

**REGIONAL DISTRICT OF NANAIMO**  
**CORPORATE & COMMUNITY SERVICES COMMITTEE MEETING**  
**TUESDAY, JUNE 5, 2001**  
**7:30 PM**

*(Nanaimo City Council Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 4                    **Ron Tomlin, Port Theatre**, re funding.
- 5                    **Martin Schotte, Nanoose Bay Lions Club**, re Claudet Road Park - Area E.
- 6-17                **Jerry Reed, Watershed R.E.S. Consulting**, re Vancouver Island Recreational Corridor.

**MINUTES**

- 18-21              Minutes of the Corporate & Community Services Committee meeting held on May 1, 2001.

**CORRESPONDENCE/COMMUNICATIONS**

- 22-23              **Donald Taylor, The Real Estate Foundation of British Columbia**, re Growth Management Plan Grant.
- 24                   **Max Nock, BC Assets & Land Corporation**, re Little Mountain/Morrison Creek Offer of Tenure.
- 25                   **David Babiuk, Ministry of Health and Ministry Responsible for Seniors**, re cost sharing requirements for health care capital.

**ADMINISTRATION**

Treaty Related Measures. (Verbal presentation)

**FINANCE**

- 26-29              Operating Results to April 30, 2001.

**HOSPITAL**

- 30-37              MRI Building Addition - Capital Borrowing Bylaw.
- 38-48              Corrections to Capital Bylaws

**RECREATION AND PARKS**

- 49-53 Beach Access Improvements - Area H.  
54-114 Sign Manual for Community and Regional Parks & Trails.

**TRANSIT**

- 115-117 Transit Service Changes for August 2001.

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**District 69 Recreation Commission**

- 118-122 Minutes of the District 69 Recreation Commission meeting held April 26, 2001.  
(for information)

*That the staff report on the Parksville Lacrosse Box Youth Agreement be received and \$2,256 of Community Agreement funding be approved for the Parksville Basketball Court Committee to install four basketball standards and hoops at the Parksville Community Park lacrosse box subject to approval and additional funding by the City of Parksville.*

***Electoral Area Grants-in-Aid:***

Nanoose Bay Recreation and Activities Society	\$1,250
Errington War Memorial Hall Board	\$ 416
Bradley Centre Board	\$ 416
Coombs Hilliers Recreation Community Organization	\$ 416
Area G Parks Recreation and Greenspaces Advisory	\$1,250
Lighthouse Recreation Commission	\$1,250

***Youth Grants-in-Aid:***

District 69 Dance Committee	\$1,173
Oceanside Gravity Games	\$ 990
District 69 Volunteer Centre	\$ 500
Women and Girls in Sport- Girls Hockey Jamboree	\$1,250
Parksville Qualicum 4H District Senior Council	\$1,500

***Community Grants-in-Aid:***

School District #69- Tribune Bay Camp for at risk children	\$ 500
Kidfest	\$ 250
Family Resource Centre - Children Who Witness Abuse Camp	\$ 300
Mid-Island Wheelchair Sports Club	\$ 470

**Lantzville Parks & Open Space Committee**

- 123-125 Minutes of the Lantzville Parks & Open Space Committee meeting held May 7, 2001. (for information)

**Area 'A' Parks, Recreation & Greenspaces Advisory Committee**

126-128 Minutes of the Area 'A' Parks, Recreation & Greenspaces Advisory Committee meeting held March 15 and April 19, 2001. (for information)

**Area 'G' Parks, Recreation & Greenspaces Advisory Committee**

129-130 Minutes of the Area 'G' Parks, Recreation & Greenspaces Advisory Committee meeting held May 10, 2001. (for information)

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**IN CAMERA**

**ADJOURNMENT**



Mr. George Holme, Chair  
Regional District of Nanaimo  
Box 40  
Lantzville, V0R 2H0

REGIONAL DISTRICT OF NANAIMO	
MAY - 2 2001	
CHAIR	<input checked="" type="checkbox"/> GMCrS
CAO	<input checked="" type="checkbox"/> GMDS
GMCrS	<input checked="" type="checkbox"/> GMES
April 30, 2001	
C. L. S. C.	

Dear Mr. Holme,

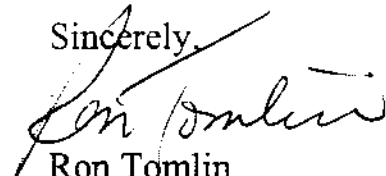
I am writing to request permission to appear as a delegation to the Directors of the Regional District of Nanaimo at your convenience during the month of June.

The year 2001 is the fifth year of the contribution towards capital and operating costs for the theatre that was approved by referendum in electoral areas A,B,C,D and E in 1996. We wish to ask the Directors to consider a motion that would designate The Port Theatre a permanent function for these areas.

We are requesting that the RDN consider an annual contribution from the five areas at a maximum of \$75,000 per year based on an assessment rate of \$2.90 per \$100,000 of assessed value. This would allow stable funding for The Port Theatre Society while allowing the actual amount contributed by each property owner to decrease as both the number of properties and the assessed values increase.

We will be presenting attendance figures that demonstrate the use that is being made of this new cultural facility by residents of the regional district. Thank you so much for your kind attention to this matter.

Sincerely,

  
Ron Tomlin  
President



# NANOOSE BAY LIONS CLUB

P.O. BOX 70  
NANOOSE BAY, BRITISH COLUMBIA  
CANADA  
V9P 9J9

4/27/01  
RDN Board;  
6300 Hammond Bay Road  
Nanaimo, BC.  
V9T 6N2

REGIONAL DISTRICT OF NANAIMO			
APR 30 2001			
CHAIR		GMCrS	
CAO		GMDS	
GMCrS		GMES	
C. C. Schotte			
Agenda			

Respected Board Members;

On behalf of the executive and membership I hereby ask for your permission for a delegation of our Lions Club to appear before you at the first possible opportunity. Mid-May Meeting?

Our involvement with the development of the Claudet Road Sportsfield compels us to have this plan executed most expeditiously with your active and timely support.

With proven needs, local enthusiasm and your Recreation and Parks District 69 staff expertise in these matters we deem it important to further develop a direct working relationship with you our elected representatives. To aid in developing a fast and efficient time line to add these facilities to an ever-growing list of choice amenities in our fair district to better meet the needs of a better quality of life standards for all residents.

To fully utilize all committed and potential resources to help in the completion of this project Nanoose Bay Lions Club deem it of utmost importance that our lines of communication be - established and direct. Exclusively for the benefit of all residents and especially the volunteers who contribute uncountable hours towards positive development of our youth and in our case aid in building the needed facilities for public enjoyment.

Respectfully Yours;

*Martin Schotte*  
Martin Schotte  
ph 954 0022  
Secretary

cc. Geo Holme  
Recreation and Parks  
193 E. Island Highway  
Parksville, BC  
V9P 2H2



# Watershed R.E.S. Consulting

**Recreation, Education, Social**

17 May, 2001-05-17

Mr. George Holme  
Chairman, Nanaimo Regional District  
6300 Hammond Bay Rd.  
Nanaimo, BC  
V9T 6N2

REGIONAL DISTRICT OF NANAIMO		
MAY 22 2001		
CHAIR	✓	GMCrS
CAO		GMDS
GMCrS	✓	GMES

Dear Mr Holme,

I am presently involved in conducting an implementation study for the VIRC (Vancouver Island Recreational Corridor) Society and administered by the Outdoor Recreation Council of BC. As we discussed briefly on the phone today, I met with the NRD Parks planning staff this last Monday. We had a very positive and constructive meeting, and I identified the need for two trails and corresponding trailhead facilities in order for the Nanaimo/Parksville population as well as travellers arriving by ferry to connect to the main VIRC route, which right now is most likely to follow the Log Train Trail route through the Port Alberni area.

The Implementation Study team is following a process of consultation that is designed to involve all the Island stakeholders in the development of the VIRC. We are working on the premise that the Island Regional Districts are the logical starting points for discussion of VIRC routing. What we are in the process of doing is approaching Regional District planners and saying, "Here is where VIRC has gone, and where we'd like to go in your District. How does that look with respect to your regional planning?" In effect we're suggesting a general route, and finding out if it conflicts or augments existing Regional recreational planning. So far we have approached the CRD, the Cowichan Valley RD and the Nanaimo RD. In the next two weeks I'll be approaching Alberni/Clayoquot, Comox/Strathcona and Mt Waddington as well as the three Island Forest District Offices and the major forest companies who are landowners or lessees. We are also working with 1<sup>st</sup> Nations bands and Councils through the Aboriginal Sports and Recreation Association. Then we'll take the feedback to the mappers and develop a suggested VIRC route and some alternatives. Following that we'll open the process to the general public for their input prior to finalizing the Implementation Study's recommendations.

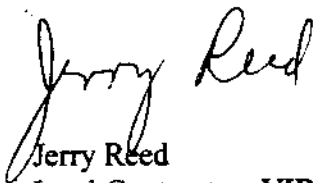
**PAGE**  
6

One of the fundamental concerns that we have is that, in order to respect the continually changing land use requirements throughout the length of the Island, we need to develop a mechanism whereby the stakeholders can accept both the opportunity and the responsibility to make sure that the VIRC is flexible enough to adapt to those changes while maintaining its integrity. Consequently, we've developed a Memorandum of Understanding, which is intended to form the basis of a continuous planning process. One of the major goals of the study is to demonstrate the willingness of the wide range of stakeholders to engage in that process

The NRD's participation in this process would in no way commit it to construct the connecting trails or trailhead facilities that I refer to. Certainly in the Nanaimo Lakes region, which is almost totally the private forest land of TimberWest and Weyerhaeuser, VIRC Soc would need to work with the landowners. I'm informed that there is a gazetted route in existence that could well form a connection from the Horne Lake area to Port Alberni. VIRC's development of that route would not then conflict with any existing NRD plans. So what we are really looking for at this time is a formal indication from the NRD that it is willing to participate in the VIRC planning process only. The short-term demands on Parks staff time would be minimal, but long-term demands would quite possibly have budget and staff time implications. As the VIRC develops these implications would become clearer so that they could be planned for in the normal way.

I would appreciate your bringing our request to the Regional Board or an appropriate committee of that body. I am faxing some more background material re the Society and the Implementation Study for your information. If you'd like, I would be happy to make a presentation to the NRD Board at its convenience.

Sincerely,



Jerry Reed  
Lead Contractor, VIRC Implementation Study

Copy by e-mail to Tom Osborne

# MEMORANDUM OF UNDERSTANDING

BETWEEN

VANCOUVER ISLAND RECREATIONAL CORRIDOR SOCIETY

AND

ALL VANCOUVER ISLAND STAKEHOLDERS AS IDENTIFIED BELOW

We agree to participate in an ongoing, shared planning process that is intended to result in a permanent, flexible corridor of "continuous, responsible recreational access" to the forest lands of Vancouver Island. By "continuous" we mean that there will always be access to recreational trails within the corridor that will enable the identified user groups to travel the length of the Island, subject only to environmental or safety concerns. By "responsible, recreational access" we mean that such access will be channelled, flexible, educated and regulated. Further, we understand and intend that such access should result in little or no significant loss of the productive forest land base.

We recognize that the actions taken as a result of the planning process must be cognizant of, and adhere to, the jurisdictional responsibilities, goals and planning priorities of the Provincial Ministries and organizations identified below, as well as those of the landholders. Further such a process must demonstrate a genuine respect for First Nations concerns. We believe that by establishing such an ongoing planning process we can promote mutual cooperation that will result in better public appreciation of responsible forest practices, increase recreational access and provide significant opportunities for economic development for the whole of Vancouver Island. Among the parties essential to this process are the major forest landholders, relevant Provincial ministries and bodies, First Nations bands and organizations, Regional Districts, municipalities and major Island recreational groups.

We are approaching those groups and organizations listed below to join in this planning process.

#### **Island Forest Landholders**

Private Forest Land Owners Association

Coast Forest and Lumber Association

Canadian Forest Products

Interfor

TimberWest

Western Forest Products

Weyerhaeuser Canada



**Provincial Ministries and Regulatory Bodies**

- Ministry of Forests
- Ministry of Environment, Lands, and Parks
- Ministry of Small Business, Tourism and Culture
- Ministry of Community Development, Co-ops and Volunteers
- BC Land Reserve Commission
- BC Assets and Land Corporation
- Land Use Coordination Office

**Regional Districts and Municipalities**

- Capital Regional District
- Cowichan Valley Regional District
- Alberni/Clayoquot Regional District
- Nanaimo Regional District
- Comox/Strathcona Regional District
- Mount Waddington Regional District
- Association of Vancouver Island Municipalities

**Island First Nations Bands and Associations**

- Aboriginal Sports and Recreation Association of BC
- Island Bands or Tribal Councils

**Recreational Groups and Organizations**

- Outdoor Recreation Council of BC
- Vancouver Island Recreational Corridor Society
- Horse Council of BC (Island Area)
- Cycling BC
- BC Federation of Mountain Clubs
- Island VolksSport Association

\_\_\_\_\_ Signature

\_\_\_\_\_ Stakeholder or  
First Nations Org

\_\_\_\_\_ Date \_\_\_\_\_ Witness

The above signature implies no permanent, irrevocable support or participation in the Vancouver Island Recreational Corridor project, but does specifically signify a willingness to participate in an ongoing, shared planning process which is intended to result in the establishment of the VIRC (Vancouver Island Recreational Corridor).

# MEMORANDUM OF UNDERSTANDING

BETWEEN

THE OUTDOOR RECREATION COUNCIL OF BC, VANCOUVER ISLAND  
RECREATIONAL CORRIDOR SOCIETY

AND

ALL VANCOUVER ISLAND STAKEHOLDERS AS IDENTIFIED BELOW

We agree to participate in an ongoing, shared planning process that is intended to result in a permanent, flexible corridor of "continuous, responsible recreational access" to the forest lands of Vancouver Island. By "responsible, recreational access" we mean such access to be channeled, flexible, educated and regulated. Further, we understand and intend that such access should result in little or no significant loss of the productive forest land base.

We recognize that the actions taken as a result of the planning process must be cognizant of, and adhere to, the jurisdictional responsibilities, goals and planning priorities of the Provincial Ministries and organizations identified below, as well as those of the landholders. Further such a process must demonstrate a genuine respect for 1st Nations concerns. We believe that by establishing such an ongoing planning process, which will include the major forest landholders, relevant Provincial ministries and bodies, 1st Nations bands and organizations, Regional Districts, municipalities and major Island recreational groups, we can promote mutual cooperation that will result in better public appreciation of responsible forest practices, increase recreational access and provide significant opportunities for economic development for the whole of Vancouver Island.

We are approaching those groups and organizations listed below to join in this planning process.

**Island Forest Landholders**

Private Forest Land Owners Association  
Coast Forest and Lumber Association  
Canadian Forest Products  
Interfor  
TimberWest  
Western Forest Products  
Weyerhaeuser Canada

**Provincial Ministries and Regulatory Bodies**

Ministry of Forests  
Ministry of Environment, Lands, and Parks  
Ministry of Fish and Wildlife  
Ministry of Small Business, Tourism and Culture  
Ministry of Community Development, Co-ops and Volunteers  
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BC Assets and Lands Commission  
Land Use Coordination Office

**Regional Districts and Municipalities**

Capital Regional District  
Cowichan Valley Regional District  
Alberni/Clayoquot Regional District  
Nanaimo Regional District  
Comox/Strathcona Regional District  
Mount Waddington Regional District  
Association of Vancouver Island Municipalities

**Island 1st Nations Bands and Associations**

Aboriginal Sports and Recreation Association of BC  
Island Bands or Tribal Councils

**Recreational Groups and Organizations**

Outdoor Recreation Council of BC  
Vancouver Island Recreational Corridor Society  
Horse Council of BC (Island Area)  
Cycling BC  
BC Federation of Mountain Clubs  
Island VolksSport Association

\_\_\_\_\_ Signature

\_\_\_\_\_ Stakeholder  
Or 1<sup>st</sup> Nations Org

\_\_\_\_\_ Date \_\_\_\_\_ Witness

The above signature implies no permanent, irrevocable support or participation in the Vancouver Island Recreational Corridor project, but does specifically signify a willingness to participate in an ongoing, shared planning process which is intended to result in the establishment of the VIRC (Vancouver Island Recreational Corridor).

# Vancouver Island Recreational Corridor Society (V.I.R.C.) & V.I.R.C. Brigade 2000

Since 1994 members of V.I.R.C. Society have been engaging in discussions with recreational user groups, forest companies, land owners and managers, 1st Nations and Island businessmen about the V.I.R.C. This extensive discussion can now be summarized by dealing with the main issues that continue to be expressed in our ongoing dialogues.

## 1. *Who is V.I.R.C. Society?*

V.I.R.C. is composed of Island outdoor recreational groups and individuals who recognize the necessary and beneficial tradeoff of responsible recreational use for continuous recreational access. We see the outdoor recreation groups providing a middle ground in the historically hot debate between 'environmentalists' and forest companies.

We define 'responsible recreational use' as channelized, flexible, educated and regulated. We are not asking for more parks or less forest harvest. We are asking to be included in the forest companies management plans so that continuous recreational access is safe and enjoyable but doesn't hinder the harvesting activities.

We are aware of environmental issues of bio-diversity and habitat loss or destruction. We are also aware that the forest industry itself has recognized these issues, as well as all the related issues of being competitive in a world market. We see increased recreational access as an opportunity to increase everyone's awareness of the value of '*sharing the forest*'.

## 2. *What is a 'Brigade'?*

Webster's Dictionary defines 'brigade' as "a group of people organized for a special activity". In this case it's an exploration of a possible corridor route by all user groups - hikers, bikers, horsepeople and motorized traffic eg. endurocycles/atvs. This exploration has begun by covering the proposed V.I.R.C. route from Sooke to Port Hardy Bay (or vice versa) during the month of August 2000. Early in August groups of Brigadiers started from Sooke to head up Island. Simultaneously, groups of Brigadiers started from Port Hardy and headed down Island. The groups met at the Courtenay Exhibition Grounds for a mega celebration on Sunday the 13th of August.

The Brigade is the first step in establishing a permanent (but not fixed) corridor of recreational access that will result in a world class recreational resource and a new cooperative relationship with the forest industry of Vancouver Island.

## 3. *Why the V.I.R.C. Brigade 2000?*

The practical job of getting outdoor recreation groups, forest companies, 1st Nations, municipal, regional and provincial levels of government to identify, clear and mark one trail from one end of the island to the other, and then to support all those Brigadiers who want to travel part or all of it was the first step in making the V.I.R.C. a reality. The money required is minimal, but the value of working together is beyond estimation.

By doing this huge job we take the first real step toward a shared, island wide view of the real values of this beautiful forested Island. Now we need to build on the relationships and knowledge that was gained on previous brigades.

#### **4. What do the forest companies say?**

As yet, the forest companies, who own or manage over 80% of the Island's land base, have made no industry wide statement of policy. What has happened is that the V.I.R.C. Brigades of '94, '95', & '96 from Sooke to Nanaimo, from Sooke to Courtenay and from Courtenay to Sayward have all received excellent cooperation from the companies whose land we crossed, mainly MacMillan Bloedel (now Weyerhaeuser) and Timber West. Recently, V.I.R.C. Society received a written assurance from Weyerhaeuser that they will continue the cooperation formerly offered by MacMillan Bloedel.

The Ministry of Forests who oversees the Crown forest land on the Island agreed in principle to the V.I.R.C. in 1996 and we continue to work with the Vancouver Forest Region and the three Island Forest Districts.

Many forest company workers are themselves avid outdoor recreationalists and are committed to responsible recreational access to the forest as long as it doesn't threaten their employment. They understand and endorse the tradeoff of RESPONSIBLE RECREATIONAL USE (that is channeled, flexible, regulated and educated) for CONTINUOUS RECREATIONAL ACCESS in accordance with their land management plans.

#### **5. Is the V.I.R.C. part of the Trans Canada Trail or the same thing?**

NO, but V.I.R.C. Society agrees with the idea of a permanent multi-use recreational trail across Canada. We do anticipate future cooperation and a possible Trans Canada Trail / V.I.R.C. extension on the Island. At present, however, the Trans Canada Trail is planned to provide only a trail from Victoria to Nanaimo. Although there's certain to be a lot of future crossover between the Trans Canada Trail users and V.I.R.C. users, V.I.R.C. differs from the Trans Canada Trail in three main ways:

- V.I.R.C. is intended to provide access to the working wilderness of Vancouver Island.
- V.I.R.C. is a flexible corridor which will be routed to accommodate the harvest plans of the forest industry and requires no further alienation of the working forest.

- V.I.R.C. will provide access though its whole length (from Sooke to Cape Scott) for four main recreational user groups - hikers, bikers, horespeople and motorcyclists.

#### **6. Won't there be constant conflict on the V.I.R.C. between different recreational users?**

NO, that's why we call it a 'Corridor' instead of a trail. V.I.R.C. will provide SEPARATE TRAILS FOR DIFFERENT RECREATIONAL USERS.

On Vancouver Island we have lots of working forest land. Though the Corridor will channel the recreational use, there's still lots of room to spread out. Of course major water crossings, trail campsites and 'stations' will be shared, but adequate 'regulation' and 'education' will minimize friction over the very small portion of the corridor where sharing is necessary.

## **7. What are V.I.R.C. 'stations'?**

'Stations' are fundamental features of a 600 km wilderness corridor. They have several important functions.

- Stations are where V.I.R.C. users can enter or leave the Corridor. They're the 'anchor points', without them the recreational use wouldn't be channelized. This is where trail fees are paid and where trail monitoring and maintenance begins.
- Stations provide points of re-supply, rest and comfort. Here is where you restock your pack or get that indispensable trail article you've forgotten or lost. Here is where you feed and rest your horses or have them reshod. Here is where you get your bike repaired. Here is where you gas up your motorcycle or repair it. Here is where a soggy, tired 'Vircer' can take a day or two for hot tubbing or just sleeping in a warm dry bed and eating someone else's cooking. Here is where the local eco-tour operator can book you in for a days spelunking, climbing, fishing, etc.
- Stations are responsible for all trail maintenance, signage and monitoring from one campsite to another.
- Stations will be small communications centers where first aid and search and rescue efforts start from.
- We envision stations being constructed to a uniform service standard and franchised from V.I.R.C. Society to private operators. Eventually we see 18 -20 stations manned full time from April thru October and providing 10 - 20 full time seasonal jobs each.

## **8. Which Island communities will benefit from V.I.R.C.?**

- Directly, the communities of Sooke, Lake Cowichan, Port Alberni, Courtenay, Campbell River, Woss, Port McNeil and Port Hardy will serve as trailhead facilities for V.I.R.C. users. (see route map)
- Indirectly, through connecting trails Victoria, Duncan, Nanaimo, Parkesville and Gold River will benefit through tourism traffic of an estimated additional 36,000 Island travelers annually.

## **9. Why Motorcycles/Atv's?**

This question is asked more frequently than any of the above. Here's why:

- First of all, V.I.R.C. is accessing the WORKING FOREST, not going through any Federal, Provincial or Regional parks. Nor does the V.I.R.C. go through fragile alpine terrain or ecological reserves.
- Secondly, the working forest already includes all the equipment and machinery needed to harvest and maintain the working forest. Motorized 'traffic' is already there.
- Off road motorcycle club members were among the first to recognize the value of increased access to the working forest, and they have supported the V.I.R.C. from the very beginning. The Victoria Motorcycle Club, (300 members strong), has been operating on the Island since 1927 and were riding in the forest before many other recreational groups even existed.
- Motorcycles presently have no legal access to Federal, Provincial or Regional Parks or the Trans Canada Trail. Consequently almost any off road use turns motorcyclists into automatic trespassers and encourages careless or irresponsible recreational use.

- V.I.R.C. Society believes that providing 'channelized, regulated and educated' motorcycle access to the working forest will result in less environmental damage and recreational conflict than pretending we can prohibit it.
- Motor cyclists have national and international organizations similar to all the other V.I.R.C. user groups. This means that motorcyclists will contribute at least one fourth of V.I.R.C. usage and possibly an even larger share of off trail tourism income.

**10. What did V.I.R.C. Brigade 2000 accomplish?**

- It involved all the stakeholders in a cooperative project that clarified and publicized the V.I.R.C. concept.
- It was an Island long celebration of the new Millennium
- It was be the first step in implementing the V.I.R.C..

It demonstrated the huge potential value for the Island's economic diversification through the simple act of 'Sharing our Forest'



**WATERSHED R. E. S. CONSULTING**  
( Recreational, Educational, and Social Service Planning)  
Box 396, Tatlo Rd. West, Crofton, BC  
Phone (250) 416-0562, Fax (250) 416-0563  
e-mail reedj37@home.com

Based on over thirty years of experience in education, social work and entrepreneurial development in the field of recreation, WATERSHED R. E. S. CONSULTING provides new perspectives to a broad range of recreational, educational and social service activities. The company brings together people and organizations with appropriate skills, experience and facilities to address various issues identified by non-profit societies, government ministries and private firms. Watershed's methods and strengths derive from wholistic problem analysis, coalition building and community development.

Watershed has been involved in the conceptual development of the Vancouver Island Recreational Corridor for the last ten years, has successfully developed and operated the "Live In Program" for troubled teenagers, and has pioneered non-classroom based instructional strategies for adolescents "at risk" in the form of the "4 Rs Program, (Rivers, Rocks Railroads and Ranches) which is now available in the BC curriculum resource library of the BC Teachers Federation.

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE CORPORATE & COMMUNITY SERVICES  
COMMITTEE MEETING HELD ON TUESDAY, MAY 1, 2001,  
AT 7:30 P.M., IN THE CITY OF NANAIMO COUNCIL CHAMBERS,  
455 WALLACE STREET, NANAIMO, B.C.**

**Present:**

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

**Also in Attendance:**

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

**MINUTES**

MOVED Director Sherry, SECONDED Director Hamilton, that the minutes of the regular Corporate & Community Services Committee meeting held on Tuesday, April 3, 2001 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

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

MOVED Director Krall, SECONDED Director McNabb, that the correspondence from the Ministry of Municipal Affairs with respect to the approval of a \$80,000 Regional Growth Strategy Planning Grant for the Regional District, be received for information.

CARRIED

**UNFINISHED BUSINESS**

**Crime Prevention & Community Justice Support Service Establishment Bylaw No. 1233.**

MOVED Director Rispin, SECONDED Director Westbrook, that "Regional District of Nanaimo Crime Prevention & Community Justice Support Service Establishment Bylaw No. 1233, 2001" be adopted.

