will help to meet the medical needs of Vancouver Island residents
- ... uniquely foreshadows medical practice in an aging population and with community based interdisciplinary facilities and programs
- ... will bring substantial educational, economic and social benefits to Vancouver Island
- ... requires government to maintain its commitment





REGIONAL DISTRICT OF NANAIMO		
NOV 28 2001		
CHAIR		GMCrS
CAO		GMDS
GMCrS		GMES
C.C.S.C.		✓
		DATE

MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

FROM: C. Mason
General Manager, Corporate Services

SUBJECT: Board Procedure Bylaw No. 1268

DATE: November 27, 2001

FILE:

PURPOSE:

To consider an amendment to the Board Procedure Bylaw to provide for adjustments to the Standing Committee Meeting Schedule.

BACKGROUND:

Currently, the meeting schedule for Regional District Standing Committees consists of the first, third and fourth Tuesdays of each month. However, during the months of July and August of this year, the Board implemented a meeting schedule which resulted in the three standing committees meeting jointly on the fourth Tuesday of the Month. This meeting schedule worked well over the two month period and Board members have indicated that they would like to continue this meeting schedule over the winter months.

Staff have prepared a new Procedure Bylaw for the consideration which allows the Board the flexibility to revise the Standing Committee meeting schedule. The new bylaw formalizes a Committee of the Whole structure and proposes that the subjects ordinarily dealt with at the Standing Committee meetings (Development Services, Environmental Services and Corporate & Community Services Committee) would all be dealt with at a Committee of the Whole meeting on the fourth Tuesday of the month. Electoral area planning issues would be dealt with separately by a new Electoral Area Planning Committee made up of all Electoral Area Directors, except Electoral Area 'B'.

Electoral Area Planning Committee Schedule

A survey of the Electoral Area directors indicates that 5 of the 7 Electoral Area directors prefer holding Electoral Area Planning Committee meetings on the fourth Tuesday of the month prior to the Committee of the Whole meeting either at 4:00 p.m. or 6:30 p.m. staff. Two directors indicated a preference for the first Tuesday of the month. Staff are proposing that Electoral Area Planning Committee meetings be held at 4:00 pm on the fourth Tuesday of the month to ensure sufficient time to hear delegations. Also, depending upon the length of the Electoral Area Planning Committee Agenda, this time slot would enable the scheduling of Select or Advisory Committee meetings at 6:30 pm, prior to Committee of the Whole meetings, when necessary.

Summary of Changes to the Procedure Bylaw

A number of other minor changes are being proposed to the procedural bylaw. These changes are generally housekeeping or as a result of suggestions received from Board members since the last bylaw update. For example, references to the *Municipal Act* have been replaced with the *Local Government Act* and a definition of "Committee of the Whole" has been added to section 2. A new section 7(3) has been added which allows the Board to combine Standing Committee meetings as "Committee of the Whole" meetings. The remaining sections of the Bylaw have been updated to include new references to "Committee of the Whole" where applicable.

A new section 26(6) has also been included in the Procedure Bylaw which no longer permits recorded votes at committee meetings. Recorded votes will be limited to Regular and Special Board meetings.

ALTERNATIVES:

1. That the Board approve the "Board Procedure Bylaw No. 1268" as presented, and that notice be provided to the public that, effective January 2002, Electoral Area Planning Committee meetings will be held at 4 pm and Committee of the Whole meetings will be held at 7:30 pm on the fourth Tuesday of each month.
2. That the Board approve the "Board Procedure Bylaw No. 1268" as presented or amended, and that notice be provided to the public that, effective January 2002, Electoral Area Planning Committee meetings will be held at 7:30 pm on the first Tuesday of each month and Committee of the Whole meetings will be held at 7:30 pm on the fourth Tuesday of each month.

FINANCIAL IMPLICATIONS:


Financial implications related to these recommendations are not significant. There will be some savings with respect to mileage and expense claims if Standing Committee meetings are reduced to one Tuesday each month, and Council Chamber rental costs would decline. However, additional meal expenses will be incurred for Electoral Area directors who attend early meetings on the fourth Tuesday of each month.

CONCLUSIONS:

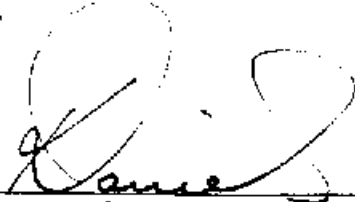
The Board has indicated that it would prefer moving to a meeting schedule that has all Standing Committee issues dealt with at a Committee of the Whole meeting held on the fourth Tuesday of each month. In addition, the majority of Electoral Area Directors have indicated that they would prefer the Electoral Area Planning Committee to also meet on the fourth Tuesday of the month. As a result, a revised Procedure Bylaw has been prepared to provide the Board with the flexibility to amend the meeting schedule.

RECOMMENDATIONS:

1. That notice be provided to the public that, effective January 2002, Electoral Area Planning Committee meetings will be held at 4 pm and Committee of the Whole meetings will be held at 7:30 pm on the fourth Tuesday of each month.
2. That the "Board Procedure Bylaw No. 1268" be introduced and read three times.
3. That the "Board Procedure Bylaw No. 1268" be adopted.



Report Writer



C.A.O. Concurrence

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REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1268

A BYLAW OF THE REGIONAL DISTRICT OF NANAIMO TO REGULATE THE MEETINGS OF THE BOARD OF DIRECTORS OF THE DISTRICT AND THE COMMITTEES

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, in particular, must, by bylaw,

- (a) establish the procedures to be followed for the conduct of Board and Committee meetings;
- (b) establish the time and place of regular Board meetings; and
- (c) require advance public notice respecting the time, place and date of Board and Committee meetings and establish procedures for giving that notice.

AND WHEREAS the Board wishes to amend the Rules of Conduct which prohibit the use of offensive language at Committee and Board meetings;

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

PART I - GENERAL

1. TITLE

This bylaw may be cited for all purposes as the "Regional District of Nanaimo Board Procedure Bylaw No. 1268, 2001".

2. INTERPRETATION

In this bylaw, unless the context requires otherwise:

"**Administrator**" means the Chief Administrative Officer of the Regional District.

"**Advisory Commission**" means an Advisory Commission appointed by the Board under the *Local Government Act* which does not include a Director.

"**Advisory Committee**" means an Advisory Committee or Commission appointed by the Board, which includes at least one Board member, but does not include a Standing or Select Committee.

"**Amendment**" means an alteration of a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the main motion.

"**Board**" means the governing and executive body of the District.

"**Chairperson**" means the Chairperson of the Board who is elected under Section 792 of the *Local Government Act*.

"**Committee of the Whole**" means a Committee of all Board members.

"District" means the Regional District of Nanaimo.

"Director" means a member of the Board whether as a municipal director or an electoral area director.

"In Camera Meeting" means a meeting that is closed to the public in accordance with Section 242.2 and Section 242.3 of the *Local Government Act*.

"Motion" means a formal proposal placed before a meeting or deliberative assembly in order that it may be debated to a conclusion.

"Notice Board" means the notice board at the Regional District of Nanaimo Administration office.

"Quorum" the quorum of the Board or the Committee of the whole, shall be eight Directors. In the case of a Committee, a quorum shall be a majority of the members of the Committee.

"Scheduled Standing Committee" means a liaison committee of one appointed by the Chairperson to a Committee listed in Schedule 'A'.

"General Manager of Corporate Services" means the person responsible for corporate administration under Section 198 of the *Local Government Act*.

"Select Committee" means a Select Committee appointed by the Board under Section 795(4) of the *Local Government Act* comprised solely of Board members.

"Standing Committee" means a Standing Committee appointed by the Chairperson under Section 795(1) of the *Local Government Act* comprised solely of Board members.

"Vice Chairperson" means the Vice Chairperson (or Deputy Chairperson) of the Board, who is elected under Section 792 of the *Local Government Act*.

3. APPLICATION

- (1) This bylaw applies to all meetings of the following (except as otherwise provided in this bylaw):

Board
Advisory Committee
Select Committee
Standing Committee
Committee of the Whole

- (2) Any one or more of the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of not less than two thirds (2/3) of the members present, except those contained in Part III, Section 28 (Bylaws).
- (3) When any matter relating to proceedings arises which is not covered by a provision of this bylaw, the matter shall be decided by reference to Roberts Rules of Order.
- (4) In the event of any conflict between the provisions of this bylaw and those contained in Roberts Rules of Order, the provisions of this bylaw shall apply.

4. RULES OF CONDUCT AND DEBATE

- (1) Every member shall address himself or herself to the Chair before speaking to any question or motion.
- (2) Members shall address the Chair as "Mr. or Madam Chairperson" and shall refer to each other as "Director _____".
- (3) No member shall:
 - (a) use offensive words in referring to the Board, a Director, or an officer or employee of the Regional District;
 - (b) speak beside the question in debate or reflect upon a vote of the Board, except for the purpose of moving that the vote be rescinded;
 - (c) leave his or her seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - (d) disobey the rules of the Board or resist a decision of the Board or Chairperson on questions of order or practice, or interpretation of the rules of the Board.
- (4) A member who contravenes Section 4(3) may be suspended or removed from the remainder of a meeting at which the offensive language was spoken, by the Chairperson, upon two-thirds vote of the Board.

5. INAUGURAL MEETING

- (1) The Board shall meet on the second Tuesday in December of each year for its Inaugural meeting.
- (2) The meeting shall be chaired by the Administrator who shall call the meeting to order and confirm the appointment of representatives from the member municipalities.

6. CHAIRPERSON AND VICE CHAIRPERSON

(1) APPOINTMENT

- (a) Annually at the Inaugural meeting, the Board shall elect a Chairperson and Vice Chairperson.
- (b) The Administrator shall call for nominations for the position of Chairperson and Vice Chairperson.
- (c) The Vice Chairperson, has, during the absence, illness or other disability of the Chairperson, all the power of the Chairperson and is subject to all rules applicable to the Chairperson.

(2) PURPOSE

The Chairperson shall act as the Board's Official spokesperson and shall chair all Board meetings except where the Chairperson is absent due to illness, disability or other reason

of where the Chairperson has left the Chair in accordance with Subsection (4) or has left the meeting in accordance with Section 231 of the *Local Government Act*, and shall maintain order and preserve decorum by enforcing the rules of the Board.

(3) GENERAL RESPONSIBILITIES

Subject to being overruled by a majority vote of the Directors, which vote shall be taken without debate, the Chairperson:

- (a) shall decide points of order without debate or comment, other than to state the rule governing;
 - (b) shall determine which Director has a right to speak;
 - (c) shall ascertain that all Directors who wish to speak on a motion have spoken thereon, and that the Directors are ready to vote by asking the question "Are you ready for the question?" and shall thereafter put the question to the vote;
 - (d) shall rule when a motion or an amendment is out of order, and cite the rule or authority applicable thereto, subject to an appeal to the Board and decline to put any motion before the Board which he/she deems to be clearly out of order or contrary to law;
 - (e) may call a Director to order.
- (4) Should the Chairperson desire to leave the Chair for the purpose of taking part in the debate, or otherwise, he/she shall call on the Vice Chairperson, or if the Vice Chairperson is absent, one of the Directors to take his/her place until the Chairperson resumes the Chair.
- (5) The Chairperson may, at any meeting, cause to be expelled and excluded, any person who creates any disturbance or acts improperly during a meeting.

PART II - CONDUCT OF BOARD BUSINESS

7. LOCATION AND TIME OF REGULAR BOARD MEETINGS

- (1) Regular meetings of the Board must take place at the Nanaimo Council Chambers.
- (2) Regular meetings of the Board must be held on the second Tuesday of each month commencing at 7:30 p.m.
- (3) Notwithstanding anything in this bylaw, one or more standing committees may be combined to meet as a Committee of the Whole.

8. NOTICE OF REGULAR BOARD MEETINGS

- (1) At least 72 hours before a regular meeting of the Board, the General Manager of Corporate Services must give public notice of the time, place and date of the meeting by way of a notice posted on the notice board.

- (2) At least 24 hours before a regular meeting of Board, the General Manager of Corporate Services must give further public notice of the meeting by:
 - (a) posting a copy of the agenda on the notice board; and
 - (b) leaving copies of the outline of the agenda at the reception counter at the Regional District Administration Office for the purpose of making them available to members of the public.
- (3) At least 24 hours before a regular meeting of the Board, the General Manager of Corporate Services must deliver a copy of the agenda to each member of the Board at the place to which the Board member has directed notices to be sent.

9. NOTICE OF SPECIAL BOARD MEETINGS

- (1) Except where notice of a special meeting is waived by a unanimous vote of all Board members under Section 223(3) of the *Local Government Act*, at least 24 hours before a special meeting of the Board, the General Manager of Corporate Services must:
 - (a) give advance public notice of the time, place and date of the meeting by way of a notice posted on the notice board at the Regional District of Nanaimo Administration Office; and
 - (b) give notice of the special meeting in accordance with Section 223 of the *Local Government Act*.

