

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, FEBRUARY 24, 2004
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

P. Van Westen, re Contravention of Land Use & Subdivision Bylaw and Building Regulations & Fees Bylaw – 3460 Whiting Way – Area A.

MINUTES

5-11 Minutes of the regular Committee of the Whole meeting held Tuesday, January 27, 2004.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATION/CORRESPONDENCE

COMMUNITY SERVICES

RECREATION & PARKS

12-14 Nanoose Bay Crown Land District Lot 137 Update.

15-21 Horne Lake Regional Park Operations. (Maps included as separate enclosure)

CORPORATE SERVICES

HOSPITAL

22-25 Presentation - Chuck Rowe, Vancouver Island Health Authority.
2004 Annual Budget for the Nanaimo Regional Hospital District.

DEVELOPMENT SERVICES

BUILDING INSPECTION

26-27 Section 57 - Community Charter– Contravention of Building Bylaw Report.

ENVIRONMENTAL SERVICES

SOLID WASTE

- 28-32 Greater Nanaimo Pollution Control Centre Biosolids Composting.

UTILITIES

- 33-37 French Creek Village Streetlighting Local Service Area Bylaw No. 1062.02.
- 38-47 Nanoose Bay Water Supply Service Area Bylaw No. 1372; Nanoose Bay Water Supply Service Area Bylaw No. 1372.01; and Nanoose Bay Bulk Water Supply Local Service Area Bylaw No. 1049.03.
- 48-54 Pacific Shores Sewer Local Service Area Bylaw No. 1021.04 and Northern Community Sewer Local Service Area Bylaw No. 889.25.

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

- 55-58 Minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held January 21, 2004. (for information)

Intergovernmental Advisory Committee.

- 59-61 Minutes of the Intergovernmental Advisory Committee meeting held January 28, 2004. (for information)

Electoral Area 'A' Parks & Green Spaces Advisory Committee:

- 62-64 Minutes of the Electoral Area 'A' Parks & Green Spaces Advisory Committee meeting held January 15, 2004. (for information)

Electoral Area 'B' Parks & Open Space Advisory Committee.

- 65-68 Minutes of the Electoral Area 'B' Parks & Open Space Advisory Committee meeting held January 5, 2003. (for information)

Nanoose Bay Parks & Open Space Advisory Committee.

- 69-71 Minutes of the Nanoose Bay Parks & Open Space Advisory Committee meeting held January 12, 2004. (for information)

District 69 Recreation Commission.

- 72-75 Minutes of the District 69 Recreation Commission meeting held February 12, 2004. (for information)

That the recommendations from the District 69 Recreation Commission Grants Committee be approved as follows and that the Youth Grant to Oceanside Minor Hockey be increased to \$2,500:

Community Grants:

<i>Arrowsmith Community Enhance. Society – community programs</i>	\$ 900
<i>Errington War Memorial Hall Association – building repair</i>	\$2,000
<i>Lighthouse Recreation Commission – community programs</i>	\$2,000
<i>Mid-Island Wildlife Watch Society – Brant Festival</i>	\$1,000
<i>Oceanside Lyric Ensemble – set construction</i>	\$ 500
<i>Parksville Badminton Club – hall rental</i>	\$1,000
<i>Parksville Seniors Athletic Group – slo-pitch equipment</i>	\$ 600
<i>San Paniel Owners and Residents Association – Maple Lane Park</i>	\$2,200

Youth Grants:

<i>Adrenalin Games – event expenses</i>	\$ 500
<i>Ballenas Dry Grad – insurance</i>	\$ 400
<i>District 69 Family Resource Association – youth program</i>	\$ 500
<i>Kwalikum Secondary School Music Parents Group – hall rental</i>	\$ 650
<i>Oceanside Baseball Association – resurface 3 diamonds</i>	\$1,350
<i>Oceanside Minor Hockey – provincial midget tournament</i>	\$2,500
<i>Parksville Qualicum 4-H Club – local program costs</i>	\$ 500
<i>Qualicum Beach Volunteer Fire Dept. – youth leadership camp</i>	\$2,500
<i>Royal Baseball Club - portable score clock</i>	\$ 500
<i>Society of Organized Services – children's recreation subsidy</i>	\$1,250
<i>Society of Organized Services - therapeutic recreation subsidy</i>	\$1,250
<i>Vicious Vacant Productions – two youth events</i>	\$1,715

Transit Business Plan Update Select Committee.

76-93 Minutes from the Transit Business Plan Update Select Committee meeting held January 29, 2004. (for information)

That the Transit Service Agreement effective April 11, 2004 with BC Transit be approved.

That the Transportation Services' Pets-on-Board Program be continued as part of the regular Transit service provision.

94-101 Minutes from the Transit Business Plan Update Select Committee meeting held February 12, 2004. (for information)

That the District 69 Community Bus Service Proposal be approved for introduction on June 28, 2004; and that the existing conventional transit routing in place for the Eagle Crest Subdivision be retained as part of the Community Bus service provision.

COMMUNITY SERVICES

TRANSIT

102-108 District 69 Community Bus Transit Service Amendment Bylaws No. 897.04 and 908.05.

Verbal Reports As Available:

Municipal Finance Authority
Deep Bay Harbour Authority
Regional Library Board
Treaty Advisory Committee
North Island 911 Corporation
Municipal Insurance Association
Mt. Arrowsmith Biosphere Foundation
Vancouver Island Generation Project Committee
Vancouver Island Health Authority – Project Building Committee
Vancouver Island Health Authority – Joint Capital Planning Committee
Vancouver Island Regional Transportation Advisory Committee

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

That pursuant to Section 242.2(1)(e) and (h) of the Local Government Act the Board proceed to an In Camera meeting to consider a potential land acquisition issue and a legal matter.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, JANUARY 27, 2004, AT 7:00 PM
IN THE RDN BOARD CHAMBERS

Present:

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

Also in Attendance:

K. Daniels	Chief Administrative Officer
C. Mason	General Manager of Corporate Services
B. Lapham	General Manager of Development Services
N. Connelly	General Manager of Community Services
J. Finnie	General Manager of Environmental Services
N. Avery	Manager of Financial Services
N. Tonn	Recording Secretary

DELEGATIONS

Gail Adrienne, Nanaimo Area Land Trust, re Request for Core Funding.

Ms. Adrienne provided information respecting the role of the Nanaimo and Area Land Trust in the Regional District and their need for core funding. A written hand out was distributed to all Committee members for their information.

MINUTES

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the regular Committee of the Whole meeting held November 25, 2003 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Tom Krall, Chair, Vancouver Island Regional Library Board, re Library Book Rate Petition.

MOVED Director Krall, SECONDED Director Tyndall, that the correspondence from the Vancouver Island Regional Library Board requesting support in urging the Minister of Canadian Heritage and the President/CEO of Canada Post to maintain the current Canada Post library rate be received for information.

CARRIED

Maureen Surkan, re Walkers Animal Rescue Centre – 1810 Nevan Brae Road – Area A.

MOVED Director McNabb, SECONDED Director Holdom, that the correspondence from Ms. Surkan with respect to her support of the Walker Animal Rescue Centre and the need for the service it provides be received.

CARRIED

COMMUNITY SERVICES

Establishment of a New Service to Manage Hogweed as a Noxious Weed.

MOVED Director Hamilton, SECONDED Director Bibby,:

1. That the report, "Establishment of a Service to Manage Hogweed as a Noxious Weed" be received.
2. That the Regional District of Nanaimo not establish a new service to manage hogweed.

CARRIED

RECREATION & PARKS

Lighthouse Community Centre Society Request for Funding – Area H.

MOVED Director Bartram, SECONDED Director Bibby, that the Regional District enter into an Agreement with the Lighthouse Community Centre Society to provide funding assistance over four years for capital improvements, with \$15,000 to be allocated in 2004 and subsequent years assistance to be confirmed through consultation with the Society and annual Regional District budget approvals.

CARRIED

Nanaimo Area Land Trust Funding Request.

MOVED Director Westbroek, SECONDED Director D. Haimo, that the report on the Nanaimo Area Land Trust request for \$16,000 in core funding in 2004 from the Regional District, be received.

CARRIED

MOVED Director Westbroek, SECONDED Director D. Haimo, that the NALT request for \$16,000 in core funding be referred to the Budget Committee meeting.

CARRIED

REGIONAL GROWTH MANAGEMENT

Regional Context Statements – Content & Review Process.

MOVED Director Holdom, SECONDED Director Krall,:

1. That the report "Regional Context Statements: Content & Review Process" be received.
2. That the proposed framework for developing the content of regional context statements for inclusion in municipal and electoral area official community plans, to satisfy the requirements of

the *Local Government Act* and "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309", be supported as presented in Attachment 1.

3. That the proposed process for developing and considering regional context statements for inclusion in municipal and electoral area official community plans and for confirming continued acceptance of regional context statements, to satisfy the requirements of the *Local Government Act* and "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309", be supported as presented in Attachments 2 to 4.

CORPORATE SERVICES

CARRIED

ADMINISTRATION

Establishing Bylaw Amendments – District of Lantzville Incorporation:

Recycling and Compulsory Collection Local Service Amendment Bylaw No. 793.02.

MOVED Director C. Haime, SECONDED Director Westbrook, that "Recycling and Compulsory Collection Local Service Amendment Bylaw No. 793.02, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.

CARRIED

RDN District 68 E-911 Extended Service Area Amendment Bylaw No. 887.02.

MOVED Director C. Haime, SECONDED Director Westbrook, that "Regional District of Nanaimo District 68 E-911 Extended Service Area Amendment Bylaw No. 887.02, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.

CARRIED

RDN Pump & Haul Local Service Area Amendment Bylaw No. 975.31.

MOVED Director C. Haime, SECONDED Director Westbrook, that "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.31, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.

CARRIED

Solid Waste Management Local Service Amendment Bylaw No. 792.01.

MOVED Director C. Haime, SECONDED Director Westbrook, that "Solid Waste Management Local Service Amendment Bylaw No. 792.01, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.

CARRIED

Southern Community Recreation Local Service Area Amendment Bylaw No. 1059.03.

MOVED Director C. Haime, SECONDED Director Westbrook, that "Southern Community Recreation Local Service Area Amendment Bylaw No. 1059.03, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.

CARRIED

Southern Community Transit Service Area Amendment Bylaw No. 1230.02.

MOVED Director C. Haime, SECONDED Director Westbrook, that "Southern Community Transit Service Area Amendment Bylaw No. 1230.02, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.

CARRIED

Southern Community Sewer Local Service Area Amendment Bylaw No. 888.03,

MOVED Director Sherry, SECONDED Director McNabb, that "Southern Community Sewer Local Service Area Amendment Bylaw No. 888.03, 2004" be referred back to staff to allow for a joint review by the RDN, the District of Lantzville and the City of Nanaimo and report back to the Committee of the Whole.

Certified Population Figures – District of Lantzville. CARRIED

MOVED Director Krall, SECONDED Director C. Haime, that the report regarding the certified population figures for Lantzville be received for information.

FINANCE CARRIED

San Pareil Water Service Security Issuing Bylaw No. 1367.

MOVED Director McNabb, SECONDED Director Sherry,:

1. That "Regional District of Nanaimo (San Pareil Water Service) Security Issuing Bylaw No. 1367, 2004" be introduced for first three readings.
2. That "Regional District of Nanaimo (San Pareil Water Service) Security Issuing Bylaw No. 1367, 2004" having received three readings be adopted and forwarded to the Ministry of Community, Aboriginal and Women's Services for a Certificate of Approval.

2004 Parcel Tax Rolls. CARRIED

MOVED Director Sherry, SECONDED Director McNabb,

1. That "Regional District of Nanaimo Assessment Roll Preparation Bylaw No. 1366, 2004" be introduced for first three readings.
2. That "Regional District of Nanaimo Assessment Roll Preparation Bylaw No. 1366, 2004" having received three readings, be adopted.

2004 Revenue Anticipation Borrowing Bylaw No. 1368. CARRIED

MOVED Director Westbrook, SECONDED Director Hamilton,:

1. That "Regional District of Nanaimo 2004 Revenue Anticipation Borrowing Bylaw No. 1368, 2004" be introduced for first three readings.
2. That "Regional District of Nanaimo 2004 Revenue Anticipation Borrowing Bylaw No. 1368, 2004" having received three readings, be adopted.

Ethical Purchasing Principles. CARRIED

MOVED Director Tyndall, SECONDED Director Holdom, that Regional District staff include in future tenders for employee clothing, a term requiring the supplier to certify that they have not knowingly provided products which have been manufactured in factories where children are used as slave labour or under other exploitative circumstances.

CARRIED

Multiplex Financing.

MOVED Director Westbrook, SECONDED Director Longmuir, that the report on multiplex financing be received for information.

CARRIED

HOSPITAL

Temporary Borrowing Resolution.

MOVED Director Krall, SECONDED Director Sherry, that a short term borrowing authority to a maximum of \$2,000,000 in the form of the resolution attached, be adopted.

MOVED Director Holdom, SECONDED Director Westbrook, that this item be postponed until such time as the staffing issue is resolved at Nanaimo Regional General Hospital.

DEFEATED

The question was called on the main motion.

The motion CARRIED.

ENVIRONMENTAL SERVICES

LIQUID WASTE

Pump and Haul Local Service Area Amendment Bylaw No. 975.33 – 180 Burne Road – Arca H.

MOVED Director Bartram, SECONDED Director McNabb,:

1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include 180 Burne Road, Bowser (Deep Bay Harbour Authority).
2. That "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.33, 2004" be read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

Greater Nanaimo Pollution Control Centre Biosolids Composting Quote Results.

MOVED Director Sherry, SECONDED Director Tyndall, that Malaspina University-College be awarded the contract for composting biosolids from the Greater Nanaimo Pollution Control Centre for \$50.40 per tonne.