A recorded vote was requested.

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

MOVED Director Holme, SECONDED Director Quittenton, that staff prepare a report on alternative means of providing funding support for community policing initiatives.

CARRIED

**ADMINISTRATION**

**Application for a Temporary Change to a Liquor Licence – Cassidy Inn – Area A.**

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

CARRIED

**FINANCE**

**RDN Security Issuing (City of Parksville) Bylaw No. 1238.**

MOVED Director Holme, SECONDED Director Cantelon, that "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1238, 2001" receive first three readings and be forwarded to Municipal Affairs for approval.

CARRIED

**RECREATION AND PARKS**

**Nanoose Bay Parks and Open Space Plan.**

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

CARRIED

**SPECIAL EVENT/SPECIAL OCCASION APPLICATIONS**

MOVED Director McLean, SECONDED Director Sherry, that the Special Event and Special Occasion Application status reports be received for information.

CARRIED

**TRANSIT**

**Transit Business Plan Update.**

MOVED Director Sherry SECONDED Director McNabb, that the Transit Business Plan Update be approved.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Lantzville Parks & Open Space Committee.**

MOVED Director Haime, SECONDED Director Holme, that the minutes of the Lantzville Parks & Open Space Committee meeting held April 2, 2001, be received for information.

CARRIED

**Gabriola Island Parks and Recreation Commission.**

MOVED Director Sperling, SECONDED Director Haime, that the minutes of the Gabriola Island Parks and Recreation Commission meeting held April 9, 2001, be received for information.

CARRIED

MOVED Director Sperling, SECONDED Director Haime, that the minutes of the Gabriola Island Parks and Recreation Commission meeting held April 23, 2001 be received for information.

CARRIED

MOVED Director Sperling, SECONDED Director Haime, that the following Grants-in-Aid applications be approved:

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

CARRIED

**ADDENDUM**

**COMMUNICATIONS/CORRESPONDENCE**

**Gwen Anders, re Crime Prevention.**

MOVED Director Holme, SECONDED Director Rispin, that the correspondence received from Gwen Anders with respect to the manner in which the recent proposal for Crime Prevention and Community Justice Support Service was handled, be received for information.

CARRIED

**NEW BUSINESS**

**Land Exchange Proposal – Weyerhaeuser.**

MOVED Director McLean, SECONDED Director Haime, that the Board support the area's opposition to a land exchange in Electoral Area 'F' between the Province and Weyerhaeuser Logging.

DEFEATED

MOVED Director Sherry, SECONDED Director McNabb, that staff contact the appropriate ministry to obtain further information on the proposed land exchange and report back to the Board.

CARRIED

**IN CAMERA**

MOVED Director Holme, SECONDED Director Sherry, 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.

CARRIED

**ADJOURNMENT**

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

CARRIED

**TIME:** 8:08 P. M.

---

CHAIRPERSON



THE REAL ESTATE  
**FOUNDATION**  
 OF BRITISH COLUMBIA

<b>REGIONAL DISTRICT OF NANAIMO</b>			
APR 2 2001			
CHAIR	<input checked="" type="checkbox"/>	GMOcS	<input type="checkbox"/>
CAO	<input checked="" type="checkbox"/>	GMDS	<input type="checkbox"/>
GMCmE	<input checked="" type="checkbox"/>	GMES	<input type="checkbox"/>

March 20, 2001

Mr. George Holme, Chair  
 Regional District of Nanaimo  
 6300 Hammond Bay Road  
 P.O. Box 40  
 Lantzville, BC V0R 2H0

Dear Mr. Holme:

Re: Project no. 0101-29, "Regional District of Nanaimo Growth Management Plan Review"

The Foundation Governors reviewed this proposal at their recent meeting and I am pleased to inform you that a grant in an amount up to \$30,000 was approved. In awarding the grant we recognized that the Regional District of Nanaimo (RDN) was the first in BC to adopt a growth management plan. We believe that the Plan Review will be of value to other regional districts. The Foundation's funding is a demonstration grant to assist the completion of the Review at a high standard including supporting publications for circulation to other jurisdictions. The grant is for support of expenses identified in the "public consultation" portion of the project budget.

The Foundation's grant is subject to conditions.

- The Foundation will be informed if the proposed grant from the Ministry of Municipal Affairs is not approved or substantially reduced.
- The RDN accepts the Foundation's grant to enable the Plan Review to be published as a "demonstration" project. "Demonstration" means 1) that the specific objectives set out in the application will be completed employing quantitative and descriptive review criteria; and 2) that the findings will be published.
- The revised budget for the Review will be confirmed before the Foundation releases any funds.
- The Plan Review documents will be made available for publication on the Land Centre website.
- The grant funds may be drawn down until December 31, 2002.

The grant will be paid in installments. The first amount of \$15,000 will be available upon confirmation that the terms of the grant are acceptable and the project has begun. A second payment of \$12,000 will be available when a report on the public consultation activities is made at the mid-way point of that process. The final \$3000 will be paid at the completion of the project.

**PAGE**  
 22

*Board of Governors*

*Mr. Donald Taylor*  
 Chair

*Mr. Glenn Temes*  
 Vice Chair

*Dr. V. Setty Pendakur*  
 Governor

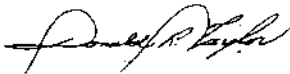
*Mr. Dermot Murphy*  
 Governor

*Ms. Theresa Eichler*  
 Governor

The Foundation will appreciate recognition of its grant support in the publicity associated with the project. Please contact our staff to obtain a **pmt** of the Foundation's logo and other information that may be needed for publicity.

We anticipate that this will be a successful project and look forward to working with Community Services Department planning staff.

Sincerely,



Donald R. Taylor  
Chair



# British Columbia Assets & Land Corporation

An agency of the government of British Columbia

MAY 10 2001  
REGIONAL DISTRICT  
of Nanaimo

6240-20-LMTN

1. copy  
K. Daniels  
T. Osborne.  
2. file.  
AC  
may 14/01.

May 8, 2001

Your File: 6240-20-LMTN  
Our File: 1408627

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

ATTENTION: Neil Connelly  
General Manager

Dear Neil Connelly:

Re: Little Mountain/Morrison Creek Offer of Tenure

The subject was discussed at the May 2, 2001 Inter Agency Management Committee (IAMC). It was agreed that British Columbia Assets and Land Corporation (BCAL) and the Ministry of Environment, Lands and Parks would review the remaining issues affecting issuance of a Crown grant or lease, your preferred tenures.

We will contact you in June to discuss moving this matter ahead. In the meantime, we will record our offer of licence as "not accepted".

Please call me at (250) 751-3253 if you have any questions.

Yours truly,

Max Nock  
Regional Manager  
Vancouver Island Region

pc: Dave Chater, Chair, IAMC, Victoria  
Lindsay Jones, Manager, IAMC, Port Alberni  
Earl Warnock, Regional Director, Ministry of Environment, Lands and Parks  
Nanaimo  
Keith Anderson, Senior Land Officer  
British Columbia Assets and Land Corporation, Nanaimo  
Susan Fitton, Senior Examiner  
British Columbia Assets and Land Corporation



May 16, 2001

333282

N Avery  
Manager Financial Services  
Regional District of Nanaimo  
6300 Hammond Bay Rd  
Nanaimo BC V9T 6N2

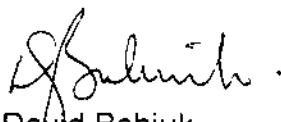
Dear N Avery:

The Honourable Corky Evans, Minister of Health and Minister Responsible for Seniors, has asked me to respond to your letter of March 6, 2001, regarding the Regional District of Nanaimo's concerns about local government cost sharing requirements for health care capital. I apologize for the delay in responding.

I wish to advise you the Ministry will be undertaking a review of local government cost sharing formulas and requirements for all health care capital. Regional hospital districts will be advised of further details and next steps of this process.

Thank you for bringing this matter to the Minister's attention.

Sincerely,



David Babiuk  
Associate Deputy Minister  
Regional Programs

---

THE GOVERNMENT OF BRITISH COLUMBIA IS AN "EMPLOYMENT EQUITY EMPLOYER"



REGIONAL DISTRICT OF NANAIMO			
MAY 29 2001			
CHAIR		GMDS	
CAO	✓	GMDS	
GMCrr:S		GMES	
case ✓			
DATE			

MEMORANDUM

TO: N. Avery  
Manager of Financial Services

DATE: May 24, 2001

FROM: W. Thexton  
Senior Accountant

FILE:

SUBJECT: Operating Results to April 30, 2001

PURPOSE

To present a summary of the operating results for the period ending April 30th, 2001.

BACKGROUND

A summary of the financial results from operations is presented to the Board periodically throughout the year to show the general trend in revenues and expenditures of the District in comparison to the approved budget.

Assuming an even distribution of revenues and expenditures, the current results should approximate 33% of the budget amounts for the year. The actual results show total revenues to be 39% and total expenditures to be 23% of budget. However, certain expenditures and revenues tend to vary considerably throughout the year. For example, capital expenses and professional fees may be committed but not paid until later in the year. Also, reserve fund contributions and transfers to other governments/agencies generally occur in late summer after receipt of the property tax funds.

At this time, retained earnings from the prior year are shown in total (100%). Wages (30%), administration costs (33%), and debt financing costs (32%) are approximately equal to the third quarter benchmark. Community grants (2%) and capital expenses (6%) are well below the benchmark for the reasons noted above.

Corporate Services

Corporate Services budgets are within the expected range for revenues and expenditures at this point in the year. The total grant and operating revenues net of municipal debt transfers are at 34% of budget. Professional fees (9%), other operating costs (3%) and capital expenditures (23%) are below the benchmark 33%. Transfers to the reserve fund (0%) will be made in August. As a result, total expenses for Corporate Services to date are 21% of budget.

Community Services

Overall the Community Services budget is within the expected range for revenues (39%) and expenditures (28%). D68 Conventional Transit fare revenues are at a healthy 34% of budget. Operating revenues are

42% of budget for the D69 Arena and 36% for the Ravensong Aquatic Center. Program costs for Community Services are 14% of budget as most recreation program costs are incurred in the summer. Capital expenditures (23%) for the pool and transit are expected to occur later in the year.

*Development Services*

The overall performance of Development Services is within budget expectations. Total operating revenues (33%) are at the budget benchmark. Building Inspection permit fees are 40% of budget. Total expenses for Development Services to date are 24% of budget, with professional fees at 16% and capital costs at 10% of budget.

*Environmental Services*

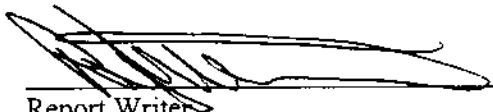
Overall operating/grant revenues are at 21% of budget for Environmental Services. Year to date revenues do not yet include billings for garbage, recycling, sewer or water. The first billing will be sent to customers in late May. Solid waste tipping fee revenue is at 28% of budget, slightly under the 33% benchmark. Total expenses for Environmental Services are 20% of budget. Generally speaking operating costs are at 18% to 20% of the budget, which reflects some of the cyclical nature of the demand on these facilities as well as some delay in receiving billings for waste export services.


**SUMMARY/CONCLUSIONS**

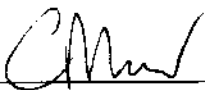
The attached summaries include all financial activities recorded up to April 30, 2001. Overall, the statement reflects that 39% of revenues have been collected, including 28% of grants and operating revenues, and 23% of expenditures have been incurred. The lower expenditures reflect the fact that some budgeted professional fees, community grants, recreation program costs, capital expenditures, transfers to reserves and transfers to other agencies will be incurred later in the year.


**RECOMMENDATION**

That the summary report of financial results from operations to April 30, 2001 be received for information.

  
Report Writer

  
Manager Concurrence

  
General Manager Concurrence

  
A.E.A.O. Concurrence

COMMENTS:



# REGIONAL DISTRICT OF NANAIMO

GENERAL REVENUE FUND  
APRIL 30, 2001

	CORPORATE SERVICES			COMMUNITY SERVICES			DEVELOPMENT SERVICES			ENVIRONMENTAL SERVICES			TOTAL REVENUE FUND		
	AV 2001	BV 2001	% VAR	AV 2001	BV 2001	% VAR	AV 2001	BV 2001	% VAR	AV 2001	BV 2001	% VAR	AV 2001	BV 2001	% VAR
<b>REVENUES</b>															
TAX REQUISITION	\$1,196,092	\$3,588,268	33%	\$1,967,800	\$5,903,411	33%	\$400,728	\$1,202,197	33%	\$2,979,848	\$8,939,504	33%	\$6,544,468	\$19,633,380	33%
GRANTS/OPERATING/OTHER	678,638	1,968,428	34%	\$2,382,094	\$6,925,562	34%	218,238	667,100	33%	1,829,147	8,552,338	21%	\$5,108,117	\$18,113,428	28%
RETAINED EARNINGS	733,543	733,542	100%	\$1,107,729	\$1,107,729	100%	873,039	873,039	100%	2,269,877	2,269,876	100%	\$4,984,188	\$4,984,186	100%
<b>TOTAL REVENUES</b>	2,608,273	6,290,238	41%	5,457,623	13,936,702	39%	1,492,005	2,742,336	54%	7,078,872	19,761,718	36%	16,636,773	42,730,994	39%
<b>EXPENSES</b>															
ADMINISTRATION	\$221,761	\$572,351	39%	\$529,863	\$1,532,567	35%	\$117,429	\$444,642	26%	\$277,198	\$901,199	31%	\$1,146,251	\$3,450,759	33%
COMMUNITY GRANTS	0	137,906	0%	2,338	5,000	47%	0	0	0%	0	0	0%	\$2,338	\$142,906	2%
LEGISLATIVE	56,242	213,565	26%	0	0	0%	0	0	0%	0	0	0%	\$56,242	\$213,565	26%
PROFESSIONAL FEES	36,293	404,575	9%	64,115	266,270	24%	67,907	414,720	16%	91,175	775,754	12%	\$259,490	\$1,861,319	14%
BUILDING OPS & MAINT	25,625	138,435	19%	106,154	403,326	26%	13,024	46,000	28%	62,737	258,450	24%	\$207,540	\$846,211	25%
VEH & EQUIP OPS & MAINT	23,269	100,841	23%	538,794	1,743,520	31%	3,191	16,600	19%	175,890	977,690	18%	\$741,084	\$2,838,651	26%
EQUIP OPS & MAINT	18,315	96,191	19%	8,643	53,221	16%	2,644	12,930	20%	0	0	0%	\$29,602	\$162,342	18%
OTHER OPERATING COSTS	3,852	110,130	3%	88,430	279,515	32%	22,499	111,805	20%	0	0	0%	\$114,781	\$501,450	23%
WAGES & BENEFITS	407,179	1,355,796	30%	2,128,589	6,802,946	31%	354,332	1,321,731	27%	991,935	3,280,904	30%	\$3,882,035	\$12,761,377	30%
OPERATIONAL COSTS	0	0	0%	0	0	0%	0	0	0%	1,094,367	5,949,219	18%	\$1,094,367	\$5,949,219	18%
PROGRAM COSTS	0	0	0%	37,681	269,695	14%	0	0	0%	0	0	0%	\$37,681	\$269,695	14%
CAPITAL EXPENDITURES	90,949	392,237	23%	65,407	278,610	23%	13,013	128,500	10%	39,560	2,624,835	2%	\$208,929	\$3,424,182	6%
DEBT FINANCING-INTEREST	2,232	6,690	33%	111,427	338,595	33%	0	0	0%	561,844	1,770,415	32%	\$675,503	\$2,115,700	32%
DEBT FINANCING-PRINCIPAL	604	1,815	33%	45,844	177,535	26%	0	0	0%	413,276	1,239,845	33%	\$459,724	\$1,419,195	32%
DEBT FINANCING-EXCHANGE	0	0	0%	0	0	0%	0	0	0%	0	15,000	0%	\$0	\$15,000	0%
CONTINGENCY	0	0	0%	0	124,000	0%	0	0	0%	6,245	0	0%	\$6,245	\$124,000	5%
CONTR. TO RESERVE FUND	0	214,639	0%	0	387,000	0%	0	0	0%	0	322,780	0%	\$0	\$924,419	0%
CONTR. FROM RESERVE FUND	0	0	0%	0	0	0%	0	0	0%	0	0	0%	\$0	\$0	0%
TFR TO OTHER GOVTS/AGENCIES	449,882	2,163,850	21%	(4,500)	735,834	-1%	0	0	0%	0	30,000	0%	\$445,382	\$2,929,684	15%
<b>TOTAL EXPENDITURES</b>	\$1,336,203	\$5,908,021	23%	\$3,722,765	\$13,397,634	28%	\$594,039	\$2,496,928	24%	\$3,714,167	\$18,146,091	20%	\$9,367,194	\$39,949,674	23%
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$1,272,070</b>	<b>\$398,121</b>		<b>\$1,734,858</b>	<b>\$539,068</b>		<b>\$897,966</b>	<b>\$245,408</b>		<b>\$3,364,705</b>	<b>\$1,615,627</b>		<b>\$7,269,579</b>	<b>\$2,781,320</b>	

**REGIONAL DISTRICT OF NANAIMO  
INDEX TO EXPENSE CATEGORIES ON BUDGET SUMMARIES**

**ADMINISTRATION**

Administration interdepartmental  
 Association Dues  
 Bank charges  
 Conventions  
 Insurance  
 Office and general operating  
 Postage  
 Staff Training  
 Subscriptions  
 Telephone (Corporate Services)

**LEGISLATIVE**

Board expenses  
 Board remuneration  
 Ballots  
 Poll clerks  
 Voters' list

**PROFESSIONAL FEES**

Audit  
 Legal  
 Professional Fees  
 Studies & Surveys

**BUILDING OP. & MAINT.**

Building rentals  
 Building repairs  
 Maintenance - general  
 Electricity  
 Garbage service  
 Heat  
 Janitorial supplies/contact  
 Office accommodation - interdepartmental  
 Water/Sewer

**VEHICLE/EQUIP OP. & MAINT.**

Fuel  
 Insurance and licenses  
 Lubricants  
 Operating leases  
 Repairs and maintenance  
 Vehicle rentals  
 Tires

**EQUIPMENT OPERATIONS & MAINTENANCE**

Equipment - fire fighting  
 Equipment - rentals  
 Equipment - repairs  
 Ice plant repairs  
 Zamboni equipment

**OTHER OPERATING COSTS**

Board of Variance  
 Clothing & Gas allowances - firefighters  
 Honorariums - Administration (Fire Services)  
 Feasibility fund  
 Advertising/public consultation  
 Coin counting (Transit)  
 Drafting supplies  
 Photos & maps  
 Interest - BC Transit  
 Merchandising - BC Transit  
 Permit fees (Arenas/Pool)  
 Publications (Regional Planning)  
 Shop tools (Transit)  
 Travel - other  
 Uniforms & laundry (Transit)  
 Bad debts (Transit / Recreation)



REGIONAL DISTRICT OF NANAIMO		
MAY 30 2001		
CHAIR		GMCrS
CAO		GMDS
GMCrS		GMES
C&CS		✓

**NANAIMO REGIONAL HOSPITAL DISTRICT MEMORANDUM**

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

**DATE:** May 24, 2001

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

**FILE:**

**SUBJECT:** MRI Building Addition – Capital Borrowing Bylaw

**PURPOSE:**

To introduce for three readings and adoption Nanaimo Regional Hospital District (MRI Building Addition) Capital Borrowing Bylaw No. 129, 2001.

**BACKGROUND:**

Approval to construct a building addition to house the MRI equipment was received on May 23<sup>rd</sup>. The project estimate is a total of \$1,323,656. The three Regional Hospital District's (Nanaimo, Cowichan Valley and Alberni-Clayouquot) will provide 40% of the total in the amount of \$529,462.40 – the Nanaimo Regional Hospital District's share based on population is \$287,341.89. Accordingly, Bylaw No.129 is submitted for this purpose.

**ALTERNATIVES**

There is no alternative to be considered in this circumstance.

**FINANCIAL IMPLICATIONS**

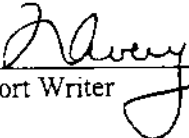
There are no changes to the financial implications previously reported to the Board, in fact, based on the final equipment cost as approved the total project now stands at \$3,386,279 versus the initial estimate of \$3,500,000. Staff recommend proceeding with the bylaw.

**SUMMARY/CONCLUSIONS:**

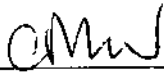
Approval to construct a building addition to house the MRI equipment has been received. The project estimate is \$1,323,656. The three Regional Hospital District's in the Central Vancouver Island Health Region will provide 40% of the total in the amount of \$529,462.40 – the Nanaimo Regional Hospital District's share based on population is \$287,341.89. The total cost of the equipment and installation is approved at \$3,386,279 versus the initial estimate of \$3,500,000. Staff recommend adopting Bylaw No.129 to borrow the Nanaimo Regional Hospital District's share.

**RECOMMENDATION:**

1. That "Nanaimo Regional Hospital District (MRI Building Addition) Capital Borrowing Bylaw No. 129, 2001" be introduced for three readings.
2. That "Nanaimo Regional Hospital District (MRI Building Addition) Capital Borrowing Bylaw No. 129, 2001" having received three readings be adopted.

  
Report Writer

  
General Manager Concurrence

  
A.C.A.O. Concurrence

**COMMENTS:**

NANAIMO REGIONAL HOSPITAL DISTRICT

CAPITAL EXPENDITURE & BORROWING BYLAW  
(MRI BUILDING ADDITION)

BYLAW NO. 129

WHEREAS the Board of the Nanaimo Regional Hospital District proposes to expend money for capital expenditures described in Schedule 'A' attached hereto and forming an integral part of this bylaw;

AND WHEREAS those capital expenditures have received the approval required under Section 23 of the Hospital District Act;

NOW THEREFORE the Board of the Nanaimo Regional Hospital District enacts the following Capital Bylaw as required by Section 32 and Section 33 of the Hospital District Act.

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$287,341.89 upon the credit of the District by the issuance and sale of securities in a form and manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be for a term not to exceed fifteen (15) years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due each year.
4. The Board hereby delegates to the Manager, Financial Services of the Nanaimo Regional Hospital District the necessary authority to settle the terms and conditions of the borrowings.
5. This bylaw may be cited for all purposes as "Nanaimo Regional Hospital District (MRI Building Addition) Capital Bylaw No. 129, 2001".

Introduced and read three times this 12th day of June, 2001.

Adopted this 12th day of June, 2001.

\_\_\_\_\_  
CHAIRPERSON

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

I hereby certify this to be a true copy of the original bylaw

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

Approved pursuant to Section 32 and 33 of the Hospital District Act.

\_\_\_\_\_  
Minister of Health

\_\_\_\_\_  
Date

**PAGE**  
**32**

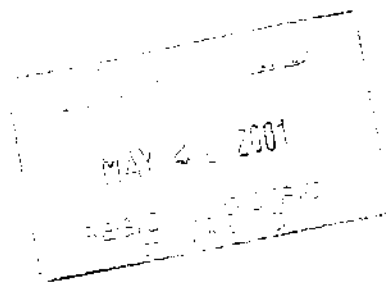


\_\_\_\_\_  
Chairperson

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

**SCHEDULE 'A'**  
**NANAIMO REGIONAL HOSPITAL DISTRICT**  
**(MRI BUILDING ADDITION) CAPITAL**  
**BYLAW NO. 129, 2001**

Name of Facility	Project or Equipment Description	Project Number	RHD Share	Province	Other Share (Specify)	Total Project or Equipment Cost
Nanaimo Regional General Hospital	MRI Installation		\$ 287,341.89	\$ 794,193.60	\$ 242,120.51	\$ 1,323,656.00



May 15, 2001

Project No. 602669

Grant Roberge  
President and Chief Executive Officer  
Central Vancouver Island Health Region  
610 - 495 Dunmuir Street  
Nanaimo BC V9R 6B9

Dear Grant Roberge:

**Re: New MRI Building Addition  
Nanaimo Regional General Hospital, Nanaimo**

Funds in the amount of \$1,323,656 have been approved for the above-mentioned project in the 2001/2002 Capital Plan. The scope includes constructing 526 m<sup>2</sup> of new space adjacent to the existing Radiology and Emergency Departments. Included in the total area is 227 m<sup>2</sup> of unfinished area in basement. In addition, the basement will have an exit corridor for existing space. The estimated completion date for this project is December 31, 2001.

This project is cost shared with the Nanaimo Regional Hospital District (NRHD). By copy of this letter, I am requesting the NRHD submit their Capital Bylaw authorizing their 40 percent share (\$529,462.40) of the approved total project cost of \$1,323,656. Please forward a certified copy of the Bylaw to Eileen Caley, Capital Finance Officer, Project Finance and Review Branch, as soon as possible after adoption by the NRHD Board.

The province's share will be funded through a Certificate of Approval (COA) which will be issued after receipt of the Capital Bylaw from the NRHD.

The expectation is that the Health Authority will proceed on schedule within the approved scope and budget for this project. Please work with Jean Chandler, Project Analyst, to identify projected cashflow requirements.

...2

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• THE GOVERNMENT OF BRITISH COLUMBIA IS AN "EMPLOYMENT EQUITY EMPLOYER" •

Ministry of  
Finance and  
Corporate Relations

Capital Division  
Treasury Board Staff

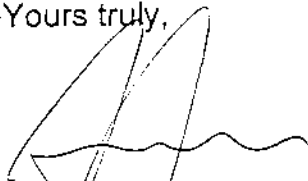
Mailing Address:  
PO Box 9474 Stn Prov Govt  
Victoria BC V8W 9W6

Location Address:  
2<sup>nd</sup> Floor - 333 Quebec Street  
Victoria BC

**PAGE**  
34

I wish the Central Vancouver Island Health Region every success in proceeding with the Nanaimo Regional General Hospital New MRI Building Addition project and look forward to its completion.