10. NOTICE OF REGULAR STANDING & COMMITTEE OF THE WHOLE MEETINGS

- (1) At least 72 hours before a regular meeting of a Standing Committee or Committee of the Whole, the General Manager of Corporate Services must give public notice of the time, place and date of the meeting by way of a notice posted on the notice board.
- (2) At least 24 hours before a regular meeting of a Standing Committee or Committee of the Whole, the General Manager of Corporate Services must give further public notice of the meeting by:
 - (a) posting a copy of the agenda on the notice board; and
 - (b) leaving copies of the outline of the agenda at the reception counter at the Regional District of Nanaimo Administration Office for the purpose of making them available to members of the public.
- (3) At least 24 hours before a regular meeting of a Standing Committee or Committee of the Whole, the General Manager of Corporate Services must deliver a copy of the agenda to each member of the committee at the place to which the committee member has directed notices to be sent.
- (4) At least 24 hours before a special meeting of a Standing Committee or Committee of the Whole, the General Manager of Corporate Services must give advance public notice of the time, place and date of the meeting by way of a notice posted on the notice board.

11. ATTENDANCE OF PUBLIC AT MEETINGS

- (1) Subject to Sections 242.2 and 242.5 of the *Local Government Act*, all Board meetings must be open to the public.

- (2) Where the Board wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with Section 242.3 of the *Local Government Act*.
- (3) This section applies to meetings of bodies referred to in Section 242.7 of the *Local Government Act*, including, without limitation:
 - (a) Advisory Commissions
 - (b) Advisory Committees
 - (c) Board of Variance
 - (d) Court of Revision
 - (e) Select Committees
 - (f) Standing Committees
 - (g) Committee of the Whole

12. MINUTES OF MEETINGS

- (1) Minutes of Board meetings must be kept in accordance with Section 236 of the *Local Government Act*.
- (2) Minutes of Committee meetings referred to in Section 11 (3) must be kept in accordance with Section 237 of the *Local Government Act*.
- (3) Subsection (2) applies to meetings of:
 - (a) Select, Standing, Committee of the Whole and Advisory Committees of the Board; and
 - (b) Any other body composed solely of board members acting as board members.

13. OPENING PROCEDURES

- (1) At the hour set for a meeting to convene, and provided that a quorum is present, the Chairperson shall take the chair and shall call the meeting to order.
- (2) If the Chairperson does not attend at the time appointed for a meeting, the Vice Chairperson shall take the chair.
- (3) In the absence of both the Chairperson and Vice Chairperson, the Directors present may elect an acting Chairperson who shall preside during the meeting, or until the arrival of the Chairperson or Vice Chairperson.
- (4) Such person appointed as acting Chairperson shall have all the powers and be subject to the same rules as the Chairperson.
- (5) Should there be no quorum present within fifteen (15) minutes after the time appointed for a meeting to convene:
 - (a) the General Manager of Corporate Services shall record the names of the Directors present and the meeting of the Board shall stand adjourned until the next day of meetings; or
 - (b) the Directors present may, upon the affirmative vote of those Directors, meet as a Committee of the Board.

14. SPECIAL MEETINGS

- (1) A special meeting of the Board may be called in accordance with Section 793(3) of the *Local Government Act* on the request of the Chair or any two Directors.
- (2) In the case of an emergency, notice of a special meeting:
 - (a) may be given, with the consent of the Chairperson and two (2) Directors, less than five (5) days before the date of the meeting; and
 - (b) need not be given in writing.

15. AGENDAS AND REPORTS

(1) AGENDA PREPARATION

- (a) Prior to each Regular Meeting of the Board, the General Manager of Corporate Services shall prepare an agenda approved by the Chairperson or his/her designate, setting out all items for consideration at that meeting.
- (b) Only those matters included on the agenda shall be considered or dealt with at a regular meeting of the Board, unless a new matter for consideration is properly introduced as a late item, as outlined in Section 15 (5).

(2) ENCLOSURES

- (a) Whenever practical, the agenda for a meeting of the Board shall have attached to it, copies of all communications, reports and resolutions to be considered at that meeting.
- (b) In cases where documents are too unwieldy to be readily reproduced, the General Manager of Corporate Services may omit these materials from the agenda and shall refer to those items in short form on the agenda and keep the document on file in the General Manager of Corporate Services' office for reference purposes.

(3) ORDER OF BUSINESS

In preparing the Board agenda, the General Manager of Corporate Services shall cite the business for the consideration of the Board in accordance with the following headings:

- (a) Call to Order.
- (b) Delegations.
- (c) Board Minutes.
- (d) Business Arising from the Minutes.
- (e) Communications/Correspondence.
- (f) Unfinished Business.

(g) Committee of the Whole Minutes and Recommendations

- Minutes.
- Recommendations, including bylaws.

(h) Standing Committee, Select Committee and Commission Minutes and Recommendations.

I Electoral Area Planning Committee

- Minutes.
- Recommendations, including bylaws.

II Development Services Standing Committee.

- Minutes.
- Recommendations, including bylaws.

III Environmental Services Standing Committee.

- Minutes.
- Recommendations, including bylaws.

IV Corporate and Community Services Standing Committee.

- Minutes.
- Recommendations, including bylaws.

V Executive Standing Committee.

- Minutes.
- Recommendations, including bylaws.

VI Commission.

- Minutes.
- Recommendations, including bylaws.

VII Scheduled Standing, Advisory Standing and Select Committee Reports.

- Minutes.
- Recommendations, including bylaws.

(i) Administrator's Report.

- (j) Addendum.
- (k) Business Arising from Delegations or Communications.
- (l) New Business.
- (m) Board Information.
- (n) Adjournment.
- (o) In Camera. (resolution required)

(4) VARYING THE ORDER OF BUSINESS

Notwithstanding the provisions under Section 15 (3), the Board may vary the order in which business on the agenda shall be dealt with, by a majority vote of the Directors present.

(5) LATE ITEMS

- (a) An item not included on the agenda or addendum shall not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda (Board Agenda - New Business), by way of a motion carried by a majority vote of the Directors present.
- (b) Information pertaining to late items for possible consideration at any meetings of the Board shall be distributed to the Directors at the commencement of the meeting.

(6) DIRECTOR AGENDA ITEMS

Any Director wishing to place an item on an agenda for consideration by the Board shall notify the General Manager of Corporate Services in writing prior to the completion of the Agenda. The General Manager of Corporate Services shall place the item on the agenda with the written request attached to the agenda, under the applicable heading with the Director's name beside it, to indicate that the Director will be speaking to the item at that meeting.

16. ADDENDUM

(1) ESSENTIAL ITEMS

These would include matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the District's position or the position of a constituent or group of constituents. These topics would be of a legal or legislative nature.

(2) **ELECTIVE ITEMS**

These would include matters which are purely administrative and require no background information to support them. Examples of this type of action would be: appointments to Electoral Area Advisory Committees; the appointment of Directors to attend as District representatives at meetings of outside organizations; and endorsing recommendations from other jurisdictions, where the rationale for the recommendation has been provided and there is concurrence among Board members regarding the rationale and the recommendation.

17. **NEW BUSINESS**

- (1) Only informational matters not covered under other sections of the agenda, including a point of order or a point of privilege, may be brought forward by a Director under the "New Business" section of the agenda (Board Agenda - New Business).

18. **DELEGATIONS**

- (1) When a person or group of persons wish to appear as a delegation before the Board, on a matter within the jurisdiction of the Board, the person or persons shall adhere to the following process:
- (a) Submit a letter to the General Manager of Corporate Services requesting to appear as a delegation including the date of the meeting at which the person or persons wish to appear, the subject or topic to be discussed, the name and correct mailing address of the spokesperson, and telephone number where the representative of the delegation can be reached during the day.
 - (b) Submit a written brief clearly setting out the topic and include specific concerns of the delegation relative to the topic which shall be included in the Board agenda. No letters, affidavits or other documents shall be attached to the briefs unless the subject matters of the same are embodied in the petitions or briefs.
- (2) The spokesperson or persons for a group presentation shall be made known prior to publication of the Board agenda and shall give their full names and addresses to the Board prior to making their presentation.
- (3) A delegation may be afforded a maximum of ten (10) minutes to make their presentation and shall be restricted to the summarizing of their brief, as included on the agenda. Additional time may be available at the discretion of the Chairperson, for answering questions presented by members.
- (4) In the absence of written requests, the General Manager of Corporate Services shall not place a delegation on the agenda except where the Chairperson so designates.
- (5) Notwithstanding Subsection (4), the Board may by resolution, grant individuals or groups not listed in the agenda, an opportunity to be heard on matters either related to agenda items, or matters not listed on the agenda. Such delegation may be afforded a maximum of five (5) minutes to make their presentation. In order for late delegations to be placed on an "Addendum", they must be received in writing no later than 1:00 pm on the day of the meeting.

- (6) The Chairperson shall advise the spokesperson before he or she commences the presentation, that comments must be confined to the contents of the brief that has been filed with the General Manager of Corporate Services.
- (7) Spokespersons for any one delegation shall be limited to one, except where the Board otherwise permits, and the total time allowed for any one delegation to make its presentation, shall not be more than ten (10) minutes, exclusive of the time required to answer questions by the Board.
- (8) The Chairperson may deny any delegation, at the Board meeting, the right to be heard if, in the Chair's opinion, the spokesperson or any member of the delegation:
 - (a) uses offensive words in referring to any member or to any official of the Board or member of the Public;
 - (b) shouts, immoderately raises his/her voice, or uses profane, vulgar or offensive language;
 - (c) the remarks of the delegation's spokespersons are likely to be scandalous, criminal, or offensive to the accepted rules of address to an elected body;
 - (d) addresses issues not contained within the brief.
- (9) After initial presentation, the Chairperson may grant other persons or a spokesperson for a group of persons in gallery attendance, permission to address the Board on the subject matter.
- (10) Time will be allowed on the agenda to allow members to question the individuals making the presentation.
- (11) The Board may defer any discussion on a presentation until members have had sufficient time for study and discussion.
- (12) If the decision is delayed, the spokesperson of the presentation will be informed by the Administration when the topic will be placed on a future agenda.

19. PETITIONS AND COMMUNICATIONS

- (1) A letter, petition or other communication intended to be presented to the Board shall:
 - (a) be printed, typewritten, duplicated or legibly written;
 - (b) clearly set out the matter at issue and the request that is being made of the Board;
 - (c) be signed with the correct name of the writer and contain the correct mailing address of the writer; and
 - (d) in the case of a petition:
 - (i) be signed by each petitioner;
 - (ii) set out the printed name and residential address of each petitioner;

(iii) each page of the petition shall include the purpose for which the signatures have been petitioned.

- (2) On receipt of a communication intended for the Board, the Administrator may:
- (a) include it as an item on the agenda for the next regular meeting of the Board, in full or summary form as the Administrator sees fit; or
 - (b) refer it to the appropriate Committee for a report to the Board. An acknowledgment shall be mailed to the writer on receipt of the communication, advising where the matter has been referred.

20. IN CAMERA MEETINGS

- (1) It shall be the responsibility of the Chairperson and the Administrator, collectively or individually to determine the subject matter which is to be submitted as "In Camera".
- (2) In Camera subject matters shall be restricted to matters set out in Section 242.2 of the *Local Government Act*.
- (3) Before a meeting or part of a meeting is closed to the public, the Board shall adopt a resolution in accord with Section 242.3 of the *Local Government Act*.
- (4) All In Camera agendas shall be marked "In Camera".
- (5) In the event that staff normally utilized for the recording of the board minutes are excused from the Boardroom during discussion periods, the Board will appoint an Acting General Manager of Corporate Services for recording purposes. In this context, a recording book will be established and be made available in the Boardroom during all regularly scheduled and special Standing, Select Committee or Advisory Committee meetings. The book shall be retained outside of the meeting times by the General Manager of Corporate Services in the interest of confidentiality.
- (6) The Board may, by motion, passed by a majority vote of the Directors present, bring forward to the public portion of the Board meetings, any of the written material marked "In Camera".
- (7) Any topics to be discussed verbally "In Camera" may also be brought forward, by resolution, to the public session of the Board meeting on a majority vote of the Directors present.
- (8) The content of "In Camera" Board deliberations shall not be released, disclosed or announced publicly unless specific authorization to do so has been given by Board resolution adopted at a duly constituted meeting by a majority of the Directors present.
- (9) The release of "In Camera" deliberations shall, unless otherwise specified by Board resolution, include the entire content of the relevant section of the appropriate "In Camera" minutes.
- (10) Directors wishing to explain their personal position on the matter shall be given an opportunity to do so in conjunction with the release, or at any time thereafter.

- (11) The Chairperson of an "In Camera" meeting may expel or exclude from a meeting of the Board, a member who, in the Chairperson's opinion, has disclosed confidential information and is, therefore, guilty of improper conduct. The Chairperson may also exclude persons other than Board members from an In Camera meeting.
- (12) Board Members, or Alternate Board Members in a Board Member's absence, are the only persons permitted to participate in discussion at an In Camera meeting unless otherwise authorized by the Chairperson.

21. MINUTES

(1) ADOPTION AND DISTRIBUTION

The General Manager of Corporate Services shall ensure that:

- (a) the minutes of the proceedings of the Board are legibly recorded.
 - (b) a copy of the minutes of every meeting of the Board is distributed to each Director prior to the meeting at which they are proposed to be adopted.
- (2) The minutes of a Board meeting as prepared by the General Manager of Corporate Services shall be, whenever possible, adopted at the next regular meeting of the Board and, once adopted, shall be certified correct by the General Manager of Corporate Services and signed by the Chairperson or person presiding at the meeting at which they are adopted.

PART III - BOARD RESOLUTIONS AND BYLAWS

22. GENERAL

- (1) A motion is made by a member securing the recognition of the Chairperson, stating "I move that...."
- (2) A motion shall be worded in affirmative terms.
- (3) All main motions must be seconded by another Director making a statement to that effect, and if not seconded, the motion is "lost for lack of a seconder".
- (4) When seconded, the Chairperson then restates the motion and by so doing puts the question to the meeting and opens the debate.
- (5) There shall only be one main motion before a meeting at any one time.
- (6) When any question is under consideration, no other main motion nor input from a delegation, shall be received.