MOVED Director C. Haime, SECONDED Director D. Haime, that this item be deferred to allow for District of Lantzville and Regional District staff to meet on this issue and to allow time for review by District of Lantzville Council and further that, following these meetings, a report be forwarded to the Board for consideration.

CARRIED

SOLID WASTE

Policy for Solid Waste Disposal Fee Waiver Requests.

It was requested that the recommendations be handled seriatim.

MOVED Director Krall, SECONDED Director Longmuir, that staff be directed to prepare a policy that retains the illegal dumping clean up protocol and provides options for existing no-charge accounts.

CARRIED

MOVED Director Sherry, SECONDED Director Hamilton, that staff be directed to send a letter to the Salvation Army advising them that their request for tipping fee relief for construction and demolition debris from their new facility cannot be supported.

CARRIED

UTILITIES

Unconfined Aquifer Protection Resolution.

MOVED Director Barram, SECONDED Director C. Haime, that the Board advance the following resolution to AVICC and UBCM:

WHEREAS the Regional District of Nanaimo has previously advanced a resolution to AVICC/UBCM expressing support for new provincial groundwater protection legislation and identifying a need for the province to provide the resources and initiative to implement its legislative responsibility and authority for the province's groundwater resource;

AND WHEREAS it is recognized that although groundwater protection legislation should address all groundwater resources in the province, some areas of the province are underlain by unconfined aquifers that may be more vulnerable to contamination from certain surface activities and if these aquifers become contaminated, they may require a long time or substantial costs to resolve the impact;

THEREFORE BE IT RESOLVED THAT the Province, in enacting groundwater protection legislation, insure that the regulatory and operational requirements that apply to the commercial, industrial and development sectors are sufficiently prescriptive and will be effectively administered and enforced to protect the Province's unconfined aquifers from contamination.

CARRIED

French Creek Sewer LSA Bylaw No. 813.28 and Northern Community Sewer LSA Bylaw No. 889.24 – 792 Reid Road – Area G.

MOVED Director Sherry, SECONDED Director Longmuir,:

1. That "French Creek Sewer Local Service Area Amendment Bylaw No. 813.28, 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That "Northern Community Sewer Local Service Area Amendment Bylaw No. 889.24, 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Electoral Area 'B' Parks & Open Space Advisory Committee.

MOVED Director Lund, SECONDED Director D. Haime, that the minutes of the Electoral Area 'B' Parks & Open Space Advisory Committee meeting held November 3, 2003 be received for information.

CARRIED

Regional Waste Advisory Committee.

MOVED Director D. Haime, SECONDED Director Longmuir, that the minutes of the Regional Waste Advisory Committee meeting held December 4, 2003 be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Longmuir, that the minutes of the District 69 Recreation Commission meeting held January 13, 2004 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the Ravensong Aquatic Steam Room/Dry Sauna project be approved for tender.

CARRIED

Intergovernmental Advisory Committee.

MOVED Director Sherry, SECONDED Director Biggemann, that the minutes of the Intergovernmental Advisory Committee meeting held January 14, 2004 be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Library Book Rate Petition.

MOVED Director Krall, SECONDED Director Bibby, that the Regional District of Nanaimo advise the Minister of Canadian Heritage of the Regional District's support for the maintenance of the Canada Post library rate and the inclusion of informational, recreational and educational audiovisual materials in the library rate.

CARRIED

NEW BUSINESS

Nanaimo Regional General Hospital.

MOVED Director Holdom, SECONDED Director Westbrook, that the Board, as a financing authority contributing to the capital costs of the NRGH and acting on behalf of our region's residents strongly urge the parties, including the Provincial Minister, VIHA and the local physicians organization, to ensure that emergency services at NRGH are provided in a secure and dependable manner, and that all disputes threatening this goal be resolved as soon as possible.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:12 PM

CHAIRPERSON



REGIONAL DISTRICT OF NANAIMO		
FEB 16 2004		
CHAIR	CMCrs	
CAO	GMDs	
G&Gms	GMS	
		<i>Colb</i>
		DATE:

MEMORANDUM

TO: Kelly Daniels
Chief Administrative Officer

FROM: Neil Connelly
General Manager, Community Services

SUBJECT: Nanoose Bay Crown Land District Lot 137 Update

DATE: February 16, 2004

FILE: 3020-01-EA 'E'

PURPOSE

To provide an information and update report on a parcel owned by the Crown in Nanoose Bay.

BACKGROUND

District Lot 137, east of Stewart Road, in Nanoose Bay is 70.7 hectares in size and is owned by the Crown. It is comprised of seven parcels, which are designated as Resource in the Nanoose Bay Official Community Plan and zoned Resource Management (RM3B).

In 2001, the Regional District in conjunction with the Province was involved in the community's discussion of a proposed land exchange and development concept involving the Fairwinds Development Corporation. The concept did not advance beyond the Spring of 2002, given public reservation and feedback to elements of both the development concept and the land exchange.

Letters from the Province in December 2002 and June 2003 indicated that Land and Water BC, Inc. is reviewing options for the property. In addition to the Ministry of Sustainable Resource Management, provincial interests in the parcel include those represented by the Ministry of Water, Land and Air Protection and the Ministry of Forests. The parcel is in the provincial forest. Provincial forestland on the west side of Stewart Road is currently administered under the woodlot management program. The southeast corner of the parcel also includes a Wildlife Habitat Area designation that was established in February 2003 by the environment Ministry in recognition of the ecological significance of a Douglas Fir / Garry Oak / Onion Grass plant community in that location. A map of the area is attached.

Given the public's interest in the Province's plans for the Crown Land, Director Bibby and Chairman Stanhope met with Minister Hagen of the Sustainable Resource Management Ministry in July 2003. The Minister referred to a provincial interest to have the land sold and removed from provincial tenure to raise revenue due to its limited capacity to generate future revenue from forest production. Options for purchase of the land by the Regional District and/or other non-government stewardship organizations with fundraising by the community were discussed. The Province suggested that they would be open to the possible sale of the land to the RDN over an extended time frame with flexible terms and conditions with recognition to the ecologically sensitive portions of the property. Current government policy requires that fair market value be received for any transfer or grant of Crown Land.

Follow-up contact with the Nature Conservancy of Canada, the Nature Trust of BC and The Land Conservancy (TLC) generated an interest by TLC to play some role in assisting the community in strategizing about the acquisition / protection of the parcel.

In December 2003 a group called the Nanoose Bay Conservancy Society was formed with the objective to acquire, preserve and protect the Crown Land parcel in its entirety for the purpose of placing it under the stewardship of a conservancy. They are seeking a meeting with the George Abbott, new Minister of Sustainable Resource Management with a view to having the land set-aside for all time. Contact has also been made by the group with the Nature Conservancy of Canada, who has experience and an interest in the stewardship and management of Garry Oak ecosystems.

The Province, at this point, has not set any definitive timelines for their disposition of the parcel but have requested that they be kept informed of any community efforts or acquisition initiatives that could lead to further discussions with representatives of Land and Water BC, Inc., the Crown corporation responsible for the disposal of surplus land.

ALTERNATIVES

1. To receive the update report on Crown Land District Lot 137 in Nanoose Bay for information.
2. To receive the update report and provide direction to staff on alternative actions.

FINANCIAL IMPLICATIONS

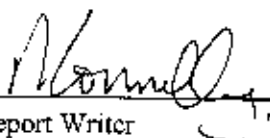
1. None.
2. Active Regional District involvement in any initiative to acquire and / or protect the land would have tax requisition implications for the Regional Parks budget and / or the Area 'E' Community Parks budget.

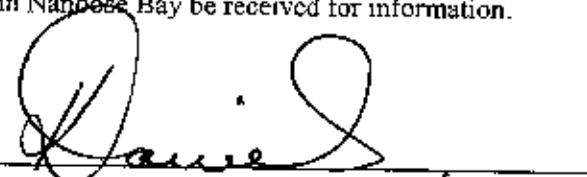
SUMMARY

Over the past several years in Nanoose Bay there has been community interest and discussion on the Province's plans for the Crown Land parcel east of Stewart Road. Recently a local Conservancy group has been established by some residents to work towards acquiring and protecting the parcel for its environmental values. Regional District staff, the Area Director and the Board Chair have also had various contacts with different Ministries regarding the parcel and the proposed disposal of the property by the Province's agency Land and Water BC, Inc.

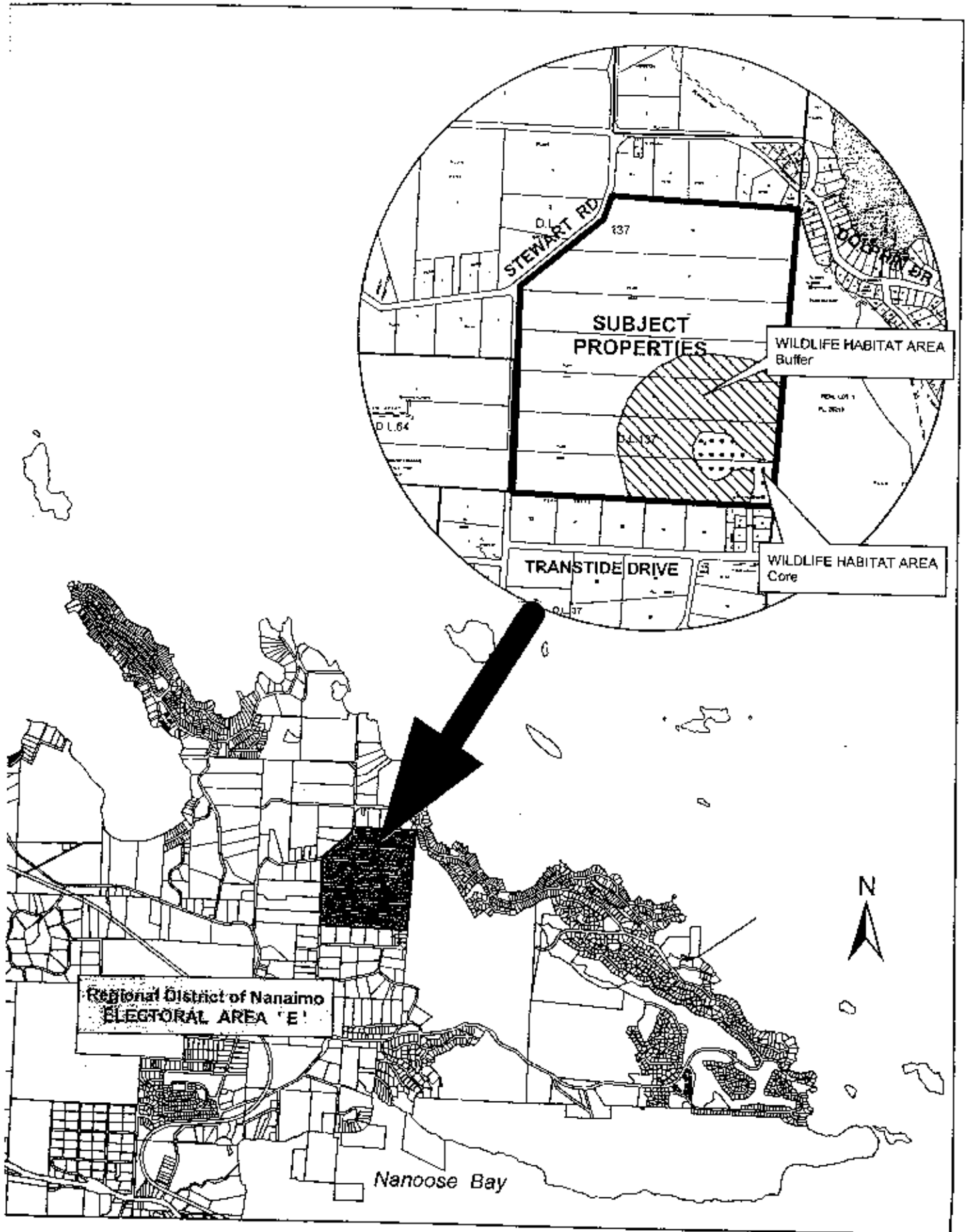
RECOMMENDATION

That the update report on Crown Land District Lot 137 in Nanoose Bay be received for information.


Report Writer


CAO Concurrence

COMMENTS:





REGIONAL DISTRICT OF NANAIMO			
FEB 16 2004			
CHAIR		GMCS	
CAO		GMDS	
GMCS		GMES	
<i>Colin</i>			

MEMORANDUM

TO: Tom Osborne
Manager of Recreation and Parks

DATE: February 16, 2004

FROM: Joan Mitchel
Parks and Trails Coordinator

FILE: 6240-20-HOLA

SUBJECT: Horne Lake Regional Park Operations

PURPOSE

To provide the Regional Board with a brief review of Horne Lake Regional Park (HLRP) operations and request approval to (i) retain a Park Operator for the 2004 season, and (ii) develop a comprehensive report on a long-term private-sector development and operations agreement for HLRP, to be presented to the Board in the fall of 2004.

BACKGROUND

The RDN has been responsible for Horne Lake Regional Park (HLRP) for two years. During the first year, 2002, RDN Parks staff undertook the development required to convert the property to safe public use, and operated the Park and campgrounds. In 2003, following the approval of the 2003-08 HLRP Management Plan, the RDN retained a private-sector contractor to operate the property for a five-year term. Under the Agreement, the RDN was to retain development responsibilities. In September 2003, the Park Operator notified the RDN that he could not meet the terms of the Agreement because of financial constraints. The RDN terminated the Agreement and Parks staff resumed direct operations of the Park, which they continue to carry out today.