Yours truly,



James Gorman  
A/Director  
Project Finance and Review Branch

Enclosures

pc: Nancy Avery  
✓ Treasurer  
Nanaimo Regional Hospital District

Suzanne MacLellan  
Regional Director  
Vancouver Island, Coast Garibaldi, North Shore Health Region  
Ministry of Health and Ministry Responsible for Seniors

Chris Sullivan  
Director  
Program and Capital Planning  
Ministry of Health and Ministry Responsible for Seniors

Elizabeth Radford  
Regional Manager  
Project Finance and Review Branch

Jean Chandler  
Project Analyst  
Project Finance and Review Branch

Eileen Caley  
Capital Finance Officer  
Project Finance and Review Branch



**CENTRAL  
VANCOUVER ISLAND  
HEALTH REGION**

May 22, 2001

SENT BY FAX

Nancy Avery, Manager, Financial Services  
Nanaimo Regional Hospital District (NRHD)  
P.O. Box 40  
6300 Hammond Bay Road  
Lantzville, B.C. V0R 2H0

Dear Nancy,

**Re: Final Costs on MRI Equipment and MRI Building Renovation**

Since the Ministry's announcement last September on providing the CVIHR funding for a Magnetic Resonance Imaging Unit (MRI), all of the MRI equipment and building renovation costs have now been determined and are detailed on the attached report which has been circulated to all three of the RHD's within CVIHR.

On the report, there are three amounts which make up the total cost of the MRI installation.

The first amount of \$2,047,990 is the cost of the base MRI equipment which will be funded 60% by the Ministry. The base MRI equipment was grouped purchased by the Okanagan Similkameen Health Region and I've attached their letter which verifies the cost of the base MRI equipment.

The second amount of \$1,323,656 is for the NRGH building renovation costs which have been submitted to the Ministry for approval as per the attached letter and project cost estimate form. This amount will also be funded 60% by the Ministry.

The final amount of \$14,633 is for additional MRI equipment options which our Radiology department has deemed as necessary requirements to the MRI system. This amount will not be funded 60% by the Ministry and we are requesting that the three RHD's fund 100% of this amount.

As the attached report indicates, the total RHD portion of the MRI comes to \$1,363,291 and this amount has been allocated to each of the RHD's based on population.

Your consideration on the foregoing is greatly appreciated. Should you have any questions on this, please feel free to give me a call.

Sincerely,

Kevin Daniel  
Regional Capital Co-ordinator  
Central Vancouver Island Health Region  
NRGH Site; Tel: 716-7738; Fax: 755-7900

Attachments:

cc: Bryson Hawkins, Regional Director of Financial Services, CVIHR

n:\capital\equipment2000-01\RHD May 22\_01 letter on final MRI costs

# RHD Cost-Sharing on MRI Acquisition

22-May-01

Reference	Total Cost (net of GST rebate)	RHD Portion	Cost Allocation to RHD's (based on population)			
			NRHD	CVRHD	ACRHD	Total
			121,783	70,966	31,652	224,400
			54%	33%	14%	100%
Base MRI equipment	2,047,990.18	819,196.07	444,521.80	259,065.28		
MRI building renovation	1,323,656	529,462.10	287,341.89	115,548.99		
Additional equipment options	3,371,646	1,348,658	167,438.94	714,681.57		
	14,633	14,633	7941.40	4627.59	2064.01	
	<u>3,386,279</u>	<u>1,363,291</u>	<u>739,865</u>	<u>431,132</u>	<u>192,295</u>	<u>1,363,291</u>



Equipment 452,523.20 263,692.87 117,613.00  
 Building 287,341.89 167,438.94 74,681.57  
 739,865.09 431,131.81 192,294.57

**PAGE**  
37



REGIONAL DISTRICT OF NANAIMO		
MAY 30 2001		
CHAIR	GMCrs	
CAO	GMDS	
GMCms	GMES	
C & CS		<input checked="" type="checkbox"/>

**NANAIMO REGIONAL HOSPITAL DISTRICT MEMORANDUM**

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

**DATE:** May 11, 2001

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

**FILE:**

**SUBJECT:** Corrections to Capital Bylaws

**PURPOSE:**

To introduce for three readings and adoption the following bylaws:

Nanaimo Regional Hospital District (Phase II Completion) Capital Bylaw No. 127, 2001.  
Nanaimo Regional Hospital District Capital Equipment Borrowing (MRI Equipment) Bylaw No. 128, 2001.

To rescind Nanaimo Regional Hospital District (Phase II Completion) Capital Bylaws No. 119 and 119.01.

To rescind Nanaimo Regional Hospital District Capital Project Borrowing (MRI Equipment) Bylaw No.126.

**BACKGROUND:**

Bylaws 119, 119.01 and 126 were approved and adopted at earlier meetings; however, the bylaws have been returned by the Province for some housekeeping changes. Bylaw 119 inadvertently used outdated wording that makes reference to the BC Hospital Financing Authority as the borrowing agent – the Municipal Finance Authority is now the designated agency. Bylaw 119 was succeeded by Bylaw 119.01 to amend the final project estimate for Phase II. As the Province’s commitment to the final amount was only authorized on May 4<sup>th</sup>, 2001, neither bylaw has been forwarded by Provincial staff to Treasury Board for approval. Regional District staff recommend rescinding Bylaws 119 and 119.01 and introducing a new bylaw in their place.

Bylaw 126 authorized the Regional Hospital District’s cost sharing in both the equipment and building renovations required for the MRI installation. Staff were asked to amend Bylaw 126, to identify cost sharing in the equipment separately from the building project, to correspond with the Province’s sequence of approvals. Again, Bylaw 126 has not yet been approved at Treasury Board and staff recommend rescinding Bylaw 126 and introducing a new bylaw in its place.

**ALTERNATIVES:**

There is no alternative to be considered in these circumstances.

**FINANCIAL IMPLICATIONS:**

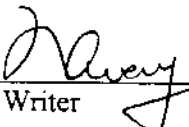
There are no changes to the financial implications previously reported to the Board, in fact there has been a savings to the Regional Hospital District of about \$216,000 on the MRI equipment purchase based on the original estimate of \$2,500,000.

**SUMMARY/CONCLUSIONS:**

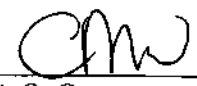
The Province has returned Bylaws 119, 119.01 (Phase II Completion) and Bylaw 126 (MRI Equipment) for housekeeping amendments. Staff recommends rescinding the bylaws rather than amending them further – Bylaws 127 and 128 are presented accordingly.

**RECOMMENDATION:**

1. That "Nanaimo Regional Hospital District (Phase II Completion) Capital Bylaw No. 127, 2001" be introduced for three readings.
2. That "Nanaimo Regional Hospital District (Phase II Completion) Bylaw No. 127, 2001" having received three readings be adopted.
3. That "Nanaimo Regional Hospital District Capital Equipment Borrowing(MRI Equipment) Bylaw No.128, 2001" be introduced for three readings.
4. That "Nanaimo Regional Hospital District Capital Project Borrowing (MRI Equipment) Bylaw No.128, 2001" having received three readings be adopted.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
A C.A.O. Concurrence

**COMMENTS:**

NANAIMO REGIONAL HOSPITAL DISTRICT  
CAPITAL EXPENDITURE & BORROWING BYLAW  
(PHASE II COMPLETION)

BYLAW NO. 127

WHEREAS the Board of the Nanaimo Regional Hospital District proposes to expend money for capital expenditures described in Schedule 'A' attached hereto and forming an integral part of this bylaw;

AND WHEREAS those capital expenditures have received the approval required under Section 23 of the Hospital District Act;

NOW THEREFORE the Board of the Nanaimo Regional Hospital District enacts the following Capital Bylaw as required by Section 32 and Section 33 of the Hospital District Act.

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$9,517,336.00 upon the credit of the District by the issuance and sale of securities in a form and manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be for a term not to exceed twenty (20) years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due each year.
4. The Board hereby delegates to the Manager, Financial Services of the Nanaimo Regional Hospital District the necessary authority to settle the terms and conditions of the borrowings.
5. Nanaimo Regional Hospital District (Phase II Completion) Capital Bylaws No. 119 and 119.01 are hereby rescinded.
6. This bylaw may be cited for all purposes as "Nanaimo Regional Hospital District (Phase II Completion) Capital Bylaw No. 127, 2001".

Introduced and read three times this 12th day of June, 2001.

Adopted this 12th day of June, 2001.

\_\_\_\_\_  
CHAIRPERSON

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

I hereby certify this to be a true copy of the original bylaw

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

Approved pursuant to Section 32 and 33 of the Hospital District Act.

\_\_\_\_\_  
Minister of Health

\_\_\_\_\_  
Date




\_\_\_\_\_  
Chairperson

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

**SCHEDULE 'A'**  
**NANAIMO REGIONAL HOSPITAL DISTRICT**  
**(PHASE II COMPLETION) CAPITAL**  
**BYLAW NO. 127, 2001**

Name of Facility	Project or Equipment Description	Project Number	RHD Share (40%)	Province ( %)	Other Share (Specify) ( %)	Total Project or Equipment Cost
Nanaimo Regional General Hosp.	Phase II (Completion)	602267	\$9,517,336.00	\$ 14,276,004.00	\$ Nil	\$23,793,340.00

**NANAIMO REGIONAL HOSPITAL DISTRICT  
CAPITAL EXPENDITURE & BORROWING BYLAW  
PHASE II COMPLETION  
BYLAW NO. 119**

**COPY**  
CERTIFIED CORRECT AS  
FINALLY ADOPTED  
  
GM. CORPORATE SERVICES

WHEREAS the Board of the Nanaimo Regional Hospital District proposes to expend money for the capital expenditures described in Schedule 'A' attached hereto and forming an integral part of this bylaw;

AND WHEREAS those capital expenditures have received the approval required under Section 23 of the Hospital District Act;

NOW THEREFORE the Board of the Nanaimo Regional Hospital District enacts the following capital expenditure and borrowing bylaw as required by Sections 32 and 33 of the Hospital District Act.

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures as described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$9,162,317.60 upon the credit of the District by the issuance and sale of securities in a form and manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and repayment of the principle and interest shall be over a term not to exceed twenty (20) years.
3. To meet the payments of principle and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principle and interest falling due each year.
4. The Board hereby delegates the necessary authority to the Manager, Financial Services, to settle the terms and conditions of the borrowings.
5. This bylaw may be cited for all purposes as the "Nanaimo Regional Hospital District (Phase II Completion) Capital Bylaw No. 119, 2000".

Introduced and read three times this 11th day of July, 2000.

Adopted this 11th day of July, 2000.

  
\_\_\_\_\_  
CHAIRPERSON

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

NANAIMO REGIONAL HOSPITAL DISTRICT  
CAPITAL AMENDMENT BYLAW NO. 119.01

WHEREAS the Board of the Nanaimo Regional Hospital District proposes to amend Capital Bylaw No. 119, 2000;

AND WHEREAS those capital expenditures have received the approval required under Section 23 (5) of the Hospital District Act;

NOW THEREFORE the Board of the Nanaimo Regional Hospital District enacts the following Capital Amendment Bylaw as required by Section 32 of the Hospital District Act:

Section 2 shall be amended to read:

The Board authorizes and approves the borrowing of a net sum not exceeding \$9,517,336.00 upon the credit of the District by issuance and sale of securities in a form and a manner agreed to by the British Columbia Regional Hospital District Financing Authority. The term of the securities and repayment of the principal and interest shall be over a term not exceeding 20 years.


Schedule 'A' shall also be amended to correspond with the above.

This bylaw may be cited for all purposes as "Nanaimo Regional Hospital District (Phase II Completion) Capital Amendment Bylaw No. 119.01, 2001".

Introduced and read three times this 27th day of February, 2001.

Adopted this 27th day of February, 2001.

  
CHAIRPERSON

  
GENERAL MANAGER, CORPORATE SERVICES

incorrect  
reference

NANAIMO REGIONAL HOSPITAL DISTRICT

CAPITAL BYLAW NO. 128

WHEREAS the Board of the Nanaimo Regional Hospital District proposes to expend money for capital expenditures described in Schedule 'A' attached to this bylaw;

AND WHEREAS those capital expenditures have received the approval required under Section 23 of the Hospital District Act;

NOW THEREFORE the Board of the Nanaimo Regional Hospital District enacts the following Capital Bylaw as required by Section 32 and Section 33 of the Hospital District Act.

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$452,523.20 upon the credit of the District by the issuance and sale of securities in a form and manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be for a term not to exceed fifteen (15) years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the District each year, the respective amounts of principal and interest falling due in that year.
4. The Board hereby delegates to the Manager of Financial Services of the Nanaimo Regional Hospital District the necessary authority to settle the terms and conditions of the borrowings.
5. Nanaimo Regional Hospital District Capital Project Borrowing (MRI Equipment) Bylaw No. 126, 2001 is hereby rescinded.
6. This bylaw may be cited for all purposes as "Nanaimo Regional Hospital District Capital Project Borrowing (MRI Equipment) Bylaw No. 128, 2001".

Introduced and read three times this 12th day of June, 2001.

Adopted this 12th day of June, 2001.

\_\_\_\_\_  
CHAIRPERSON

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

I hereby certify this to be a true copy of the original bylaw

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

Approved pursuant to Section 32 and 33 of the Hospital District Act.

\_\_\_\_\_  
Minister of Health

\_\_\_\_\_  
Date

**PAGE**  
**44**

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Chairperson

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General Manager, Corporate Services

**SCHEDULE 'A'**  
**NANAIMO REGIONAL HOSPITAL DISTRICT**  
**(MRI BUILDING ADDITION) CAPITAL**  
**BYLAW NO. 128, 2001**

Name of Facility	Project or Equipment Description	Project Number	RHD Share	Province	Other Share (Specify)	Total Project or Equipment Cost
Nanaimo Regional	MRI Equipment		\$ 444,581.80	\$ 1,228,794.11	\$ 374,614.27	\$ 2,047,990.18
General	MRI Additional		\$ 7,941.40	\$ Nil	\$ 6,691.60	\$ 14,633.00
Hospital			\$ 452,523.20	\$ 1,228,794.11	\$ 381,305.87	\$ 2,062,623.18



Chris Mazurkewich, CA, MSA  
Corporate Operations & Finance Officer

2180 Ethel Street, Kelowna, B.C. V1Y 3A1

Telephone: (250) 862-4025

Fax: (250) 867-4704

March 1, 2001

Central Vancouver Island Health Region  
610-495 Dunsmuir Street  
Nanaimo, BC V9R 5B9  
Phone 250-755-3010  
Fax 250-755-7363  
Attn: Grant Roberge

**Re: MRI GENERAL SYSTEM GROUP PURCHASE - Nanaimo General Hospital**

Dear Grant:

The B.C. Provincial MRI Group Purchasing Committee is recommending the Central Vancouver Island Health Region purchase a GENERAL MRI SYSTEM from SIEMENS CANADA. The Ministry of Health will fund 50% of the base price of \$2,047,890.18 inclusive of the Health Authority's net tax. Central Vancouver Island Health Region's share will be \$819,196.07.

Attached are the base requirements and service agreement parameters agreed to by SIEMENS CANADA and the Core Committee. The package will include the Dynamic Cardiac Imaging, Cardiac Analysis Package and the Endorectal Coil.

The Central Vancouver Island Health Region is the legal entity who will presumably approve the purchase of the GENERAL MRI SYSTEM and issue a purchase order to SIEMENS CANADA.

It is the expectation of the Ministry of Health that each facility will provide MRI data to the Ministry in order to establish a MRI registry. Details will be forthcoming.

**Please note a Purchase Order must be issued by MARCH 15, 2001 with 50% downpayment.**

Once again, SIEMENS CANADA has offered an excellent diagnostic system and competitive pricing.

Sincerely,

Chris Mazurkewich  
Chair, Group Purchasing Committee

/ps  
attachments

cc: Danny Dare, MOH  
Dave Mackintosh, Coordinator  
Dr. Brent Carson, Nanaimo General Hospital  
Ahmed Mujaffar, Nanaimo General Hospital  
Siemens Canada

**PAGE**  
46



CENTRAL  
VANCOUVER ISLAND  
HEALTH REGION

May 22, 2001

SENT BY FAX

Nancy Avery, Manager, Financial Services  
Nanaimo Regional Hospital District (NRHD)  
P.O. Box 40  
6300 Hammond Bay Road  
Lantzville, B.C. V0R 2H0

Dear Nancy,

**Re: Final Costs on MRI Equipment and MRI Building Renovation**

Since the Ministry's announcement last September on providing the CVIHR funding for a Magnetic Resonance Imaging Unit (MRI), all of the MRI equipment and building renovation costs have now been determined and are detailed on the attached report which has been circulated to all three of the RHD's within CVIHR.

On the report, there are three amounts which make up the total cost of the MRI installation.

The first amount of \$2,047,990 is the cost of the base MRI equipment which will be funded 60% by the Ministry. The base MRI equipment was grouped purchased by the Okanagan Similkameen Health Region and I've attached their letter which verifies the cost of the base MRI equipment.

The second amount of \$1,323,656 is for the NRGH building renovation costs which have been submitted to the Ministry for approval as per the attached letter and project cost estimate form. This amount will also be funded 60% by the Ministry.

The final amount of \$14,633 is for additional MRI equipment options which our Radiology department has deemed as necessary requirements to the MRI system. This amount will not be funded 60% by the Ministry and we are requesting that the three RHD's fund 100% of this amount.

As the attached report indicates, the total RHD portion of the MRI comes to \$1,363,291 and this amount has been allocated to each of the RHD's based on population.

Your consideration on the foregoing is greatly appreciated. Should you have any questions on this, please feel free to give me a call.

Sincerely,

Kevin Daniel  
Regional Capital Co-ordinator  
Central Vancouver Island Health Region  
NRGH Site; Tel: 716-7738; Fax: 755-7900

Attachments.

cc: Bryson Hawkins, Regional Director of Financial Services, CVIHR

n:\capital\equipment\2000-01\NRHD May 22\_01 letter on final MRI costs

PAGE  
47

# RHD Cost-Sharing on MRI Acquisition

22-May-01

Cost Allocation to RHD's (based on population)			
NRHD	CVRHD	ACRHD	Total
121,783	70,965	31,652	224,400
54%	32%	14%	100%

**MRI Costs Amounts:**

Reference	Total Cost (net of GST rebate)	RHD Portion
Group Purchase Letter (attached)	2,047,990.18	819,196.07
MOH Project Cost Estimate (attached)	1,323,656	529,462.40
	3,371,646	1,348,658
		40%
	14,633	100%
		100%
	3,386,279	1,363,291

Base MRI equipment

MRI building renovation

Additional equipment options

738,865	431,132	192,285	1,363,291
452,523.20	263,692.87	117,613.00	833,829.07
287,341.89	167,438.94	74,681.57	529,462.40
739,865.09	431,131.81	192,284.57	1,363,281.47



Equipment  
Building

PAGE  
48





<b>REGIONAL DISTRICT OF NANAIMO</b>			
MAY 30 2001			
CHAIR		GMCrs	
CAO		GMDS	
GMCmS		GMES	
<i>ccsc ✓</i>			

**MEMORANDUM**

**TO:** Neil Connelly  
General Manager of Community Services

**DATE:** May 24, 2001

**FROM:** Tom Osborne  
Manager of Recreation and Parks

**FILE:** 6140-20-AREA H

**SUBJECT:** Beach Access Improvements – Electoral Area “H”

**PURPOSE**

To consider and approve the follow-up steps of public consultation and application to the Province to implement beach access improvement projects in Electoral Area “H”.

**BACKGROUND**

At the request of the Electoral Area “H” Director, a Beach Access Committee comprised of local residents has identified several sites for consideration for improvements. These sites were first identified from a Beach Access Inventory that was undertaken in 2000 as part of a summer student work project. This inventory included a visit to each of the 49 access-to-water sites (also known as Road Ends) in Area H. These Road End allowances are under the jurisdiction and management of the Ministry of Transportation and Highways (MoTH), however the agency provides minimal upgrades to these allowances unless used for vehicle transportation purposes. The Regional District is able to request tenure of Road Ends from the Ministry for the purposes of improving public access to the water. Two such locations, Sunnybeach Road and Franksea Road, are currently held by the District for these purposes.

The Beach Access inventory has a series of recommendations for improvements or upgrades to many of the sites. These recommendations vary from leaving the site in its current state to providing stairs and signage. After reviewing the Beach Access inventory, the Beach Access Committee has requested staff to attain the necessary approvals from MoTH for six sites, to allow for the improvement projects to take place in the summer and fall of 2001. Work of a minor nature can be undertaken, however major work requested by the Committee, such as tree removal and boat ramps, will not be possible at this time.

The Beach Accesses under consideration for improvements are:

1. Alert Road.  
Requires signage, survey work to reinstate property pins, minor improvements for parking, seating bench installed.
2. Cochrane Road.  
Requires signage, survey work to reinstate property pins, drainage issues to be addressed, seating bench installed. Not an ideal access due to proximity to highway, however it is well used.

**PAGE**  
49

3. Baywater Road.  
Requires signage, survey work to reinstate property pins, seating bench installed, encroachment issues to be addressed.
4. Guitar Lane.  
Requires signage, survey work to reinstate property pins, minor trail work to improve access. This narrow access includes two wooden footbridges that will require regular maintenance. Neither of the bridges appear to meet current environmental standards for crossing fish bearing streams and will be expensive if replacement is required. A safety inspection should be undertaken by a qualified person prior to applying for tenure to give the District an indication of safety, liability, and maintenance requirements.
5. Nile Road.  
Requires signage, survey work to reinstate property pins, traffic control and parking issues to be addressed. This access is also close to an existing community park, and is adjacent to a Hydro compound.
6. Bowser Road.  
Requires signage, survey work to reinstate property pins, seating bench installed.

In addition, the Director has requested additional improvements such as regular garbage pickup and repairs to picnic tables be made to the two beach accesses currently held by the District.

#### **ALTERNATIVES**

1. To approve the six beach access sites as improvement projects for 2001 and for staff to attain the necessary permits from MoTH for these projects to take place along with further public consultation with the local area property owners.
2. Not approve the six beach access sites as improvement projects for 2001 and to provide alternate direction.

#### **FINANCIAL IMPLICATIONS**

Cost will vary depending on the improvements identified for each site; preliminary estimates of the sites indicate they will likely range between \$1,500 – \$3,000 for materials, equipment, surveying, and labour. Regional District staff along with the members for the Beach Access Committee will be involved in consultation with local residents and the actual improvements to the site will be done by a private contractor. The 2001 Electoral Area H Community Parks Budget has allocated \$20,000 for these improvements.

#### **INTERGOVERNMENTAL IMPLICATIONS**

Approvals from MoTH will have to be attained. Permits from other government agencies may be required, such as Ministry of Environment and the Department of Fisheries and Oceans, depending on the natural elements of each site and if major improvements such as small boat launch ramps are requested at some sites, which are not being recommended in the short-term plans.

#### **CITIZEN IMPLICATIONS**

Past experience within the Regional District regarding improvements to Road Ends and beach access has proven to be a topic of great interest to regional residents. Many residents are supportive of these initiatives which would allow improved access to these publicly managed waterfront sites, while some residents within close proximity of the sites are concerned about the possibility of an increase in traffic in residential areas, the impact of increased usage to the sites and the loss of privacy to their adjacent properties. It is essential that the Committee along with staff consult with the neighbouring residents of

these proposed sites to ensure the purpose of improving these sites is primarily for the use of local area residents.

**SUMMARY**

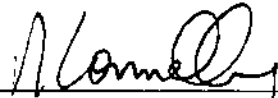
The Area H Director and a local Beach Access Committee have reviewed the 2000 Beach Access Inventory and would like to proceed with the development of six beach access sites and attain the necessary approvals from the Ministry of Transportation and Highways. Staff have reviewed and concur with the Committee's recommendations, providing the local area residents are consulted throughout the process by staff and the Beach Access Committee members. The Electoral Area H Parks Function budget has \$20,000 allocated for the purpose of providing for improvements to beach accesses.

**RECOMMENDATION**

That the Regional District consult with local residents and apply to the Ministry of Transportation and Highways for licenses to make improvements to up to six beach access sites in Electoral Area H (Alert Road, Cochrane Road, Baywater Road, Guitar Lane, Nile Road and Bowser Road) for use by local residents.

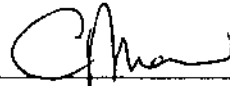


Report Writer



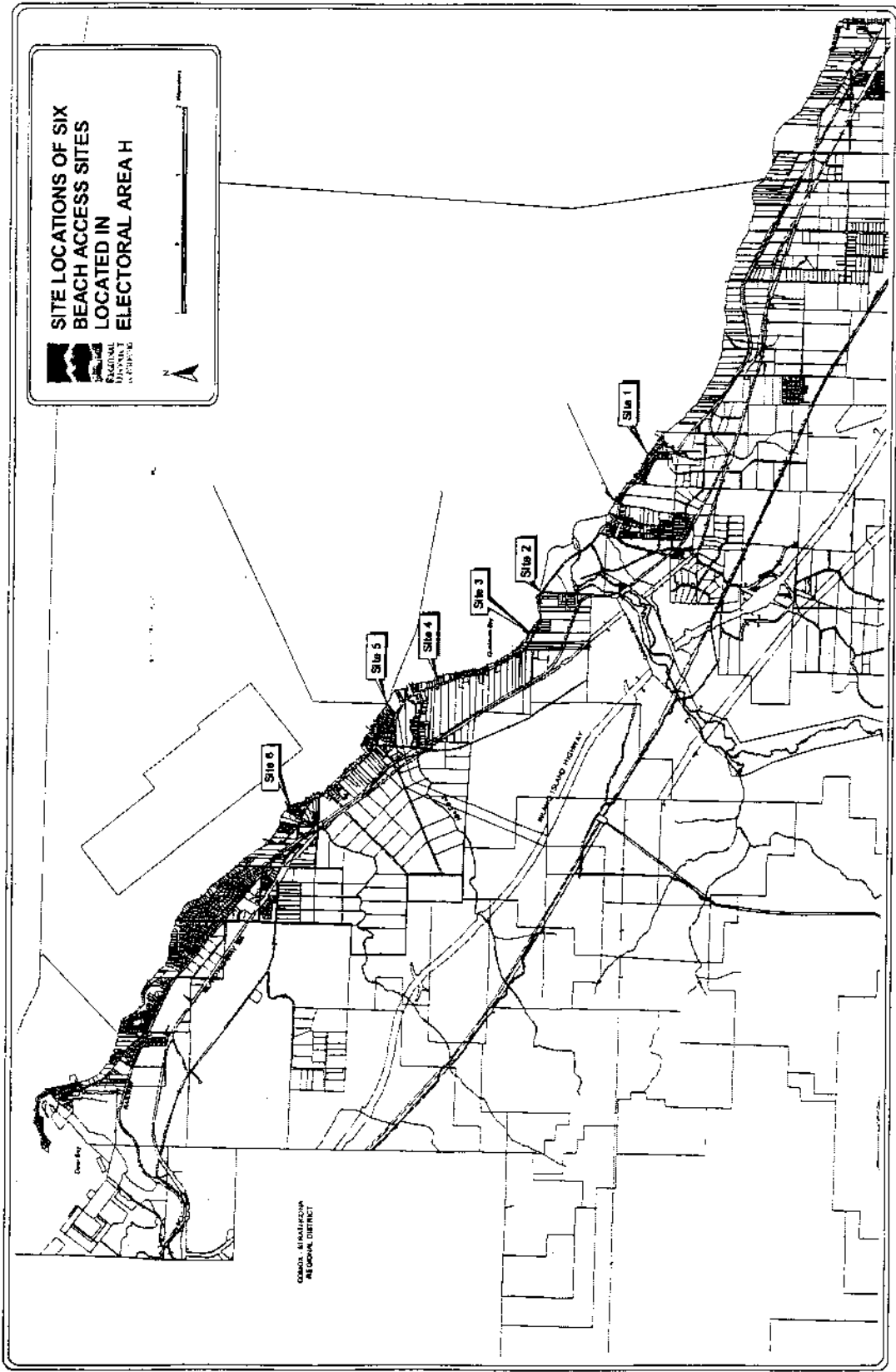
General Manager Concurrence

for



ACAO Concurrence

COMMENTS:



APPENDIX A  
 Site locations of six Beach Access sites located in Electoral Area H.