- (7) Motions, other than routine motions (including motions to adopt a report, to receive and file, to refer to a Standing Committee, Select Committee, Committee of the Whole or Commission, or to an official to introduce or pass a bylaw or adjourn), shall, if required by the Chairperson, be put in writing, and seconded before being debated.
- (8) Every motion shall be recorded in writing by the General Manager of Corporate Services.
- (9) Withdrawal:

After a motion has been made, it shall be deemed to be in the possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.

23. AMENDMENTS

- (1) Any Director may move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.
- (2) An amendment may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added.
- (3) Every amendment must be strictly relevant to the question being considered.
- (4) An amendment that would simply negative the effect of the main motion is not acceptable, such an intention being properly fulfilled by merely voting against the motion.
- (5) Once the question on the amendment has been put and dealt with by the Board, it shall be in order for a Director to again amend the main motion or amend the previous amendment. Only two (2) such amendments may be entertained at the same time.
- (6) An amendment to an amendment must be relevant to the amendment.
- (7) If two (2) amendments are entertained at the same time, one of the amendments must be disposed of before any new amendment can be entertained.
- (8) There is no limit to the number of amendments admissible to a question provided Subsections (5) and (6) are observed.
- (9) When a Director moves to amend a motion, the Chairperson shall state the original motion, followed by the amendment and then shall propose the question of the amendment to the Board.
- (10) An amendment or motion to refer, once defeated by the Board, shall not be moved a second time.
- (11) When the question on the amendment is resolved, the Chairperson shall again propose the main question and debate may ensue thereon, or other amendments may be submitted.

24. DEBATE ON THE MOTION

- (1) No Director may speak twice on any motion, except under the following circumstances:

- (a) receiving permission from the Chairperson or presiding member to speak, explain a part of the speech, but may not introduce any new matter and there shall be no debate on the explanation;
 - (b) When a Director who has moved a substantive motion, other than a motion that the main question before the Board be immediately put to a vote, he/she may close the debate after all other Directors have been given an opportunity to speak;
 - (c) No Director shall speak a second time to the same question as long as any Director who desires to speak has not spoken to that question;
 - (d) Before the debate has been closed, and the question called, provided no other Director has the floor, a Director may, during the debate:
 - (i) ask a question which
 - relates directly to the debate,
 - contains no argument, and
 - introduces no new material on the motion; or
 - (ii) request that the motion, or a part thereof, be read aloud.
- (2) No Director shall speak longer than
 - (a) five minutes on any original motion before the Board;
 - (b) three minutes on any amendment before the Board; or
 - (c) three minutes for closing debate on an original motion or on an amendment.
 - (3) When a Director has closed debate, the Chairperson or presiding member shall put the motion to a vote, without further discussion or debate.
 - (4) When the motion has been declared put, no Director shall debate further on the question or speak any words except to request that the motion be read aloud.

25. CEASING AND LIMITING DEBATE

- (1) A motion to "Call for the previous question" shall always be in order. If seconded, the debate shall immediately halt and the Chairperson shall put the question "shall the main question be now put?". If carried by a two-thirds (2/3) vote, all debate immediately ceases and the Chairperson shall immediately "call for the question".
- (2) A motion to limit debate or adjourn shall always be in order, need not be in writing, and shall be decided without debate or amendment. In this instance, a motion may be made to limit the time allowed each speaker, or the number of speeches on each side, or to appoint a time at which debate shall close and the question be put forth. No second motion to the same effect shall be made until some intermediate proceedings have occurred.

26. VOTING

- (1) All votes pertaining to Board Business, shall be taken by a show of hands.
- (2) Subsection (1) does not apply to the selection of Chairperson and Vice Chairperson.
- (3) Directors who are in the room shall always take their places when a vote is called for and shall not leave until the vote has been taken.
- (4)
 - (a) Whenever a vote of the Board is taken for any purpose, each Director present in the Boardroom shall signify his or her vote upon the question, openly and individually by raising his/her hand and the Chairperson shall declare the motion carried unanimously, carried or defeated as the case may be.
 - (b) Each Director present in the Boardroom, who does not signify his or her vote upon the question openly and individually by raising his/her hand, shall be recorded as voting in the affirmative.
- (5) Where a Director calls for a recorded vote, the names of the Directors voting in favour and those opposed shall be recorded by the General Manager of Corporate Services. A call for a recorded vote on any motion, must be made before the question is put forth.
- (6) Recorded votes shall only be permitted at Regular or Special Board meetings.

27. RECONSIDERATION

- (1) After a vote has been taken on any question, except one of tabling or postponing a subject, a member who voted in the majority may move a reconsideration of the motion at the same or the next regular or special meeting of the Board.
- (2) Despite Subsection (1), a member who is absent from a meeting at which a vote was taken on a question, except one of tabling or postponing a matter, may move reconsideration of the motion at either the next regular or special meeting of the Board.
- (3) A motion to reconsider requires two-thirds of the votes cast to pass. If the motion to reconsider is successful, the matter shall be put before the Board for reconsideration and may be dealt with by the Board by a majority vote.
- (4) The Board shall not reconsider any question that has been acted upon by any officer or employee of the Regional District.
- (5) After a question has been reconsidered, it shall not be reintroduced for a period of six months except by unanimous consent of all directors.

28. BYLAWS

- (1) **GENERAL**
 - (a) Every proposed bylaw shall be printed or typewritten before it is introduced for consideration by the Board.

- (b) The General Manager of Corporate Services shall cause the bylaw to be copied in full and forwarded to the Directors with an agenda.
- (c) A bylaw other than a bylaw referred to in Subsection (2) (Zoning/OCP Bylaws) may be voted upon by way of a motion to give it first, second and third reading.
- (d)
 - (i) Subject to provisions of the *Local Government Act*, no bylaw may be adopted unless it has received three readings and is reconsidered by the Board not less than one (1) day after third reading.
 - (ii) The title and the intended object only of the bylaw shall be read by the Chairperson at each reading of the bylaw, unless a majority of the Directors require that it be read in full.
 - (iii) In the case of a bylaw requiring the consent or assent of the electors or the approval of a Provincial Ministry, such bylaw shall not be adopted unless it shall have obtained three readings and such assent or approval as the case may be.
- (e) The Board may give clause by clause consideration to the provisions of a bylaw, only upon consideration of a motion to give second reading of such bylaw, and clause by clause consideration may be conducted only after the Board shall have resolved by majority vote to conduct such detailed considerations.
- (f) A bylaw may be reconsidered pursuant to Section 27 of this bylaw.
- (g) The General Manager of Corporate Services shall be empowered to correct any typographical error that may not have been corrected at the time of submission to the Board and the bylaw shall have the same status as if the Board had corrected same.
- (h) When a bylaw has been given three readings and has been adopted by the Board, it
 - (i) becomes an enactment of the District; and
 - (ii) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.

(2) ZONING/OCP BYLAWS

- (a) Nothing in this Section shall require the Board to introduce a bylaw nor give it any reading or readings.
- (b) A bylaw respecting a community plan or zoning bylaw shall not be adopted by the Board unless a public hearing is held or where a public hearing is waived in accordance with the *Local Government Act*.
- (c) A bylaw referred to in Subsection (b) may be given only first and second reading at the time of introduction of such bylaw.
- (d) The public hearing referred to in Subsection (b) shall be held after second reading, but prior to third reading of the community plan or zoning bylaw, as the case may be.

- (e) A zoning bylaw referred to in Subsection (b) other than a bylaw in respect of a community plan, may be voted upon by way of a motion to give it first and second reading.
- (f) A bylaw in respect of a community plan referred to in Subsection (b) shall be voted upon at each reading of the bylaw. The bylaw shall not be orally recited at each reading and further provided that individual motions in respect of each reading shall not be made unless the Board shall, upon motion, vote in the affirmative for separate motions in respect of each reading of the bylaw.

PART IV - CONDUCT OF COMMITTEE BUSINESS

29. COMMITTEE OF THE WHOLE

- (1) During any meeting of the Board, the Directors may, by motion, resolve itself into Committee of the Whole to consider specific matters.
- (2) The Chairperson of the Board shall act as Chairperson of the Committee of the Whole and state who is to be present (other than Board members).
- (3) When all matters referred to Committee of the Whole have been considered, a motion to rise and report the Committee's recommendations to the Board shall be adopted.
- (4) On resumption of business of the Board, the Chairperson in Committee of the Whole, shall report to the Board and the Board may:
 - (a) adopt the report; or
 - (b) reject the report; or
 - (c) adopt the report with amendments; or
 - (d) commit the subject matter for further consideration, either in part or in total; or
 - (e) postpone action on the report; or
 - (f) approve a request of Committee to sit again, the Committee having reported progress after partial consideration of the subject.

30. STANDING, SELECT AND ADVISORY COMMITTEES

(1) STANDING COMMITTEES

The Development Services, Environmental Services, Corporate and Community Services, Electoral Area Planning and Executive Committees shall be the Standing Committees of the Board whose broad terms of reference are as follows:

(a) Development Services Standing Committee

To consider matters pertaining to Current and Community Planning, Building Inspection and Bylaw Enforcement or as otherwise determined by Board resolution;

(b) Environmental Services Standing Committee

To consider matters pertaining to Solid Waste, Liquid Waste, Engineering and Utilities or as otherwise determined by Board resolution;

(c) Corporate and Community Services Standing Committee

To consider matters pertaining to Finance, Administration, Information Systems, Transportation, Parks, Recreation and Regional Planning or as otherwise determined by Board resolution;

(d) Electoral Area Planning Standing Committee

To consider matters pertaining to Electoral Area Planning under Part 26 of the *Local Government Act*, other than Official Community Plans or as otherwise determined by Board resolution;

(e) 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 five members and shall include the Chairperson, Vice Chairperson and Chairpersons of the Corporate and Community Services, Development Services and Environmental Services Standing Committees. Where there are less than five 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) SCHEDULED STANDING COMMITTEES

Board members appointed to Scheduled Standing Committees are appointed as Committees of One, to act as a liaison committee between the Board and the organizations named in Schedule 'A' to this bylaw.

(3) ADVISORY COMMITTEES

An Advisory Committee is one which includes members of the public and at least one Board member to provide advice and recommendations to the Board on specific matters as determined by Board resolution.

(4) SELECT COMMITTEES

Select Committees are those appointed by the Board and made up of Board members to consider or inquire into any matter and report its findings and opinions to the Board. Select Committees' minutes shall be forwarded to the Board for information and included under Section 14(3) of the Board Meeting Order of Business.

(5) APPOINTMENT TO COMMITTEES AND COMMISSIONS

- (a) The Chairperson shall review and update annually, as soon as possible after the Inaugural meeting, and not later than December 31st of any year, the list of Standing Committee members and Chairpersons and the list of Scheduled Standing Committee members.
- (b) As soon as possible after the inaugural meeting, and not later than January 31st of the following year, the Board shall review and appoint persons to fill vacancies on Advisory Committees and Advisory Commissions.
- (c) Unless specifically prohibited by an enactment, members of all Standing Committees, Select Committees, Advisory Committees and Advisory Commissions shall, regardless of the designated termination date of their respective position as a Committee or Commission member, continue to serve until such time as a replacement has been appointed, or until such time as the said member's term is officially extended.

(6) QUORUM

- (a) In any Standing or Select Committee, a majority of the Directors or members appointed to that Committee shall be a quorum.
- (b) When a Standing or Select Committee is meeting and if the quorum is lost, the meeting shall either stand adjourned or meet as a Committee of the Whole. If the Standing or Select Committee meets as a Committee of the Whole, the minutes and recommendations from that meeting shall be referred to the next regular Standing or Select Committee meeting for endorsement prior to proceeding to the Board.

(7) VOTING

- (a) Notwithstanding the number of votes assigned to Directors of the Board, any Director appointed to a Standing, Select or Committee of the Whole who attends a meeting of a Standing, Select or Committee of the Whole shall have only one vote on matters under consideration by the said Committee.
- (b) Members of the Board may attend meetings of any Standing, Select or Advisory Committee and may participate in discussions; however, only Directors who have been appointed to a Committee or an Alternate Director attending in the absence of an appointed Director, may introduce a resolution or vote on the proceedings.
- (c) The Chairperson shall be an ex-officio, a voting member of all Committees and when in attendance, possess all the rights, privileges, powers and duties of other Committee members.

(8) DUTIES

The general duties of a Standing Committee and Committee of the Whole shall be as follows:

- (a) To consider and report to the Board from time to time, or whenever desired by the Board and as often as the interest of the Regional District may require, on all matters referred to it by the Chairperson, or the Board, or coming within its purview, and to recommend such action by the Board in relation thereto as it deems necessary or expedient.
- (b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board for immediate action. In such cases the instructions of the Board shall be specific and the Committee shall report its action in detail at the next regular, or other meeting, of the Board thereafter, as specified in the instructions of the Board.

(9) DELEGATIONS

When a person or a group of persons wish to appear as a delegation before a Standing, Select or Advisory Committee on a matter within the jurisdiction of the Committee, they shall be subject to the requirements set out in this bylaw.

(10) COMMITTEE RECOMMENDATIONS

Standing, Select, Committee of the Whole or Advisory Committee recommendations, shall be subject to the approval of the Board, except where the Standing, Select, Committee of the Whole or Advisory Committee have been delegated administrative power by the Board.