The operational sections of the HLRP Management Plan have been reviewed and changes identified that should ensure future public-private operating agreements for HLRP are more successful and a safe, viable public campground park is obtained. These changes relate to operations, not policy. An important component of the proposed changes is a 20-25 year development plan for HLRP. It has become evident that a long-term development plan is needed for the Park in order to provide direction and context for shorter-term actions and expenditures as well as a yardstick for measuring success over the long-term. Appendix 1 contains a draft development plan – discussed with the Horne Lake Strata Corporation and the operator of Horne Lake Caves Provincial Park – that shows how outstanding issues at HLRP can be addressed over time and in keeping with Management Plan policies and aims, for example, that HLRP be self-sustaining.

For background on HLRP development, zoning and property issue resolution, a detailed report is available from the Recreation and Parks Department. Of note amongst the many property issues at HLRP is the 1.2 ha waterfront parcel that dominates the entrance to HLRP and is owned by the Department of Fisheries and Oceans (DFO). This parcel provides ready access to Horne Lake for small boat launchers and serves as a popular day-use area featuring a magnificent stand of mature cedars – one

of the few such stands of trees at HLRP. The parcel also contains the well, pump and waterline that form part of the Park house gravity-fed water system. There is an immediate need for the RDN to secure a licence to use the DFO parcel, and a longer-term need to acquire the parcel outright. Staff are currently awaiting a response from DFO on a proposed three-year licence. Acquisition funds for this parcel, currently valued at \$200,000, cannot be funded through HLRP revenues.

Revising operational detail for HLRP and fleshing out a long-term development plan that recognizes the various property issues at the Park has served to underline the need for significant capital investment at HLRP over the next ten to twenty years. The current Management Plan's assumption that the RDN can handle required development funding, financed through the RDN's share of Park revenues, is no longer considered valid. Unless there is to be a significant RDN subsidy of HLRP over the next decade, the private sector must be engaged in the direct financing of HLRP development.

Fewer resources would be required of the RDN to manage development at HLRP were Management Plan aims significantly relaxed, e.g., standards lowered, user fees increased, and accessibility restricted. This approach would likely generate considerable negative public feedback however and, in the case of seasonal passes for example, would require a Management Plan policy change if used more than sparingly. Reducing the scale of operations at HLRP from a campground park to a day-use park would not greatly reduce the need for development funding. Further, this approach would increase the need for tax requisition support of HLRP since day-use operations provide few opportunities to produce compensating revenue, let alone development funds. Public camping, with a variety of publicly accessible outdoor recreation and education activities and some services, still constitutes the best use of the HLRP property. With appropriate investment in HLRP, existing Management Plan policy goals can be met.

Before the RDN engages the private sector in the long-term financing of development at HLRP, it may be necessary for the Region to acquire the ability to contract long-term. Presently under *The Local Government Act*, the Regional District cannot undertake financial commitments extending beyond five years, including through the provision of renewal clauses, without first obtaining electoral consent. This limitation, if applicable to a HLRP long-term agreement, would not permit a private developer-operator the time to secure financing and recoup investment made in Park development. Staff are continuing to research this matter and may propose to remove the five-year limitation through use of an *alternate approval mechanism* provided for under *The Local Government Act*.

To conclude an effective long-term public-private partnership at HLRP, it is recommended that the Regional District acquire business advice on setting up the contractual arrangement. Before a long-term contract can be outlined however, the Region needs to re-zone HLRP and establish clear and proper development standards for the property. The Park is currently zoned Resource Management and FLR, neither of which is appropriate for park and campground uses. An assessment of basic power, water and septic disposal options for the Park, and a comprehensive emergency plan providing direction for fundamental Park operations are also required in advance of setting out a long-term contract.

Below are proposed RDN actions leading to the conclusion of a long-term development-operations agreement with a private contractor for HLRP. This year, 2004, would stand-alone while the RDN prepares itself to undertake a long-term public-private partnership at HLRP. Regular park operations would continue throughout 2004 under a short-term operating agreement.

Proposed RDN Actions

- (a) The RDN hires a park operator for April-December 2004 and commands a \$5,000 fee. The operator provides a safe campground operation focused on increased occupancy and satisfied customers; the RDN undertakes low-cost development projects requiring immediate attention, e.g. the provision of potable water.
- (b) The RDN sets in place the foundation for a long-term public-private partnership at HLRP by:
 - developing zoning and official standards for HLRP (a public process);
 - seeking a professional assessment of power, water and septic options at the Park;
 - completing a comprehensive emergency plan for the Park;
 - confirming the Regional District's legal ability to contract long-term (possibly a public process);
 - obtaining professional advice on crafting a long-term public-private business plan and operating agreement for the Park; and,
 - updating the HLRP Management Plan and including a guide for long-term development.
- (c) In the early fall of 2004, the RDN Board reviews a comprehensive report on a long-term private-sector development-operations arrangement for HLRP and an updated Management Plan.
- (d) Later in the fall of 2004, the RDN requests proposals for the development-operations of HLRP beginning in early 2005 and negotiates a long-term agreement with periodic re-negotiation points.
- (e) From 2005 onwards, the RDN assumes a monitoring role at the Park and continues to work on outstanding tenure and encumbrance issues, maintain the main Park web site, and manage water quality assessment until this duty can be assumed by the Developer-Operator.

ALTERNATIVES

1. Approve the hiring of a 2004 park operator and production of a comprehensive report on a long-term private-sector development and operations agreement for HLRP starting in 2005.
2. Retain the RDN's lead role in development at HLRP. Review development plans for HLRP with a view to slowing the pace and scope of development over the 2004-09 planning period and maximizing revenue generation (e.g. through additional user-fees). Revise the Park operating agreement such that the fee to the RDN is reduced from the current \$15,000-\$25,000 range to \$5,000-\$10,000. Approve an annual Park subsidy of \$25,000 for the period to finance limited development, administration and contingencies.
3. Revise the Management Plan to permit the near or entire elimination of public camping at HLRP from 2004-2009, and concentrate on the pursuit of revenue generation from exclusive uses over this period. These revenues can then be used to finance Park development for the benefit of the public after 2009.

FINANCIAL IMPLICATIONS

1. Alternative I provides the means to inject private sector investment into HLRP and eliminate the need for mid- to long-term subsidy by the RDN. During 2004, the Regional District would bear the staffing, legal, public consultation and other administrative costs related to establishing Park zoning.

creating a long-term agreement, and confirming long-term operating and development parameters for the Park. These staffing costs, along with limited RDN development costs, are reflected in currently proposed budgets for 2004.

2. Alternative 2 would require the RDN to cover development at HLRP over the 2005-09 period and beyond, not included in current budgets, with a Park Operator confined to operations and maintenance expenditures of less than \$500. RDN administrative costs related to resolution of zoning, encumbrance and neighbour issues, and included in current budgets, remain applicable. It is important to note that RDN-led development will tend to cost more than that produced by the private sector. The RDN has tendering requirements on jobs greater than \$3,000 and does not have the flexibility and operational access to materials, labour and equipment enjoyed by a viable private operator. While development plans could be scaled back at HLRP, there is no avoiding the need for considerable infrastructure improvements at the Park so the RDN must be prepared to subsidize HLRP for years to come. As well, a slow pace of development means slow growth in revenues needed to finance development. This is not a scenario to attract and maintain a quality Park Operator, which adds to costs for the RDN. Last, this alternative does not provide any security of development funding given that parks in general have difficulty competing for tax dollars with the likes of health, transit and other public functions.
3. Alternative 3 could be pursued with a view to permitting exclusive use over the short to mid-term in order to accumulate the financial reserve needed to develop HLRP for eventual public use. Exclusive users would be just as demanding in terms of development needs however, development not necessarily appropriate for later public use. All RDN administrative costs remain pertinent. While this approach might ultimately reduce RDN subsidy requirements from that expected with Alternative 2, it will bring its own costs, including managing exclusive use and addressing the negative feedback from the general public who would have limited access to a public park. Last, exclusive arrangements are difficult to end once entrenched.

CITIZEN IMPLICATIONS

1. Alternative 1 acknowledges the high value of HLRP's location for those enjoying outdoor recreation and the value in developing the property accordingly. There are few large lakes in central Vancouver Island that are readily accessible to the public, particularly for boating and other water-related activities. Home Lake is the only one of its size in the RDN. The public has repeatedly expressed its interest in gaining access to Home Lake. Home Lake Caves Provincial Park next door is winning national awards in Canada for outdoor adventure experiences and draws tens of thousands of visitors each year past the entrance to HLRP. Development at HLRP needs to reflect the neighbourhood and address the range and quality of outdoor activities being sought by the recreating public today. Those seeking outdoor experiences and adventures constitute a large and growing segment of the resident and visitor population, and a growth sector in tourism. Use of HLRP to support regional tourism development is a Management Plan policy.
2. It can be expected that any increase in user fees without a significant increase in product value, as suggested with Alternative 2, will be met with strong negative feedback from the public. Standards at HLRP are already somewhat low and, based on feedback from campers, boaters, day-users, neighbours and programmed recreation providers in 2003, users are demanding better. Developing the Park with limited and unstable funding means prolonging resolution of problems and accepting a long period of continued negative feedback from users and possibly neighbours.


- Alternative 3 could be promoted as a 'short term pain for long term gain' approach to developing IILRP. The public would have quite limited access to a public park while the RDN extracts as much revenue as possible for future development use. While this approach might provide the required development funding for HLRP, the cost to the Region in dealing with an unhappy public in the interim would be great. As well and as previously noted, eliminating exclusive use is difficult once entrenched.

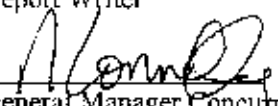
SUMMARY

The RDN has been managing IILRP since early 2002. Much work is yet required to resolve outstanding property issues at the Park and fulfill stated Management Plan policies and aims. A re-examination of this work underlines the need for significant capital investment in Park development over the next ten to twenty years. With some additional work and issue resolution by the RDN in 2004 and with clarification of a longer-term vision for HLRP, it should be possible to conclude a viable long-term development-operations agreement with a private sector partner by the end of 2004. Through long-term private investment in conjunction with clear RDN development targets and standards, management aims for this new regional park can be realized in a timely and assured way.

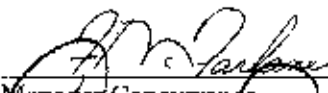
RECOMMENDATIONS

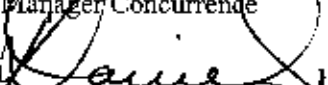
- That the Horne Lake Regional Park Operations report be received for information.
- That staff be directed to advertise a request for proposals to operate Horne Lake Regional Park for 2004.
- That staff be directed to complete a report on a long-term private-sector Horne Lake Regional Park development and operations plan by the early fall of 2004 and in time to advertise and conclude an agreement for 2005 and subsequent years with a private contractor before the end of the year.

for 

Report Writer


General Manager Concurrence

for 

Manager Concurrence


C.A.O. Concurrence

A Draft Guide to Long-term Development at Horne Lake Regional Park

Phase I (2004)

1. The RDN undertakes low-cost 2004 development projects where immediate problem resolution is required, e.g., purchase of new shallow-well pump fixtures.

Phase II

1. Meet all new zoning standards.
2. Identify sound and sustainable water, power and septic disposal systems for the Park, and put in place for user and operational areas in Northpark. By the end of the period, ensure Southpark has adequate water and septic services.
3. Build Park campsite numbers back up to the 125 range.
4. Raise the profile of HLRP through a variety of means including targeted marketing.
5. Raise revenue-generating capacity at the Park by providing variety in terms of campsites, fees, and tenures.
6. Initiate a comprehensive program of waterfront protection and rehabilitation with initial focus on Gazebo Point.
7. Establish day-use parking areas near Gazebo Point and in Southpark.
8. Implement all new emergency plans and bring all major risks under control.
9. Establish a basic trail network on the property and provide links off the property.
10. Initiate development of regular interpretive and education programs.
11. Initiate development of a new core operations and administrative area in Northpark, ultimately to contain Park Operator buildings, residence, and central park services, e.g. concession, power, water, septic field, showers and gatehouse.
12. In Northpark, complete internal road development using Terasen's Statutory Right-of-Way, the easement and old logging road spurs.
13. Relocate the Park house and generator to the new operations area.
14. Resolve outstanding tenure and neighbour issues, particularly acquisition of the DFO parcel at the entrance to HLRP.

Phase III

1. Redevelop the front entrance to the Park. Develop a raised structure at the Park entrance on the site of the old Park house and outbuildings that will serve as a small visitor centre/interpretive centre/nature house/training room, as well as a seasonal boat storage area (since the structure will have to be raised). Explore the 'long house' theme.
2. Undertake waterfront development in Northpark and Southpark, including a public wharf, docks and related structures and improvements such as roads, turn-arounds, trailer parking, signage, kiosks, and a new boat ramp.
3. Upgrade Northpark waterfront day-use areas, and install a playground.

4. Broaden development of outdoor education programs related to water-based activities and certification requirements.
5. Develop the use of the Park for large events.
6. Complete development of the new operations area.
7. Develop simple cabins in Northpark overlooking the Qualicum River.
8. Exploit trail linkages to west and east coasts, and use of park as staging area for long-distance trekkers.
9. Undertake a biophysical inventory of wildlife and vegetation and a reforestation assessment.
10. Address the remaining items from the EBA geo-technical report on roadside stability.

Phase IV

1. Develop equestrian facilities in the vicinity of the gravel pit in Southpark.
2. Develop an amenity centre, e.g., restaurant/store in Northpark.
3. Begin replacing old structures.
4. Complete reforestation of property.



REGIONAL DISTRICT OF NANAIMO		
FEB 18 2004		
CHAIR		GMCrs
CAO		GMDS
GmCms		GMEs
		<i>Call</i>
		<input checked="" type="checkbox"/>

NANAIMO REGIONAL HOSPITAL DISTRICT MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

DATE: February 16, 2004

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: 2004 Annual Budget for the Nanaimo Regional Hospital District

PURPOSE:

To introduce and recommend adoption of "Nanaimo Regional Hospital District 2004 Annual Budget Bylaw No. 135, 2004".