Site Descriptions:

1. Alert Road.  
Access to water located West of Lot 1, Plan 10527, and East of Lot A, Plan 11435, District Lot 16, Newcastle Land District.
2. Cochrane Road.  
Access to water located West of Lot A, Plan M4091 (Qualicum Indian Reserve), and East of Lot B, Plan 23427, District Lot 20, Newcastle Land District.
3. Baywater Road.  
Access to Water located West of Lot A, Plan 61092, and East of Lot A, Plan 55017, District Lot 20, Newcastle Land District.
4. Guitar Lane.  
Access to Water located North of Pcl. A, Plan DD 15931-W, and South of Lot B, Plan 29872, District Lot 21, Newcastle Land District.
5. Nile Road.  
Access to Water located West of Lot 2, Plan 12132, and East of Lot 1, Plan 41640, District Lot 22, Newcastle Land District.
6. Bowser Road.  
Access to Water located West of Lot A, Plan 58219, and East of Lot 4, Plan 21618, District Lot 36, Newcastle Land District.



<b>REGIONAL DISTRICT OF NANAIMO</b>			
MAY 28 2001			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
<i>COSE</i>			

**MEMORANDUM**

**TO:** Tom Osborne  
Manager of Recreation and Parks

**DATE:** May 22, 2001

**FROM:** Jeff Ainge  
Parks Coordinator

**FILE:** 0340-20-SIGNS

**SUBJECT:** Sign Manual for Community and Regional Parks & Trails

**PURPOSE**

To present a manual produced to guide the installation of signs in Community and Regional Parks, and along Community and Regional trails.

**BACKGROUND**

In recent years there has been increased public interest in the development of the Regional District's Community and Regional Parks system. High profile park acquisitions such as the Nanaimo River campaign, coupled with electoral area parks and open space plans, and well supported regional trail initiatives has led to a desire to provide better on-site signage for park and trail visitors.

Increased development and usage of parks and trails does require an increased level of management, including addressing concerns regarding liability and safety, often in response to the Municipal Insurance Association requirements. Very few of the Regional District's parks are signed, and more active management can be provided by a variety of signs, thereby alleviating many of the liability concerns.

Staff have consulted with neighbouring regional districts and municipalities, BC Parks, and sign manufacturing companies in the preparation of a comprehensive sign manual.

The Sign Manual for Community and Regional Parks & Trails provides a standardized system of signs, typefaces and graphics that will ensure the successful communication of information to visitors of Regional District parks and trails. The consistent use of the logo, colours, and typefaces will increase the prominence of the District's role in land conservation and responsible park and trail management.

Increasing public awareness of the existence of Regional District parks and trails will assist in the creation of a positive public image and identity for the department while at the same time informing the public about valuable recreation resources. Identifying park and trail locations, and significant natural features within the parks will add significantly to the value and enjoyment of lands under the Regional District's jurisdiction.

The use of regulatory and directional signage will increase the responsible use of RDN parks and trails and reduce potential conflict among park and trail users and adjacent landowners. Warning users of potential hazards will ensure a safer experience for visitors. The use of Safety signs will lessen the amount of risk that the RDN is exposed to by users unknowingly venturing into hazardous areas.

The use of this manual will simplify the process of designing, ordering and constructing signs. As the Regional District gets more involved with providing interpretive information about the many features located in some parks (fossils, waterfalls, salmon spawning areas, wildlife habitats, etc.) interpretive signboards can either be designed in-house or contracted out to professional graphic designers or sign manufacturing businesses, based on the guidelines contained in the manual.

The manual describes a variety of sign situations (such as identification, regulatory, safety, traffic, directional) and provides templates for the design, construction and installation to a prescribed standard. A range of production options are listed that can suit different signage situations (such as large wooden entry signs at Regional Parks, or smaller aluminum or Plexiglas signs in Community parks, to Trail-side sign marker posts). These options can also accommodate budgetary constraints. The use of the Regional District logo, its layout and colours, are in compliance with the Regional District Graphics Standard Manual (June 1996).

### **ALTERNATIVES**

1. To approve the Sign Manual for Community and Regional Parks & Trails as the guiding document for designing, producing, and installing signs in Community and Regional Parks, and along Community and Regional trails.
2. To not approve the Sign Manual for Community and Regional Parks & Trails and provide alternative direction.

### **FINANCIAL IMPLICATIONS**

It is neither practical nor possible to install all of the desired signage in a short period of time. A phased-in approach is recommended in the manual, and can be achieved through the current operating budgets of the electoral area community parks function, and through the Regional Parks and Trails operating budget.

The cost of the signs varies dependent upon the amount of text, size of sign, and the complexity of design. As a general rule of thumb, an aluminium-backed sign with dye-imprinted vinyl overlay will cost in the vicinity of \$30 per square foot. Text and design work can be provided in-house with staff resources.

The materials specified in the manual are intended to stand up to the rigours of the weather, and to be easily replaced in the event of damage (through wear and tear, or by vandalism). Production methods such as dye imprinting reduce the ability of vandalism or weather to damage a sign's lettering. Weather resistant sealants can be applied to the sign front, which can also provide a degree of anti-graffiti capability. There will be the need for routine maintenance of signs to ensure that safety and quality experiences are provided to park and trail visitors.

### **CITIZEN IMPLICATIONS**

There are currently five electoral area community advisory committees involved to some extent in park issues. A common theme of discussion over recent years has been the lack of identifying signage at parks and at trailheads. Implementation of this manual will have a benefit to the many existing park and trail users, by way of providing better directional and safety signage, or through providing information about the area they are visiting. It will also assist staff in improved management of public use of parks and trails. All signs installed will reflect the type of park, for instance undeveloped small community parks should only be signed with the park name and Regional District contact information.

Concerns have been expressed that road-side and highway signage will be installed directing traffic to community parks. It is not the intent of the sign program to promote excess visitation to locations such as community parks, which are intended for local residential use and enjoyment.

**SUMMARY**

In recent years there has been increased public interest in the development of the Regional District's Community and Regional Parks system. The Sign Manual for Community and Regional Parks & Trails provides a standardized system of signs, typefaces and graphics that will ensure the successful communication of information to visitors of Regional District parks and trails. The consistent use of the logo, colours, and typefaces will increase the prominence of the District's role in land conservation and responsible park and trail management.

**RECOMMENDATION**

That the Sign Manual be approved as the guiding document for designing, producing, and installing signs in Community and Regional Parks and Trails in the Regional District.

*B. Jenkins*  
\_\_\_\_\_  
Report Writer

*v. J. Connelly*  
\_\_\_\_\_  
General Manager Concurrence

*for*

*AMJ*  
\_\_\_\_\_  
A.C.A.O. Concurrence

COMMENTS:



**DRAFT**

May 18, 2001

# **Sign Manual**

**For Community and Regional  
Parks & Trails**

**2001**



**PAGE  
57**

**TABLE OF CONTENTS**

Introduction. . . . . 4

Implementation. . . . . 5

Replacement of Existing Signs. . . . . 6

Sign Categories. . . . . 7

Placement of Signs. . . . . 9

Text . . . . . 12

Logo. . . . . 15

Colour Schemes. . . . . 18

Icons. . . . . 20

Signboard Materials. . . . . 22

Sign Elements and Layout by Category

*i)* Approach. . . . . 23

*ii)* Park Identification. . . . . 25

*iii)* Directional. . . . . 31

*iv)* Regulatory. . . . . 33

*v)* Safety. . . . . 36

*vi)* Traffic. . . . . 40

*vii)* Interpretation. . . . . 41

*viii)* General Information. . . . . 45

*ix)* Volunteer and Corporate Sponsor Recognition. . . . . 47

Sign Material and Construction

    Aluminum. . . . . 49

    Wood. . . . . 50

    Bronze Plaques. . . . . 51

**DRAFT**

May 18, 2001

Maintenance. . . . . 53

Appendices

    Appendix I: Park System Map. . . . . 55

    Appendix IV: Sign Order Form Template . . . . . 56

Sources. . . . . 58

## **Introduction- Why this manual is required**

The Community and Regional Parks & Trails Sign Manual provides a standardized system of signs, typefaces and graphics that will ensure the successful communication of information to visitors of RDN parks and trails. While the design and posting of signage may seem like a simple and straightforward process not requiring the direction of a manual, the use of standardized signs will help in many regards. The consistent use of the RDN logo, colours and typefaces will increase the prominence of the RDN's role in land conservation and responsible park management.

Increasing public awareness of the existence of RDN parks and trails will assist in the creation of a positive public image and identity for the department while at the same time informing the public about valuable recreation resources. Identifying park and trail locations, significant natural features, and hazardous conditions within RDN parks and trails will add significantly to the value and enjoyment of lands under the RDN's jurisdiction.

The use of Regulatory and Directional signage will increase the responsible use of RDN parks and trails and reduce potential conflict among park or trail users and adjacent landowners. Warning users of potential hazards will ensure a safer experience for visitors. The use of Safety signs will lessen the amount of risk that the RDN is exposed to by users unknowingly venturing into hazardous areas.

The use of this manual will simplify the process of designing, ordering and constructing signs. The only additional design that will be necessary is the layout of interpretive signboards pertaining to specific locations or features. These can either be designed in house or contracted out to professional graphic designers or sign manufacturing businesses, depending on the complexity of the content required.

## **Implementation**

From both a logistical and financial viewpoint, it is neither practical nor possible to install all of the desired signage within the RDN's park system within a short period of time. Therefore, it is necessary to take a multiphase approach to the installation of signage. The order of implementation is based first on park visitor safety, followed by the need for the RDN to be identified as the owner or manager of the park land or trail. This second reason allows the public to contact the Recreation and Parks Department with any safety or maintenance concerns regarding a park or trail, or to offer suggestions for future improvements.



An implementation schedule should first look at immediate hazards that are present in existing parks that are either unsigned or inadequately signed. It is recommended that these situations/conditions be signed in accordance with this manual within 12 months of its being approved. The scheduling of the remaining signage is less imperative and will occur as part of the annual budgeting and business planning process.

## **Replacement of Existing Signs**

In some electoral area Community Parks, there are Park Identification signs already constructed and installed by local volunteers or community groups. These signs should remain posted until such time that they are in need of replacement or repair. At that time, the group or individual who constructed the sign and the RDN should come to a mutual agreement on the design of the new sign. At any time, the RDN may to install a second sign, identifying the park as being owned or managed by the district. This second sign should be smaller in design than the community donated sign and not compete for attention.

RDN park sign standards (particularly for Community Parks) should allow for the customization of signs for local volunteers involved in the management, maintenance or development of the park in which the sign is being placed. This may include a space on the mount for the volunteer groups name, or provide the option of installing an additional sign indicating the name of the group that completed the work, giving the group some public recognition and thanks.

.....



## **Sign Categories**

At the time of writing this manual, some of the categories will not have any immediate application within RDN parks. Signs that allow for the management of traffic flow or greet visitors with elaborate, interpretive storyboards may eventually be required as the level of development within RDN parks increases. Also, as the RDN's park inventory and level of development grows, so may the need for more categories. These may include promotional, event notices or facility signs. As these requirements arise, the new signs should be standardized and added to this manual.

Another addition to these standards that may need to be considered in the future is bylaws. At present (Jan. 2001), only Electoral Area 'B' (Gabriola Island) has Community Park bylaws. If and when new bylaws are passed they should be referenced on a park's Regulatory sign. Despite the lack of many enforceable regulations within parks at the present time, regulatory signs should still be utilized in order to influence park visitor behaviour.

.....

*The table on the following page outlines details of the various categories.*



**Sign Categories**

	<b>SIGN CATEGORY</b>	<b>SIGN PURPOSE</b>	<b>SIGN ELEMENTS</b>	<b>LAYOUT DETAILS ON PAGE:</b>
i)	Approach	To direct visitors to the park.	Text, arrow (logo* and signature** optional).	23
ii)	Park Identification	To identify the park at the entrance and its boundaries.	Park name, logo (include signature for community parks).	25
iii)	Directional	To direct visitors to features within the park (sites, trails)	Text, arrow and symbol combinations.	29
iv)	Regulatory	To inform visitors of the regulations that apply to their visit.	Text and/or symbol. May include logo.	31
v)	Safety	To alert visitors of dangerous conditions or unusual activities.	Text and or symbol, signature – only category with reversed or safety colours	34
vi)	Traffic	To control traffic flow on roads within a park. May apply to both vehicles and bicycles.	Ministry of Transportation and Highways standards	38
vii)	Interpretation	To inform visitors of areas of interest or natural or cultural features.	Text and graphics, may include signature and/or co-sponsors logo.	39
viii)	General Information	To provide visitors with specific information.	Text and logo. May include signature.	43
ix)	Volunteer and Corporate Sponsor Recognition	To recognize groups or individuals who have made significant contributions to the park's maintenance or development.	Text only, or in conjunction with Park Identification signage.	45

\* Logo- Regional District of Nanaimo logo and text

\*\* Signature- Recreation and Parks Department (may include contact information)

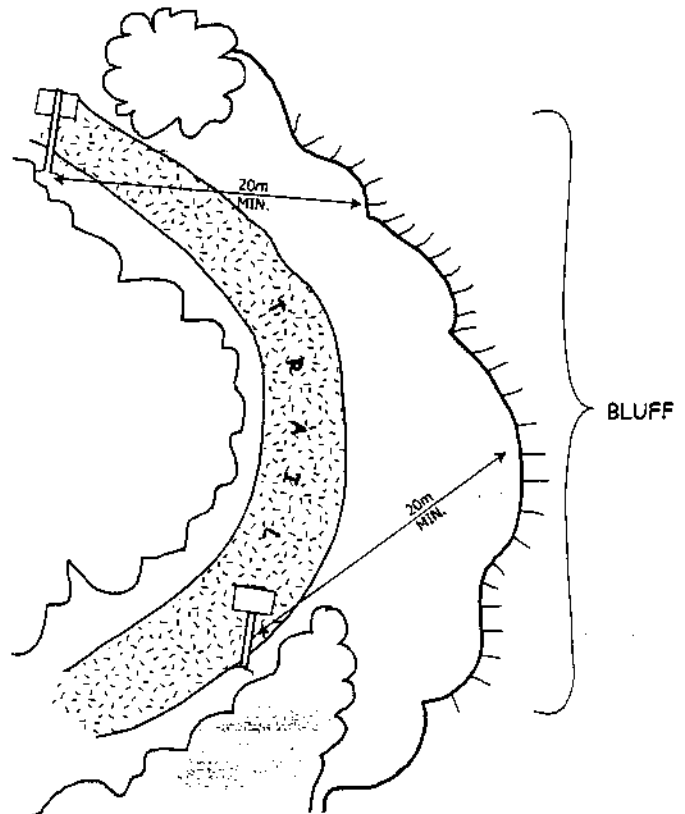


## **Placement of Signs**

Signs should not be placed in a location where they will pose a safety hazard to park or trail users. Signs posted along trail rights of way should be placed 0.6–1.5m from the edge of the trail. Locating these signs next to, or on a mature tree, will reduce the likelihood of cyclists hitting them. This is especially a concern at the bottom of a hill on a cycling trail. Staff experience will ensure the most effective and safest placement of signage.

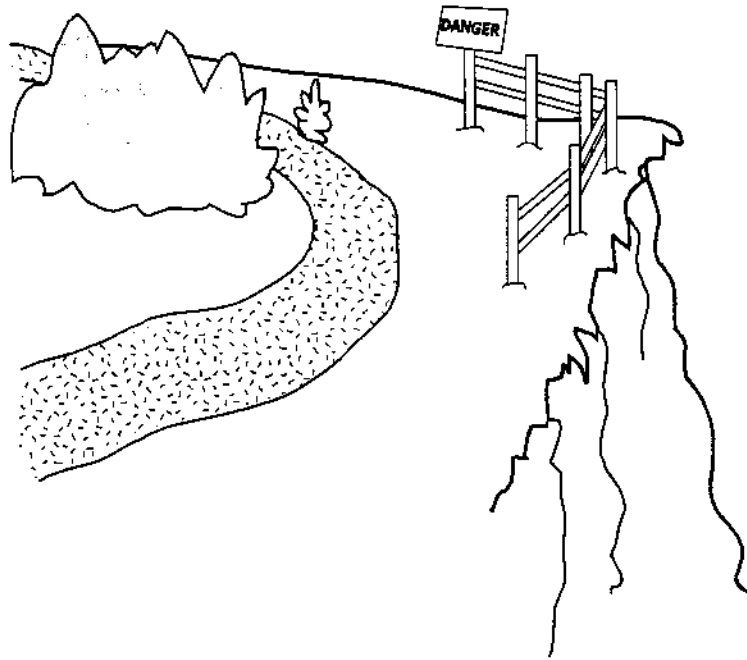
The sign should not be obstructed by vegetation or other features. The full-grown size of the plants around the sign should be considered during installation. Tree branches or other vegetation may need to be trimmed. The sign's should be considered when placing signage. Will the person be on horseback with their eye level up to 9 feet off the ground, or will they be on a bicycle? Interpretive displays should be designed with the age of the target audience in mind.

In most circumstances signs should be placed on the right side of the trail facing the anticipated direction of travel. This conforms to the location of signs on the roadway and is where most users are in the habit of looking for them. Trail signs should be mounted at, or close to, right angles to the traffic they are intended to serve. On curved sections of trail the sign's angle should be determined by the course of approaching traffic.



May 18, 2001

Danger or Caution signs on trails are to be posted in advance of the condition to which they are referring. In most circumstances they should be posted between a minimum of 20m and a maximum of 50m in advance of the hazard warned against, based on visibility to the hazard from the sign. A sign that is placed too close to or too far from the hazard will fail in its purpose. Danger or Caution signs that are not located on trails should be posted adjacent to or at a safe distance from the condition that they are referring to. For example, a sign cautioning parents that a playground is unsupervised could be posted at the edge of the playground or at the park's entrance, while a Danger sign warning of a cliff should be located several meters back from the cliff edge and in a location where park users will be able to see the sign without being too close to the hazard.



It is important that the natural setting and character of Regional Parks are not compromised by the overuse of signage. A natural environment should be preserved as much as possible and where practical, multiple signs should be grouped in one location or on a single mount as opposed to spread out along a trail's length or throughout the park. Care should also be taken not to place signs in a location that will obstruct natural views or lines of sight to a park's aesthetic qualities.

May 18, 2001

Community Parks, where practical, should only be signed with Park Identification signage and any necessary Danger, Caution or Regulatory signs. Volunteer recognition plaques or thank you signs may also be installed where appropriate. It is important to publicly commend stewards that offer a significant contribution to a parks development or maintenance.

It is not practical to install all the regulatory signage possible in each park. Danger and Caution signs will need to be installed in every location where their use is pertinent but the remainder should only be installed on an as-needed basis. For example, if a particular activity, such as tree cutting or motorized vehicle use becomes an issue in a park, the corresponding sign should be posted to curb this activity. Any of these signs may also be accompanied by further explanatory text if required, as in the example below.

**This property is parkland managed by the Regional District of Nanaimo. Having fires in the park is strictly prohibited. Fire presents a grave danger to the forestland, private properties and human life in the area, particularly at this time of year. Your cooperation in this matter is appreciated by the district, the forest service and the homeowners in the area.**

**If you have any questions regarding this notice or RDN parks, please contact the number below.**



Recreation and Parks Department  
193 E. Island Highway  
P.O. Box 1119  
Parksville, BC  
V9P 2H2  
(250) 248-3252  
toll free: 1-888-828-2069

This text may be posted as temporary signage. Vinyl adhesive letters on a chloroplast background or laminated paper signs may work for these applications. These are considerably cheaper than their metal or wooden counterparts.

## **Text**

The Helvetica typeface family is to be used for messages on RDN park signage due to its clarity and legibility from a distance. Words written entirely in uppercase are only to be used for headings on Safety signage. All other sign text will utilize a combination of light, medium, bold, and condensed faces of the family. It is important to mention that light text on a dark background is easiest to read in bright light or exposed locations while signs with dark text on a light background is best suited to shady locations. This should be considered when designing General Information, Interpretation and Regional Park Identification signs as these both allow for the option of colour reversal.

The only sign category that is not limited to this typeface is Interpretive and Regional Park Identification. It is important that there is more artistic licence given to the layout of Interpretive signage as its purpose is to attract visitors with something that looks interesting and perhaps a bit out of the ordinary. Regional Park Identification signs may use a scripted or handwriting typeface for the "welcome" at the top of the sign.

With the exception of the specific templates provided within this manual, it may be necessary to allow a professional typesetter to arrange the text on a sign or proof. The spacing between letters and lines of text are variable, depending on what size is being used. Poorly spaced text impairs the legibility of the message and is visually irritating.

To avoid this, text should be laid out by sign construction professionals where experience and specialized software can be utilized.

**Helvetica Normal**

a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z

**Helvetica Normal Bold**

**a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z**

**Helvetica Oblique**

*a b c d e f g h i j k l m*  
*n o p q r s t u v w x y z*  
*A B C D E F G H I J K L M*  
*N O P Q R S T U V W X Y Z*

**Helvetica Oblique Bold**

***a b c d e f g h i j k l m***  
***n o p q r s t u v w x y z***  
***A B C D E F G H I J K L M***  
***N O P Q R S T U V W X Y Z***

## **Logo**

The official logo of the Regional District of Nanaimo consists of a graphic interpretation of the significant physical features of the geographical area comprising the RDN- the water and shoreline, the forests and mountains, and the horizon. It is accompanied by a stylized typeface, which effectively represents the RDN.

The logo has been designed to be highly readable in a wide range of sizes. Digital and hard copy reproduction files provide a variety of formats, all in carefully defined size and space relationships, with the elements drawn to a consistent standard. Elements are never used independently of each other, nor are their relative sizes or position to be changed from the formats provided. No other logo may be substituted or used in accompaniment without prior approval of Corporate Services.

The logo comes in two layout versions- horizontal and vertical. These are designed to fit a diversity of formats and size applications. Care must be taken not to use the vertical layout when the logo is being applied to a small space, as the logo type will become lost. Horizontal and vertical scales are never to be altered.

Information taken from the RDN Graphic Standards Manual, June 1996.

## **Centaur Bold**

a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
A B C D E F G H I J K L M N  
O P Q R S T U V W X Y Z

**Logo Colour**

The Regional District of Nanaimo uses specific colours for applications requiring the use of its logo. Other colour requirements may be stated at the time of sign preparation. Companies reproducing the RDN logo need to be given the correct colours in addition to receiving the logo itself in a digital format. Note that the typeface weight used for the logo is different for printed applications than it is for signage; the typeface is heavier for use on signs.

**Process colour:**

Type: 100C, 20M, 50K

Upper Part of Graphic: 75C, 15M, 40K

Centre of Graphic: 100C, 65Y

Bottom of Graphic: 45C, 10M, 25K

**Two Colour:**

Type: PMS 302

Upper Part of Graphic: 75% PMS 302

Bottom of Graphic: 45% PMS 302

Centre of Graphic: PMS 3275

**Grayscale:**

Type and centre of graphic: 100% black

Top of graphic: 70% black

Bottom of graphic: 40% black.

When using RDN in one colour other than black, specify PMS 302.

**Typography:**

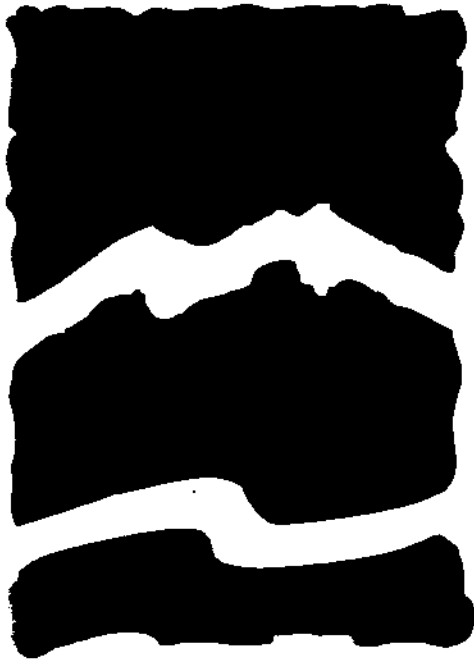
As a reference, logotype is Centaur Bold modified. Do not reset logo type. Use artwork available on disk. Supporting typography uses the Futura family.

**Other:**

Do not split logo graphic and logo type in any other manner than those examples shown in the RDN's Graphic Standards Manual. Do not rescale the logo or type vertically or horizontally.