31. REPEAL

"Board Procedures Bylaw No. 1199, 2000" is hereby repealed.

Introduced and read three times this 11th day of December, 2001.

Adopted this 11th day of December, 2001.

CHAIRPERSON

GENERAL MANAGER OF CORPORATE SERVICES

Chairperson

General Manager of Corporate Services

SCHEDULE A

1. SCHEDULED STANDING COMMITTEES

Coastal Communities
Deep Bay Harbour Authority
Hospital Facilities Project Building Committee(s)
Municipal Finance Authority
Municipal Insurance Association (MIA)
North Island 911 Corporation
Regional Library Board
Treaty Advisory Committee

2. ADVISORY STANDING COMMITTEES

Electoral Area 'A' Recreation & Greenspaces Advisory Committee
Grants-in-Aid Committee
Liquid Waste Management Advisory Committee
RDN Emergency Planning Committee
Solid Waste Management Advisory Committee

3. COMMISSIONS

District 69 Recreation Commission
Gabriola Island Parks & Recreation Commission

NOV 28 2001

MEMORANDUM

CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	

TO: C. Mason
General Manager, Corporate Services

DATE:

November 28, 2001

FROM: M. Pearse
Manager, Administrative Services

FILE:

SUBJECT: Results of the Parkland Acquisition (Bylaw No. 1258) Referendum

PURPOSE:

To provide the results of the Electoral Area 'B' Parkland Acquisition Referendum held on Saturday, November 24, 2001.

BACKGROUND:


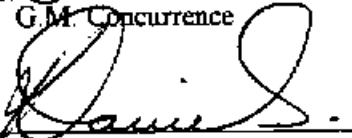
The Electoral Area B Parkland Acquisition Referendum was held on Saturday, November 24, 2001 to obtain elector consent to Bylaw No. 1258 which proposed to borrow up to \$500,000 to assist in purchasing property consisting of 153 acres on the west side of Gabriola Island to be used as a community/regional park.

The final vote, including advance voting opportunities on November 14 and 20, 2001, resulted in 1040 electors (89%) voting 'Yes' to the question and 135 electors (11%) voting 'No' to the question. A copy of the Official Election Results is attached for your information.

RECOMMENDATION:

That the official results of the Electoral Area 'B' Parkland Acquisition Referendum be received for information.


Report Writer

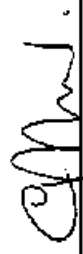

G.M. Concurrency

C.A.O. Concurrency

**Regional District of Nanaimo
Determination of Official Election Results
Gabriola Park Acquisition Referendum - 2001**

Electoral Area B Park Acquisition Referendum (Bylaw No. 1258):

Voting Place:	Yes	No	Total Ballots Cast
Advance Voting Opportunity: November 14/01	33	12	45
Advance Voting Opportunity: November 21/01	61	6	67
Gabriola Elementary School: November 24/01	946	117	1063
Total Number of Valid Votes Cast	1040	135	1175
% of Vote	89%	11%	
Total Number of Ballots Cast (including Rejected Ballots)	1179		
Total Number on Voters List (including Instant Registrations)	2,741		
Voter Turnout	43.0%		

This determination of official election results was made by the Chief Election Officer on Tuesday November 27, 2001 at 4:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.



Chief Election Officer



REGIONAL DISTRICT OF NANAIMO	
NOV 22 2001	
CHAIR	GMCrS
CAO	GMDS
GMCrS	GMES
C+CSE ✓	

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

DATE: November 20, 2001

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Fire Services Agreement with the Dashwood Volunteer Fire Department

PURPOSE:

To obtain approval to renew the fire services agreement with the Dashwood Volunteer Fire Department for a five year period ending December 31st, 2006.

BACKGROUND:

The Board has service agreements with its five operating volunteer fire departments of which the Dashwood Fire Department is one. This agreement, which expires December 31st, 2001, provides for operational and capital funding from the Regional District and fire fighting and emergency response services from the Dashwood Volunteer Fire Department. The Society has advised staff that they are prepared to conclude a renewal of the agreement.

The agreement includes budgeting and accounting requirements, which ensure that the public funds are segregated by the fire department and that regular reports are submitted in support of quarterly transfers of taxation funds raised for these purposes.

ALTERNATIVES:

1. Approve the fire services agreement and enter into a renewal period for five years ending on December 31st, 2006.
2. Decline to approve the agreement and seek alternative arrangements for fire fighting services in the Service Area.

FINANCIAL IMPLICATIONS:


There are no changes to the current financial arrangements with the Regional District. Annual budgets will be prepared by the fire department and will come before the Regional Board for approval as part of the overall Regional District budget process. Staff supports a renewal of the agreement.

SUMMARY/CONCLUSIONS:

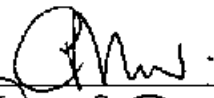
A five year services agreement was signed with the Dashwood Volunteer Fire Department (Society) in 1996 which expires on December 31st, 2001. Staff and the department have reviewed the terms of the agreement and mutually support the terms and conditions. The department has met all of its obligations under the agreement to a high standard and staff support renewing the agreement for a further five year period ending December 31st, 2006.

RECOMMENDATION:

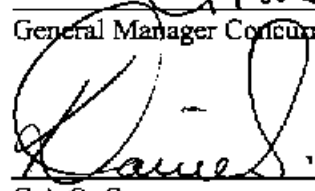
1. That the Chairperson and General Manager, Corporate Services, be authorized to execute a service agreement with the Dashwood Volunteer Fire Department for a five year period ending December 31st, 2006.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

AGREEMENT

This Agreement made this ____ day of _____, 2001

BETWEEN:

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

(hereinafter called the "District")

OF THE FIRST PART

AND:

DASHWOOD VOLUNTEER FIRE DEPARTMENT
230 Hobbs Rd.
Qualicum Beach, B.C.
V9K 2B2

(hereinafter called the "Society")

OF THE SECOND PART

- A. WHEREAS the District did, by Bylaw No. 964 and subsequent amendments, establish a local service area known as the Dashwood Fire Protection Specified Area (the "Local Service Area") and did within that Local Service Area provide for fire protection services in and for the Dashwood Fire Protection Local Service Area or Areas as may be amended from time to time;
- B. AND WHEREAS the District under Section 797(1) of the *Local Government Act* is empowered to exercise the powers contained in Section 522 of the *Local Government Act* within a Local Service Area created under Section 796 of the *Local Government Act*;
- C. AND WHEREAS Section 176(1)(a) of the *Local Government Act* provides that the Board may make agreements for the operation of services;
- D. AND WHEREAS the Society was incorporated on the 3rd day of January, 1966 and the objects of the Society are to provide fire protection for the Dashwood Fire District.

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

INTERPRETATION

1. In this Agreement the following terms have the following meanings:

“Services” means the services set out in Schedule ‘A’ to this Agreement.

TERM

2. The term of this Agreement will be for a period of five years commencing on the 1st day of January, 2002 and terminating on the 31st day of December, 2006 unless otherwise terminated as provided in this Agreement.

CAPITAL ASSETS

3. The parties to this Agreement acknowledge that the firehall, the firefighting equipment, protective clothing and all other lands, buildings, furniture and equipment utilized by the Society and purchased out of funds obtained from the District are and will remain the property of the District free and clear of any claim by the Society.
4. The parties to this Agreement agree and acknowledge that the material and equipment listed on Schedule ‘B’ were purchased with Society funds and are the property of the Society.
5. During the term of this Agreement the Society, subject to the terms of this Agreement, shall have possession at all times of the firehall, the firefighting equipment, protective clothing and all other land, buildings, furniture and equipment utilized by the Society for the purpose of providing the Services within and for the Local Service Area, or within and for any other area in accordance with the terms of a mutual aid agreement, including the Ministry of Forests.

SERVICE AREA

6. The Society will, under the terms hereof and subject to any applicable bylaw of the District and any Federal or Provincial enactment, provide the Services in and for the Local Service Area, and for any other area in accordance with the terms of a mutual aid agreement, including the Ministry of Forests.

COST

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

BUDGET

8. The Society will prepare, in a form first approved by the Treasurer of the District, a projected budget for the purpose of providing the Society with the funds to operate, maintain and improve the buildings, equipment and other facilities and chattels utilized by the Society for the purpose of providing and carrying out the Services to be provided within and for the Local Service Area by the Society.

9. The budget shall be presented to the Treasurer of the District on or before the day specified by the Treasurer as may be necessary to prepare the District's budget for the following calendar year.
10. The District will review the budget and may either approve the budget or return the budget for amendment by the Society, which will return the budget as amended to the District for its approval on or before the day specified by the Treasurer for the purposes of completing the District's budget for the calendar year.
11. The budget prepared by the Society shall list all expenditures proposed for the calendar year. Any accumulated surplus or deficit from the prior year as recorded in the Society's records, must be carried forward and be applied to the next year's budget in accordance with accounting rules established for Regional Districts in the Province of British Columbia.
12. The Society will not expend or contract for or otherwise commit the Society to any expenditure in any calendar year except one that has first been approved in a budget by the District as above provided and will not incur any liability in any year beyond the amount of the funds to be paid to the Society by the District as provided for in the Society budget adopted for that year by the Board of the District.

INSURANCE

13. The District as owner, shall insure and keep insured the vehicles, firehall, land on which the firehall is located or other land utilized in conjunction with the provision of the Services and any and all chattels and equipment owned by the District and the Society and maintained and utilized by the Society to provide the Services under this Agreement. The cost of providing the insurance will be included in the budget prepared by the Society for the purposes of this Agreement.
14. The District has been advised by its insurer that the members of the Society and volunteer firefighters and other persons required under an enactment to provide assistance in an emergency are insured with respect to its policy of insurance from the Municipal Insurance Association of BC while providing the Services under the provisions of a District bylaw or under this Agreement or under the terms of a mutual aid agreement.
15. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteer firefighters and Directors and Officers of the Society.
16. The District may request that the Society take out and maintain a policy of liability insurance in an amount specified by the District with respect to activities of the Society that fall outside this Agreement or that are not covered by the Municipal Insurance Association of BC and the Society shall do so promptly and provide the District with a copy of the policy. This paragraph shall not be interpreted as creating a duty on the part of the District to the Society or to any third party to require the Society to obtain insurance.

MAINTENANCE

17. The Society will, to the satisfaction of the District, maintain the firehall, the grounds around the firehall, the fire equipment and any chattels paid for out of funds obtained through the District and provided by the District to the Society for the purpose of providing the Services

in a good working condition so that the equipment and facilities are available at all times for the purpose of providing the Services.

OPERATION

18. The Society will operate the equipment and in all other ways provide the Services without negligence and in accordance with standards of operation maintained by other volunteer fire departments of similar size and facilities, or operational guidelines as may be established by the Regional District in consultation with the Society.
19. The Society shall comply with the District's purchasing policies with respect to the acquisition of capital assets as amended from time to time.

COMPLIANCE WITH LAWS

20. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements of the Workers' Compensation Board.

FIRE CHIEF

21. The Society will, in the month of December in every second year, appoint or reappoint a Fire Chief who shall be the Fire Chief of the Volunteer Fire Department. The Fire Chief or his designate may be appointed a Local Assistant under the Fire Services Act.

DIRECTORS

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

PAYMENTS

22. (1) In each year during the term of this Agreement, the District will pay to the Society, in equal quarterly installments upon presentation of a quarterly financial statement, the amount for the costs of the Services in the final budget adopted by the District Board for the current year, less any amounts budgeted to be paid directly by or to be held by the District, including but not limited to capital expenditures, debt or lease payments, insurance, administration fees and reserve funds. Administration costs shall not exceed \$125 per year.
- (2) The Society shall administer the funds in accordance with the budget approved by the District in its annual budget.
- (3) The first quarterly payment shall be made on or before January 10th of each calendar year.
- (4) At the time of the first quarterly payment, the District may:
 - (a) deduct from the payment the amount of or part of any surplus accumulated by the Society during the previous calendar year; or

- (b) add to the amount of the payment an amount from the budget to reimburse the Society for any deficit incurred by the Society during the previous calendar year.

- (5) The amount of any surplus held by the Society at year end will be applied to the following year's annual budget as described in Section 11.

ACCOUNTS

- 23. The books of account of the Society shall be kept in such manner and provide such detail as may be required from time to time by the Treasurer of the District and the Provincial Ministry of Municipal Affairs.

SEPARATE FUNDS AND FINANCIAL STATEMENTS

- 24. (1) The public funds provided under paragraph 22 and any other funds of the Society shall be separated in its books of account.

- (2) The Society will prepare or have prepared by an auditor as defined under Section 331 of the *Local Government Act*, at each year end, audited financial statements containing particulars of assets and liabilities, and a statement of revenue and expenditures for the year for the public funds provided under paragraph 22.

- (3) The Society will file a copy of the audited financial statements with the District by February 15th following each year end. The District's auditors may rely on the Society's audit report, but in any case may require and shall have access to the working papers of the Society's auditor for examination during the year end audit of the District.

RIGHT OF AUDIT

- 25. At any time the District Board may give to the Society written notice that it desires its representatives to examine the books of account of the Society, and the Society shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Society and shall be entitled to require from the Directors and Officers of the Society such information and explanations as, in his/her opinion, may be necessary to enable him/her to report to the District Board on the financial position of the Society.