BACKGROUND:

The annual budget for the Regional Hospital District is unchanged from the provisional estimates approved by the Board on December 9th, 2003. Property tax support for the 2004 budget is \$4,908,390. The amount available for annual equipment grants is \$1,773,575 and there is provision to borrow up to \$360,000 for equipment costing more than \$100,000.

The annual budget must be adopted by bylaw on or before March 31st.

ALTERNATIVES:

1. Adopt Bylaw No. 135.
2. Amend the budget and adopt an amended bylaw.

FINANCIAL IMPLICATIONS:

The 2004 budget raises property taxes by about 2.5% at an estimated cost of \$35.17 per \$100,000.


SUMMARY/CONCLUSIONS:

There are no changes to the proposed 2004 budget since the provisional estimates were adopted in 2003. Property tax support for the 2004 budget is \$4,908,930, a 2.5% increase over 2003.


Staff recommend adopting the annual budget bylaw as presented.

RECOMMENDATION:

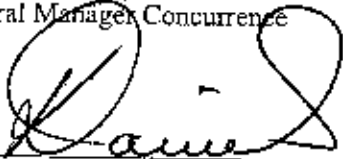
1. That "Nanaimo Regional Hospital District Annual Budget Bylaw No. 135, 2004" be introduced for first three readings.
2. That "Nanaimo Regional Hospital District Annual Budget Bylaw No. 135, 2004" having received first three readings, be adopted.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

NANAIMO REGIONAL HOSPITAL DISTRICT

BYLAW NO. 135

**A BYLAW TO ADOPT THE ANNUAL
BUDGET FOR THE YEAR 2004**

The Nanaimo Regional Hospital District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the "Nanaimo Regional Hospital District 2004 Annual Budget Bylaw No. 135, 2004".
2. Schedule 'A' attached hereto and forming part of this bylaw is the Annual Budget for the Nanaimo Regional Hospital District for the year ending December 31, 2004.

Introduced and read three times this 9th day of March, 2004.

Adopted this 9th day of March, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager Corporate Services

Property taxes	\$4,908,930
Grants in lieu	26,000
Interest	32,400
	<u>\$4,967,330</u>

Administration	\$8,160
Debenture payments	2,981,905
Debenture issue expense/temp financing	208,745
Equipment grants	1,773,575
	<u>\$4,972,385</u>

Current surplus(deficit)	(5,055)
Prior year surplus applied	1,084,065
Net surplus for future years	<u>\$1,079,010</u>

FEB 16 2004

CHAIR	GMCRS
CAO	GMDS
GMCMs	GMES

TO: Stan Schopp
Manager, Building Inspection Services

DATE: February 12, 2004

FROM: Allan Dick
Senior Building Inspector

FILE: 3810-20

SUBJECT: Section 57 of the Community Charter - Contravention of Bylaw
Meeting Date - February 24, 2004

PURPOSE

To provide for the Committee's review, proposed Section 57 filings on properties which have outstanding occupancy or safety issues that contravene Building Bylaw No. 1250.

BACKGROUND

The individual area inspectors have worked closely with the property owners to resolve outstanding issues prior to the sending of letters. A minimum of two letters addressing deficiencies has been sent to the registered property owners. Where required, the Manager and/or the Senior Building Inspector have been involved with proposed resolutions. At this time we are unable to approve construction at the indicated addresses.

SUMMARY OF INDIVIDUAL INFRACTIONS

Electoral Area 'E'

1. Owners Name: John and June Conway
Legal Description: Lot 9, District Lot 117, Plan 10367, Nanoose District
Street Address: 3085 Hillview Road

Summary of Infraction:

- January 26, 2004 - letter sent; occupancy/final inspection required
- February 3, 2004 - occupancy inspection done - 14 outstanding items.
- February 11, 2004 - Senior Inspector contacted owner; bylaw contravention filing process explained.
- February 11, 2004 - file forwarded to Section 57 filing - occupying SFD without an occupancy permit

Electoral Area 'D'

1. Owners Name: Timothy Snaydon and Margaret Lines
Legal Description: Parcel A (DD 357395-1) of Lot 2, Block 1, Section 11, Ranges 4 and 5, Plan 3115, Mountain Land District
Street Address: 2994 Kilpatrick Road


Summary of Infraction:

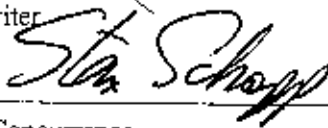
- April 30, 2001 - letter sent certified mail; permit required
- May 9, 2001 - verification of certified mail received
- July 23, 2001 - no further contact with owner; file forwarded to Sr. Inspector
- June 26, 2001 - called owner; he is still working on plans; Sr. Inspector gave him 2 weeks
- July 23, 2001 - no further contact with owner; file forwarded to Sr. Inspector
- July 25, 2001 - application received for SFD and temporary living facility

January 2, 2004 - letter sent; building permit expired/occupancy permit required
January 29, 2004 - owner has moved in and moved off the temporary living facilities. File forwarded to Sr. Inspector
January 29, 2004 - verification of certified mail received
February 6, 2004 - Sr. Inspector contacted owner; owner stated he would complete within one month. Sr. Inspector to contact owner in two weeks.

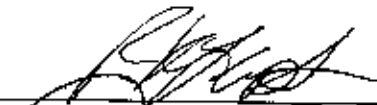
RECOMMENDATION

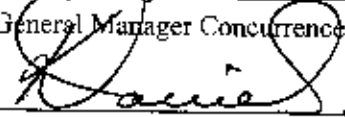
That a notice be filed against the titles of the properties listed, pursuant to Section 57 of the *Community Charter* and that if the infractions are not rectified within ninety (90) days, legal action will be pursued.



Report Writer


Manager Concurrence



General Manager Concurrence


C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
FEB 18 2004	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES

MEMORANDUM

TO: John Finnic
General Manager of Environmental Services

DATE: February 17, 2004

FROM: Dennis Trudeau
Manager of Liquid Waste

FILE: 5340-05

SUBJECT: Greater Nanaimo Pollution Control Centre Biosolids Composting Quote Results

PURPOSE

To consider quotes for composting and hauling biosolids from the Greater Nanaimo Pollution Control Centre (GNPCC).

BACKGROUND

History

In February 2001 the Board directed that the RDN dispose of biosolids either at the landfill or to a composting facility. Accordingly, a Request for Quotes (RFQ) was released for the transport and composting of the GNPCC biosolids. An important requirement of the RFQ was that the proponent have an existing composting facility compliant with the provincial Ministry of Water, Land and Air Protection (MWLAP) 'Organic Matter Recycling Regulation, B.C. Reg. 18/2002'. This provincial regulation is in place to insure that all composting facilities in BC operate within specified environmental protection parameters.

Malaspina University-College (MUC) was the lowest bidder at \$50.17 per cubic metre. Satisfied that MUC would comply with OMRR, the RDN signed a contract with MUC to begin composting biosolids at their wood lot facility.

A major concern expressed about the composting and land application program proposed by MUC was the potential for impact on Lantzville's watershed. To address this concern the RDN retained Allan Dakin, P. Eng., P. Geo., of Piteau Associates to conduct an assessment of the potential impacts that land application of biosolids would have on local groundwater supplies, with particular reference to the impact on Lantzville's Harby Road well field.

On March 11th, 2003 Allan Dakin submitted his report, which concluded:

"that the proposed application of biosolids at the two Application Units in the Malaspina Forest will not have any impact on groundwater quality in any of the wells located in the region. This includes the Harby Road well field that is located 4.5 Km north of the nearest unit in another watershed, and any new wells located within 100m of the two Application Units."

Staff was satisfied that MUC's composting and forestry application program would not adversely impact groundwater resources of the District.

MUC has been composting biosolids from the GNPCC since April 2003. The contract between the RDN and MUC to compost biosolids is approaching the maximum volume specified in the contract. In order to continue having biosolids from the RDN composted, rather than landfilled, RDN staff issued a RFQ in November 2003 for the composting and hauling of biosolids from the GNPCC.

The RFQ was advertised in the Nanaimo Daily News and closed November 18th, 2003. In addition to advertising, staff invited local firms, including the International Composting Corporation (ICC) facility being developed at Duke Point, to submit bids. The following three quotes were received for composting and hauling biosolids from the GNPCC:

<u>Proponent</u>	<u>Price per tonne</u>
Malaspina University-College	\$50.40
Qualicum Farms	\$52.50
Meadowlark Technologies	\$58.00

The lowest quote received is from MUC. As indicated above, MUC has composted biosolids from GNPCC for the last year. MUC has operated their composting and land application plan under the Organic Matter Recycling Regulation (OMRR), which governs the production, quality, and land application of certain types of organic matter. OMRR specifies requirements for leachate management, odour control, vector attraction reduction, pathogen reduction limits, quality criteria, sampling protocol, record keeping, setbacks, and application rates.

A staff report to the Committee of the Whole recommended the award of the composting contract to MUC based on their price being the lowest of the three bidders. The Board directed:

"this item be deferred to allow for the District of Lantzville and Regional District staff to meet on this issue and to allow time for review by District of Lantzville Council and further that, following these meetings a report be forwarded to the Board for consideration."

Meetings and discussions have taken place between RDN staff and the Mayor and Administrator of the District of Lantzville, Electoral Area C Director, and the Electoral Area D Director.

The tendering process was discussed and staff confirmed that the transportation cost of the biosolids was included in all the bids. In addition the number of composting pads was discussed. Staff indicated that it was a responsibility of MUC to ensure that they had the processing ability to handle 2500 tonnes of biosolids from GNPCC in a manner that met the OMRR. Whether MUC had one large composting pad or a number of smaller ones was an operational decision and should not be a concern as long as they met all provincial requirements. Zoning was also discussed and the facility meets existing zoning as it relates to a working forestry operation.

Staff also discussed monitoring of the biosolids. Currently RDN staff sample and analyze the biosolids quarterly. The biosolids continue to meet Level B standards, which allow it to be directly applied to forest lands. The composting by MUC provides additional treatment to the biosolids prior to the forest land application.

At the end of meeting staff felt that the issues raised had been satisfactorily addressed.

Notwithstanding that the MUC facility meets the regulations, concerns are expected to remain about this type of operation. History has shown that most biosolid recycling projects have opposition, especially from those located closest to the site. Staff have attempted to follow Board direction and ensure a supportable and cost effective biosolids reuse program. Our program relies on the private industry supplying and operating a facility that meets all existing environmental regulations. Benchmarking has shown that RDN has one of the least expensive biosolids program in Canada.

ALTERNATIVES

1. Award the contract to haul and compost biosolids from the GNPCC to Malaspina University-College.
2. Do not award the contract to haul and compost biosolids from the GNPCC to Malaspina University-College.

PUBLIC CONSULTATION

MUC's public awareness program for their first composting contract included two open houses on January 18, 2003 at the Pleasant Valley Community Hall and February 6, 2003 at the Lantzville Improvement District (LID) office; RDN staff attended the open houses. At the open houses approximately 40 people had an opportunity to ask questions about the MUC forest fertilization project, take site tours of the composting facility and land application sites and review display material and information brochures. In general it was felt that there was a positive response to the biosolids project. In addition, MUC staff consulted with Lantzville residents and adjacent property owners and on two occasions made delegations to the Committee of the Whole.

The MUC has a recently started a web site to provide information on their biosolids composting project. The web site address is as follows - www.mala.ca/forestry/biosolids.

FINANCIAL IMPLICATIONS

The quote from Malaspina University-College at \$50.40 is the lowest quote for the Greater Nanaimo Pollution Control Centre. The term of the contract will be one year. The total cost of the one-year contract is projected to be \$126,000 based on 2,500 tonnes of biosolids. Composting biosolids at this facility will save the RDN approximately \$100,000 over taking the material to the landfill.

ENVIRONMENTAL IMPLICATIONS

MUC is operating their composting and land application plan under the OMRR, which governs the production, quality, and land application of certain types of organic matter. OMRR specifies requirements for leachate management, odour control, vector attraction reduction, pathogen reduction limits, quality criteria, sampling protocol, record keeping, setbacks, and application rates. These requirements are believed to represent the safest and most responsible way to handle organic matter. The safety of the MUC project has been confirmed by Allan Dakin's Hydrogeological Assessment, which concludes that the Malaspina Forest project will not have any impact on groundwater quality in any of the wells located in the region.

In December 2003, following the results of the RFQ, the RDN requested input from the Ministry of Water, Land and Air Protection (MWLAP) regarding MUC operations. MWLAP has indicated that there

have been no reported problems with the MUC compost facility or land application. MWLAP has also indicated that they will be auditing MUC this year to ensure compliance with their regulations.

Questions have been raised about whether RDN staff inspect the operation to ensure compliance with environmental regulations. Staff position is that this is an MWLAP function and that only they have the expertise to properly ensure that an operation meets their regulation. RDN is not able to assume the provincial regulatory role in this regard.

SUMMARY/CONCLUSION

The contract between the Regional District of Nanaimo and Malaspina University-College to compost biosolids is approaching the maximum volume specified in the contract. In order to continue having biosolids from the RDN composted, rather than landfilled, RDN staff issued a RFQ in November for composting and hauling of biosolids from the GNPCC. The quote from Malaspina University-College at \$50.40 was the lowest received.

The Board directed staff to meet with the District of Lantzville to discuss the proposed MUC composting proposal and to allow time for review by District of Lantzville Council before bringing back a report on the results of the RFQ.

Staff have consulted with Directors from Electoral Areas C and D and the Mayor and Administrator of the District of Lantzville. The tendering process was discussed and staff confirmed that the transportation cost of the biosolids was included in all the bids. In addition the number of composting pads was discussed. Staff indicated that it was a responsibility of MUC to ensure that they had the processing ability to handle 2500 tonnes of biosolids from GNPCC in a manner that met the OMRR. Whether MUC had one large composting pad or a number of smaller ones should not be a concern as long as they met all provincial requirements. Zoning was also discussed and the facility meets existing zoning as it relates to a working forestry operation.