**RDN Logo Examples**



REGIONAL  
DISTRICT  
OF NANAIMO

Vertical alignment- grayscale



REGIONAL  
DISTRICT  
OF NANAIMO

Horizontal alignment- two colour



REGIONAL  
DISTRICT  
OF NANAIMO  
RECREATION AND PARKS

Horizontal alignment with signature- process colour

Recreation and Parks Department  
193 E. Island Highway  
P.O.Box 1119  
Parksville, BC  
V9P 2H2  
(250) 248-3252  
toll free: 1-888-828-2069

Contact information- Futura Bold

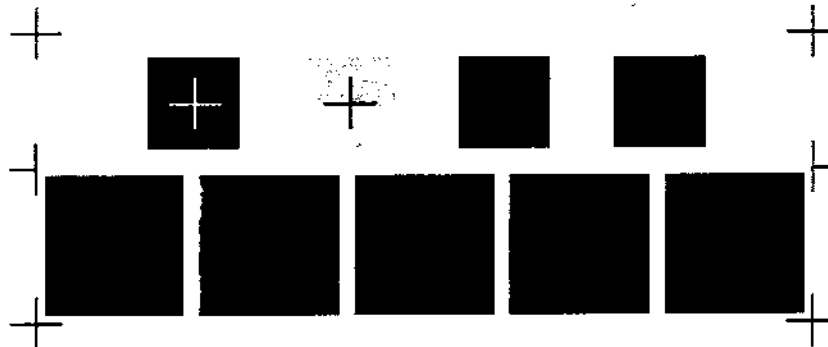
## Colour Schemes

All signs for RDN Parks are to follow the same colour format. Uniform colouring of RDN park and trail signage will aid in establishing a wider spread public recognition of the RDN as a responsible park management agency. In order to achieve this, sign manufacturers enlisted by the district must be provided with the Pantone or CMYK specifications at the time of order.

There are shades of colours that may not always be able to be matched exactly. Wherever possible, exact colours are to be used. While there are alphanumerical references to Pantone and CMYK colours available to exactly describe colour requirements, some sign manufacturers may not have the exact colour of vinyl in stock. In this event, the closest available hue should be used. If the available selection is not acceptable another sign manufacturer should be enlisted. The particular shade of red or yellow outlined for Safety signage may also not be available but no other colour may be used (i.e.: it *must* be red or yellow respectively).

*The table on the following page outlines the colour requirements.*

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**Colour Specifications by Category**

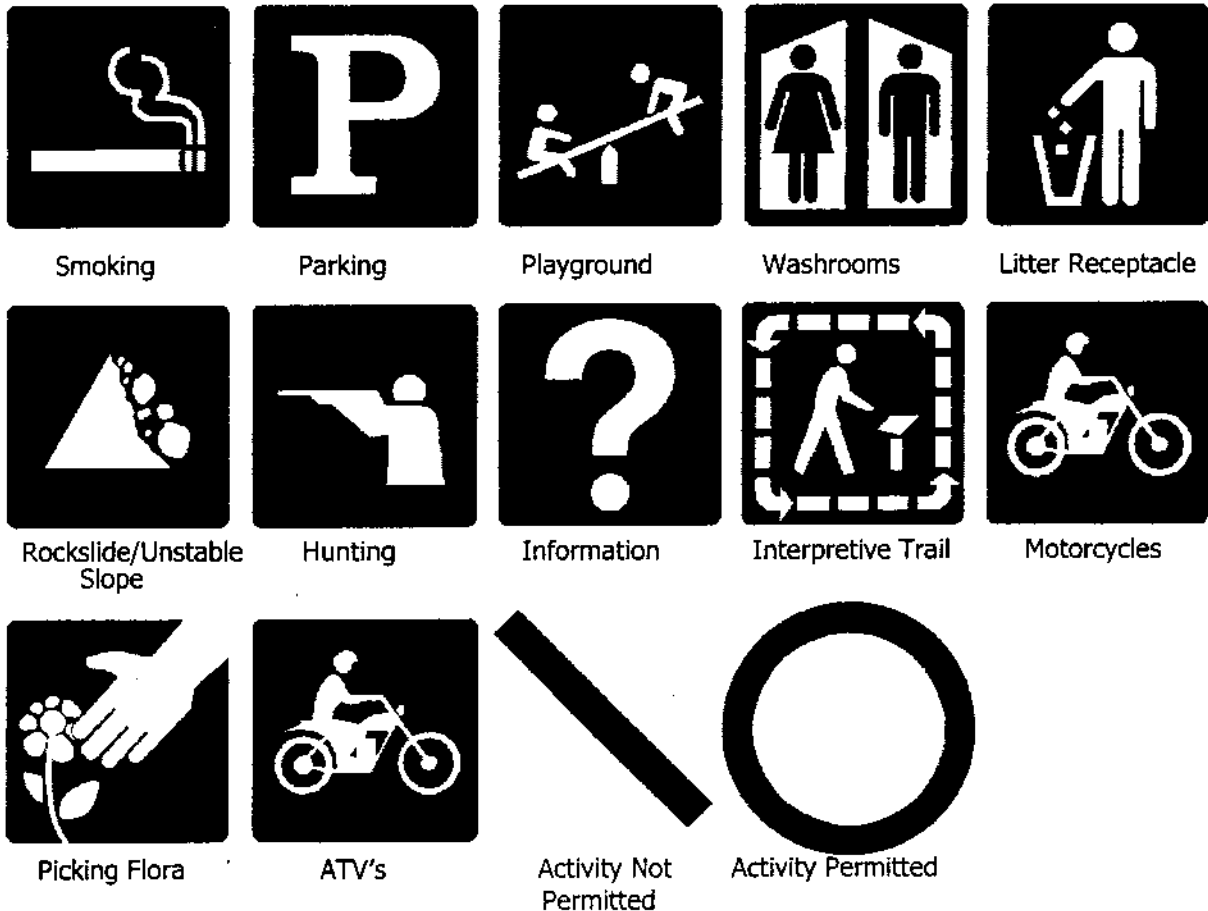
<b>Category</b>	<b>Element</b>	<b>*Colour (Pantone Coated)[CMYK]</b>
Approach	Background	As per M.O.T.H regulations
	Text and/or symbols	
Park Identification	Background	natural wood or olive green (5767CVC) [15, 0, 65, 38]
	Text and/or symbols	white or black
Directional	Background	olive green (5767CVC) [15,0,65,38]
	Text and/or symbols	white
Regulatory	Background	olive green (5767CVC) [15,0,65,38]
	Text and/or symbols	white
Safety	Background-Danger	(red 032 CVC) [0,91,87,0]
	Background-Caution	(process yellow CVC) [0,0,100,0]
	Text and or symbols	(process black CVC) [0,0,0,100]
Traffic	Background	As per M.O.T.H regulations
	Text and or symbols	
Interpretation	Background	various
	Text and or symbols	various
General Information	Background	May be white or(364CVC) [72,0,100,43] (ie.: colours may be reversed to achieve best readability in existing lighting conditions)
	Text and or symbols	
Volunteer and Corporate Recognition	Background	olive green (5767CVC) [15, 0, 65, 38]
	Text and or symbols	white

\* Colour definitions refer to the Pantone Matching System and are used for printing inks. This is a universal index of colours that helps to overcome the difficulty of matching colours from different colour spectrums that other forms of media use (ie: RGB, Focoltone, DIC Colour, Indexed). The use of these colour definitions will ensure that the sign manufacturer or printer will use the exact colour being ordered by the RDN, and not a different hue or shade.

**Icons**

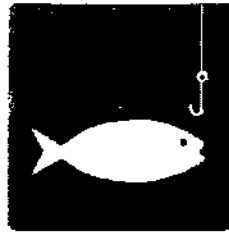
Icons used for communicating regulations, features, activities and facilities are drawn from existing standards in use by Parks Canada, BC Parks, Ministry of Transportation and Highways and various other agencies. These symbols depict both permitted and restricted activities simply and at a glance. These standardized symbols are commonly used and readily identifiable by most park or trail users. Simple pictograms can communicate messages or regulations more effectively than text, and do not require the reader to read lengthy signs (that may go unnoticed altogether).

Where possible, these icons should be used instead of text to convey a message. In situations where there is a need to emphasize that a certain activity is *permitted*, the corresponding icon should have a green circle placed around it (see below).





Bicycles



Fishing



Mountain Climbing



Rock Climbing



Camping



Canoeing



Campfires



Hiking



Horseback Riding



Wildlife



Bear



Picnic Area



Picnic Shelter



Snowmobiling



Snowshoeing



Wheelchair  
Accessible



Pets on Leash



Fish Hatchery



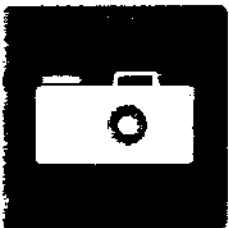
Drinking Water



Swimming



Trail Shelter



Wildlife Viewing



Viewpoint



Winter Recreation  
Area

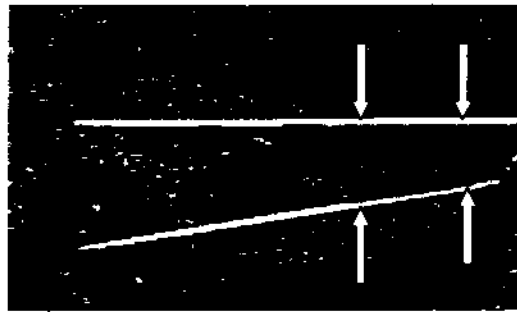
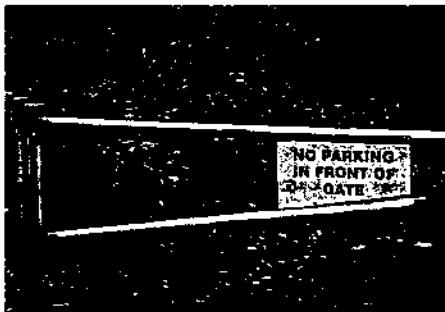


Cross-country  
Skiing

## **Signboard Materials**

With the exception of Regional Park Identification and Interpretive signs, all signs within this manual should be constructed of 0.08" (2mm) aluminum. The image and lettering on the sign will be digitally printed on outdoor adhesive backed vinyl. This vinyl can then, if desired, be coated with an additional anti-graffiti, weather resistant sealant. Aluminum backed vinyl is corrosion resistant and stands up to the elements. It can have graffiti removed from it without suffering the chemical etching that occurs when applying harsh cleaners to Lexan, plexi-glass or plastics.

All aluminum corners are to be evenly rounded and de-burred prior to installation. This provides an even, professional looking finish and prevents visitors or maintenance personnel from suffering cuts while handling. The vinyl and aluminum can become scratched but this can be remedied by using touch up paint in small affected areas. Aluminum is prone to being bent, as does occur in some vandalism situations, but in locations where this may be an issue a thicker sign may be installed, or alternative mounting methods may be adopted in order to accommodate a reinforced back support.



Mounting the sign so that there is no means of getting leverage to pry it will greatly deter vandals from bending it. This sign (left) was poorly mounted, with the edges of the sign unsecured and the bolts being located 250mm back from the left and right edges. It was bent so as to be unreadable the second week after it was installed. The sign was subsequently torn off by vandals altogether. This may have been avoided by mounting the sign using bolt locations marked on the picture on the right.

## **Sign Elements by Category**

For each of the nine categories, there is a description of the sign's content and application followed by construction details and sign layout. There is also a template order form that may be completed and faxed to the sign manufacturer in order to simplify the process of ordering the signs.

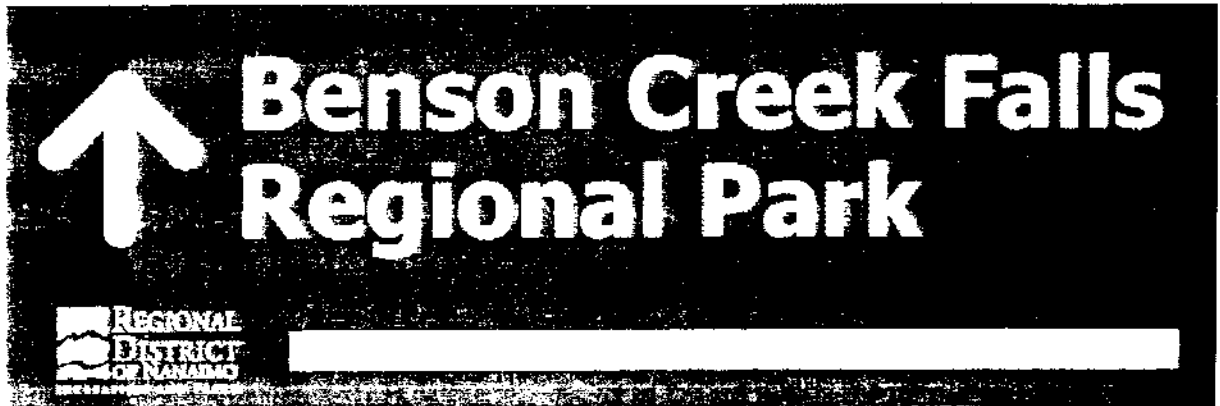
### ***i) Approach- outside the park***

These signs are to guide vehicle or pedestrian traffic to Regional Parks. Approach signs will typically be mounted on the side of highways with Ministry of Transportation and Highways (M.O.T.H) permission and meet their requirements. Signs in this category will have to meet standards set out in the Manual of Standard Traffic Signs and Pavement Markings (Sept. 2000).

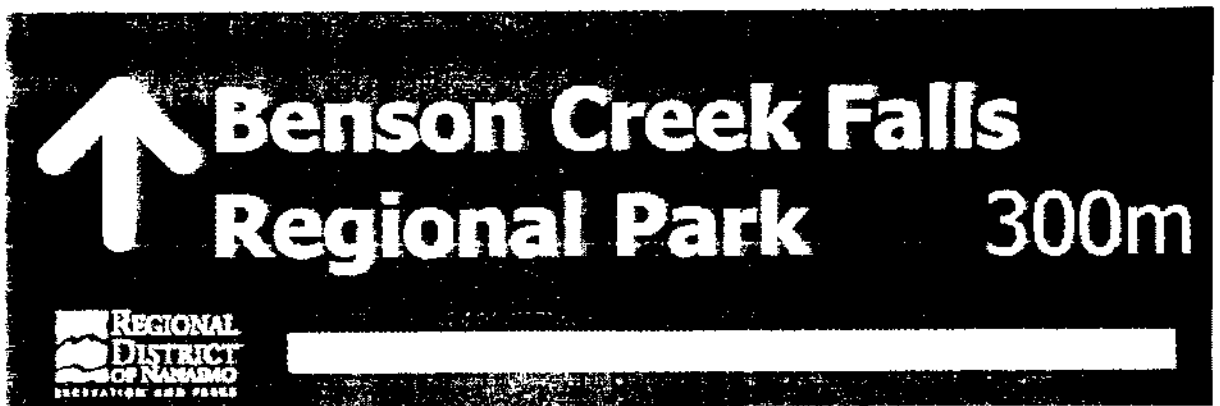
Approach signs will display the name of the park, the RDN logo and possibly arrows indicating the direction to travel. They may also contain distance information if required. A sign placed on the highway requires further signs to be placed at intermediate locations between the original sign and the park entrance. Exact location of these signs will be determined by the straightforwardness of the route from the first sign. It may not be necessary to position signs at all intersections between the first sign and the park entrance. Common sense will determine the number and placement of signs needed.

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The two examples shown here represent the possible layout for highway mounted signs. These designs will have to meet M.O.T.H standards for amount of text, size and visibility. They will have to be coated with a reflective material to allow illumination under headlights.





***ii) Park Identification- at park entrance***

Park Identification signs are to be located at a park's or trail's entrance(s). These signs are to inform the visitor of the park's name and to identify the RDN as the management authority for the park.

Identification signs for Regional Parks are drastically different from those for Community Parks.

- Regional Park Identification signage is designed to be reflective of its more wilderness nature. Employing the use of large, natural timbers helps to indicate the type of experience that can be expected within the park. The use of wood in the sign's construction enhances the natural look of the sign, while at the same time providing a structure that is more vandal resistant due to its' size and strength. Wooden signs of this design also absorb gunshot better than their metal or acrylic counterparts; something that signs in more remote locations may be subjected to.
- Community Park signs are more suited to an urban environment, and share some of the same materials and design features as signs within municipal boundaries.



## Community Park Identification

Community Park Identification signs are to be located at the park entrance. These will typically be secured to two posts if standing alone, or, in the case of parks that have existing fences, may be attached to the fence or entranceway. In parks of a less developed nature, it is permissible to attach the sign to a mature tree. It may not be desirable to install such signs at all in the case of less developed parks, or where there is no community demand for identification of these properties.

The layout below is to be used as a guideline in ordering Identification signs. The measurements shown are recommended minimums, and if scaling to larger sizes it is important that the same ratios are maintained.



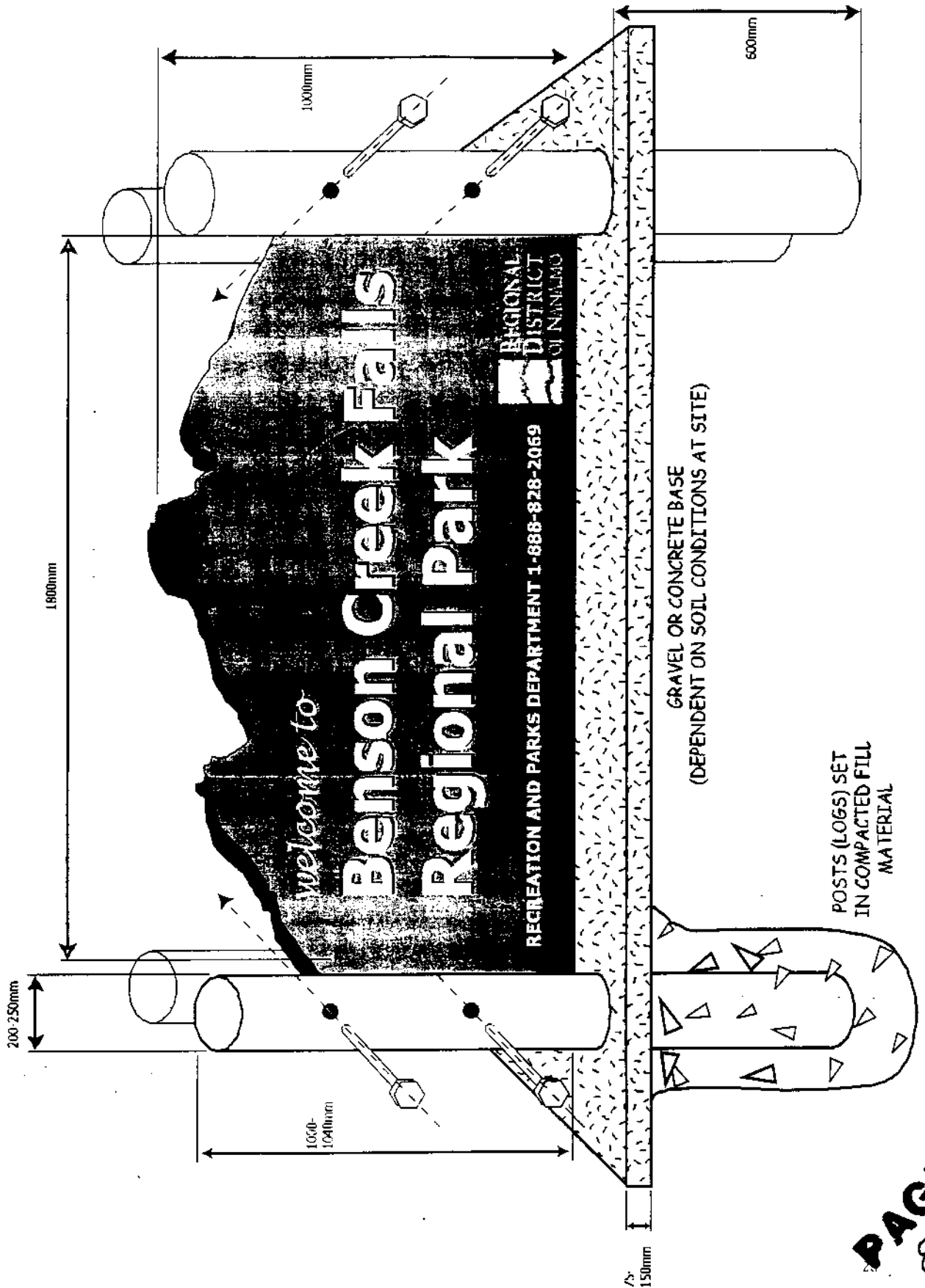
## Regional Park Identification

Entrance signs identifying Regional Parks are designed to reflect the wilderness nature of the park. They are constructed of heavy slabs of roughcut lumber held in place by natural timber uprights. Their robust design will match the surrounding environment and welcome visitors to their outdoor experience. Text on the sign face is to be routed into the wood and painted. The approximate size of the signboard itself is 1.8m x 1.0m.

Sign construction details are shown on the following page.



### Regional Park Identification Sign Construction Details



## Trail Identification

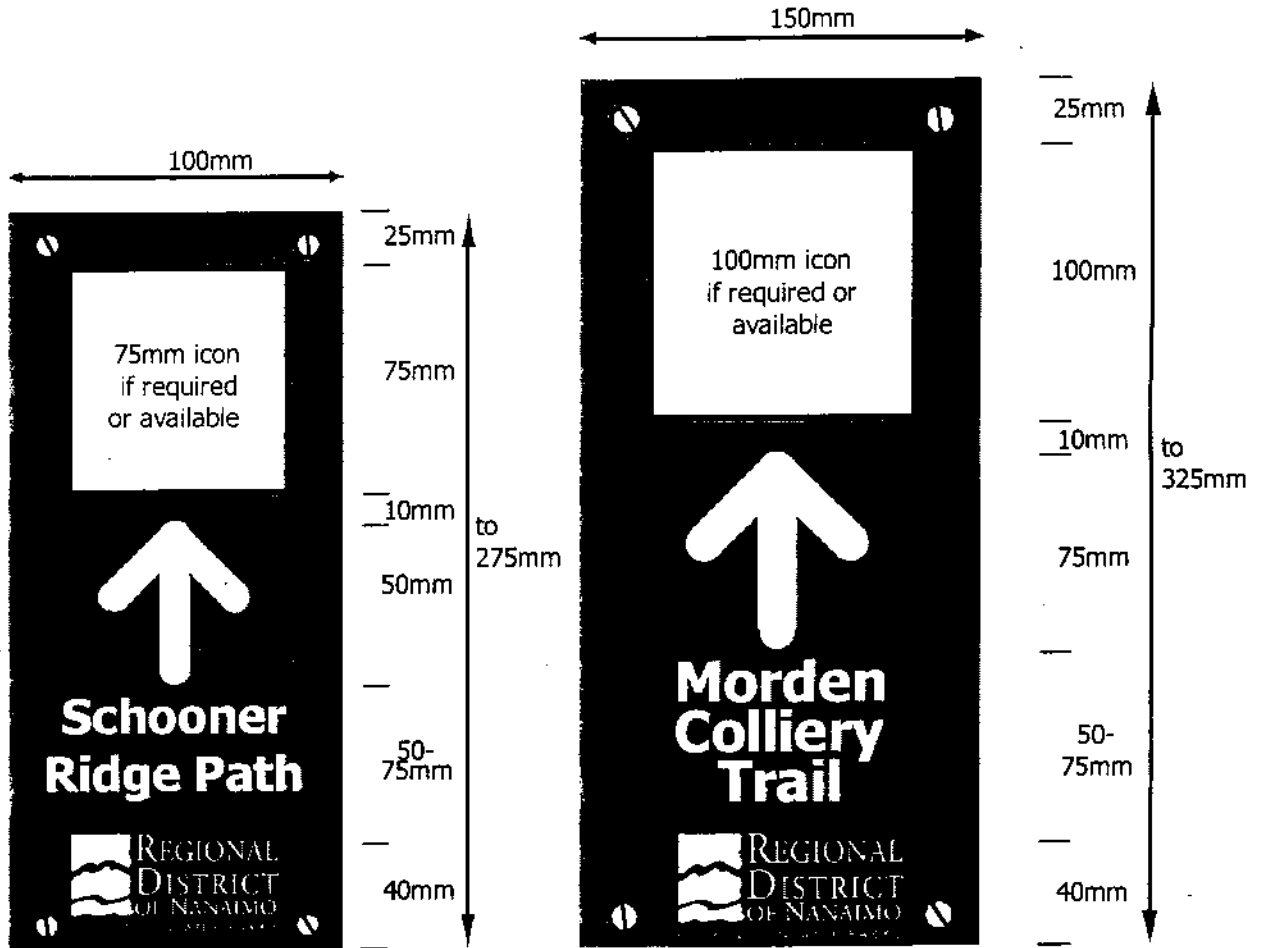
Signs in this category are to be mounted on 4x4" or 6x6" posts. Shorter trails that are primarily used by the local community (i.e.: Schooner Ridge Path) will use 4x4" posts, and larger or more regionally significant trails will be marked with 6x6" posts. Intermediate posts along the trails length will conform to the standards outlined under Directional signs. Trail Identification sign faces may be aluminum with a dye imprinted vinyl or painted facing, or they may be vinyl backed Plexiglas. The post should be routered to accept the sign medium to be flush with the posts surface as this assists to deter vandals.

Trail Identification signs are similar to the smaller Directional signs with the exception that the former contain the RDN signature in order to identify the RDN as the managing authority. Unlike Community and Regional Park Identification signs, the contact information is not required. They may, however, include route identifiers and distance information below the trail name.

.....



**Trail Identification Layout Details**



**iii) Directional- in the park or on the trail**

Directional signage in parks or on trails is to be placed where required. The purpose is to direct visitors to various points of interest within the park and to mark a trail's route. Directional signs may also be used to direct visitors to features or amenities outside of the park, such as points of interest, toilet facilities or sports fields. For instance, if a particular trail within an RDN park leads to an adjacent recreational property, then these signs may direct the visitor towards features within that property. If it is desirable to direct visitors to destinations outside of the RDN managed property, and then consultation with the owner/manager of the destination will be required.