TERMINATION

- 26. Either party may terminate this Agreement at any time by giving written notice of termination to the other party, and the agreement shall terminate on the 31st day of December of the year following receipt of such notice by the other party, PROVIDED HOWEVER that, in any event, the Agreement shall terminate not later than December 31st, 2006.

EARLY TERMINATION

27. Notwithstanding any other provision herein, the District may terminate this Agreement upon giving the Society 30 days notice of its intention to so terminate:
 - (a) should the Society fail to file its annual report or otherwise no longer be in good standing with the Registrar of Companies under the *Societies Act*;
 - (b) should the Society default in any term or condition of this Agreement or fail to perform any covenant herein required to be performed by the Society;
 - (c) should the District or any successor to the District provide alternate fire prevention and suppression services within the Local Service Area; or
 - (d) should the Society, in the opinion of the District, fail to adequately provide the Services in and for the Local Service Area.
28. The Society may terminate this Agreement at any time by giving not less than ninety days written notice of its intention to so terminate in the event of breach by the District of a material term of this Agreement.
29. This Agreement shall enure to the benefit of, and be binding upon, the parties hereto and their respective successors and assigns.

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

The Corporate Seal of the)
 REGIONAL DISTRICT OF NANAIMO)
 was affixed in the presence of:)
)
)
)
)
 _____)
 Chairperson)
)
)
 _____)
 General Manager Corporate Services)

(seal)

SCHEDULE 'A'

"Services" means:

- (1) fire prevention and suppression, including without limiting the generality of the foregoing, training of volunteer firefighters, inspections, enforcement of enactments relating to fire prevention and suppression, elimination of fire hazards and attending at fires for the purpose of containment and extinguishments of the fires and to provide assistance to persons and animals;
- (2) providing assistance in response to other classes of emergency as follows:
 - (a) explosion;
 - (b) flood, tempest, earthquake, landslide, tidal wave or other natural event;
 - (c) building collapse or motor vehicle or other accident;
 - (d) spill, release or leak of a substance capable of injuring property or the health or safety of a person;
 - (e) risk of explosion or fire or a risk of a spill, release or leak of a substance referred to in (d);
 - (f) any emergency as declared under section 798.1 of the *Local Government Act* or under the *Emergency Program Act*;
 - (g) last response medical emergencies; and
 - (h) rescue operations;

and further provided that the Society's obligation to provide the Services set out in subsection (2) is subject to the availability of qualified personnel and equipment.

DASHWOOD FIRE DEPARTMENT ASSOCIATION INVENTORY

- 1 – RCA Colortrak Colour Television
- 1 – Scott am/fm Stereo Receiver
- 1 – Scott Dual Cassette Deck
- 1 – Daewood Four Head VCR
- 1 – Sony Discman
- 1 – Ping Pong Set
- 1 – Couch
- 1 – Viking Refrigerator
- 1 – Toshiba Microwave
- 1 – Nordic Stove
- 2 – 100 Cup Coffee Urns
- Assorted Dishes and Utensils
- 65 – Certificates and Frames
- 1 – Café Classic Coffee Maker
- 12 – Fold Up Tables
- 1 – Thermos Barbecue
- 1 – Travel Graph Overhead Projector
- 1 – Lectern
- Halloween Decorations
- Christmas Decorations
- 24 – Gray Metal Stacking Chairs
- 4 – Stereo Speakers
- 6 – Trophies
- 9 – Plaques
- Box of Toys
- 1 – Pool Table and Accessories
- 1 – Mini Pizza Oven
- 12 – Framed Pictures – Assorted Sizes
- 5 – Large Cooking Pots
- 1 – Toaster
- 1 – Electric Kettle
- 1 – Frost Queen Chest Freezer – 14 Cubic
- 1 – Inglis Washing Machine
- 1 – Inglis Dryer
- 1 – Institutional Propane Grill
- 1 – Propane Tank and Torch

**Minutes of the District 69 Recreation Commission Regular Meeting
Held on Thursday, November 15, 2001, at 6:30 p.m.
Qualicum Beach Civic Centre, Qualicum Beach, BC**

Attendance: Barbara Terry - Chair
 Frank Van Eynde
 Richard Quittenton
 Fred Demmon
 Reg Nosworthy
 Craig Young
 Scott Tanner
 Jack Pipes

Staff: Tom Osborne
 Neil Connelly
 Dan Porteous
 Tony Toriglia
 Mike Chestnut

Chair Terry called the meeting to order at 6:40 p.m. and welcomed members, guests and staff.

Delegations

Arena Committee, Bob Sanders – Chair

Mr. Sanders addressed the Commission informing them of the work conducted over the past year by the Arena Committee and the process it took in determining the design and site option for the twinning of the District 69 Arena. Mr. Sanders spoke about the advantages and savings in operating a twinned facility as opposed to a facility in a separate location. The reason for including the leisure ice surface and the programming opportunities it would provide were also outlined. He thanked his fellow committee members and staff for their work. Mr. Sanders stated that the arena committee recommends the Arena project as noted in the November 8 Arena Committee Minutes.

The Chair thanked Mr. Sanders for his presentation and his work as Chair of the Arena Committee.

Oceanside Minor Hockey, Ian MacDonald

Mr. MacDonald addressed the Commission to inform them that Oceanside Minor Hockey endorses the recommendation of the Arena Committee. He indicated that the proposed arena works well in the Parksville Community Park location and will be a District attraction. Mr. MacDonald appreciated the cooperation that he witnessed between the representatives on the Arena Committee from the two municipalities. Mr. MacDonald pointed out that the current arena is well regarded and people enjoy the services it provides. Mr. MacDonald mentioned that Canadian Minor Hockey would soon have a mandate to ensure equal ice time is provided to female hockey players. At this time there is no available space for such teams with the single ice sheet.

The Chair thanked Mr. MacDonald for his presentation and his work on the Arena Committee.

Parksville Golden Oldies Sports Association (PGOSA), Ron Butler

Mr. Butler addressed the Commission to inform them that PGOSA endorses the recommendation of the Arena Committee. Mr. Butler indicated that he represents a group that has members that are 55 years and up. PGOSA uses the arena during the daytime every Monday, Wednesday and Friday. They have 156 members playing hockey, 100 members who public skate and approximately 100 members who come to socialize. Mr. Butler indicated with a twinned arena, PGOSA could reinstate their annual tournament, which would benefit the local economy.

The Chair thanked Mr. Butler for his presentation.

Oldtimers Hockey, John Moore

Mr. Moore addressed the Commission to inform them that Oldtimers Hockey endorses the twinned arena proposal. He indicated that his group is unable to attain all the necessary time to accommodate their ice time requirements. In addition, Mr. Moore mentioned that the non-contact hockey league is unable to meet their ice time needs and that the 19 – 30 year old age group is often forgotten and has no dedicated ice time.

The Chair thanked Mr. Moore for his presentation.

Minutes

MOVED Commissioner Quittenton, SECONDED Commissioner Van Eynde that the minutes of the District 69 Recreation Commission Regular Meeting held on October 25, 2001 be approved. CARRIED

MOVED Commissioner Pipes, SECONDED Commissioner Van Eynde that the minutes of the District 69 Arena Committee Meeting held on October 25, 2001 be approved. CARRIED

MOVED Commissioner Demmon, SECONDED Commissioner Young that the minutes of the District 69 Arena Committee Meeting held on November 8, 2001 be approved. CARRIED

Communications / Correspondence

MOVED Commissioner Quittenton, SECONDED Commissioner Van Eynde that the correspondence from the District 69 Family Resource Association and the Deep Bay Yacht Club be received. CARRIED

Reports

a) District 69 Arena Twinning Project – T. Osborne / N. Connelly

Mr. Osborne reviewed the report and informed the Commission of the recommendations of the Arena Committee from their November 8, 2001 meeting.

T. Osborne and N. Connelly answered queries from the Commission.

MOVED Commissioner Demmon, SECONDED Commissioner Young that the staff report on the District 69 Arena Twinning Project be received for information. CARRIED

MOVED Commissioner Quittenton, SECONDED Commissioner Tanner that that the twinned arena design proposal (option 1) that includes the addition of a second ice sheet and a leisure ice sheet to the existing arena at a \$7.5 million project cost be approved and advanced to referendum in District 69, subject to confirmation from the City of Parksville on their steps to provide for their consideration of site approvals and a 30 year lease arrangement in tandem with the Regional District's referendum, tentatively scheduled for March 2002.

Commissioner Nosworthy requested a recorded vote on the motion.

In Favour: Barbara Terry, Frank Van Eynde, Richard Quittenton, Fred Demmon, Craig Young, Scott Tanner, Jack Pipes.

Opposed: Reg Nosworthy.

CARRIED

MOVED Commissioner Quittenton, SECONDED Commissioner Van Eynde that the Regional District strongly recommend that the City of Parksville make reductions as outlined in the report for

development cost charges and identified off-site service upgrades, such as water, sewer and roads related to the District 69 arena twinning project. CARRIED

MOVED Commissioner Quittenton, SECONDED Commissioner Demmon that the Regional District confirm with the City of Parksville the City's intent to undertake a separate City referendum in tandem with the District's arena twinning project referendum to address a community park trust condition that provides for a five year limitation on a lease of the property, subject to a majority vote of the owners – electors of the City. CARRIED

b) Staff Reports

MOVED Commissioner Demmon, SECONDED Commissioner Van Eynde that staff reports on the Ravensong Aquatic Centre, District 69 Arena, Recreation Coordinating and Regional and Community Parks be received. CARRIED

New Business

2002 District 69 Recreation Provisional Budgets – T. Osborne

T. Osborne gave a brief overview of the discussion of the Commission at the October 25, 2001 Commission meeting.

MOVED Commissioner Tanner, SECONDED Commissioner Pipes that the Ravensong Aquatic Centre Provisional Budget be approved as presented. CARRIED

MOVED Commissioner Van Eynde, SECONDED Commissioner Nosworthy that a review of the Youth Services Plan be undertaken in relation to the program and use of part-time Youth Workers and that staff report back to the Commission in February. CARRIED

MOVED Commissioner Young, SECONDED Commissioner Nosworthy that the District 69 Recreation Coordinating Provisional Budget tax requisition be increased by \$50,000 to raise the portion allocated to Grants-in-Aid. CARRIED

MOVED Commissioner Demmon, SECONDED Commissioner Young that the District 69 Arena Provisional Budget be approved with the provision of a 5% user fee increase effective September 2002 in addition to the 5% fee increase provided for on January 1, 2002. CARRIED

Commissioner Roundtable

Commissioner Young informed the Commission of the recent Area G Parks, Recreation and Greenspaces Advisory Committee meeting and their discussion around the need for a Park Plan in the electoral area. Mr. Young also spoke about projects being funded in Maple Lane Park and Dalmatian Park.

Commissioner Nosworthy informed the Commission of his work on the Parksville Bicycle Advisory Committee and recent meeting with the City of Parksville planning staff on the development of a long-term bicycle network plan in conjunction with the undertaking of a city transportation study.

Commissioner Tanner encouraged Commission members to attend the December 4 and 11 Regional Board meetings, as the arena project will be discussed.

Commissioner Van Eynde informed the Commission of a well-attended open house that took place on November 14 on the development of a community park on Claudet Road and the proposal to build sport fields at this location.

Commissioner Demmon thanked the Commission for their recommendation on the Arena Twinning project.

Adjournment

MOVED Commissioner Young that the meeting be adjourned at 9:28 p.m.

Next meeting – 7:00 p.m., Thursday, January 17, 2001. Qualicum Beach Civic Centre.

Chairperson

TO: Neil Connelly
General Manager of Community Services

DATE: November 5, 2001

FROM: Tom Osborne
Manager of Recreation and Parks

FILE: 6240-20-ICE

SUBJECT: District 69 Arena Twinning Project

PURPOSE

To review the various second ice sheet options and issues developed through the work of the Arena Committee and provide for a recommended option and related measures that can be considered by the Regional Board and advanced through to referendum in 2002.

BACKGROUND

The need to provide additional ice space in District 69 was identified in the 1995 Recreation Services Master Plan and in the 1998 District 69 Recreation Facility Plan.

At the October 10, 2000 Regular Board meeting, the following resolution was approved:

"That the D69 Recreation Commission investigate all options for providing additional ice time in District 69 and report back to the Board with the most viable option with particular consideration being given to twinning the existing arena."

At the District 69 Commission meeting on December 6, 2000, a recommendation to form an Arena Committee was approved. The mandate under the Terms of Reference included reviewing the options available for providing an additional ice sheet in District 69 and determining space requirements and costing of a twinned facility, with the assistance of a professional firm. Since January 2001, the Arena Committee has met 14 times and has held two open houses.

One of the first tasks undertaken by the Committee was to review a proposal submitted by Vancouver Island Ice Sports Ltd. Mr. Jonathan Huggett, an Infrastructure Consultant, was hired to review the business plan to determine the proposal's viability and to gather additional related information to assist the Committee in its decision whether or not to support the proposal. Mr. Huggett presented a preliminary report to an In-Camera Arena Committee meeting and to the regular Commission meeting on February 22, 2001. The Board received Mr. Huggett's final report on April 10, 2001 and based on his recommendations, the Board passed a resolution "...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." With this resolution, the focus of the Arena Committee shifted to reviewing the twinning of the existing District 69 Arena.

In June of 2001, the Regional District retained the consultant services of Bruce Carscadden Architects and Professional Environmental Recreation Consultants (PERC) to undertake the study of design options, site layout and project costing including operational budgets for a twinned facility in the Parksville Community Park.