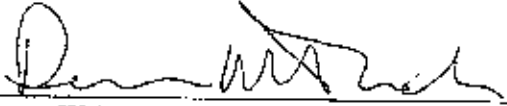
At the end of meeting staff felt that the issues raised had been satisfactorily addressed.

MUC is operating their composting and land application plan under the OMRR, which governs the production, quality, and land application of certain types of organic matter. OMRR specifies requirements for leachate management, odour control, vector attraction reduction, pathogen reduction limits, quality criteria, sampling protocol, record-keeping, setbacks, and application rates. The MWLAP administers this regulation and employs staff to ensure compliance. MWLAP has indicated that there have been no reported problems with the MUC compost facility or land application. MWLAP has also indicated that they will be conducting a full audit of MUC this year to ensure compliance with their regulations.

History has shown that most biosolid recycling projects have opposition, especially from those located closest to the site. Staff have attempted to follow Board direction and ensure a supportable and cost effective biosolids reuse program. Our program relies on the private industry supplying and operating a facility that meets all existing environmental regulations. Benchmarking has shown that RDN has one of the least expensive biosolid's programs in Canada.

RECOMMENDATION


1. **That** Malaspina University-College be awarded the contract for composting biosolids from the Greater Nanaimo Pollution Control Centre for \$50.40 per tonne.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
FEB - 9 2004	
CHAIR	GMCRS
CAO	GMDS
	GMES
	<i>Call</i>

MEMORANDUM

TO: Wayne Moorman, P.Eng. DATE: February 6, 2004
 Manager of Engineering and Utilities.

FROM: Deb Churko, AScT FILE: 5500-21-FCV
 Engineering Technologist

SUBJECT: Utilities
 French Creek Village Streetlighting Local Service Area, Boundary Amendment

PURPOSE

To consider a request to include Lot 1, District Lot 81, Nanoose Land District, Plan 50465 (688 Wembley Road) into the French Creek Village (FCV) Streetlighting Local Service Area (see attached plan).

BACKGROUND

The owner of the above-noted property has petitioned the RDN to be included in the FCV Streetlighting Local Service Area. The applicant has requested that the RDN (through BC Hydro) add a streetlighting davit to one of the hydro poles located immediately to the west of the subject property. The addition of a streetlight at this location would improve the safety at the intersection of Riley and Wembley Roads. In order to tax the property for the operation of the streetlight(s), this property needs to be included in the FCV Streetlighting Local Service Area. The subject property is located adjacent to the existing streetlighting service area boundary. The property owner has signed a petition to be included in the service area.

ALTERNATIVES

1. Do not amend the boundaries of French Creek Village Streetlighting Local Service Area Bylaw No.1062.
2. Amend the boundaries of French Creek Village Streetlighting Local Service Area Bylaw No. 1062.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. BC Hydro has agreed to install the streetlighting davit at no charge. The operating costs of the streetlights are charged to the benefiting properties through taxation. The tax cost for this service is estimated at \$27.60 per \$100,000 of assessment. The Finance Department has advised that the addition of one streetlight to the FCV Streetlighting Service Area will impact the existing properties in the service area by an additional \$0.70 per \$100,000 of assessment.

RECOMMENDATION

1. That "French Creek Village Streetlighting Local Service Area Bylaw No. 1062.02, 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

Debbie Churko
 Report Writer

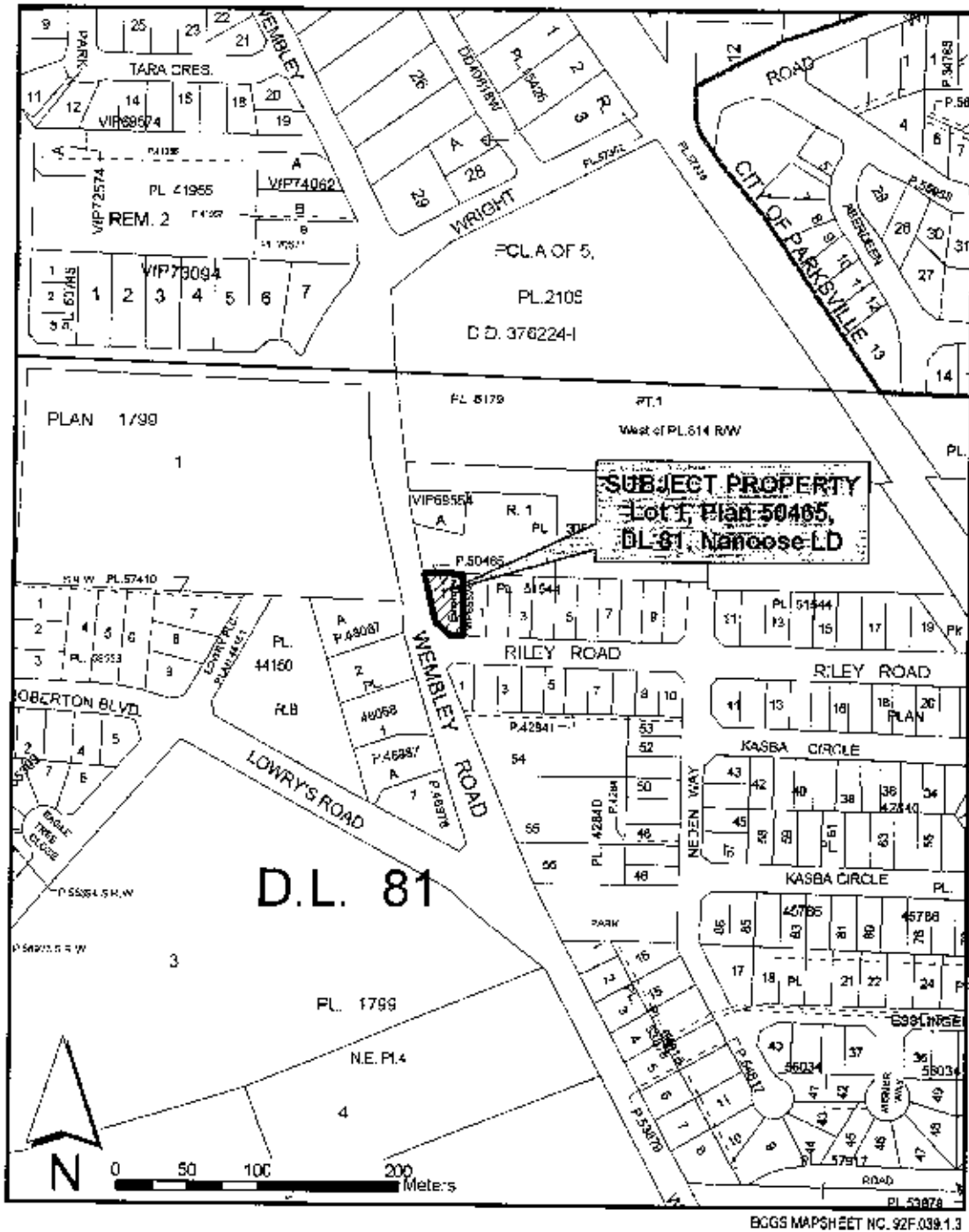
[Signature]
 General Manager Concurrence

Wayne Moorman
 Manager Concurrence

[Signature]
 CAO Concurrence

COMMENTS:

Figure 1



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1062.02

**A BYLAW TO AMEND THE BOUNDARIES
OF THE FRENCH CREEK VILLAGE
LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo has been petitioned under Section 812(1) to extend the boundaries of the French Creek Village Streetlighting Local Service Area established under Bylaw 1062, 1996;

AND WHEREAS a valid petition has been received in accordance with Section 812(1);

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

1. The boundaries of the French Creek Village Streetlighting Local Service Area Bylaw No. 1062 are hereby amended to include the property outlined in heavy black on Schedule 'A' attached to and forming a part of this bylaw.
2. The amended boundaries of the local service area are hereby shown as outlined on Schedule 'B' attached to and forming a part of this bylaw.
3. This bylaw may be cited as the "French Creek Village Streetlighting Local Service Area Boundary Amendment Bylaw No. 1062.02, 2004".

Introduced and read three times this 9th day of March, 2004.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2004.

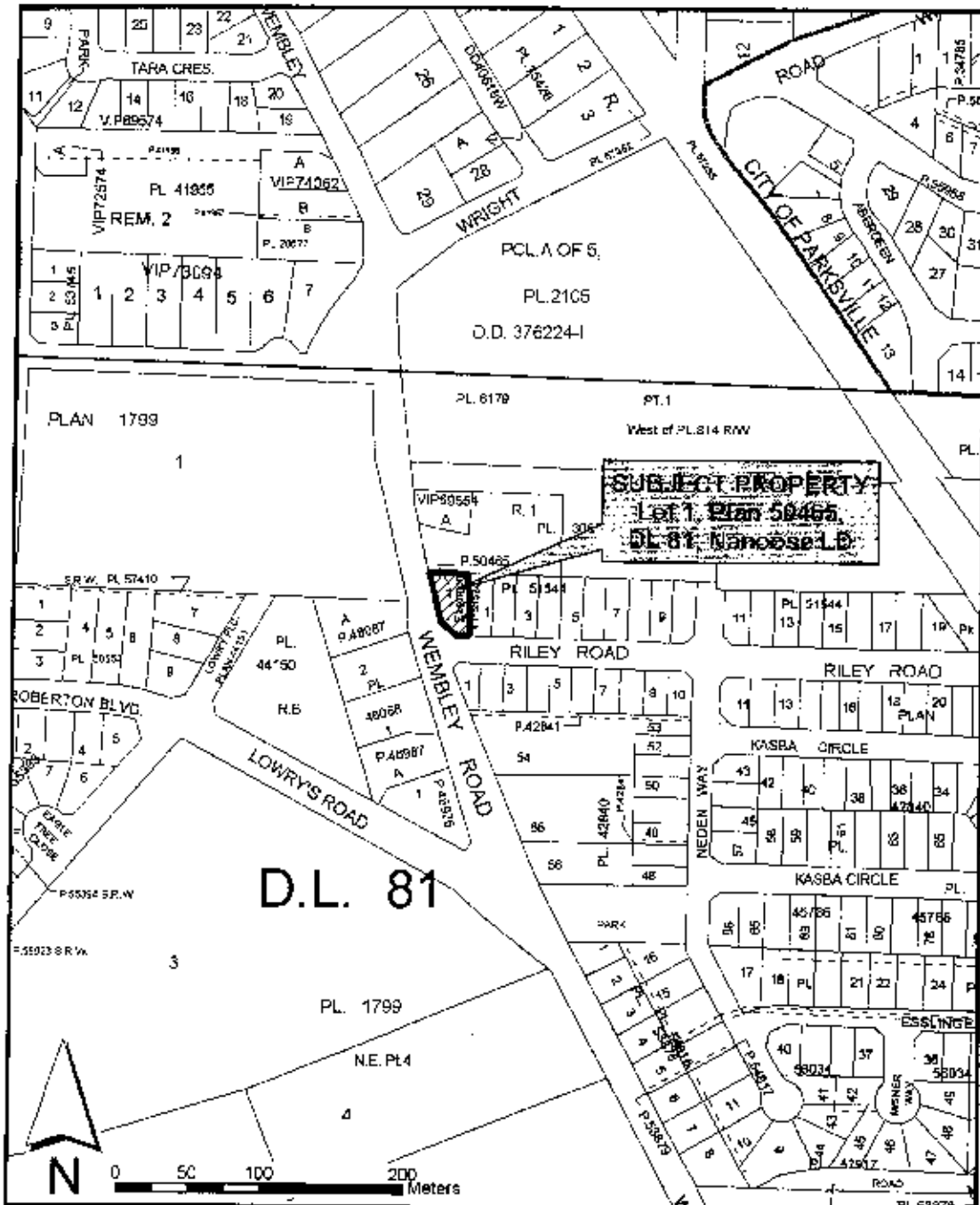
Adopted this __ __ day of _____.

CHAIRPERSON

SECRETARY

Chairperson

General Manager, Corporate Services





REGIONAL DISTRICT OF NANAIMO			
FEB 12 2004			
CHAIR		GMCrs	
CAO		GMDS	
GMCrs		GMES	
[Handwritten signature]			
DATE:		February 11, 2004	
FILE:		5500-22-NB-01	

MEMORANDUM

TO: Wayne Moorman, P.Eng.
Manager of Engineering and Utilities

FROM: Deb Churko, ASeT
Engineering Technologist

SUBJECT: Utilities
Nanoose Water System Specified Area Conversion Bylaw, and
Inclusion into the Nanoose Bay Water Supply Service Area

PURPOSE

To present the Nanoose Bay Water Supply Service Area Bylaw No. 1372, 2004, and to consider the request to include Lot 1, District Lot 62, Nanoose Land District, Plan 8081 (2037 Claudet Road) into the Nanoose Bay Water Supply Service Area and the Nanoose Bay Bulk Water Supply Local Service Area Bylaw No. 1049.03, 2004 (see attached plans).

BACKGROUND

The RDN has received an application to amend the boundaries of the Nanoose Water System Specified Area. A review of the Nanoose Water System Specified Area Bylaw No. 482, 1980 indicated that the wording within Bylaw No. 482 was out of date, as it did not cite the current Local Government Act. Upon seeking legal advice, a new conversion bylaw has been prepared to convert the old Nanoose Water System Specified Area into a Service Area. The proposed conversion bylaw "Nanoose Bay Water Supply Service Area Bylaw No. 1372, 2004" is attached to this report.

Peter Hills, the owner of Lot 1, District Lot 62, Nanoose Land District, Plan 8081, has petitioned the RDN to be included in the Nanoose Water Supply Specified Area. The subject property is currently serviced with a private well from the neighbouring property, under a written agreement that expires September 8, 2004. Mr. Hills has indicated to the RDN that his neighbour intends to discontinue the water supply once their agreement expires.