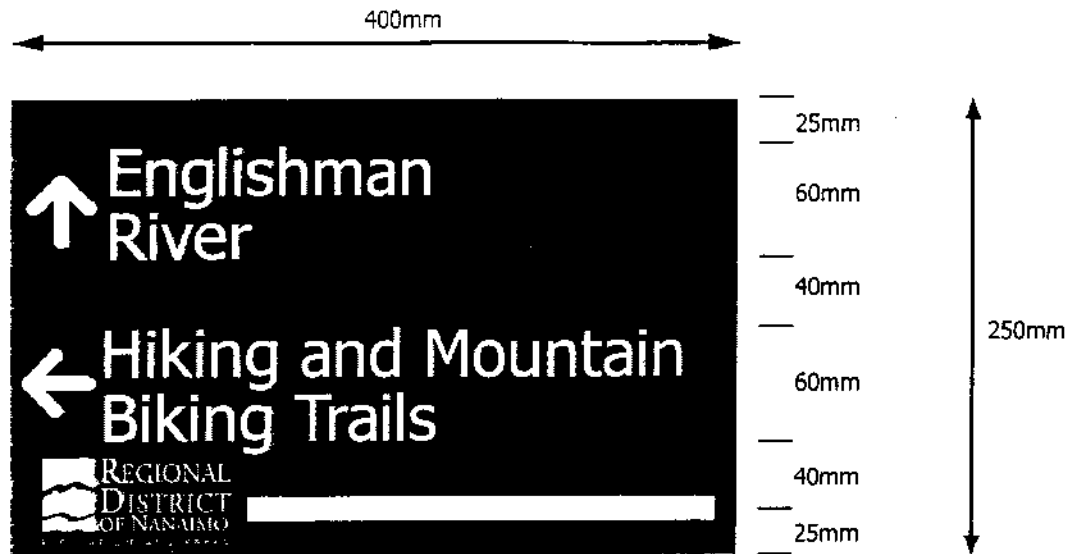
Directional signage will likely only be required for regional parks and trails, and few community parks.

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These types of signs are to be used where needed along trails. They may be affixed to posts, mature trees or existing roadside signage.

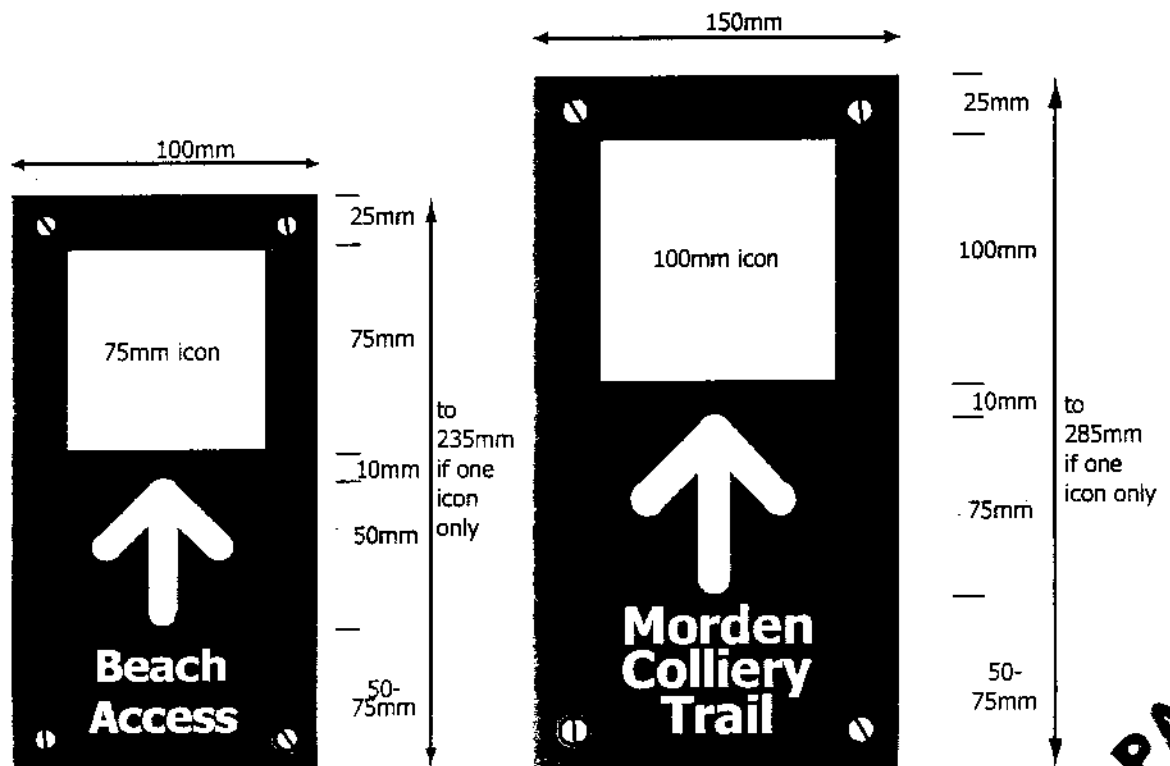
**Directional**



This 400x250mm layout is suitable for locating close to a park's entrance or parking area. It is easily modified (enlarged vertically) in order to accommodate more destinations or even scaled up to allow greater viewing distances.

.....

This format is designed to be mounted on a 4x4" or 6x6" post. Located trailside or at park boundaries, it will clearly guide visitors to trails, amenities and points of interest within the park. The sign is easily lengthened in order to accommodate more information. Icons may or may not be required, thus creating an even more compact layout. This sort of sign may also be mounted on existing trees, although the installation of a post is preferable.





***iv) Regulatory- in the park***

Regulatory signage serves the purpose of informing the visitor of what sort of activities are permitted or prohibited within the park. It may also serve to alert park visitors to the presence of other types of users that may be in the park (i.e.: indicating that cyclists or horseback riders may be encountered along the trails). With the exception of Electoral Area 'B' (Gabriola Island), there are no bylaws in place to allow enforcement of many of these signs. It has been shown, however, that merely placing these signs within parks can curb or favourably influence a visitor's behaviour.

Icon sizes will vary depending on their target audience. Signs with 75mm icons are to be used on pedestrian trails or locations where they are likely to be read by visitors traveling on foot. Signs with 100mm icons are to be used on trails that are multi-use, where they need to be seen by cyclists and horseback riders. When combining icons on Regulatory signs, the permitted use icons (i.e.: horses on trail) should be placed first, followed by the prohibited use icons, beginning with the most significant concerns.

Some icons used for Regulatory Signage are listed below and shown on page 20. If the chosen sign manufacturer does not have these icons in any format, then the Recreation and Parks Department can provide them.

**NOT PERMITTED uses signs:** Green background, white icon, and red slash.

- Fires
- Littering
- Smoking
- Dogs
- Dumping
- Tree cutting
- Camping
- Shooting or Hunting
- Motorized vehicles/ATV's/Motorcycles
- Bicycles
- Parking
- Horseback Riding
- Harvesting/Picking Vegetation

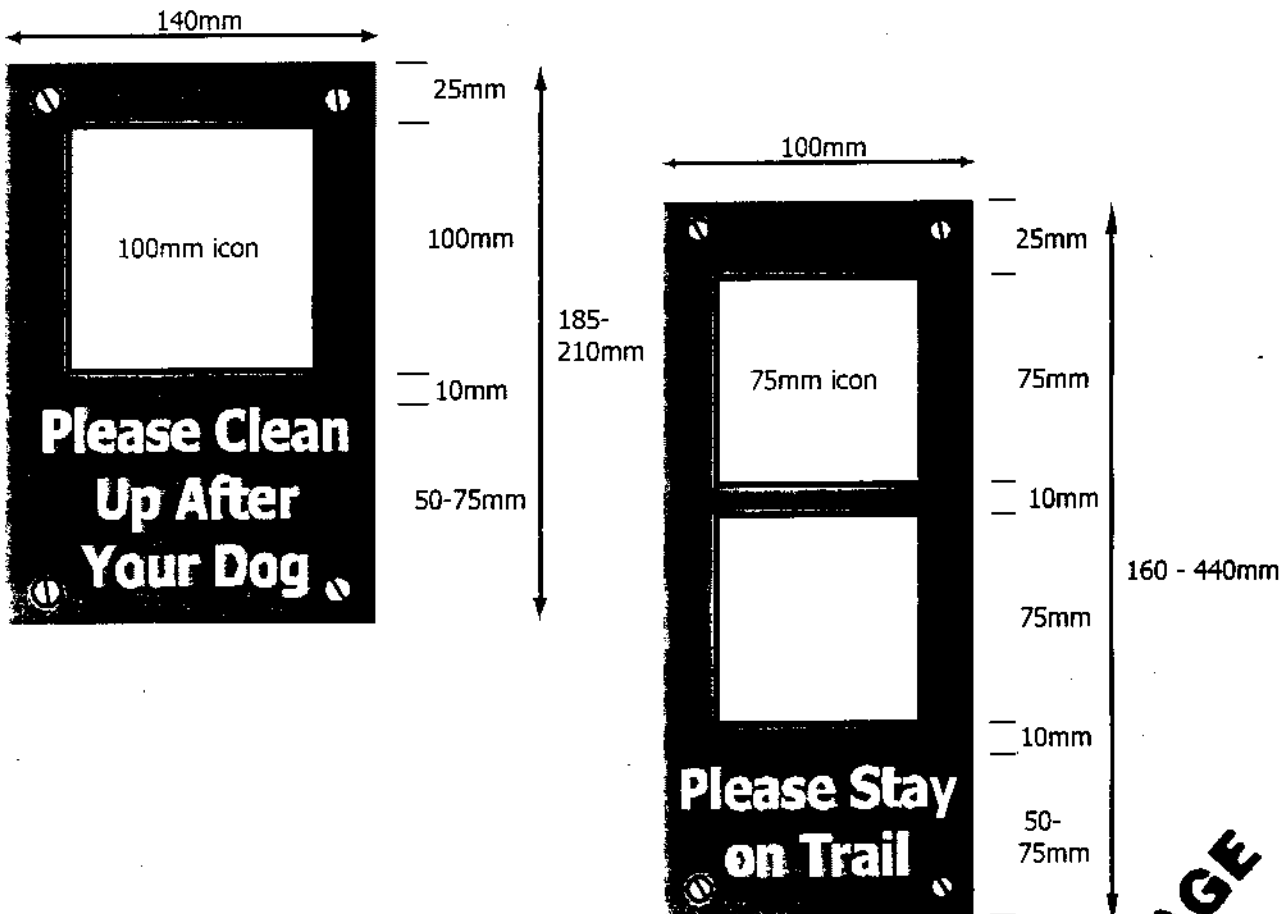
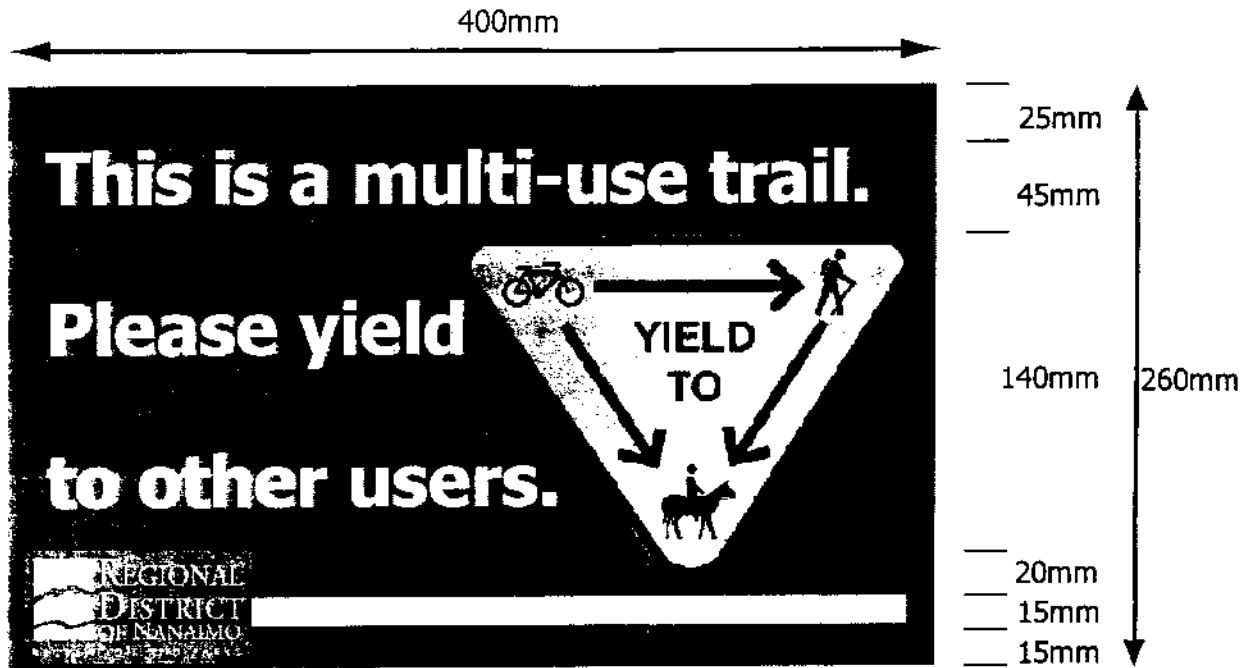
**PERMITTED uses signs:** Green background, white icon.

- Biking
- Hiking
- Parking
- Horseback riding

**OTHER Regulatory signs:** Green background, white icon and text

- Pets must be on leash
- Please clean up after your pets.

**Regulatory Sign Layout Details**



**v) Safety**

Safety signs are used to alert visitors of possible dangerous conditions or unusual activities within the park or on the trail. Considerable care must be taken to ensure the most effective placement of these signs as their going unnoticed may result in visitors becoming injured or killed, and expose the RDN to increased liability. Any hazardous or unexpected obstacles, conditions, or natural landscape features must be assessed to determine if their existence requires the installation of such signage.

Conditions that could warrant safety signage could include, but are not limited to:

- fast moving water
- cliffs
- hazards posed by wildlife
- steep creek banks
- mature forests with possible windfall concerns
- erosion prone areas with slide potential
- unsupervised recreation opportunities
- active construction projects
- new or unexpected development

In some situations it may be necessary to only post temporary signage warning of hazardous conditions, as would be the case with construction or development projects in the vicinity of trails or spaces being actively used by park visitors. Bridge or trail upgrades, hazard tree falling operations, salmon or creek bank enhancement projects (particularly those involving the use of heavy equipment) are further examples of conditions requiring the use of Safety signage.

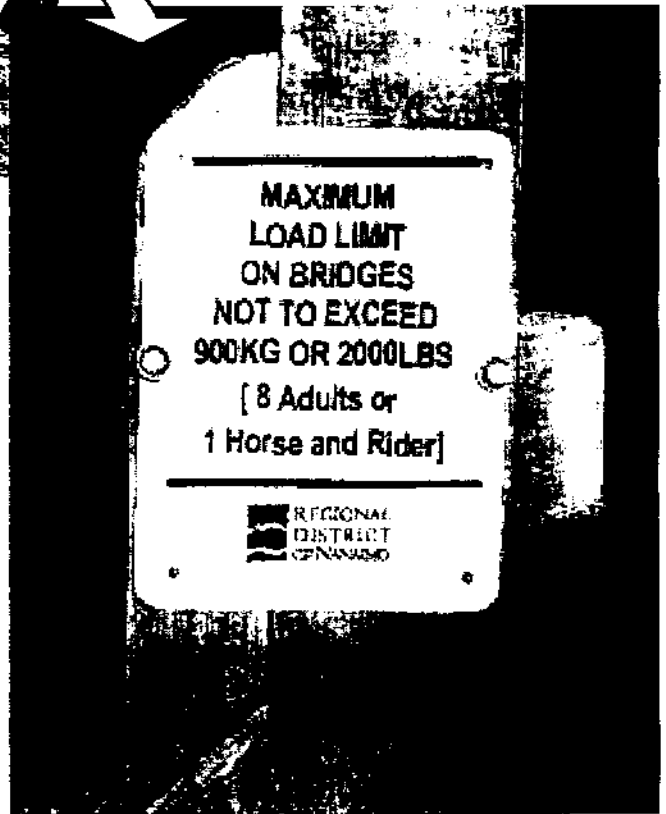
Safety signage is divided into two categories, Danger and Caution. Danger signs are red, display strong messages and are used in situations where the visitor should not proceed or must take a specific course of action. Caution signs are yellow, alert visitors to potential hazards and suggest the action to be taken. The exception to this is shown in the picture below; signs indicating loading or occupancy limits on structures may be displayed with red text on a white background.

Safety signage is the only category that uses reversed or safety colours. These signs *must not* use the same colour scheme as other categories. Safety signs must be concise and use universally recognized iconography wherever possible.

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Caution signage placed on park amenities should have red lettering. It need not display the "Caution" or "Danger" heading if it is just noting restrictions on occupancy or load capacity.

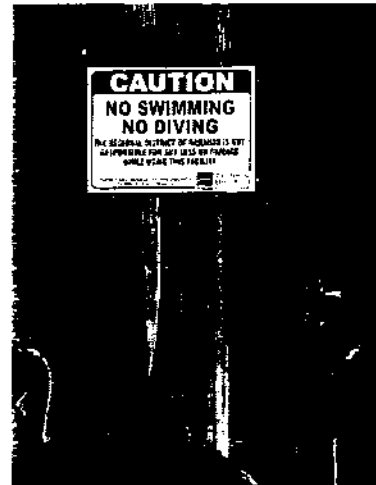


**DANGER/CAUTION signs:** Yellow background (caution) or red background (danger), black icon (if required), black text.

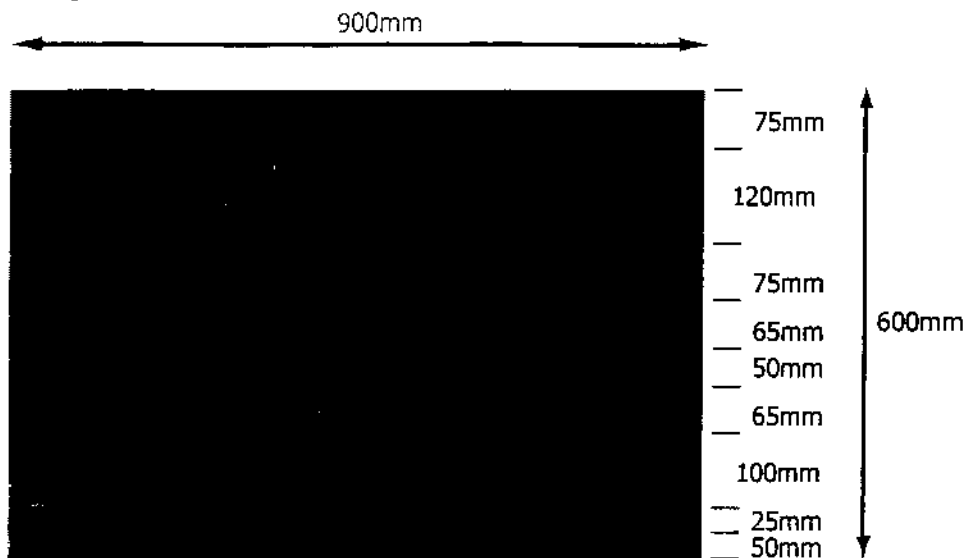
- DANGER: Cliff/Steep Area- Keep Back (alternatively: Stay Behind Fence)
- DANGER: Construction Area- No Access
- DANGER: Trees unstable in windy conditions. Keep out
- DANGER: Fast water poses drowning hazard. Keep back
- DANGER: This beach is tidally influenced. Plan hikes according to tide schedules.
- CAUTION: No Diving. Shallow water.
- CAUTION: Cyclists/Horses on Trail (coupled with Trail Etiquette/Yield symbol)
- CAUTION: Rough trail surface. Use extra care.
- CAUTION: Bridges are slippery when wet. Use extra care.
- CAUTION: NO lifeguard on duty. Swim at own risk.
- CAUTION: New \_\_\_\_\_ ahead. Proceed with care.
- PARENTS CAUTIONED: Playground unsupervised. Use at own risk.

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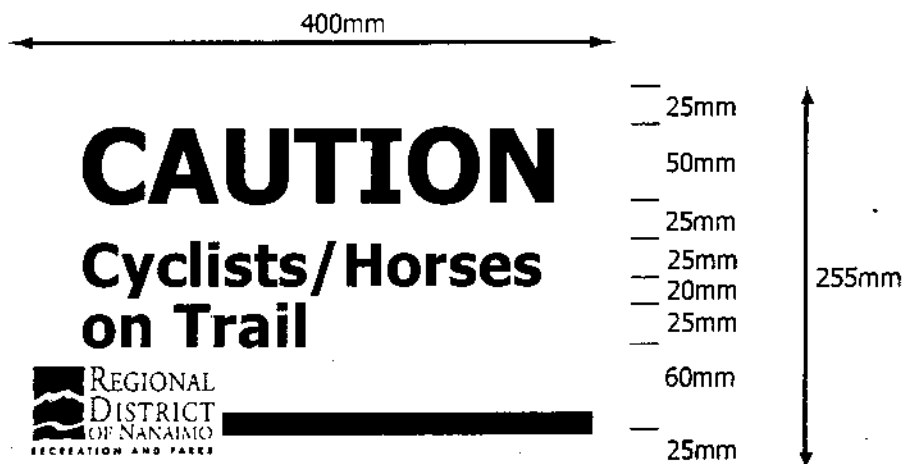
In some situations, Safety signs may be placed on or near amenities being used by park visitors (i.e.: constructed lumber or natural log bridges, playground equipment). These signs should include contact information and instructions or a request for the public to report damages or unsafe conditions to the RDN.



**Safety**



Both Danger and Caution signs may take on either of the dimensions shown here. Danger signs must contain the contact information in the lower left-hand corner so that visitors may reach the Recreation and Parks Department in the event of vandalism or other incident. Both Danger and Caution signs are to always use the colours specified in this manual and may never be the green hue of other park signage. Also, text is always to be black, not white. In locations where there is known after dark use of the park, these signs need to be reflectorized. This coating will allow the sign to remain legible under low light conditions or when caught in the glare of headlights or a cyclists lamp. Care must be given to the sign's location and most often, the installation of one or two steel posts will serve as the best means of mounting, although mounting on wooden post or trees is permissible.



**vi) Traffic**

M.O.T.H standards are to be used for all Traffic signs. Their icons and text are readily recognized by visitors. Details for design and placement of these signs may be found in the Manual of Standard Traffic Signs and Pavement Markings.

These signs are to be located on the right side of the road, where visitors will be used to looking for them. In some cases, it may be beneficial to augment the roadside signage with painted directions on the pavement (arrows, stop lines, speed limits, etc...). *At no time is pavement marking permitted to replace Traffic signage; it must only be used in conjunction with roadside signs.*

For marking pavement, specific 'road marking paint' is available. Paint is available in a variety of colours although there will likely be no use for anything other than white and yellow.

Volume	Coverage
480 g. spraycan	10-15 sq.ft.
1 gal. can	300-400 sq.ft.
5 gal. pail	1500-2000 sq.ft.



**vii) Interpretation**

The installation of interpretive signage can be used to promote or explain features found within the park. Information about natural features or history, significant or rare flora and fauna, or maps can be displayed on attractive signs to enhance a visit to the park. These signs can increase awareness of conservation issues, draw attention to interesting sites or historical artifacts within the park and provide maps of existing trails and features.



Interpretive signage is most effective if it is colourful and well designed. The layout of the signboards may be completed in-house or contracted out to design professionals. A sign manufacturer will be required to carry out the sign construction. Installation may be completed by RDN staff or a general contractor, depending on the size, complexity, or time constraints of the project. It is important that the contractor is aware of his/her responsibility for the installed sign to be in the same condition it was at the time of manufacture. Repairs to any damage to the finished surface are the contractor's responsibility and must be completed to the satisfaction of the Recreation and Parks Department.

A great deal of thought should be given as to where and when to use interpretive signs in parks. If there is a clear and interesting concise message that can be delivered to the public that will increase their enjoyment of the park, then an interpretive sign may be appropriate.

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May 18, 2001

Interpretive signs compete for the visitor's attention with the many other points of interest within a park. To be effective interpretive signs need to be eye-catching and attractive. There needs to be a readily visible and interesting title on the storyboard or a bright, appealing graphic element; something that promises a reward for being read. If there is no reward anticipated by the visitor then the sign will have failed in its purpose.

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This photo (right) is not an interpretive sign but is a good example of things to avoid while designing interpretive signage. The density of text on the board is likely to deter even the most avid reader from paying much attention. The map is bright and colourful, but the title is not as evident as it could be.



This interpretive facility at Buttertubs Marsh in Nanaimo offers a whiteboard, inviting visitors to write down the wildlife they encountered on their walk. This sort of interactivity, coupled with interesting illustrations and an attractive roof and frame, draws visitors to read the sign. The wood construction blends in with the surrounding environment, despite being an urban park, and the rafters (above) are curved, lending to the natural form of the display.

*Some things to keep in mind when designing interpretive signs...*

- Use photos or pictures to help tell the story. Bright colours will catch the eye and add depth to the display. Where possible, graphics should not duplicate what can be seen within the park; they should reveal information that is normally hidden from the visitor (i.e.: a salmon's life cycle). At the same time, they should relate to, or amplify the text. Interpretive boards lacking any graphic elements will be much more likely to go unread.
- In most situations it is best to keep messages short. Short sentences and short paragraphs aid in the readability of the text. The vocabulary should be carefully considered if part of the target audience is school age children. In some cases it will not be possible to limit text length, such as when describing detailed history of an area. In such instances it is best to extract key points into captions or box-outs so that most visitors can get the bulk of the message quickly, while those more interested can read the detailed passages.
- Do not lay out text in all capitals. This makes it hard to read.
- Signs in bright and sunny locations will be easier to read for the most part, if their letters are light and on a dark background. The reverse is true for shady conditions.
- Do not fragment text blocks with pictures. If the visual flow of text is interrupted by graphics or changing justification, then the passage becomes difficult to read.
- Try and use quotes, metaphors and examples to get the message across.