The consulting team worked with the Arena Committee and staff in determining various site layouts and through a public consultation process with user groups, arena facility managers, and two public open houses, one on August 8 and the second on October 18, a preferred design option was determined and project costs developed.

Through this process the Committee and the consultants have developed a proposed facility that meets the parameters that are required to see a viable arena facility operating in the Parksville Community Park. The facility is designed to be relatively compact and with a high level of external aesthetic design thus lessening the site impact to the existing park and improving other aspects of the park such as parking and landscaping of the existing gravel area. The facility is also designed to function well operationally and to ensure the facility compliments the existing arena.

The Committee also determined which amenities should be included. From this process, it was determined that the facility should have an ice sheet that is NHL regulation size (200' x 85'); have six dressing rooms to better accommodate users including female teams; have a multi-purpose room for large meetings and social gatherings; have seating for 200 spectators; and a leisure ice sheet to better accommodate public skating.

The decision to include the leisure ice sheet was supported by the attendees at the October 18th Open House where they were asked if they supported this amenity. In a survey, 63% strongly agreed it should be included and 21% agreed it should be included. With this sheet, which is approximately one third the size of a regular ice sheet, public skating would be readily available during regular hours of operation. This would increase the amount of public skating in the District 69 area, which at present offers the least amount of time to the public on Vancouver Island. With this leisure sheet, it would mean that there would be more time available for organized sports on the two full size sheets.

At the October 18, 2001 open house, attendees were also asked through a survey what project costs and tax requisition they would support based on an assessed residential value of \$100,000. 69% supported a \$7.5 million project or \$18.15 annual increase to cover borrowing costs for 20 years, 23% supported a \$7 million project or \$16.94 annual increase, 5% supported a \$6.5 million project or a \$15.73 annual increase, and 3% supported a \$6 million project or a \$14.52 annual increase in taxation.

During the two open houses, some residents questioned the planned seating capacity with a preference to have substantially more than indicated. Through the planning process, it was determined that the existing 800-seat arena is meeting the needs of the community for the majority of times. To build a new facility with 1,500 – 2,500 seats would consequently increase the construction costs, but with this concern in consideration, the preferred design option could be built to facilitate additional seating of approximately 200 in the future by structurally building the dressing rooms in a manner that they could have bleachers located above them.

Once the facility amenities and the preferred design was determined, site surveys completed, underground services located, geotechnical survey and water and sewer analysis completed, the consultant had a quantity surveyor produce a construction estimate on the project. The Committee received the results of the quantity surveyor estimate and the architect's project budget estimate which came to a total of 7.33 million dollars, prior to the October 18th Open House. A copy of the consultant's Conceptual Design - Final Report is attached.

To ensure the validity of the quantity surveyor estimate, the consultant had the company that had been retained by the City of Port Alberni to project manage their recent arena project review the estimates. Representatives from this company indicated the quantity surveyor estimate to be accurate. Over the past few months, many comparisons have been made between this project's estimated costs and the project costs in Port Alberni for a twinned facility. It should be noted that the Port Alberni Multi-plex project used a substantial amount of in-kind labour and services, and large donations were received from the industrial sector that assisted in keeping Port Alberni project costs down.

Parallel to the development of project costs, PERC undertook the development of an operational budget for a twinned facility. This Estimated Operating Costs report is included as pages 26-32 of the Final Report. As outlined in the consultant's report, it was determined that the net cost increase for operations (not including debt) is between \$80,000 - \$100,000 over and above the 2002 Provisional Budget for the existing single arena. These figures point out the advantage of twinning an existing complex as opposed to building in a separate location where staffing and servicing costs would increase substantially. PERC's report is based on constructing a facility for 6 million dollars; Table 1 details the net annual increase for a 7.5 million dollar project.

Table 1: Estimated Operational Costs based on a 7.5 million dollar project

BUDGET	2002 PROVISIONAL District 69 Arena (Single Sheet)	PROJECTED Twinned Arena w/ Leisure Ice
Expenditures (including debt retirement)	\$ 802,500	\$1,752,176
Revenue	355,550	509,500
Net Expenditures / Tax Requisition	\$ 446,950	\$1,242,676
Tax Requisition Increase		\$795,726

Of the \$795,726 increase in tax requisition for the proposed operation of the twinned facility, \$711,776 is debt retirement. This essentially means that overall operational costs will require an additional \$83,950. This is made possible as a result of the overall operational costs being offset by increases in revenues.

At the October 25, 2001 Arena Committee meeting the consultant's report was reviewed and Committee members provided their perspectives on the various arena options to assist with staff's preparation of this report and their consideration of a recommendation to the District 69 Recreation Commission.

ALTERNATIVES

1. Option 1, This is the Preferred Option shown on Attachment 1 which includes a NHL regulation size ice surface, 6 dressing rooms, a multi-purpose room and space for 200 hundred portable spectator seating and a leisure ice sheet. Cost 7.5 million dollars.
2. Option 2, This is a modified version of Option 1, but would have less interior finishing. Cost 7 million dollars.
3. Option 3, This option would likely have the new structure situated as a side-by-side version to the existing facility. It would have no leisure ice surface, would likely impact existing paved parking more than Options 1 and 2 and would be subject to further design and construction cost analysis. Approximate cost would be 6.5 million dollars or 6 million dollars with reduced interior finishes.
4. Option 4, Under this option a second ice sheet would be constructed at the back of the existing arena. It would be a basic structure with limited amenities and would be developed in a manner that would minimize upgrades to the existing facility. This option would have no leisure ice sheet and basic exterior finishing. The structure would have a separate entrance and not lend itself to easy monitor by administration and arena staff who are located in the existing facility. This style of facility may not meet the design preference that the City of Parksville has indicated through the arena discussion process. Further design work would be required to examine construction costs,

site layout, parking requirements and impacts to the Community Park under this option. Approximate cost would be 5.5 million dollars.

5. This option rejects a twinned arena approach. Other suitable locations to construct an arena sheet within the District 69 area of the Regional District would be researched and staff would report back to the Regional Board.
6. Alternative direction on the next steps in pursuing the second ice sheet review would be provided under this option.

FINANCIAL IMPLICATIONS

Alternative 1

It was determined that the Preferred Option would cost approximately \$7.5 million, which includes a NHL regulation size ice surface, 6 dressing rooms, a multi-purpose room and space for 200 hundred portable spectator seating.

Construction costs for this facility will be just over 6.2 million dollars. Of this \$6.2 million, \$412,000 is for special foundations that may be required for the seismic requirements being the facility is located on a flood plain. Additional geotechnical surveys will have to be conducted prior to construction to further evaluate soil conditions. With this element yet to be better determined, the project budget is based on a worst-case scenario. Also included in the construction costs are seismic and fire code upgrades to the existing facility totaling \$525,000. This expenditure is somewhat cumbersome to the project costs but also ensures the existing infrastructure is built to the present day code that will ensure it is viable for the many years the facility will be required to be functional. Contingencies are also factored into the \$6.2 million.

The remainder of the \$7.5 million project costs is for non-construction costs, which include architectural fees, structural engineering fees, mechanical and electrical engineering fees. All fees are based on guidelines published for engineering services by the Association of Professional Engineers and Geophysicists of BC (APEGBC). Other non-construction costs include fees for City of Parksville Development Cost Charges, off site servicing for water and sewer upgrades, contingencies and inflation factors. Upgrades that may be requested by the City of Parksville to the main entry road to the Parksville Community Park, Corfield Road, are not included in the project costs. Project enhancements to include space for an additional 200 spectators seat above the dressing rooms are also not included in these project costs.

Other factors that were considered in this Option was the ability to upgrade and expand the existing refrigeration plant rather than having to build a separate plant which would then require additional operational costs and likely increased capital replacement costs required to maintain the two plants in the future as opposed to maintaining one main plant. This option also makes better use of existing parking thus lessening site development costs.

The Annual Borrowing Costs for 7.5 million dollars including debt expenses amortized over 20 years at 6.3% would be as follows:

Annual Payment:	\$711,776
Tax Cost per \$100,000 Assessed Residential Value	\$18.15

Alternative 2

This is a modified version of the first alternative. The facility would have the same amenities as the Preferred Option with reduced interior finishing and other reductions would have to be prioritized and implemented to achieve a project cost of \$7 million.

The Annual Borrowing Costs for \$7 million including debt expenses amortized over 20 years at 6.3% would be as follows:

Annual Payment:	\$664,324
Tax Cost per \$100,000 Assessed Residential Value	\$16.94

Alternative 3

The new arena structure would likely be situated as a side-by-side version to the existing facility. This scenario would have no leisure ice surface, would likely impact existing paved parking more than Options 1 and 2 and would be subject to further design and construction cost analysis at an approximate cost of \$10,000. Approximate project cost would be 6.5 million dollars or 6 million dollars with reduced interior finishes and other prioritized reductions.

The Annual Borrowing Costs for \$6.5 million including debt expenses amortized over 20 years at 6.3% would be as follows:

Annual Payment:	\$616,872
Tax Cost per \$100,000 Assessed Residential Value	\$15.73

The Annual Borrowing Costs for \$6 million dollars including debt expenses amortized over 20 years at 6.3% would be as follows:

Annual Payment:	\$569,420
Tax Cost per \$100,000 Assessed Residential Value	\$14.52

Alternative 4

Specific costs for a new basic ice sheet facility constructed separately at the back of existing facility have not been developed. Estimated project costs for this option would be in the range of \$5.5 million. It is expected that there would be reductions in costs on code upgrading requirements to the existing arena but final confirmation would be required from the City's building officials. Project costs for this option would require further review before it is advanced.

The Annual Borrowing Costs for \$5.5 million dollars including debt expenses amortized over 20 years at 6.3% would be as follows:

Annual Payment:	\$521,969
Tax Cost per \$100,000 Assessed Residential Value	\$13.31

Alternative 5

Under this option additional planning costs would be incurred to investigate alternative arena sites and the costs associated with new facility construction separate from the existing arena.

INTERGOVERNMENTAL IMPLICATIONS

At the January 15, 2001 City of Parksville Council Meeting, resolution 01-19 was approved:

"...And that support in principal be given for the lease of City-owned property in the Community Park for the expansion of the current arena subject to a reasonable and suitable proposal being submitted by the Regional District of Nanaimo and/or the District 69 Recreation Commission for the said expansion."

City council and staff have been updated and consulted throughout the arena review process on matters that involve the city. They pertain to the lease and site requirements for an expanded arena facility in the city owned community park and the development approval process and related costs associated with a new construction project.

The existing arena is situated on a defined area that is leased by the Regional District on a five-year term. A 1962 covenant and bylaw that provided for the city's acquisition of the park from the Parksville and District Community Society refers to the use of the parcel as a public park in perpetuity and indicates that no lease on any part of the parcel shall be for a period of greater than five years, subject to a majority vote of the owner/electors of the city. As a result of the Regional District's need to acquire additional land in the park for an expanded arena facility and the interest to enter into a longer term lease, it will be necessary for the city to conduct its own referendum on the five year lease limitation in the park. It is proposed that the city's referendum be conducted in tandem with the Regional District's referendum. The city's referendum question would ask the city electorate if it agrees to allow for a 30 year lease to be entered into with the Regional District for the twinned arena facility.

The second key area of the arena initiative that requires coordination with the city involves off site development charges that would be triggered by an arena construction project. These charges have been factored into the estimated project costs outlined earlier in the report that are important for the referendum borrowing amount that is set. In preliminary discussions with city staff, total building permit and development charge costs of \$125,425 have been specified. Other costs listed by the city include sewer construction costs of \$50,000, water main construction costs of \$100,000, engineering and contingencies of \$60,000 and \$150,000 to provide for the upgrade of one half of Corfield Road, which serves as the main entrance to the park and the facility. At this stage the \$125,425 building and development cost charges and only \$150,000 of the other identified costs which total \$360,000 have been included in the overall proposed arena project budget. Further discussion is required to determine specific city development charges associated with the project and to assess whether there is the opportunity to have certain costs reduced based on the city's assessment of its future infrastructure requirements for the entire park or an interest to minimize the impact to the arena's overall project costs.

PUBLIC IMPLICATIONS

There is expected to be considerable continued public interest in the Regional District's ultimate approach to addressing the demands for the provision of additional ice time in District 69. A public communications strategy would need to be developed to provide for full information on the arena options and the approach to be followed, including the referendum process, should it be pursued.

CONCLUSION

Over the past eleven months staff and the Arena Committee have researched and discussed a wide range of issues in the process of following up on the Board's October 2000 resolution. It provided for the Committee to investigate options for additional ice time in District 69 and report on the most viable options, with particular consideration being given to twinning the existing arena. The process over the course of a series of meetings with consultant resources, staff and through consultation with user groups, arena facility managers and two public open houses on August 8th and October 15, 2001 generated several options and a preferred design option. They are outlined in the report, along with details on facility

design and layout and estimated project costs and related issues to assist in the Board's consideration of advancing the project to referendum in 2002. In addition, provision has been made to allow for the City of Parksville to confirm its agreement on providing the necessary arrangements for the proposed facility to be considered to be located on an expanded area of the city's community park under the terms of a thirty-year lease agreement with the Regional District. At the January 8, 2002 Regional Board meeting, the Board would then be in a position, if desired, to formally advance the initiative to referendum in March in District 69.