Mr. Hills has reviewed the possibility of installing a private well on his own property. However, a letter from the Central Vancouver Island Health Authority indicates that the small size of the subject property (0.4 acres) and the presence of an on-site sewage disposal system will not permit the required setbacks to locate a well on the property. The Health Officer recommended that the property owner seek a connection to the RDN water system. A watermain is present along Claudet Road thereby making a connection to the local service area possible.

The Nanoose Bay Bulk Water Supply Local Service Area Bylaw No. 1049, 1996 requires amendment as well as the proposed "Nanoose Bay Water Supply Service Area Bylaw No. 1372, 2004", in order to service this property with water. Both bylaw amendments are addressed in this report.

ALTERNATIVES

1. Adopt "Nanoose Bay Water Supply Service Area Bylaw No. 1372, 2004" to be consistent with current terminology, and accept the application to adopt Bylaw No. 1372.01, 2004 as a boundary amendment. Further, this alternative requires the adoption of "Nanoose Bay Bulk Water Supply Local Service Area Boundary Amendment Bylaw No. 1049.03, 2004".
2. Adopt "Nanoose Bay Water Supply Service Area Bylaw No. 1372, 2004" to be consistent with current terminology, and do not accept the application to adopt Bylaw No. 1372.01, 2004 as a boundary amendment.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. If accepted into the Nanoose Bay Water Supply Service Area, all costs associated with the connection would be at the expense of the applicant. The subject property will pay a Capital Charge of \$2,346.00 (Bylaw No. 1323, 2002) when being brought into the local service area.

DEVELOPMENT IMPLICATIONS

The subject property is located outside of the Urban Containment Boundary. However, the Regional Growth Strategy (RGS) Bylaw No. 1309 (2002) allows a property to connect to a local service area for health or environmental reasons provided it does not facilitate future development. The RDN has a letter on file from the Central Vancouver Island Health Authority indicating that the presence of a septic field will not permit the required setbacks to locate a well on the property.

The property is zoned Rural 5 (RU5) pursuant to Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 and is within the "D" subdivision district. The "D" subdivision district provides a minimum parcel size of 2.0 hectares where the property is serviced with community water. The existing parcel size is approximately 0.16 hectares (0.4 acres) and therefore cannot be further subdivided if provided with community water. The second requirement of the RGS is therefore met, as no further development can take place on the subject property under the current zoning.

In most cases, the RDN requires the property owner to register a restrictive covenant on the title to restrict future development. However, in this case, a covenant on the property is not required at this time as the size of the property is too small to subdivide under the current zoning.

INTERDEPARTMENTAL IMPLICATIONS

The property is designated as 'Rural' in the Nanoose Bay Official Community Plan (OCP) Bylaw No. 1118, 1998, and amendments thereto. The Nanoose Bay OCP does not specifically address the provision of a water service to a property located outside of the existing water service areas. However, the RGS allows a property to connect to a local service area for health or environmental reasons provided it does not facilitate future development. From a land use planning perspective, Development Services has no objection to the boundary amendment required for this application.


SUMMARY/CONCLUSIONS

Petitions have been received to amend the boundaries of the Nanoose Water Supply Specified Area and the Nanoose Bulk Water Supply Local Service Area. A review of the existing Nanoose Water System Specified Area Bylaw No. 482 (1980) indicated that the wording within the bylaw was out of date. A new conversion bylaw has been prepared to convert the old Nanoose Water System Specified Area into a Service Area.


The subject property is located outside of the Urban Containment Boundary; however, the Regional Growth Strategy allows a property to connect to a local service area for health or environmental reasons provided it does not facilitate future development. The current size of the parcel is 0.4 acres, which is too small to subdivide under RDN Bylaw No. 500. The Central Vancouver Island Health Authority has indicated that the presence of a septic field on the subject property will not permit the required setbacks to locate a well on the same property. The Health Officer recommended connection to the nearby RDN water system. All costs associated with connection to the RDN water system would be at the expense of the property owner.


RECOMMENDATIONS

1. That "Nanoose Bay Water Supply Service Area Bylaw No. 1372, 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That "Nanoose Bay Water Supply Service Area Bylaw No. 1372.01, 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
3. That "Nanoose Bay Bulk Water Supply Local Service Area Bylaw No. 1049.03, 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.


Report Writer

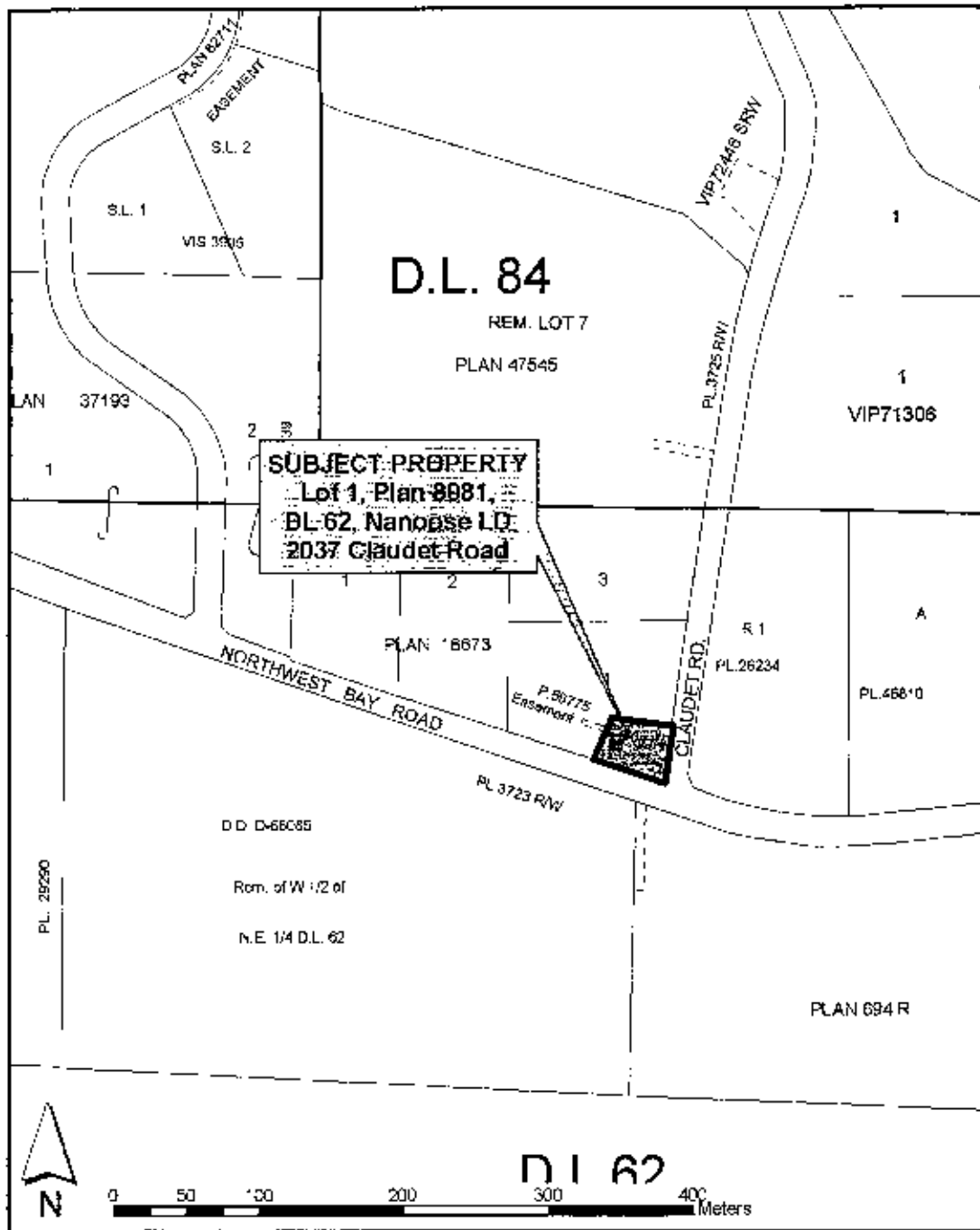

Manager Concurrence


General Manager Concurrence


CAO Concurrence

COMMENTS:

Figure 1



BCGS MAPSHEET NO. 92F.030.3.3

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1372

A BYLAW TO CONVERT THE
NANOOSE WATER SYSTEM SPECIFIED
AREA TO A SERVICE AREA

WHEREAS the Board of the Regional District of Nanaimo may, by bylaw, under Section 774.2(3) of the *Local Government Act* convert a service provided by the Regional District in accordance with Section 774.2(5) of the *Local Government Act* and by the same bylaw amend the power to the extent that it could if the power were in fact exercised under the authority of an establishing bylaw under the *Local Government Act* provided that the bylaw meets the requirements of Section 800.1 and is adopted in accordance with Section 802 of the *Local Government Act*;

AND WHEREAS the Board of the Regional District of Nanaimo did, by Eagle Heights and Beachcomber-Seacrest-Dorcus Point Water Supply Areas Merger Bylaw No. 482, 1980, being Bylaw No. 482 of the Regional District of Nanaimo, create a specified area known as the "Nanoose Water System Specified Area" for the supply, treatment, conveyance, storage and distribution of water;

AND WHEREAS the Board of the Regional District wishes to convert the service established under Bylaw No. 482 from a specified area to a service area;

AND WHEREAS the Director for Electoral Area 'E' has consented to the adoption of this bylaw;

AND WHEREAS the approval of the Inspector of Municipalities is required under Section 802 of the *Local Government Act*;

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

1. **Service**

The water supply and distribution system established within the Nanoose Water System Specified Area is hereby converted to and established as a service within the area defined in Section 2 of this bylaw for the operation of a service for the supply, treatment, conveyance, storage and distribution of water.

2. **Boundaries**

The boundaries of the Service Area established in Section 1 are outlined on Schedule 'A' attached hereto.

3. **Participating Area**

Electoral Area 'F' (Nanoose Bay) is the only participating area for this service.

4. **Cost Recovery**

As provided in Section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (c) fees and charges imposed under Section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized under this or another Act; and
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

5. **Maximum Requisition**

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the service is the greater of:

- (a) \$287,145; or
- (b) \$1.14 per \$1,000 applied to the net taxable value of land and improvements within the service area.

6. **Repeat**

"Eagle Heights and Beachcomber-Seacrest-Dorcus Point Water Supply Areas Merger Bylaw No. 482, 1980" is hereby repealed.

7. **Citation**

This bylaw may be cited for all purposes as "Nanoose Bay Water Supply Service Area Establishing Bylaw No. 1372, 2004.

Introduced and read three times this 9th day of March, 2004.

Received the approval of the Inspector of Municipalities this ____ day of _____, 20__.

Adopted this ____ day of _____, 20__.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1372.01

**A BYLAW TO AMEND NANOOSE BAY WATER
SUPPLY SERVICE AREA ESTABLISHING
BYLAW NO. 1372, 2004**

WHEREAS "Nanoose Bay Water Supply Service Area Establishing Bylaw No. 1372, 2004" created a service for the provision of the supply, treatment, conveyance, storage and distribution of water;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the Nanoose Bay Water Supply Service Area to include the property legally described as Lot 1, District Lot 62, Nanoose Land District, Plan 8081;

AND WHEREAS the Director for Electoral Area 'E' has consented to the adoption of this bylaw;

AND WHEREAS the approval of the Inspector of Municipalities is required under Section 802 of the *Local Government Act*;

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

1. The boundaries of the "Nanoose Bay Water Supply Service Area Establishing Bylaw No. 1372, 2004" are hereby amended to include the property outlined on Schedule 'B' attached to and forming a part of this bylaw.
2. The amended boundaries of the service area shall be as shown outlined on Schedule 'A' attached to and forming a part of this bylaw.
3. This bylaw may be cited for all purposes as the "Nanoose Bay Water Supply Service Area Boundary Amendment Bylaw No. 1372.01, 2004".

Introduced and read three times this ____ day of _____, 20__.

Received the approval of the Inspector of Municipalities this ____ day of _____, 20__.