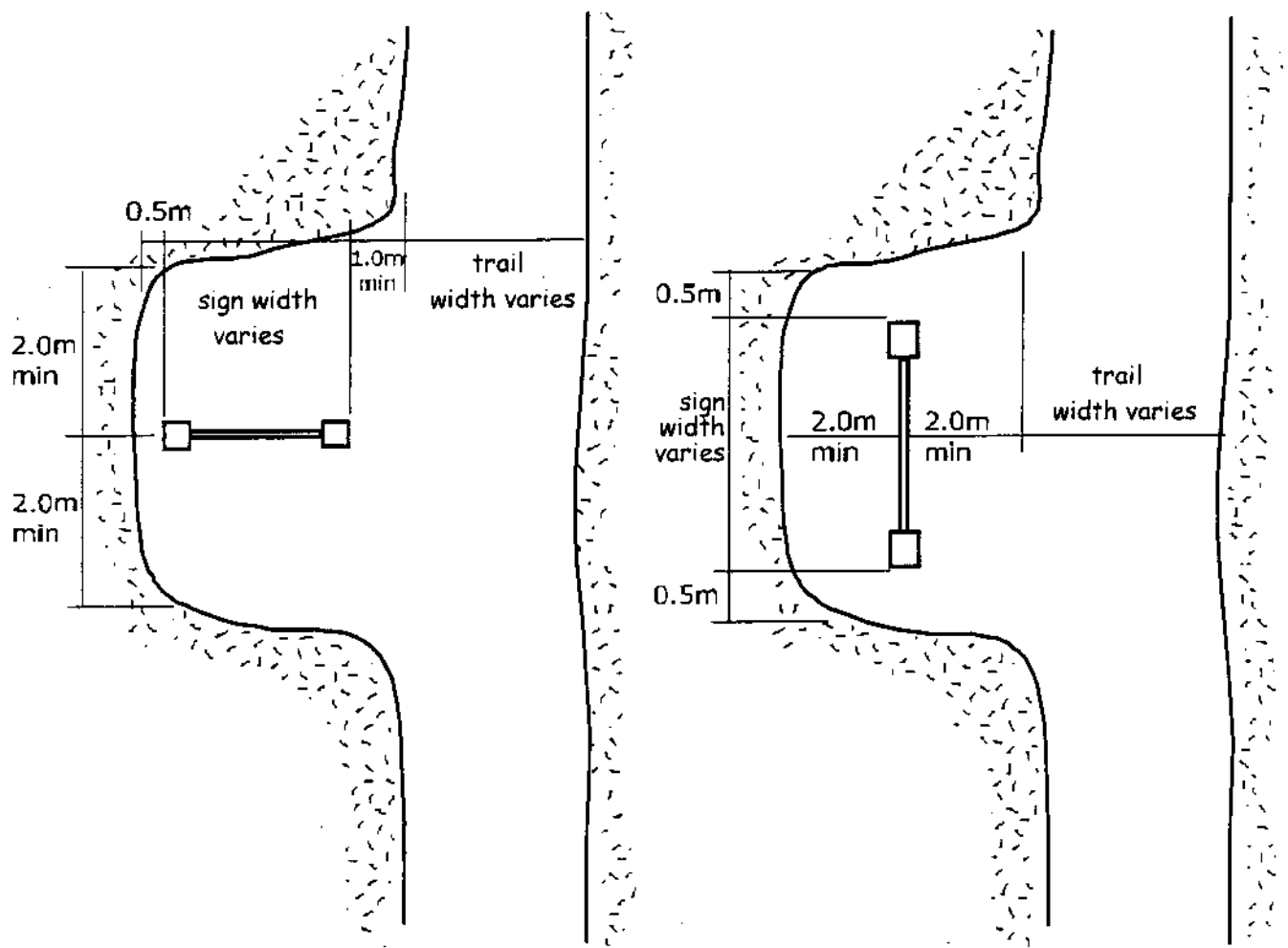


**PAY**  
22

May 18, 2001

Construction details for interpretive signage will be site specific and no general outline can be given. The sign's size will vary depending on the layout of the message and graphics being presented. This sign type will typically incorporate a number of elements; text, photos or illustrations and maps. The sign shall preferably be located adjacent or close to the feature it is interpreting, or if a more general topic, near the trailhead or park entrance.

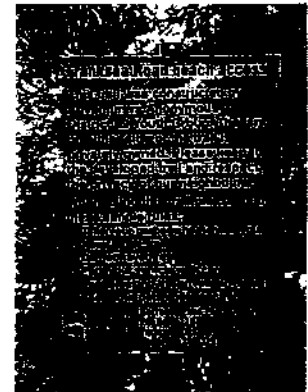
There needs to be a widening in the trail or a clearing to the side of the trail where the sign is to be located. People stopping to look at the sign need to be able to get out of the flow of other visitor traffic. This area should be surfaced with the same material as the adjacent trail.



A gathering space may also be considered adjacent to the sign. This space could contain a seating bench, trail shelter or garbage disposal containers.

**viii) General Information**

This category is for the purpose of relaying information to park users that may not be covered by other categories. Signs may include reminders to park users to lock their automobiles and keep valuables out of sight while using the park, instructions on what to do in the event of a bear encounter, or the time and location of special events within the park. They may follow the format of any of the sign categories listed above, with the exception of Caution and Danger signs, and may include icons. Signage may be of a temporary nature and constructed with any medium.



**General Information**



Design guidelines for signs in this category are quite flexible. Wording must be as clear and concise as possible and be approved by the Parks Coordinator prior to construction. Shown are two examples of typical uses of General Information signs. Other uses may include special events notices or wildlife warnings. These signs may be temporary and constructed from laminated paper, plywood, plastic or aluminum.



**ix) Volunteer and Corporate Sponsor Recognition**

The RDN has relationships with a number of volunteers that assist the Recreation and Parks Department in both the day-to-day operations of parks and trails and in the planning and development process of park management. While some of these contributions are rewarded with a simple thank you, some individual's or group's involvement is better appreciated through the erection of a sign to publicly thank the volunteer/s.

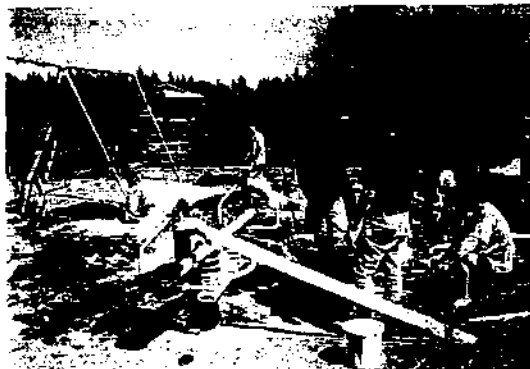


Volunteer Recognition signs allow the public to see that the RDN fosters relationships with the public through cooperation on park development and maintenance projects. They are also evidence that the district listens to and appreciates public input. The installation of signs in this category represent a win/win situation for the volunteer/donor and the RDN.

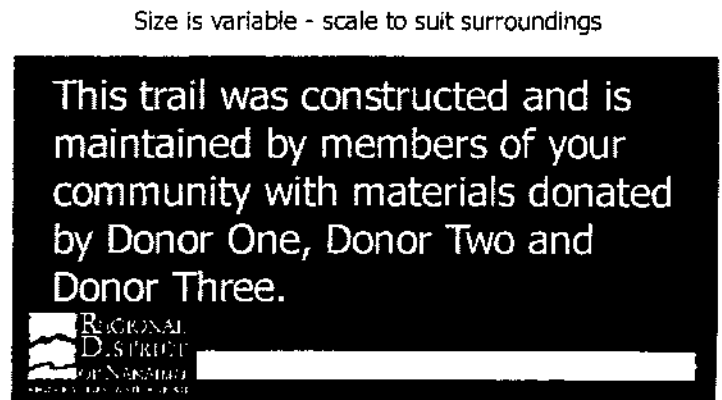
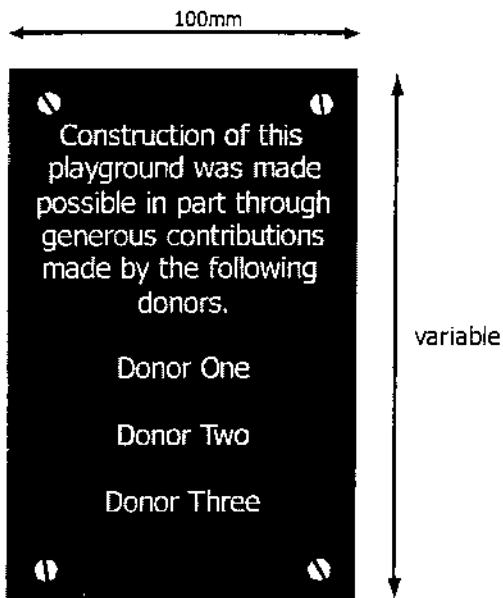
Contributions that would call for the erection of a sign need to be significant. There are both immediate and long-term costs involved in the RDN designing, purchasing, installing, and maintaining the sign. If a group or business makes a significant contribution to a development or maintenance project, then a sign may be considered. The donation of large amounts of materials for the construction of a playground may be considered significant, whereas painting a picnic table would not.

Volunteer Recognition signs are to contain text only. The complications of placing the volunteer group or donor's logo on the sign make it unwarranted. The use of logos other than the RDN's may also create confusion as to the ownership or management authority of the park.

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## Volunteer and Corporate Sponsor Recognition





## Sign Material and Construction

### Aluminum Sign Faces

Most categories of RDN park signage will be constructed from aluminum. Aluminum is lighter and much more resistant to corrosion than steel, while providing the same resistance to bending or vandal damage. A thickness of 0.08" (2mm) is suitable for most applications. For signs being mounted onto a rigid backing a thickness of 0.05" (1.3mm) is acceptable. There will be variations in thickness depending on which manufacturer is selected but these dimensions should be used as a guideline.

Aluminum sign blanks are to have an adhesive vinyl background material applied to them as a base. The colour of this vinyl must match the RDN's colour specifications given at the time of order. The message, graphics or text on the sign may be applied in a variety of methods. When selecting a method, consideration must be given to the cost, the number of signs being ordered and the location or accessibility of the sign to vandals.

- *Silk screening* is a typical application method that is best suited when ordering multiple signs with the same message. The initial cost of the silk screen's construction is higher, but repeat applications of the message are substantially lower than other methods.
- *Adhesive Vinyl Cut Lettering* is a method commonly used in the manufacture of RDN signs in the past. This was typically applied to the front or back of Plexiglas or Lexan sign blades. This method is relatively inexpensive and is most suitable for temporary choroplast signage. The concern with this method is that vandals can quite readily pick or peel the letters or symbols off the sign face if they are within reach. The minimum letter height for vinyl cut letters is 1/2".
- *Dye Imprinting* is the construction process of choice unless large numbers of the same sign are being produced. The message is applied directly to the background vinyl. The text or graphics cannot be removed and the process is designed and generated by computer. For single sign construction, this method is cheaper than silk screening, but there are no cost savings for multiple reproductions.

Aa  
Bb  
Cc

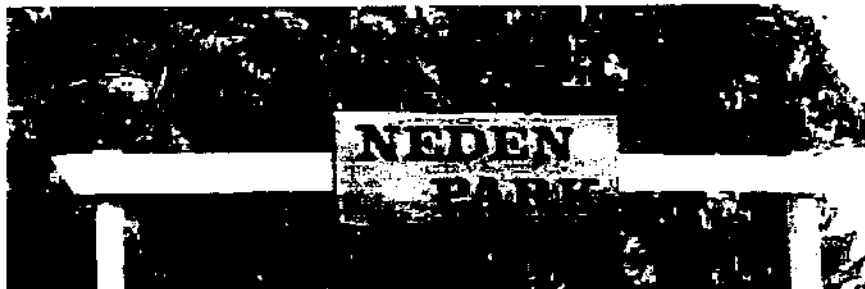
## **Wood Signs**

Sign faces constructed from wood will only be used for Regional Park Identification Signs and in some cases for Interpretive Signs. The natural character that wood lends to a sign is reflective of the non-manicured and more wilderness nature of Regional Parks.

The message bearing portion of Park Identification signs will ideally be constructed of cedar (or less preferably, Douglas Fir). Interpretive signage will only use plywood as a reinforcing backing and not as the sign blade material itself; the message bearing portion of the sign will either be aluminum or plastic. For sign backings, a high-density 5/8" exterior grade plywood is required. The plywood should also have a waterproof glue line, and preferably a resin coated overlay. This will make it more resistant to deterioration from natural forces. Further construction details for Interpretive signs are discussed on page 39-42.

When Douglas Fir is utilized as a medium it must be treated with a weather resistant finish. Where pressure treated lumber is not available the wood must have an application of commercially available wood preservative applied. The wood preservative should be applied after any required cutting or drilling has occurred and prior to the sign being assembled so that all parts may be covered.

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## **Bronze Plaques**

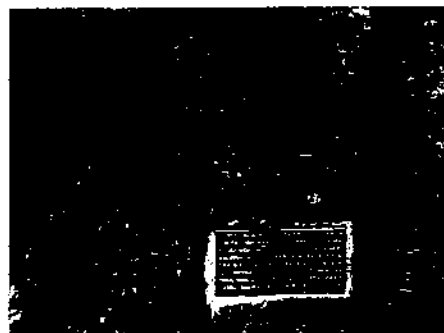
There may be times when the RDN is approached by members of the public asking about the installation of memorial or commemorative plaques within the park system. These types of signs are generally constructed of cast bronze with raised letters and border. The decision to install this sort of signage should be considered carefully.

Questions to ask should include:

- Who will be responsible for the long-term maintenance of the sign?
- Is the donor prepared to pay all installation costs or just for the sign's manufacture?
- If the donor is to cover all repair or replacement costs in the event of willful or accidental damage to the sign, what sort of timeliness can be anticipated for such repairs? The RDN may have to field calls from the public about the sign's repair.
- For how long is the sign expected to remain in the park? If a term is agreed upon then what are the options or conditions for extending this period at the end of the term?
- What impact does the placement of the sign have on the regular maintenance schedule of the park (i.e.: mowing contractor)?

The RDN must approve, and is to retain the right to alter the text on the sign prior to its construction and installation. The RDN must also retain the right to decide the location of the sign. Common sense must be used in the placement of memorial or commemorative plaques as with all other signage.

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May 13, 2001

Construction details are beyond the scope of this manual as there are many methods for mounting and installing such signs. Safety of park users is of primary concern in the placement and installation method of signage. The sign may be mounted on the face of a natural rock or imported boulder, or it may be attached to a specially constructed stone cairn. Universal construction considerations for affixing a bronze plaque are detailed below.



- Ensure that plaque sits evenly on face of mount.
- If possible, chisel out an indentation in rock or form concrete accordingly to create a recess for the sign to sit in.
- Drill oversize holes to accept 100mm long threaded stainless steel anchors.
- Fill holes with high strength, quick setting grout, remove any excess immediately.
- Caulk to seal outside edge of plaque with a clear silicone sealant.
- If mounting on a boulder ensure that at least 1/3 of the rock is buried and that it cannot roll over.

## **Maintenance**

Maintenance of RDN park and trail signs needs to be performed for two reasons. Firstly, a sign that is damaged may be unreadable and, in the case of Safety signs, will possibly be exposing the visitor to increased risk and the RDN to increased liability. Secondly, signs that have been damaged by vandals or natural causes and left unrepaired will reflect poorly on the RDN as a park management authority and impact the level of enjoyment experienced by visitors.

For the purpose of performing and recording maintenance on RDN park and trail signs a sign plan should be developed. The plan would provide an inventory of all existing and proposed signage within RDN parks and trails. This plan would aid in determining future signage needs and performing scheduled maintenance. The plan could use topographical/base maps and a numerical referencing system or sign type and location information could be added to the RDN's existing Park Inventory binder.

During inspections, the following conditions must be noted:

- Ensure that sign is legible. Vandalism, scratches, paint or dirt marring the sign's face should be corrected or cleaned. For removal of paint or wax, a solvent cleaner should be used, followed by a detergent to remove the solvent.
- Ensure that all sign fasteners are secure and relatively free from corrosion or damage.
- Test the sign's stability and ensure it is plumb.
- Check for corrosion on the sign face and backing.
- Inspect interpretive signs for fading and colour loss, water leakage, integrity of support structure and hardware.
- Make sure that there are no hazards being caused by the sign or mount itself. A leaning post, jagged, bent or cracked metal or Plexiglas are potential sources of injury. Report and repair these problems immediately.
- Note the condition of the vinyl overlay. Look for signs of failing adhesive, blisters, tears, etc. Minor damage may be repaired by overlaying sections of matching adhesive vinyl supplied by the manufacturer.

May 18, 2001

If a sign is found to be damaged and must be removed for repairs or replacement then a temporary sign may be required in its absence. If the damaged sign is a safety sign, *it must be replaced immediately with a temporary sign warning of the existing hazard or risk.* This signage may be in the form of painted plywood or coloured choroplast plastic but it must use the same colour format that the original used (i.e.: black on red or yellow). In addition to the possible risk exposure by a missing safety sign, the risk posed by exposed signposts or support structures must be assessed. Any signpost without an attached sign face may be hard to see. This poses a particular threat at the edge of hiking or cycling trails. If the sign being repaired is not to be replaced with a temporary stand-in, then any remaining post or support structure must be flagged with a suitable hi-visibility cautionary tape or marking.

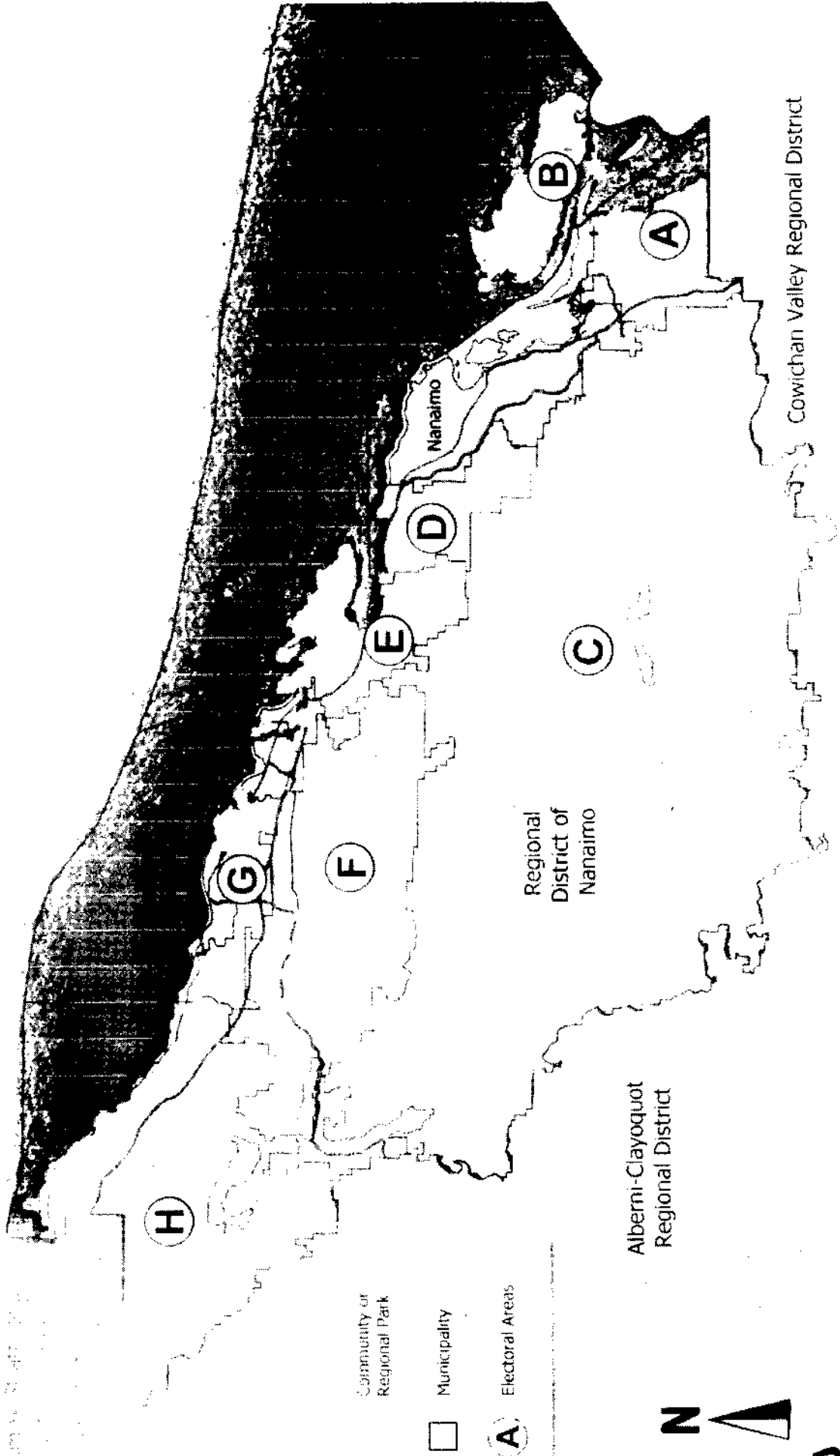
In using the design, construction and installation guidelines presented in this manual, the required maintenance for RDN park signage should be kept to a minimum. Signs are designed to stand up to the anticipated elements and a certain amount of abuse by park visitors. In the interests of saving staff resources, it is important that signs are inspected during site visits. In doing this, regular visits solely for the purpose of sign maintenance or inspection may be avoided. Sign maintenance requirements may not, however, be ignored. Steps to remedy sign damage need to be taken as soon as staff become aware of the problem. It is advisable that at least all signs in the Safety category be inspected twice a year and a written record of this inspection kept. If signs are found to be damaged during site visits documentation should include photographs of the current state of the sign and once repaired, dated photos should be again taken. This documentation is required to demonstrate that the RDN has taken reasonable actions to prevent the public from harm.

It is advisable to have the various volunteer groups that the RDN works with serve as reporters for damaged signage or unsafe conditions within the parks system. These groups should be assured that in acting as reporters for the regional district, they are not inferring liability for any incident that may occur as a result of the department not acting on their report in a timely manner.

**APPENDIX I**

**Park System Map**

**RDN Community and Regional Parks**



**Sign Order Form**

**Regional District of Nanaimo**

**Symbol:**

**Symbol:**

Drawing- take from manual and  
insert any text changes required  
in design details below.

**Symbol:**

**Drawing Scale:** \_\_\_\_\_

**Sign Size:** \_\_\_\_\_

**Design Details:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number Required:** \_\_\_\_\_

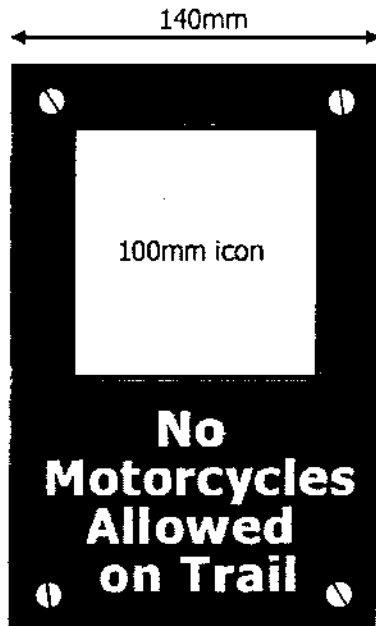
**PLEASE FAX A PROOF TO THE RECREATION AND  
PARKS DEPARTMENT AT (250) 248-3159 PRIOR TO  
MANUFACTURE.**



Sign Order Form

Regional District of Nanaimo

Symbol:



Symbol:

Symbol:

EXAMPLE

Drawing Scale: Not to scale

Sign Size: 140 x 210mm

Design Details: Sign background colour is to be green. Specifically: Panconte Coated 5767CVC. Sign graphics and icon to be white with red "NO" slash as shown. Sign material to be aluminum with dye-imprinted vinyl face. Please round off corners and call with any design or colour questions. Thank you

Number Required: 1

PLEASE FAX A PROOF TO THE RECREATION AND PARKS DEPARTMENT AT (250) 248-3159 PRIOR TO MANUFACTURE.

## **Sources**

- BC Parks Park Facility Standards, 1996
- Cowichan Valley Regional District
- GVRD Parks Sign Manual, 1993
- Meewasin Valley Authority Signage System Manual, 1992  
Prepared by The Landplan Collaborative Ltd. and Studio 3 Graphics Ltd.
- Municipal Insurance Association of BC  
710-1090 W. Pender St.  
Vancouver, BC
- RDN Graphic Standards Manual, June 1996
- Sign Connection  
3-2525 McCullough  
Nanaimo, BC
- Signs, Trails, and Wayside Exhibits, Connecting People and Places, 1991  
By Suzanne Trapp, Michael Gross and Ron Zimmerman



REGIONAL DISTRICT OF NANAIMO			
MAY 30 2001			
CHAIR		GMCrS	
CAO	<i>AK</i>	GMDS	
GMCrS		GMES	
	<i>CCSC</i>		

MEMORANDUM

TO: Neil Connelly  
General Manager of Community Services

DATE: May 30, 2001

FROM: Mike Donnelly  
Manager of Transportation Services

FILE: 8620-01

SUBJECT: Transit Service Changes for August 2001

PURPOSE

To report on the planned changes to Regional Transit service to be implemented in August of this year.

BACKGROUND

In August 2001, there will be a number of changes made in the provision of conventional Transit service in the Region. These changes stem from the Transit Business Plan (TBP) initiatives and from the need to re-establish a new exchange in the downtown Nanaimo core.

The Transit Business Plan, approved in 1998, has been the guiding document on which service growth in the Region has been based. Since 1998 a number of improvements and modification to service have been implemented based on the TBP, which has resulted in more effective service and significant growth in ridership. The recently completed Transit Business Plan Update confirmed that the Plan continues to be relevant and should continue to be used as a guide for future transit service delivery.

The 2001 budget approved by the Board included elements from the TBP for inclusion in this year's service modifications. They include improved Sunday service, the implementation of a new Express service, and improved schedule maintenance with additional resources. Included in this work is the relocation of the downtown Nanaimo Transit exchange.

Final planning is currently underway with respect to all of these services and is now in place to offer the following:

Sunday Service

The concern with existing Sunday service is that it begins too late and ends too early. Given that a large number of users are those people working on Sundays it was important to ensure that group was considered in the development of additional service. Letters requesting information on service requirements for large employment centres including the major malls was sent out as well as letters to all of the church groups so that they could put forward their thoughts as well.

The resulting change includes an additional two hours of service each Sunday allowing for a one hour earlier start and a one hour later finish to service. This will assist a large number of users who work and shop at the major commercial centres.

PAGE 115

### **Express Service**

Because of the geographic nature of the service area in the Region, Transit routing has tended to be linear in nature, resulting in long run times. While it has been difficult to alter this linear model in the past, the TBP speaks to the need to develop express services, which will ultimately link to Town Centre shuttle services.

This model of servicing would provide for lateral or local service linked to express corridors that would move people between major activity centres. As the Region develops, this model will become more viable. With the introduction of the new Express service the first step will be taken in developing this model.

The Express service will run between 9am and 3pm, Monday to Friday and until 5pm on Saturdays along Highway 19A. The route will span from South Gate Mall in the south to Woodgrove Centre in the north. Intermediate points will include Harbour Park Mall, Country Club Mall, Rutherford Mall and Longwood Station. Service will be every 30 minutes in both directions. While this service does not extend on to Parksville and Qualicum Beach directly it does enhance the service to the ridership that includes Nanaimo as part of its travel pattern.