RECOMMENDATIONS

1. That the staff report on the District 69 arena second ice sheet review be received for information.
2. That the twinned arena design proposal (option 1) that includes the addition of a second ice sheet and a leisure ice sheet to the existing arena at a \$7.5 million project cost be approved and advanced to referendum in District 69, subject to confirmation from the City of Parksville on their steps to provide for their consideration of site approvals and a 30 year lease arrangement in tandem with the Regional District's referendum, tentatively scheduled for March 2002.
3. That the Regional District request that the City of Parksville consider reductions as outlined in the report for development cost charges and identified off-site service upgrades, such as water, sewer and roads related to the District 69 arena twinning project.
4. That the Regional District confirm with the City of Parksville the City's intent to undertake a separate City referendum in tandem with the District's arena twinning project referendum to address a community park trust condition that provides for a five year limitation on a lease of the property, subject to a majority vote of the owners - electors of the City.

T. Osborne

Report Writer

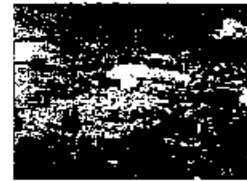
N. Connelly

General Manager Concurrence

COMMENTS

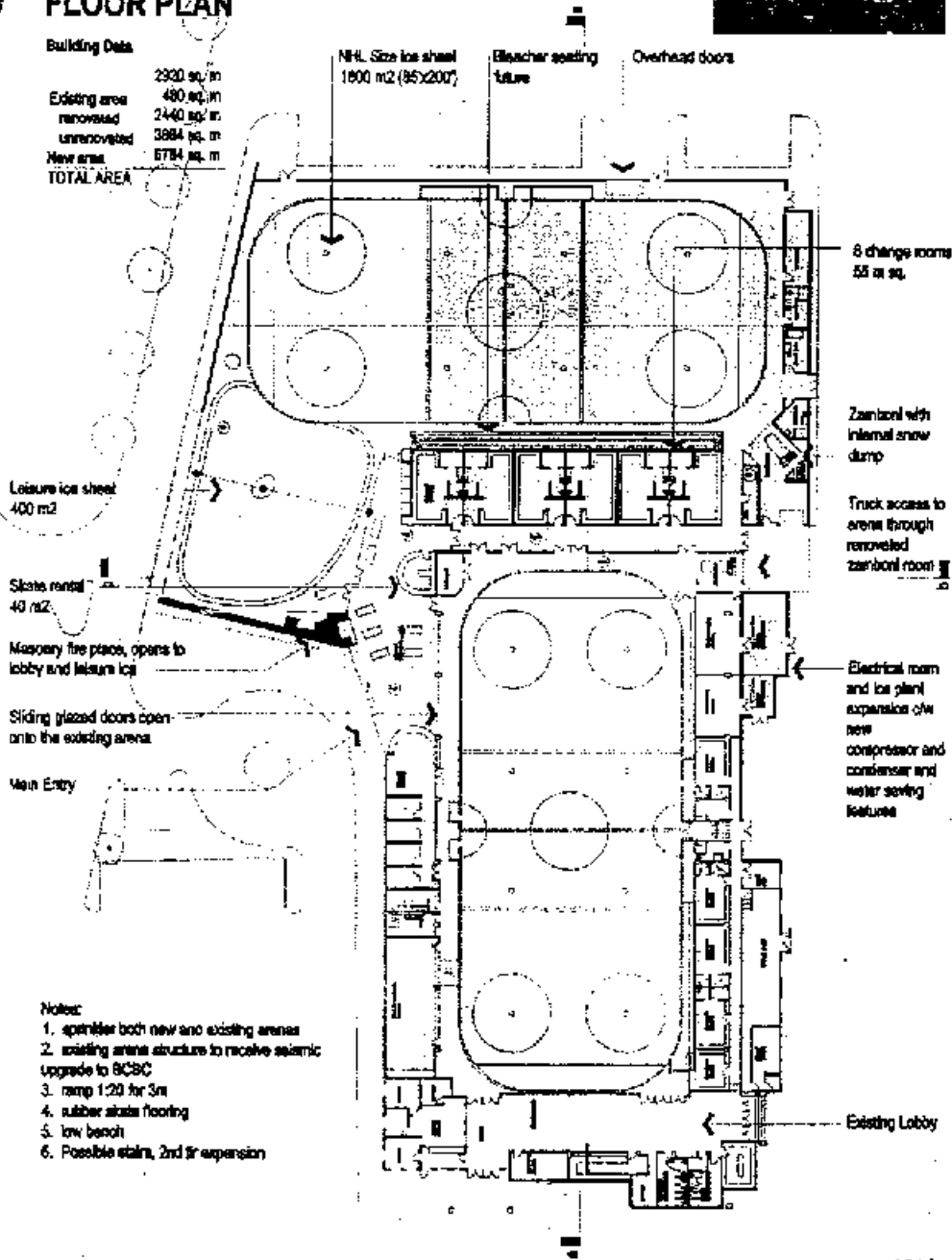
The Proposed Option

The new lobby offers views of the leisure ice as well as the existing arena. This plan configuration also creates practical economies for the ice refrigeration system which is felt to have long term operation cost benefits. This plan works well with the site constraints.



FLOOR PLAN

Building Data	
	2920 sq. m
Existing area renovated	480 sq. m
unrenovated	2440 sq. m
New area	3884 sq. m
TOTAL AREA	6784 sq. m



- Notes:
1. specify both new and existing arenas
 2. existing arena structure to receive seismic upgrade to BCBC
 3. ramp 1:20 for 3m
 4. rubber slate flooring
 5. low bench
 6. Possible stairs, 2nd fl expansion

PERC (Professional Environmental Recreational Construction Ltd.) issued for costing 1 October 2001
bruce carscadden ARCHITECT inc

24 October 2001

**MINUTES OF THE LANTZVILLE PARKS &
OPEN SPACE COMMITTEE MEETING
AUGUST 27, 2001**

1. CALL TO ORDER

Brenda McConachie called the meeting to order at 7:09 p.m.

Committee Present: Harriet Rueggeberg, Peter Law, Barb Samarin, Brenda McConachie & Ann Thomas

Staff Present: Russell Dyson, LID Administrator

2. INTRODUCTIONS

3. AGENDA

Motion 01:17
THAT the Parks and Open Space Committee approve the agenda as circulated.
RUEGGERBERG/SAMARIN/CARRIED

4. MINUTES

Motion 01:18
THAT the Parks and Open Space Committee approve the minutes for the June 25, 2001 regular meeting of the Lantzville Parks and Open Space Advisory Committee as circulated.
RUEGGERBERG/LAW/CARRIED

5. CURRENT BUSINESS

(a) Beach Access Questionnaire

The Committee was provided with a summary of the responses received from the beach access questionnaire. The committee is grateful for the participation and ideas provided by respondents. Improvement District staff is to submit an article in the Log thanking residents for their participation and outlining the results.

Motion 01:19
THAT the Parks and Open Space Committee recommend both the Lantzville Improvement District and the Regional District of Nanaimo write to the Ministry of Transportation, providing the results of the survey, highlighting the concern for encroachment on public lands and requesting the Ministry address the encroachment into the road right of way at Sebastian Road, with copies of correspondence being forwarded to the local MLA and Minister of Transportation, Judith Reid.
RUEGGERBERG/LAW/CARRIED

In consideration of the input received the committee proposes that the Improvement District proceed with installation of a bike rack at Sebastion Road as well as garbage containers, dog doo disposal facilities and signage at Sebastion and Lavender Roads.

(b) Foreshore Stewardship Pamphlet

The committee reviewed the second draft of the foreshore pamphlet. It was agreed that the committee members would review the material and their objectives and provide comment at the next regular committee meeting. In the meantime Improvement District and Regional District staff are to discuss the ability to coordinate production and circulation of the finished pamphlet and explore the possibility of developing a workshop for the community with the resources of the Living by Water Project.

6. NEW BUSINESS

(a) Beach Cleanup

The Vancouver Aquarium coordinates a beach cleanup program in September of each year. The committee is asked to participate in the event, on the Lantzville foreshore.

Motion 01:20

THAT the Parks and Open Space Committee participate in the Great Canadian Shoreline Cleanup, with an event on Lantzville's beaches Saturday September 15, 2001.

THOMAS/SAMARIN/CARRIED

(b) Rotary Park Use

The Administrator reported that the Improvement District has received a number of concerns regarding the use of Rotary Park by youth that are reported to intimidate others, drink alcohol and leave debris in the park. District staff has found broken glass, which is cleaned up immediately.

Motion 01:21

THAT the Parks and Open Space Committee write a letter to the local detachment of the RCMP to request advice and assistance with the problems reported at Rotary Park.

LAW/RUEGGEBERG/CARRIED

(c) 2002 Draft Budget and Five Year Capital Plan

The Administrator provided an outline of the draft parks and recreation budget for 2002 as well as the five-year capital plan. The committee discussed the need to develop a strategy for fund raising. This topic was to be discussed at the next regular meeting of the committee.

(d) Next Regular Meeting - 7:00 pm September 24, 2001

7. REPORTS

(a) Lantzville Improvement District

Russell Dyson reported that the summer employee, Steven Whipps, would complete his scheduled work as of the end of this week. He will continue to provide part time work throughout September to assist with routine maintenance in the parks. The Committee expressed appreciation for Steven's work this summer and asked that this be passed onto him.

It was reported that Travis Paterson has volunteered time to work within the parks and the recreation hall. He has completed painting and will be helping Steve with various park improvements this week. The committee asked that he be provided with a letter of thanks upon completion of his work.

8. ADJOURNMENT

Motion 01:22:
THAT the meeting be adjourned at 9:00 p.m.
SAMARIN/CARRIED

APPROVED 09/24/01

Chairperson

Secretary

**MINUTES OF THE LANTZVILLE PARKS &
OPEN SPACE COMMITTEE MEETING
SEPTEMBER 24, 2001**

1. CALL TO ORDER

Brenda McConachie called the meeting to order at 7:09 p.m.

Committee Present: Peter Law, Brenda McConachie, Ann Thomas, Denise Haime & Susan Crayston

Staff Present: Russell Dyson, LID Administrator
Tom Osborne, RDN Manager Parks and Recreation
Jeff Ainge, RDN Parks Coordinator

2. INTRODUCTIONS

3. AGENDA

Motion 01:23
THAT the Parks and Open Space Committee approve the agenda as circulated....
CRAYSTON/HAIME/CARRIED

4. MINUTES

Motion 01:24
THAT the Parks and Open Space Committee approve the minutes for the August 27, 2001 regular meeting of the Lantzville Parks and Open Space Advisory Committee as circulated.
LAW/MCCONACHIE/CARRIED

5. CURRENT BUSINESS

(a) Foreshore Stewardship Pamphlet

The committee discussed the pamphlet and agreed that members, including Brenda, Peter and Harriet would meet in the next month to revise text. Coordinating the pamphlet with a workshop for residents with the Living by Water Project was discussed. Russell is to discuss with Brigid Reynolds of the RDN and see what resources may be available for the pamphlet and workshop.

(b) Donation Strategy

The committee discussed the need to secure a waterfront park and various issues involved in fundraising. Tom is to review what involvement the Regional District may have to negotiate purchase and collect and secure donations. Committee members were to discuss with other local residents the ability to coordinate fundraising.

Denise was to research the Brown Property and Russell was to look into the McDonald Wood purchase in Comox and other fund raising initiatives.

Russell indicated that in order to realize all improvements proposed by the Lantzville Parks Plan there will be a need for a coordinated fund raising drive. It was agreed that an information package would be prepared. Russell is to provide a list of projects within the parks plan which could be assisted through donations and volunteer efforts.

6. NEW BUSINESS

(a) 2002 Budgets

Russell explained the Improvement District budget remains unchanged from what was previously presented. He will provide a copy of the final budget once the budget bylaws are adopted.

Tom explained the Regional District Community Parks budget and what share is attributed to Lantzville. It is among the Community Parks function for all of area 'D'. Currently the provisional budget includes funds to formalize a shared use agreement with the RDN and LID (\$2,500). There is an additional \$5,000 for general park projects, which must account for the needs of all of area 'D'. There is approximately \$27,000 operating surplus and a cash in lieu of park dedication reserve in the amount of approximately \$28,000 again for all of area 'D'.

(b) Next Regular Meeting - 7:00 p.m. October 29, 2001

7. REPORTS

(a) Lantzville Improvement District

Susan reported that the beach cleanup was a success. Approximately 20 - 25 people attended. An article was provided to the Log including a picture of participants.

8. ADJOURNMENT

Motion 01:25
THAT the meeting be adjourned at 8:50 p.m.
CRAYSTON/CARRIED

APPROVED 10/29/01

Chairperson

Secretary

**MINUTES OF THE LANTZVILLE PARKS &
OPEN SPACE ADVISORY COMMITTEE MEETING
OCTOBER 29, 2001**

1. CALL TO ORDER

Brenda McConachie called the meeting to order at 7:03 p.m.

Committee Present: Peter Law, Brenda McConachie, Ann Thomas, Denise Haire, Susan Crayston, Barb Samarin and Harriet Rueggeberg

Staff Present: Jeff Ainge, RDN Parks Coordinator

2. INTRODUCTIONS

3. AGENDA

Motion 01:26

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

CRAYSTON/SAMARIN/CARRIED

4. MINUTES

Motion 01:27

THAT the Parks and Open Space Advisory Committee approve the minutes for the September 24, 2001 regular meeting as amended to reflect Mr. Thomas' presentation at Question Period which included circulation of a site map be prepared of the Sebastion Road improvements.