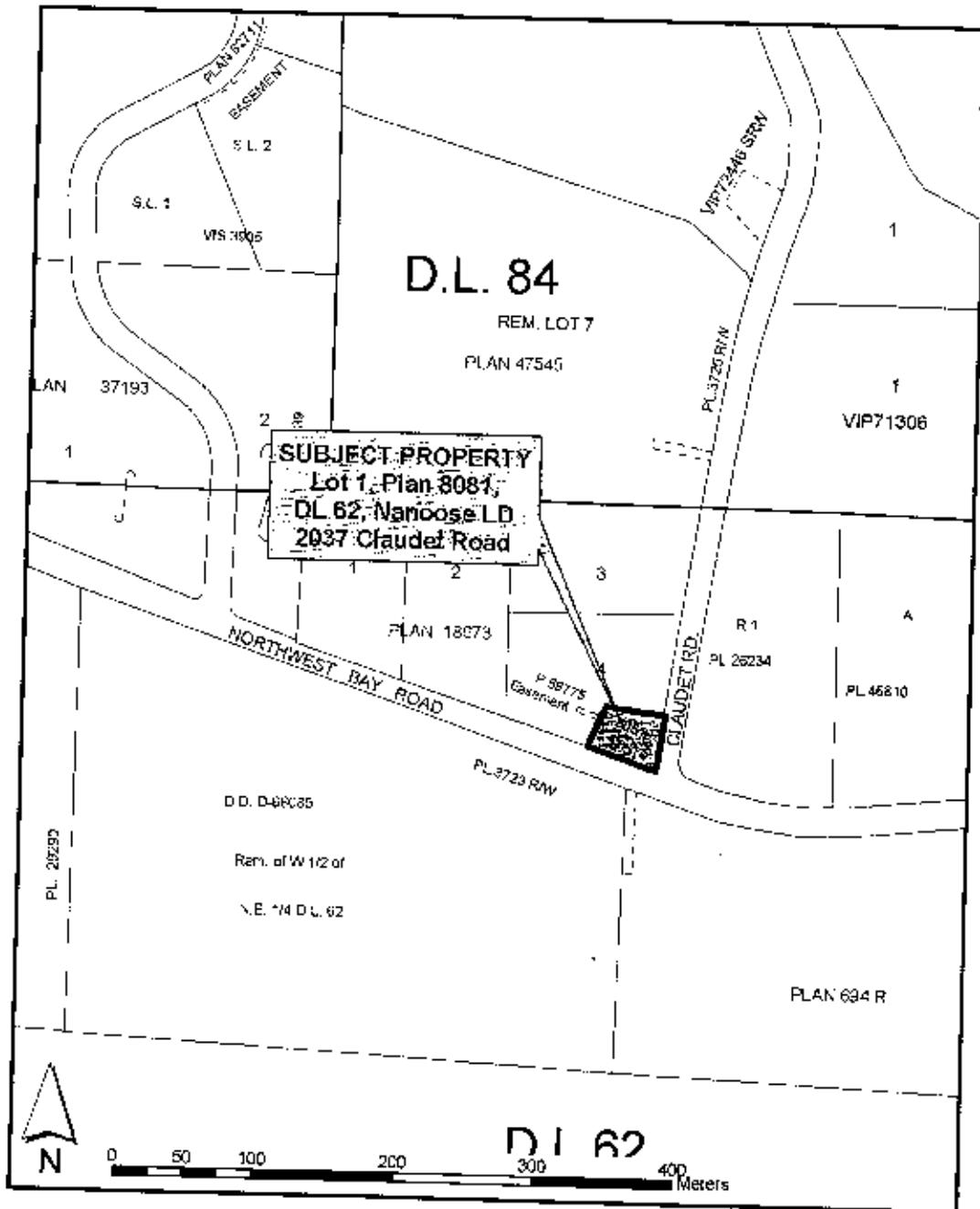
Adopted this ____ day of _____, 20__.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services



BOGS MAP SHEET NO. 92F 030.3.3

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1049.03

**A BYLAW TO AMEND THE BOUNDARIES
OF THE NANOOSE BAY BULK WATER
SUPPLY LOCAL SERVICE AREA**

WHEREAS the Regional District of Nanaimo has established the Nanoose Bay Bulk Water Supply Local Service Area by Regional District of Nanaimo "Nanoose Bay Bulk Water Supply Local Service Area Establishment Bylaw No. 1049, 1996";

AND WHEREAS the Board of Regional District of Nanaimo has adopted the "Regional District of Nanaimo Nanoose Bay Official Community Plan Bylaw No. 1118, 1998" which establishes boundaries for the provision of community water;

AND WHEREAS it is intended that the boundaries for bulk water supply shall be coterminous with the boundaries shown on Map 8 of the Official Community Plan as amended from time to time;

AND WHEREAS the Board has obtained the consent of at least two thirds of the participants;

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

1. This bylaw may be cited as "Nanoose Bay Bulk Water Supply Local Service Area Boundary Amendment Bylaw No. 1049.03, 2004".
2. The boundaries of the "Nanoose Bay Bulk Water Supply Local Service Area" are hereby amended to include the property shown outlined on Schedule 'B' attached to this bylaw.
3. The amended boundaries of the "Nanoose Bay Bulk Water Supply Local Service Area" are shown as outlined on Schedule 'A' attached to this bylaw.
4. Schedule 'A' attached to "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.02, 2002" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.

Introduced and read three times this 9th day of March, 2004.

Received the approval of the Inspector of Municipalities this ___ day of _____, 2004.

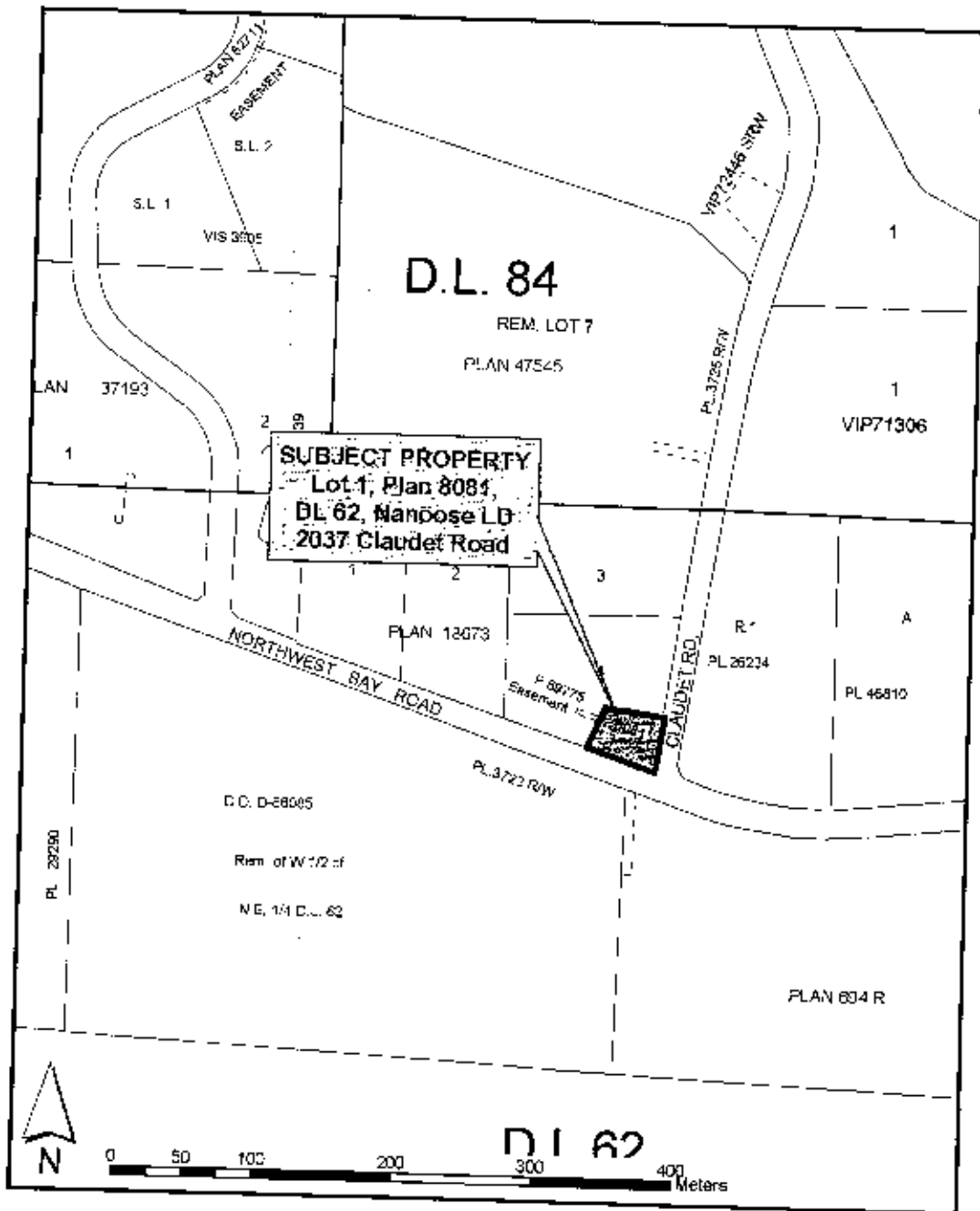
Adopted this ___ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services





REGIONAL DISTRICT OF NANAIMO	
FEB 12 2004	
CHAIR	GMCrS
CAO	GMDS
GmCms	GMES
<i>Call ✓</i>	
DATE:	
FILE:	

MEMORANDUM

TO: Wayne Moorman, P.Eng
Manager of Engineering and Utilities

DATE: February 9, 2004

FROM: Deb Churko, AScT
Engineering Technologist

FILE: 5500-20-PS-01

SUBJECT: Utilities
Inclusion into the Pacific Shores Sewer Local Service Area and
Northern Community Sewer Local Service Area (1555 Gracyn Drive)

PURPOSE

To consider the request to include Lot 2, District Lot 22, Nanoose Land District, Plan 11319 (George Duncan Coles) into the Pacific Shores Sewer Local Service Area and the Northern Community Sewer Local Service Area (see attached plan).

BACKGROUND

The owner of the above-noted property has petitioned the RDN to be included in the Pacific Shores Sewer Local Service Area (PSSLSA).

The RDN has a letter on file from the Central Vancouver Island Health Authority indicating that the subject property is too small (0.24 acres) for an on-site sewage disposal system because of the required 100 ft (30.5 m) setback to both the ocean and the drinking water well on-site. The Health Officer recommended a connection to the community sewer.

A sewer main and connection stub are present along the north side of the property thereby making a connection to the local service area possible.

The Northern Community Sewer Local Service Area Bylaw No. 889, 1993 requires amendment as well as the PSSLSA Bylaw No. 1021, 1996, in order to service this property with sewer. Both bylaw amendments are addressed in this report.

ALTERNATIVES

1. Do not accept the application.
2. Accept the application.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. If accepted into the PSSLSA, all costs associated with the connection would be at the expense of the applicant. The subject property will pay a Capital Charge of \$2,022.92 (Bylaw No. 1331, 2003), and a Latcomer's Fee of \$3,688.95 when being brought into the local service area.

DEVELOPMENT IMPLICATIONS

While the property is outside of the Urban Containment Boundary, the Regional Growth Strategy (RGS) Bylaw No. 1309 (2002) allows a property to connect to a local service area for health or environmental reasons provided it does not facilitate future development. The RDN has a letter on file from the Central Vancouver Island Health Authority indicating that the close proximity to the ocean and the presence of a drinking water well will not permit the required setbacks to locate a septic field on the property.

The property is zoned Residential 1 (RS1) and is within the "N" Subdivision District pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The "N" subdivision district provides a minimum parcel size of 1.0 hectare when the property is serviced with community sewer. The existing parcel size is approximately 0.097 hectares (970 m² or 0.24 acres) and therefore cannot be further subdivided if provided with community sewer. The second requirement of the RGS is also satisfied as no further development can take place on the subject property under the current zoning.

In the future, should community water become available, Bylaw No. 500 states that the minimum parcel size is 1000 m² when both community water and community sewer are present. The existing parcel size, at 970 m², would still be too small to subdivide.

In most cases, the RDN requires the property owner to register a restrictive covenant on the title to restrict future development. However, as discussed above, a covenant on the property is not required at this time as the size of the property is much too small to subdivide.

INTERDEPARTMENTAL IMPLICATIONS

The property is designated as 'Rural Residential' in the Nanoose Bay Official Community Plan (OCP) Bylaw No. 1118, 1998, and amendments thereto. The property is located outside of the Community Sewer Service and Restricted Community Sewer Service Areas specified in the Nanoose Bay OCP. However, the RGS allows a property to connect to a local service area for health or environmental reasons provided it does not facilitate future development. From a land use planning perspective, Development Services has no objection to the boundary amendment required for this application.

SUMMARY/CONCLUSIONS

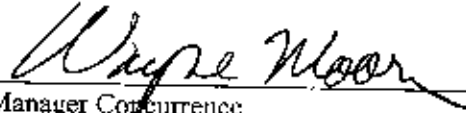
Petitions have been received to amend the boundaries of the Pacific Shores Sewer Local Service Area and Northern Community Sewer Local Service Area. While the property is outside the Urban Containment Boundary, the Regional Growth Strategy allows a property to connect to a local service area for health or environmental reasons provided it does not facilitate future development. The current size of the parcel is 0.24 acres, which is too small to subdivide under RDN Bylaw No. 500. The Central Vancouver Island Health Authority has indicated that the close proximity to the ocean and the presence of a drinking water well on the subject property will not permit the required setbacks to locate a septic field on the property. The Health Officer recommended connection to the nearby RDN sewer system. All costs associated with connection to the RDN sewer system would be at the expense of the property owner.

RECOMMENDATION

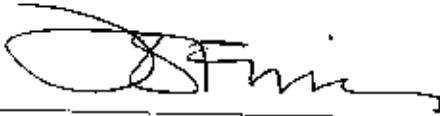
1. That "Pacific Shores Sewer Local Service Area Bylaw No. 1021.04, 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That "Northern Community Sewer Local Service Area Bylaw No. 889.25, 2004" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.