### **Schedule Maintenance**

Additional resources have been budgeted to allow for buses and personnel to be worked into the schedule to help alleviate tight running times. Some of the run timings have become difficult to maintain due to increased traffic and ridership. With these resources timing can be changed on runs to allow for the additional time requirement and still maintain schedule reliability.

### **Downtown Nanaimo Exchange**

Nanaimo's Downtown Transit service will be altered to accommodate a roadside exchange concept in the Gordon Street area. This concept will be developed in an effort to move away from the traditional exchange layout that utilizes significant amounts of land. The relocation is required as the current exchange site agreement at Harbour Park Mall expires in September.

Preliminary plans show the same level of service to the Downtown core remaining in place however there may be some timing changes. The concept sees the development of a Downtown Loop terminating on Gordon Street adjacent to the parkade. This site will also be the pick-up point for the Midday Town Centre Express Service outlined above.

### **ALTERNATIVES**

1. Receive the report on Transit Service Changes for August 2001 for information.
2. Do not receive the report on Transit Service Changes for August 2001.

### **FINANCIAL IMPLICATIONS**

There are no financial implications with respect to this informational report.

### **CITIZEN IMPLICATIONS**

The changes planned for August of this year come as a result of public consultation during the development of the Transit Business Plan, Transit Business Plan Update and other public input forums. The improvements speak directly to the needs of existing and potential users of the system and will further enhance growth potential in ridership.

**PAGE**  
**116**

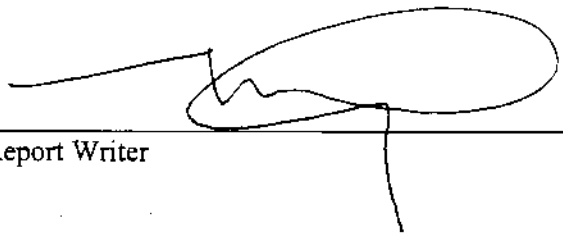
In July and August a public information campaign will be brought forward to assist the public in understanding the upcoming changes.

**SUMMARY/CONCLUSIONS**

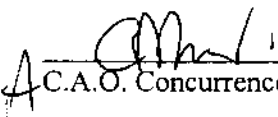
Several improvements to the provision of Transit services in the Region have been outlined in this report. They include Sunday service improvements, the establishment of Express service in the Nanaimo area and increased resources to provide for schedule reliability. As well, it outlines the plans for the development of a new Transit exchange in the downtown Nanaimo area.

**RECOMMENDATION**

That the "Transit Service Changes for August 2001" report be received for information.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
A.C.A.O. Concurrence

COMMENTS:

**Minutes of the District 69 Recreation Commission Regular Meeting  
Held on Thursday, April 26, 2001, at 7:00 p.m.  
Meeting Room, District 69 Arena**

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

Staff: Tom Osborne  
Cathy MacKenzie

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Commissioner Terry called the meeting to order at 7:10 p.m. and welcomed members and staff.

**Agenda Additions**

School District 69 Field Maintenance – New Business.

**Minutes**

MOVED Commissioner Van Eynde, SECONDED Commissioner Quittenton that the minutes of the DISTRICT 69 Recreation Commission Regular Meeting held on March 15, 2001 be approved. CARRIED

MOVED Commissioner Quittenton, SECONDED Commissioner Van Eynde that the minutes of the District 69 Arena Committee Meeting held on March 15, 2001 be approved. CARRIED

MOVED Commissioner Quittenton, SECONDED Commissioner Young that the minutes of the District 69 Recreation Commission Grants-in-Aid Committee Meeting held on April 11, 2001 be approved. CARRIED

**Reports**

a) Youth Agreement, Parksville Lacrosse Box Basketball Hoops – Cathy MacKenzie

C. Mackenzie outlined the details and recommendation of the report and informed the Commission that the court's lines have already been painted through a donation.

MOVED Commissioner Van Eynde, SECONDED Commissioner Tanner that the staff report on the Parksville Lacrosse Box Youth Agreement be received and \$2,256 of Community Agreement funding be approved for the Parksville Basketball Court Committee to install four basketball standards and hoops at the Parksville Community Park lacrosse box subject to approval and additional funding by the City of Parksville. CARRIED

b) Staff Reports – Tom Osborne

T. Osborne reviewed the report and answered queries from the Commission. Commissioner Terry requested that a thank you letter be sent by the Commission to the staff at the Ravensong Aquatic Centre on their recent awards from the Lifesaving Society. The Commission would also like to see a presentation at a future meeting on the Canadian Red Cross Splash Back program.

MOVED COMMISSIONER Van Eynde, SECONDED Commissioner Tanner that the monthly staff reports be received. CARRIED

**New Business**

a) Second Ice Sheet Review Update from April 10, 2001 RDN Board Meeting – T. Osborne

T. Osborne informed the Commission that the following recommendation from the March 15 Commission meeting was approved by the Board at its April 10, 2001 regular meeting:

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

The Request for Proposal (RFP) for an architectural firm was reviewed by the Arena Committee at their meeting held prior to the Commission meeting. The RFP will be advertised in the Nanaimo Daily News and the Victoria Times Colonist. In addition, direct requests will be sent to firms that expressed an interest in the project.

b) Grants-in-Aid Committee Recommendations – C. MacKenzie

C. MacKenzie reviewed the recommendations of the Committee. Commissioner Quittenton requested that the Lighthouse Community Centre Society be informed of the Electoral Area Grants-in-Aid for consideration in 2002.

MOVED COMMISSIONER Quittenton, SECONDED Commissioner Van Eynde that the following Grants-in-Aid be approved:

***Electoral Area Grants-in-Aid:***

Nanoose Bay Recreation and Activities Society	\$1,250
Errington War Memorial Hall Board	\$ 416
Bradley Centre Board	\$ 416
Coombs Hilliers Recreation Community Organization	\$ 416
Area G Parks Recreation and Greenspaces Advisory	\$1,250
Lighthouse Recreation Commission	\$1,250

***Youth Grants-in-Aid:***

District 69 Dance Committee	\$1,173
Oceanside Gravity Games	\$ 990
District 69 Volunteer Centre	\$ 500
Women and Girls in Sport- Girls Hockey Jamboree	\$1,250
Parksville Qualicum 4H District Senior Council	\$1,500

***Community Grants-in-Aid:***

School District #69- Tribune Bay Camp for at risk children	\$ 500
Kidfest	\$ 250
Family Resource Centre - Children Who Witness Abuse Camp	\$ 300
Mid-Island Wheelchair Sports Club	\$ 470

CARRIED

c) School District 69 Field Maintenance

Commissioner Terry informed the Commission that due to reductions to the School District budget, \$45,000 that was allocated to field maintenance would be cut. Those fields that have agreements in place with the municipalities will not be affected in the short term. The School District is looking for alternate funding sources.

**Commissioner Roundtable**

Commissioner Demmon informed the Commission of his concerns regarding the handling of the Second Ice Sheet Review recommendation by Qualicum Beach City Councilor Kruyt at the RDN Board meeting. Commissioner Tanner explained that he has apprised his Council continually on the project.

Commissioner Van Eynde informed the Commission he attended the BCRPA Annual conference in Kelowna from April 19 – 21, 2001.

Commissioner Pipes informed the Commission that he will be on holidays for 4 months beginning in May and returning in September.

**Adjournment**

MOVED Commissioner Quittenton, SECONDED Commissioner Demmon that the meeting be adjourned at 9:20 p.m.

Next meeting – Thursday, May 17, 2001. Location to be determined. Commissioner Terry and Commissioner Demmon will inquire on the use of the chambers at the Parksville Civic and Technologies Centre.

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Chairperson





REGIONAL DISTRICT OF NANAIMO			
APR 19 2001			
CHAIR		GMCrs	
CAO		GMDS	
GMCmsS		GMES	
D. Osborne			
MEMORANDUM			

**TO:** Tom Osborne, Manager of Recreation and Parks      **DATE:** April 17, 2001

**FROM:** Cathy MacKenzie, Recreation Programmer, Community Development      **FILE:** 2240-20-YCA

**SUBJECT:** Youth Agreement- Parksville Lacrosse Box Basketball Hoops

**PURPOSE**

To provide details of the addition of basketball hoops in the Parksville lacrosse box for consideration by the Commission and the Regional Board for funding as a Youth Community Agreement.

**BACKGROUND**

In February 2000, the Commission and Regional Board approved the Youth Funding Program whereby local groups could provide proposals for youth programs or projects.

During the summer of 2000, the Parksville Basketball Committee was formed to address recreational needs for local youth. In October 2000, youth and parents from this committee met with Recreation and Parks staff to plan the addition of a full-size basketball court adjacent to the Parksville Skateboard Park. This proposal was presented to the Recreation Commission in November 2000 and was deferred until 2001 due to insufficient funding being available at the time. Also, the City of Parksville did not want to proceed with further development in the Community Park until a complete park plan was considered with the possibility of further arena development. Since that time, the Parksville Basketball Committee has met with the local lacrosse league and City of Parksville staff to find an alternative solution.

**Funding**

Funding in the amount of \$2,256 is required to purchase two basketball standards and hoops. This funding would be matched by the City of Parksville to provide a total of four basketball hoops in the lacrosse box. The City of Parksville staff would provide installation of the hoops.

**ALTERNATIVES**

1. Approve Community Agreement funding of \$2,256 for the Parksville Community Park basketball court development.
2. Not approve funding at this time and provide alternative direction.

## FINANCIAL IMPLICATIONS

A total of \$25,000 has been allocated for the Youth Recreation Funding Program for Community Agreements for 2001. Currently there is a balance of \$9,500. If funded the total cost of this project will be \$2,256.

## LEGAL IMPLICATIONS

A Community Agreement between the Regional District of Nanaimo Recreation and Parks Department and the Parksville Basketball Committee would be required to provide funding for the program.

A condition of the agreement would include the approval of this project by the City of Parksville.

## SUMMARY

As directed in the Youth Recreation Funding Program for Community Agreements, proposals for youth activities are being promoted and received by staff. A proposal has been submitted by the Parksville Basketball Committee for the installation of four basketball standards and hoops at the Parksville Community Park lacrosse box. The cost of this project would be shared with the City of Parksville.


## RECOMMENDATIONS

That \$2,256 of Community Agreement funding be approved for the Parksville Basketball Committee to install four basketball standards and hoops at the Parksville Community Park lacrosse box subject to approval and additional funding by the City of Parksville.



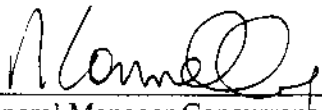
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Report Writer  
for



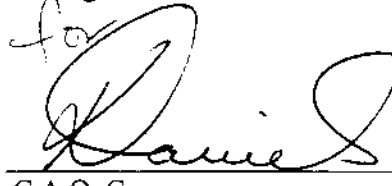
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Manager Concurrence  
for



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General Manager Concurrence



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C.A.O. Concurrence

## COMMENTS

**MINUTES OF THE LANTZVILLE PARKS &  
OPEN SPACE COMMITTEE MEETING  
MAY 7, 2001**

**1. CALL TO ORDER**

Brenda McConachie called the meeting to order at 7:10 p.m.

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

**Staff Present:** Neil Connelly, RDN General Manager of Community Services

**2. INTRODUCTIONS**

**3. AGENDA**

**Motion 01:08**

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

CRAYSTON/LAW/CARRIED

**4. GUESTS**

**(a) Sarah Bonar, Nanaimo Area Land Trust**

Ms. Bonar provided an outline of the activities of the Nanaimo Area Land Trust. They participate in ownership of South Winchelsea Island. She discussed various options for the protection of lands including covenants. It may be worthwhile providing a public workshop especially for those adjacent to waterways. The committee will consider this for the fall.

Ms. Bonar was thanked for attending the meeting.

**5. CURRENT BUSINESS**

**(a) Park and Open Space Committee 2001 Workplans**

**Community Parks – Susan and Denise**

Denise and Susan were unable to meet during the last month. A work plan for Community Parks will be presented at the next regular meeting. Denise was not able to attend this evening.

**Beach Accesses -- Brenda, Barb and Anne**

- Sebastian Road is the next priority for beach access improvements.
  - Consultation with residents is of utmost importance. It is proposed that the improvements to Sebastian Road be presented in the LOG with a request for input.
  - Improvements include: return access to previous state (Ministry of Transportation and Highways to be requested to address this) install and maintain garbage containers, install a dispenser for plastic bags for picking up after dogs (see the ones at Piper's Lagoon), provide a bike rack and a toilet on the site for the summer months. A bench was suggested, to overlook the beach and view – some residents might like to fund this, as a memorial.
  - The site needs to be surveyed to establish boundaries.
  - A permit for the improvements will be required from the Ministry of Transportation and Highways.
- The committee is to review all beach accesses in consideration of future improvements; some will be useful as viewpoints, with a bench or the like so people can sit and enjoy the view.
- Pamphlets such as those on Gabriola, with information about the waterfront – 'Living by the Water' are to be explored. They would be helpful for education and discussion purposes. The RDN has 40 student hours for Area D. It is possible this could be used for work on the pamphlet.
- Strong relations with the RDN are to be maintained as the committee can learn from their experience, and they are partners in this committee.
- Fund raising is to be explored and it was suggested that a representative from the Neck Point Park Society be asked to attend as a guest speaker.
- Lavender Road will be evaluated for improvements including the need for protection from erosion. Suggestion was made for a memorial cairn, to the miners of Lantzville.

**Green and Blue Spaces & Trails – Peter and Harriet**

- Review of the Lantzville OCP relative to the Parks and Open Space Plan, does it reflect the parks plan and strategies? A link with RDN environmental planning is to be created and they are to be provided a copy of the Parks and Open Space Plan.
- Bridget Reynolds, RDN Planner is to be asked to come and speak to the committee on environmental planning.
- The waterfront is a high priority – encourage stewardship and public education. The Department of Fisheries and Oceans - Shorekeepers program was suggested.
- The Committee is to explore a means for establishing a data base of environmentally sensitive areas
- Joan Michel, RDN regional trails co-ordinator is to be asked to attend a future committee meeting
- To complete a trail inventory the committee will explore how volunteers may look at trails in the various areas.
- Jeff Ainge continues to pursue the crown land at the top of Harby Road which is superfluous to the Ministry of Transportation and Highways needs.

**6. NEW BUSINESS**

- (a) **Next Regular Meeting - 7:00 p.m. June 4, 2001 Lantzville Recreation Hall**

**7. REPORTS**

(a) **Lantzville Improvement District**

Susan Crayston provided an update of various initiatives of the Lantzville Improvement District. Steven Whipps has been hired to complete parks work this summer. The Student Summer Works program subsidizes his wage. The Improvement District has rented a vehicle for \$1,000 per month and is looking for alternatives. Improving beach accesses will be a priority with money allocated this year.

Committee members were reluctant to do anything drastic to the helicopter at Huddleston Park; adults must take responsibility for their children. It was mentioned that pea gravel needs to be added to the swings at Huddleston Park.

Brenda McConachie raised the issue of ground work occurring on a Peterson Road property which appears to be encroaching upon Stevens Park.

Barb reported that the LID office baskets are ready and will be going up in the near future, once the weather is good.

Peter Law asked about the woodlot licence process and what is happening. Susan Crayston will follow up with an inquiry of Emma Neill.

**8. ADJOURNMENT**

**Motion 01:09**  
THAT the meeting be adjourned at 9:30 p.m.  
LAW/CARRIED

**APPROVED 05/07/01**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

## Minutes

Area A Parks, Recreation and Greenspaces Advisory Committee  
Thursday, March 15, 2001  
7:30 pm Cedar United Church

**Attendance:** Dave Williamson (Chair), Judy Burgess, Lynnette Aldercroft, Margaret Johnson, Laurence Elliott (Area A Director), Jeff Ainge (RDN Parks Coordinator), Gay Cunningham (Secretary)

**Absent:** Frank Garnish

Meeting convened at 7:40 pm

**1. Agenda adopted**

**2. Introductions for Gay's benefit**

**3. Delegations/Presentations:** Dave presented information on behalf of Vicky Suddaby regarding the skateboard park. She has about 180 signatures on her signup sheets, with 300-350 positive responses expected within next month. Jeff reports that the RDN is OK with the concept of a skateboard park, liability is not a concern but location and funding is.

**4. Minutes of Feb. 15 adopted**

**5. Reports**

- **Director's Report:** Laurence Elliott reports support for the skateboard park. Seems to be support from the business sector. Private investors are looking at building a ice rink in the area - possibly the skateboard park could be a part of it. (user pay?)  
- San Salvador site could still be part of treaty negotiations.
- **CSCES:** Lynnette reports they have a Bingo license which is expected to bring in \$1800 /month to be used for operating costs. They have applied for funding for a student worker.
- **RDN:** Jeff advanced another letter to the transportation and Finance Authority re: San Salvador.  
Andrew Giles is off to Surrey.  
Jonathan and Jeff have not yet provided a job description on work needed for Trail.
- **Chair:** lots of phone calls re: trees cut down behind Mings. Nothing we can do.  
Approached by Graham Arnold of the Pound wondering about cleaning up the San Salvador property. RDN Environmental Services have money in their fund for community groups to clean up illegally dumped garbage or we could ask MoTH to clean up. Dave will talk to Peter at Mainroad Contracting re: cleanup - do they have a contract with MoTh for that? When does the Native lease expire?

**6. Discussion Period:** What happened to a Recreation Study and it's finding? Seemed to have fizzled out or was overshadowed by OCP. Jeff will ask RDN about it. Jeff suggests we have a special meeting with Tom Osborne, manager of Recreation at the RDN then a followup meeting with Jeff Belzer who sits on the City Parks and Rec committee as the Area A rep. Who does Jeff report to? What does he know?

- Judy wondered about the MCT off Morden Rd. The trail seems to go off onto the riverbank through private property which is does not officially do... she wondered if this is a problem for the landowners who have hikers and fishermen mistakenly wander on their property thinking that it is

part of the trail. Had pictures of the shot up trail sign. Laurence recalled a previous board meeting where signage was discussed but couldn't remember the outcome. Will find out, as we should look at re - signing the trail.

- Judy wants people to respond to her Take 5 survey about the Morden Colliery minesite.
- Gay wants to see the Hemer Park-Boat Harbour trail preserved for public access.
- Dave would like to see interconnecting trails. Jeff says we should have a Parks Plan. We need a vision with community input. We have \$100,000 we can use to put towards a plan if we want. Jeff will find copies of Lantzville and Nanoose parks plans for our perusal. Also, the Provincial gov't has "Gateway" funding for trail funding from the Land Use Coordinating Office. We would have to get on it because it likely will disappear after the NDP get kicked out in the next election. Another source of funding might be the Cycle Network Plan - highways will kick in money for any cycle paths etc., alternative commuting plans, that sort of thing.
- The next OCP open house date is TBA.

**7. Next meeting:** April 19, 7:30 pm at the Cedar United Church

**8. Meeting Adjourned:** approximately 9:30 pm



MAUREEN

**Minutes**  
**Area A Parks, Recreation and Greenspaces Advisory Committee**  
**Thursday, April 19, 2001**  
**7:30 pm Cedar United Church**

**Attendance:** Dave Williamson (Chair), Judy Burgess, Margaret Johnson, Laurence Elliott (Area A Director), Gay Cunningham (Secretary)

**Regrets:** Jeff Ainge (RDN Parks Coordinator) *LYNETTE ALDROCK*

**Presentation by Geoff Balzer** Geoff clarified his position on the Parks Board. We get a seat on the Parks, Recreation and Culture Commission board because we contribute money to the city for recreational facilities. They oversee money issues of different groups who want money, capital costs (e.g. pool) and so on. They are advisors to city council. They are basically money watchdogs. Technically it's Laurence Elliott's seat. Laurence and Geoff will get together to create reports for "Take 5". If you need info, call Geoff at 722-2447.

**Meeting convened at 8:30pm**

**1. Agenda adopted**

**2. Adoption of minutes:** Minutes of March 15, 2001 accepted.

**3. Reports**

- **Director's Report:** Laurence Elliott had nothing to report.
- **RDN:** Letters from Transportation and Finance Authority re: San Salvador and Jeff Ainge's reply, also a letter regarding Thelma Griffith Park. Jeff sent minutes to be signed by Dave.
- **Chair:** Dave has been trying to contact Carol Watt re: cleaning up the San Salvador property. He will try to get Geoff Baltzer, Tom Osborne, and Jeff Ainge at the same meeting.

**4. Discussion Period:**

- Judy revealed the results of her Morden Mine survey. The "Take 5" survey had a 3 way split for the 3 options presented: 1. leave it as it is to deteriorate 2. Preserve it as it is now. 3. Develop as an interpretive center.

The Ladysmith Mini Museum results leaned more towards the Preserve and Develop. There is some interest out there! Some signage is planned anyway.

- Laurence would like the names of whose terms expire when on the committee.

- We need to advertise for more members of this committee. Maureen Pearse and Laurence will get on it after OCP and Home Base Business hearings etc. are over with. We need something to make people feel useful. Dave will ask the Hutts if they will advertise on the new Wheatsheaf Ballfield sign. Laurence could send a form letter to persons who may be interested on RDN letterhead inviting them to join. Dave will contact Maureen Pearse in this regard.

**5. Next meeting:** May 17, 7:30 pm at the Cedar United Church

**6. Meeting Adjourned:** approximately 9:30 pm

*Williamson CHAIR*

**PAGE**  
**128**





Area 'G' Parks, Recreation and Greenspaces Advisory Committee  
Held Thursday, May 10, 2001 at 7:00pm  
District 69 Arena Meeting Room

**Attendance:** Alan Lamb (Chair), Leone Kondas, Mabel Klee, Joe Stanhope (Area Director), Brian Coath, Bill Reed, Bruce Cownden

**Apologies:** Jacqui Thomson

**Staff:** Tom Osborne, Jeff Ainge

**Guests:**

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The meeting was called to order at 7.03pm with Alan Lamb in the Chair.

• **Financial report - Alan Lamb**  
Reported that the Committee had \$1485.57 in the bank.

• **Miraloma Community Park - Leone Kondas**  
Presented a photo record of the development of Miraloma Community Park in Chartwell. The park is maintained primarily by residents on a volunteer basis, with financial support by RDN for materials such as compost and fertilizer, and mowing.

• **Columbia Beach area Parks - Brian Coath**  
Reported that the plants in the Columbia Drive Community park (BMX jump area) are being pulled up. Some means of protecting the plants needs to be found. The work done recently by himself and Jonathan Lobb to replace log barriers had been effective, but there is a lot of new earth removal happening to create different jumps. He wondered if there might be a way to provide earth for this purpose as a trade off to protect the plants and native soils.  
Brian also noted that the grass is growing at Dalmatian Drive Community Park. The rocks are still present, and some over seeding and fertilizing may be helpful. In general discussion it was agreed that some planting is necessary to stabilize the berms and to make the area more aesthetically pleasing. Alan will discuss planting opportunities with Brian Coath and Tom McArthur, and suggest the residents apply to BC Hydro for a Tree Canada Community Planting grant. The drainage issue still has to be resolved also.

**Action point:**

- Alan to discuss Tree Canada/BC Hydro tree grant application details with RDN staff and Leone Kondas, and pass on grant details to the Dalmatian Drive group.
- Alan to discuss planting plans with Dalmatian Drive group and RDN staff.

• **Director's Report - Director Stanhope**

Thanked the Committee members for their attendance and for relaying local community park issues and concerns to him.

Reported that he had met with Ministry of Environment staff regarding the San Pareil boardwalk proposal, and he was awaiting the results of the neighbourhood survey.

He has received one call regarding questionable behavior of youth at the BMX jump area in Columbia Drive. The committee speculated that a recent fire on neighbouring property might have been a result of unruly park users.

Director Stanhope agreed that Dalmatian Park needed some planting as soon as possible., and advised the Committee the current budget does have \$2,500 available for work at Neden Way Community Park. He expressed his concern at the possibility of having to increase taxes to support park projects in the coming year. He also advised the Committee that the RDN has entered into an option to purchase a large regional park on Gabriola at the cost of \$1million; a decision he voted against at the Board level. Director Stanhope also reported that the Nanoose Bay Park and Open Space Plan was endorsed by the Board, but noted the concerns of some delegations regarding beach accesses.

- Little Qualicum Hall - Bill Reed

Questioned the financial statement prepared by staff and requested confirmation of the amount available for work at Little Qualicum Hall and Park. In 1996 timber harvest at the site netted \$7,500. Over \$12,000 has been spent there in the past five years however Bill feels that not all of this amount should have been coded to the timber revenue. Bill also asked who exactly should be running the Hall – is it part of park operations, or considered a completely separate item? After general discussion, it was resolved that Bill and Tom should meet separately to discuss the financial situation for this year, and implications for future budgets. Alan and Director Stanhope would like to be involved too.

**Action point:**

- Tom to meet with Bill, Joe and Alan to discuss Little Qualicum Hall and Park finances, and the management and operation of the Hall.

- Park Operations - Jeff Ainge

Advised that the mowing contract for minor maintenance and mowing of selected parks in Area G had been awarded to WeedMaster.

Also reported that the installation of a basketball court in Boulton Park was complete.

- Other Issues - Tom Osborne

Advised that there is community interest in increased level of service within Area G community parks yet a very limited budget and he and Director Stanhope will need to discuss this as the year progresses.

Discussed the need for revisiting the San Pareil boardwalk proposal at the Board level. It would be useful to have a copy of the revised engineered drawings.

- New Business

- Bruce asked about community composting programs, and the possibility of installing these at Maple Lane and San Malo parks. The large concrete ring at Maple Lane is being used for fires or dumping and should be cleaned up (and consideration given to removing it altogether). Bruce also asked if San Pareil could be taxed specifically to finance a local park acquisition – it appears not.

**Action point:**

- Staff to discuss park/community composting programs with Environmental Services staff.
- Alan asked if any update was available for Neden Way play equipment plans, and in light of Director Stanhope's earlier comment regarding this budget item wondered if the Park group had made funding requests to other sources. Jeff was unable to provide any information. **MOVED** Bruce Cownden, **SECONDED** Alan Lamb, that up to \$400 be provided to the Neden Way park development project from the Committee bank funds to assist in the completion of the park development if a shortfall occurs from other funding sources, including funding from the Area G Community Parks budget.

CARRIED

Adjourned: 8.40pm.

Next meeting date: September 2001 (exact date to be confirmed)