CRAYSTON/RUEGGEBERG/CARRIED

5. CURRENT BUSINESS

(a) Foreshore Stewardship Pamphlet

Brenda, Harriet and Peter met to review and discuss the pamphlet. They prepared a TD/Canada Trust Friends of the Environment Foundation grant application to assist with a text re-write, layout and pre-production to the cost of \$3,500. October 30th is the date for applications to be reviewed by the Foundation. The question of funding assistance was asked of regional district Parks or Planning Departments, and the improvement district, staff to advise.

(b) Donation Strategy

Written information presented in Russell's absence. The Committee felt that there was a need to prioritize the list of park related projects, and to set targets. It would also be useful to have budget information to identify projects outside the scope of the Parks (LID & RDN) operating budgets.

Jeff presented RDN Policy information for Land Acquisition, and Acceptance of Donations, as well as a portion of the current RDN Trails brochure soliciting donations for trail bridge projects.

Denise advised that she has requested fundraising information from the Town of Qualicum Beach with regard to the Qualicum Heritage Forest (Brown Property).

There was general discussion regarding the ability of the Committee to initiate discussion and advance the idea for acquiring the waterfront property for use as a community park.

Motion 01:28

THAT the Parks and Open Space Advisory Committee recommend the Lantzville Improvement District Board of Trustees direct staff to investigate financial possibilities for the purchase of waterfront property for use as a park.

McCONACHIE/RUEGGERBERG/CARRIED

Barb left the meeting after requesting that meeting dates be changed from the last Monday of the month to avoid conflict with the Lantzville Historical Society.

6. REPORTS

(a) Regional District of Nanaimo

Jeff provided an update to the previously emailed information regarding the new Backyard Biodiversity Project. A presentation on "Attracting and Feeding Winter Birds" will be held at Behan Park, December 6th (time and room to be advertised). Susan suggested it be advertised (free) in the "What's going on" column of the LOG.

Jeff also provided a date for the Living by Water workshop being organized by RDN Planning (Brigid Reynolds) – November 29th at Nanoose Place between 7 & 9 pm. Additional information will be coming from Brigid (and put in the LOG).

(b) Lantzville Improvement District

A written report was provided in Russell Dyson's absence.

The Chair distributed a letter from P. Wightman (Ministry of Transportation) re Sebastian Rd. There was discussion about Sebastian Road, the intent of the community survey and the role of POSAC in dealing with information received from surveys.

The Chair read the letter of Sept 29, 2001 from the improvement district to Mr. Wightman.

Motion 01:29

THAT the Parks and Open Space Advisory Committee recommend the Lantzville Improvement District write a response to Mr. Wightman clarifying the position of the Improvement District and the role of the Parks and Open Space Advisory Committee.

CRAYSTON/CARRIED

Ongoing discussion centred on a compromise allowing some of the improvements to remain while at the same time sending a message saying encroachment is not supported (as per the regional district's Lantzville Official Community Plan).

Motion 01:30

THAT the Parks and Open Space Advisory Committee recommend the Lantzville Improvement District consider the Sebastion Road Improvements specifically as one of the more recent and visible encroachments onto public land and request that the trustees explore with Mr. Thomas the feasibility of compromise solutions.
McCONACHIE/RUEGGERBERG/CARRIED

7. **ROUND TABLE**

Susan advised she had been approached by a local Beaver leader who has seedlings, and kids to plant them, but no location. The Committee had suggestions but none of them were parks!

8. **ADJOURNMENT**

Motion 01:31

THAT the meeting be adjourned at 8:52 p.m.
CRAYSTON/CARRIED

APPROVED 11/26/01

Chairperson

Secretary

Minutes
Nanoose Bay Parks and Open Space Advisory Committee
Monday, October 1, 2001
Nanoose Library Hall, Nanoose Rd.

Attendance: Arthur Lightburn, Helga Schmidt (alternate for Carole Barker), David Helem, Paula Young, George Holme (Area E Director), Debbie Kuhn, Frank Van Eynde

Apologies: Carole Barker

Staff: Tom Osborne (Manager Recreation and Parks), Neil Connelly (General Manager Community Services), Jeff Ainge (Parks Coordinator)

Delegations: None

Meeting was called to order at 2.01 pm with Tom Osborne as acting chair.

Introductions:

The Chair invited the Committee members to introduce themselves and the organizations they may represent on the Committee.

T. Osborne then proceeded to provide a brief history of the Nanoose Park Planning process which led to the formation of this Committee, the role of the Committee, and clarified some points regarding the Committee members' terms and life-span of the Committee.

Delegations:

Although none had requested to appear before the Committee at its first meeting, two residents concerned with the RDN Tree Management Policy as it pertains to Crows Nest Park (Mrs. Marg Wilkie and Mr. Michael Chriss) attended the early portion of the meeting. The Chair offered to have them appear as formal delegations at the next meeting, when the Committee will be better able to hear their concerns.

Election of Officers:

MOVED G. Holme, SECONDED H. Schmidt that Frank Van Eynde be nominated Chair. There being no other nominations, and Mr. Van Eynde accepting the nomination, he was elected by acclamation.

CARRIED

MOVED G. Holme, SECONDED F. Van Eynde that Debbie Kuhn be nominated Recording Secretary. There being no other nominations, and Ms. Kuhn accepting the nomination, she was elected by acclamation.

CARRIED

Tom Osborne offered to stay in the Chair for the remainder of the meeting, and Jeff Ainge offered to continue note taking for the remainder of the meeting.

Business Arising from Delegations:

None. The Acting Chair explained the preference for delegations to request to be placed on the agenda in advance of the meeting (so as to be granted 10 minutes for any presentations). Late delegations will have reduced time to make presentations (5 minutes).

New Business:

a. Implementing the Parks and Open Space Plan.

The Acting Chair reviewed the Plan with the Committee and encouraged the members to become familiar with the recommendations.

b. Claudet Road Community Park.

The 10 acre parcel at the corner of Claudet and North West Bay Roads is being considered for a community soccer field development. A sub-committee was formed to assist staff with the project. Paula Young, Debbie Kuhn, and Frank Van Eynde will sit on this sub-committee.

c. Provisional Budget.

The Acting Chair and G. Holme (Area E Director) briefly reviewed the highlights of the 2002 provisional budget for Electoral Area E Community Parks. Staff will forward the draft budget to members for their information.

d. Beach Accesses.

The Acting Chair outlined some of the concerns that were raised during the Park Planning process as expressed by some waterfront neighbourhood residents regarding beach accesses. He advised the Committee that this could be an important issue in future meetings. A. Lightburn requested a sub-committee be formed, as recommended in the Park Plan, to better deal with beach access related issues. The Acting Chair agreed that this was important but did not set up a sub-committee at this time.

e. Crows Nest Community Park & RDN Policy C1.1 'RDN Tree Management in Parks'.

This issue was referred to the Committee by the Regional Board at its September 11, 2001 regular meeting.

MOVED Director Sherry, SECONDED Director Haime, that the proposed change to policy with respect to park maintenance be referred to the Nanoose Bay Parks and Open Space Project Advisory Committee and that staff prepare a report to the Board with respect to the Advisory Committee's input. CARRIED

Due to the introductory nature of this first Committee meeting, the Acting Chair suggested the Committee was not in a position to debate this issue at this time. Staff offered to coordinate a site meeting for the Committee prior to the next meeting.

f. Next meeting.

The Committee Terms-of-Reference calls for quarterly meetings, however the Committee felt that due to the need to review the provisional budget and to discuss the Tree Management Policy as referred by the Regional Board, an earlier meeting date was required.

The next meeting was set for 7.00 pm November 5, 2001 at the Nanoose Library Hall, Nanoose Road. Staff will post this on the RDN website, advertise it in the local community flier, and contact the Nanoose Bay residents who have requested to appear before the Committee.

g. Items from Committee Members.

A. Lightburn requested clarification as to how delegations make requests to appear before the Committee. The Acting Chair advised that delegations who make a request to be placed on the agenda prior to the agenda being prepared (5 days prior to the meeting-as per the Guidelines for the Committee included in the Committee members' resource binder) will have 10 minutes of the Committee's time. Those who make a request after the agenda being prepared, or who request to speak at the meeting, will have five (5) minutes of the Committee's time. Delegations will be received at the commencement of the meeting as per RDN meeting procedural bylaw No. 1199.

Other Business:

The Acting Chair and G. Holme (Area E Director) thanked the members for their interest and willingness to sit on the committee.

Adjournment:

MOVED G. Holme that the meeting adjourn at 3.49 pm.

CARRIED

Chair

Secretary

Minutes
Electoral Area 'G' Parks, Recreation and Greenspace Advisory Committee
Wednesday November 7, 2001
Meeting Room, District 69 Arena, Parksville

Attendance: Mabel Klee, Jacqui Thomson, Brian Coath, Bruce Cownden, Alan Lamb, Craig Young

Apologies: Leone Kondas, Joe Stanhope (Area 'G' Director)

Absent: Bill Reed

Staff: Jeff Ainge (Parks Coordinator)

Delegations: None

Meeting was called to order at 7.00 p.m. with Alan Lamb in the Chair.

Staff report:

Staff provided a summary of this summer's highlights, including:

- A cost summary and photographs of the Neden Way Park play equipment installation was distributed. The total cost was approximately \$6,000; half of which was funded through donations of materials, services, labour, or cash.
- Dalmatian Drive Park group was successful in getting a grant from BC Hydro & Tree Canada Foundation for money to purchase trees and shrubs as per a submitted planting plan. Initial planting ceremony was recently held; full planting effort to commence this month. New grass mown two or three times this summer.
- The entry sign for Maple Lane Park was renovated and reinstalled on new posts. If there is community interest for next spring, additional work with volunteer work party could be arranged.
- San Pareil / Englishman River Estuary boardwalk construction is underway with approvals in place from Provincial ministries.
- Boulthée Drive Park has had no major problems reported with play equipment or basketball court.
- Miraloma Drive Park looks really good thanks to many volunteer hours of gardening. Leone Kondas has stepped down from coordinating volunteers but has passed the mantle on to another local lady.
- Chartwell Drive Park and Lee Road Park had several hazard trees removed.
- Allsbrook Rd/Top Bridge required gate repairs.
- Trail System – Fern Road Woods trail is in and planting completed too. Official opening to be organized. Great work by volunteers.

Provisional Budget:

Staff distributed a draft copy of the 2002 Provisional Budget. Questions were asked of staff regarding some of the items, including Electricity and Water line items (for Little Qualicum Hall), Master Plan fees (project is not proceeding now), staff wages (likely to change due to Corporate direction), and tax requisition (increase of \$4,000). There was general agreement to the budget with no amendments suggested.

A. Lamb and staff reported on discussions regarding allocation of funds for the Little Qualicum Hall Park. In addition to the \$2,750 allocated for completion of the play equipment construction, \$3,000 was to be provided for use over the coming two years for projects identified through a development plan to be prepared by the Hall group. M. Klee advised that Director Stanhope had not made contact with Mr. Reed to pass on this information.

C. Young requested information on the Acquisition Reserve Fund (the fund set aside from subdivision developments when cash is given in lieu of parkland dedication). As at the end of October 2001, the amount for Area 'G' was \$506,137. J. Thomson identified an acquisition opportunity near the mouth of French Creek, and raised it for discussion. A need to further discuss use and distribution of the reserve fund was identified.

C. Young also raised the idea for an Area 'G' parks plan. The Chairman suggested the topic be included on the agenda for the next meeting.

Other business:

a) Admiral Tryon Boulevard beach access.

A. Lamb reported that the large beach access (Ministry of Transportation jurisdiction) on Admiral Tryon Blvd. was an issue of ongoing concern for the French Creek Residents Association. He has spoken with Peter Wightman (Ministry of Transportation District Manager) who indicated that no change was intended, and that any change to the access would require public notification. B. Coath reported that to his understanding the title for the subdivision deposited with Land Titles office left some room for the Ministry to alter the public access at that location.

MOVED B. Coath, SECONDED B. Cownden that the Committee recommends staff be requested to investigate the status of the beach access at Admiral Tryon Boulevard with a view to ensuring it remain public access to the waterfront, and possibly to become community parkland. CARRIED

b) Terms of appointment.

Staff reported that there was confusion as to the open ended terms of appointment for the Committee members, and with the Terms of Reference for the Committee in general. Staff will be preparing a revised Terms of Reference, similar to other Electoral Area Parks Advisory Committees for consideration by the Committee and Regional Board in the new year. At this time it is likely that Committee members will be required to re-apply for positions that will have terms of appointment attached to them (usually one or two year terms).

c) Committee disbursements.

C. Young requested an update on projects or groups that have received funding support from the grant provided to the Committee by the District 69 Recreation Commission. A. Lamb advised that there had been no approach made by the Neden Way Park group, but the amount of \$400 will be held in case they request it next year. Provision of funds for Dalmatian Park was discussed but not supported at this time. B. Cownden reported that the amount raised from donations and sponsors for the boardwalk project at the Englishman River estuary was in the vicinity of \$25,000. Improving access to the boardwalk will be required to better accommodate strollers and those less able to cope with the slope.

MOVED M. Klee, SECONDED J. Thomson that subject to SSPORA making a formal request for funding, the Committee will support providing \$500 to help with the installation of improved access to the boardwalk under construction at the Englishman River estuary. CARRIED

Next meeting date:

The Committee will next meet Thursday February 7th, 2001 at 7.00 p.m. at the District 69 Arena meeting room.

Adjournment:

The meeting adjourned at 8.45 p.m.

Chair