Report Writer



Manager Concurrence



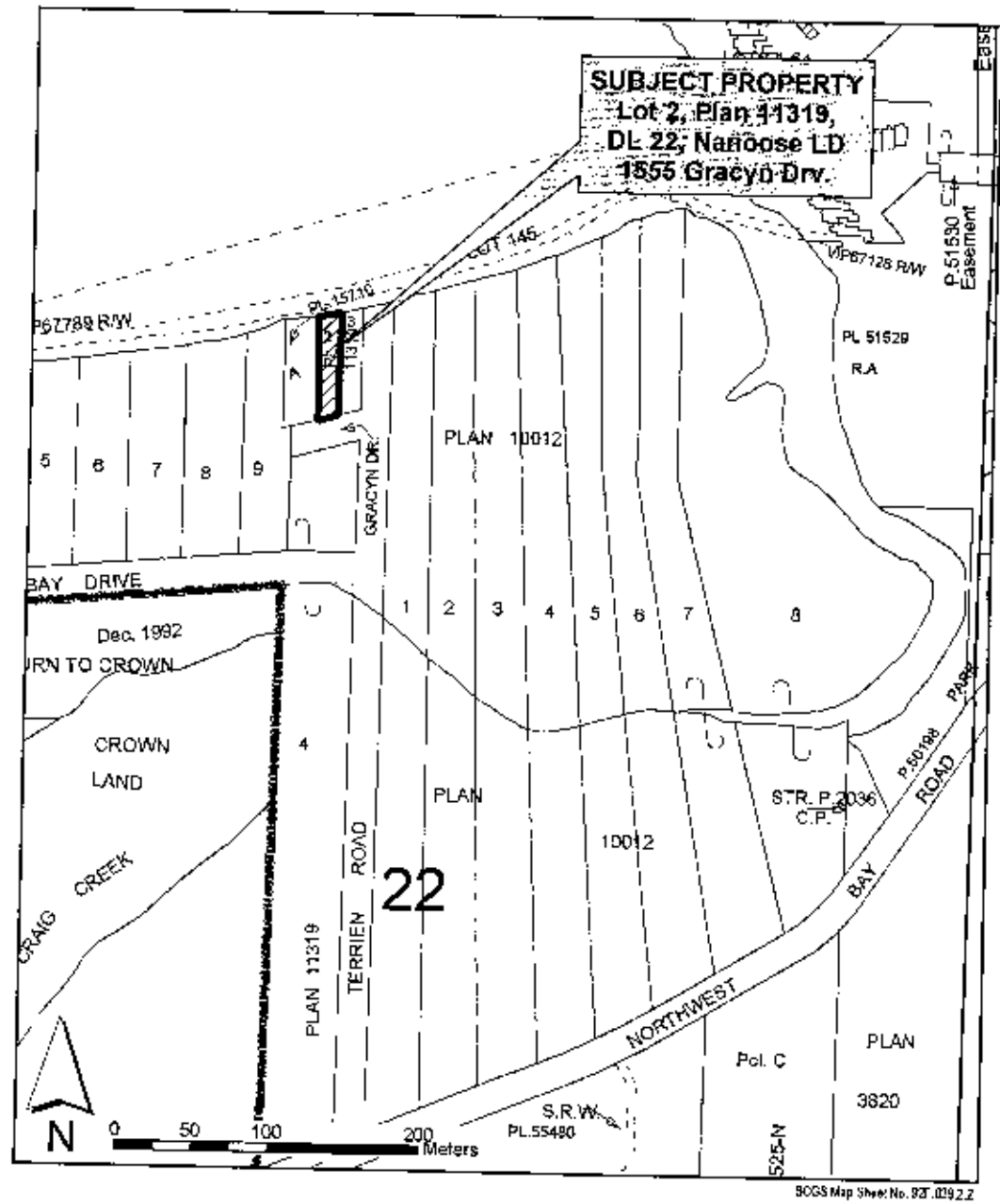
General Manager Concurrence



CAO Concurrence

COMMENTS:

Figure 1



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1021.04

**A BYLAW TO AMEND THE PACIFIC SHORES
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 1021**

WHEREAS "Pacific Shores Sewer Local Service Area Establishment Bylaw No. 1021, 1996" established the Pacific Shores Sewer Local Service Area;

AND WHEREAS the Board has been petitioned to expand the local service area;

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

1. The boundaries of the Pacific Shores Sewer Local Service Area, established by Bylaw No. 1021, are hereby amended to include the property shown outlined on Schedule 'B' attached hereto and forming part of this bylaw.
2. The amended boundary of the Pacific Shores Sewer Local Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' of Bylaw No. 1021.03 is hereby repealed.
4. This bylaw may be cited as "Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.04, 2004".

Introduced and read three times this 9th day of March, 2004.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2004.

Adopted this ____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.25

**A BYLAW TO AMEND THE NORTHERN COMMUNITY
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 889**

WHEREAS the Board has enacted the "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993", as amended, which establishes the Northern Community Sewer Local Service Area;

AND WHEREAS the Board wishes to amend Schedule 'C' to amend the boundaries of the benefiting area;

AND WHEREAS the Board wishes to amend Schedules 'D' and 'E' to amend the boundaries of the non-benefiting area;

AND WHEREAS the Board has obtained the consent of at least two thirds of the participants;

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

1. This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Area Amendment Bylaw No. 889.25, 2004".
2. Schedules 'C', 'D' and 'E' attached to and forming a part of Bylaw No. 889 are hereby deleted and replaced with Schedules 'C', 'D' and 'E' attached to and forming part of this bylaw.

Introduced and read three times this 9th day of March, 2004.

Received the approval of the Inspector of Municipalities this ___ day of _____, 2004.

Adopted this ___ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /
STATE OF SUSTAINABILITY PROJECT MEETING
HELD ON WEDNESDAY, JANUARY 21, 2004
IN THE RDN COMMITTEE ROOM**

Present:

Director Bill Holdom	Chairperson
Director Dave Bartram	Deputy Chairperson
Brian Anderson	
Douglas Anderson	
Gordon Buckingham	
Betty Collins	
Sylvia Neden	
Adele McKillop	
Ross Peterson	
Sharon Thompson	

Also in attendance:

Christina Thomas	Senior Planner, Community Services
Neil Connelly	General Manager, Community Services

Absent:

Janet Farooq

CALL TO ORDER

Director Holdom called the meeting to order at approximately 7:00 PM.

MINUTES

The minutes from the previous meeting (Dec.3/03) were received as presented.

OLD BUSINESS

a) *Public Event #1 –Facilitator Selection*

C. Thomas provided an update about the selection of a facilitator for the first public event to be conducted as a part of the State of Sustainability Project. It was noted that C. Thomas and N. Connelly had met with Anita Wolfe, Environment for Change, and are in the process of contracting the services of Anita Wolfe and Mark Holland to co-facilitate the event. The Committee requested information about Anita Wolfe, and C. Thomas committed to e-mailing to the Committee Internet links about Anita Wolfe.

b) *Public Event #1 – Speaker Selection*

The Committee reviewed the January 14, 2003 report, "State of Sustainability Project Public Event #1 – Speakers". C. Thomas provided an update regarding the selection of speakers for the first public event. It was noted that there are many interesting possibilities regarding speakers for the public event, and that the research undertaken would be useful for selecting speakers for future public events related to the Project or other possible sustainability related initiatives such as a speaker series. C. Thomas indicated that arrangements had been made for Mark Holland (co-facilitator) and Mike Harcourt to be the keynote speakers. Committee comments regarding the speakers identified in the report and regarding other possible speakers were invited. The Committee concurred that there are many interesting possible speakers about the topic of sustainability. The Committee received the report, "State of Sustainability Project: Public Event #1 – Speakers", requested staff to continue to explore possible speakers and speaker availability and secure speakers as deemed appropriate, and supported the arrangements for Mark Holland and Mike Harcourt to be keynote speakers for the public event.

The idea of requesting local media to video-tape the event was discussed. The Committee agreed to request staff to contact local media to determine their willingness and interest in providing this service on a volunteer basis.

c) *Public Event #1 – Electoral Area B Participation*

N. Connelly provided an update regarding the participation of Electoral Area B residents at the public event. N. Connelly indicated that he had talked with Electoral Area B Director Lund. The participation of Electoral Area B residents will not be solicited or encouraged given that Electoral Area B is not a funding participant of the Regional Growth Management Service, the Regional Growth Strategy does not apply to Electoral Area B, and the Islands Trust provides Electoral Area B's land use planning services pursuant to provincial legislation.

NEW BUSINESS

a) *Public Event #1 – Key Events Timeline*

The Committee reviewed the report, "State of Sustainability Project: Public Event #1 – Key Events Timeline". C. Thomas outlined the timeline for key events in the production of the first public event to be conducted on Saturday, April 3, 2004, proposed that the Committee hold a four-hour pre-planning session with the facilitators on Saturday, February 21, 2004 for the purpose of meeting the facilitators and finalizing the workshop agenda and related logistics, and proposed that the Committee have a brief pre-workshop meeting the day before the workshop to confirm Committee member workshop roles and responsibilities. The Committee concurred with the idea of holding a pre-planning session with the facilitators, but indicated that it did not want to hold the session on Saturday, February 21st. The Committee requested staff to investigate the possibility of holding the session on either February 18th, 19th, 20th or 27th, with the 27th being the least favoured option. The Committee agreed to the proposed April 2nd meeting. The Committee received the report, "State of Sustainability Project: Public Event #1 – Key Events Timeline" with amendments to reflect a different date for the pre-planning session, a brief post workshop evaluation meeting to be conducted on the day of the workshop, and the possibility of involving school children.

The idea of how to involve youth in the Project was discussed. A few Committee members suggested that a separate event for youth be conducted after the public event. The Committee did not agree about the need to involve youth in the public event. Further discussion about the item was deferred to the later agenda item "Public Event #1 – Involvement of School District #68 & #69 Children".

b) *Public Event #1 - Location*

C. Thomas updated the Committee about the location of the public event. It was noted that staff had researched the availability of suitable facilities for the public event (including the Parksville Community Centre and Beban Park, the two facilities identified as desirable in the event proposal), and that arrangements have been made for the event to be held at the Coast Bastion Inn.

c) *Public Event #1 - Childcare Provision*

C. Thomas provided an update regarding the idea of providing childcare at the first public event. It was noted that staff have initiated research on the topic, and that the initial research indicates there are a number of issues, including cost, liability and the establishment of a precedent for the provision of childcare at all future RDN public events, that would need to be addressed. There was substantial discussion regarding the benefits and issues involved in providing childcare at the public event, and the possible methods of childcare provision. C. Thomas suggested that staff continue to gather information about the idea with the view to obtaining an organizational perspective about the matter and the possibility that childcare could be considered for future public events pending organizational direction. The Committee concurred with this approach.

d) *Public Event #1 - Involvement of School Districts #68 & #69 Children*

Ross Peterson and Sylvia Neden provided an update regarding the involvement of School District #68 and #69 children in the public event. They indicated that initial contact had been made with staff of each school district and that they were awaiting a response from the school districts. C. Thomas indicated that staff could provide assistance. The Committee concurred that the outcome of Ross Peterson's and Sylvia Neden's inquiry be sought first and staff assistance be solicited after that.

OTHER BUSINESS

Director Holdom indicated that he had attended a BC Hydro meeting about BC Hydro's proposed electricity plan, and that it was relevant to the pursuit of regional sustainability. Graphical information was circulated regarding projected future supply and demand for energy.

Betty Collins suggested that the Neil Dawe be invited to provide a presentation to the Committee about his ideas regarding sustainability, given that he recently published a paper on the topic, has a presentation available and has indicated a willingness to present it to the Committee. The Committee concurred with this idea and requested staff to confirm Neil Dawe's willingness to provide the presentation at a future Committee meeting.

Douglas Anderson suggested that the Committee discuss Janet Farooq's e-mail comments regarding benchmarks. The Committee briefly discussed benchmarks and generally agreed that benchmarks are useful to gauge indicator progress, that the Committee should discuss benchmarks further, that the RDN should consider setting benchmarks for its indicators, and that the possibly different perspectives of rural and urban areas would need to be considered in setting benchmarks for indicators.

NEXT MEETING

The Committee agreed that two meetings be arranged: one meeting to conduct a pre-planning session for the event, and one meeting to hear the Neil Dawe presentation about sustainability and further discuss the involvement of school children as well as any other outstanding matters. Possible dates for these meetings are: February 18th, 19th, 20th, 25th, 26th or 27th or March 3rd.

ADJOURNMENT

Director Holdom adjourned the meeting at approximately 9:00 PM.

Original signed by B. Holdom
Chair, Director Bill Holdom

**Minutes for the Meeting held:
Wednesday, January 28, 2004 @ 1:30 PM
Regional District of Nanaimo – Committee Room
6300 Hammond Bay Road, Nanaimo, BC**

Present:

Andrew Tucker, Nanaimo
Bob Lapham, RDN
Brian Mehaffey, Nanaimo
Christina Thomas, RDN

Ian Howatt, Lantzville
John Pinnie, RDN
Neil Connelly, RDN
Paul Butler, Qualicum Beach

Absent:

Cheryl Wirsz, Parksville

Item

1. Call to order.

N. Connelly called the meeting to order at approximately 1:45 PM.

2. Minutes from the Last Meeting (Jan. 14/03)

The minutes were accepted as presented.

N. Connelly updated the IAC about the status of the Board's consideration of the proposal for Regional Context Statement Content and Development discussed by the IAC at the last three meetings. It was noted that the Committee of the Whole (CoW) concurred with the proposed approach, and that the Board would consider the CoW recommendation at their February meeting.

3. Old Business

- a) *Provision of Community Water and Community Sewer Service to Land Designated by the Regional Growth Strategy as Rural Residential or Resource Lands and Open Space for Environmental or Public Health Reasons*

C. Thomas and B. Lapham delivered a PowerPoint presentation about Regional Growth Strategy (RGS) servicing policy and the provision of services.

C. Thomas described the RGS servicing strategy, key RGS servicing policies, and the rationale for the RGS servicing strategy and policies.

B. Lapham described the relationship between key servicing concepts (including engineered service area, service areas, and development cost charge areas) and key land use concepts (including RGS land use designations, electoral area Official Community Plan (OCP) land use designations, OCP planned service areas, and zoning) using layered digital maps. There was discussion regarding possible methods (i.e. zoning, restrictive covenants) of ensuring that the provision of a service does not enable a greater level of development than permitted by the RGS. There was discussion regarding the concept that the provision of services may increase property owners' expectations regarding level of development to be permitted. It was noted that the decisions of the parties to the RGS must be consistent with the RGS.

C. Thomas outlined the key concepts of the "planned approach" to decision making about what land to service for environmental reasons that had been discussed at the October 29th IAC meeting. The rationale for the "planned approach" was also explained.

It was noted that RDN staff had consulted with IAC member municipality representatives not in attendance at the October 29th meeting, that based on the feedback from these meetings an opportunity had been provided at the December 3rd meeting to confirm issues related to the provision of services for environmental reasons, that an opportunity had been provided at the January 14th meeting to discuss possible solutions for these issues, and that the IAC had requested a graphical explanation of servicing issues as they relate to land use at the January 14th meeting.

C. Thomas requested IAC direction regarding the type of process to be used to develop a mutually agreeable approach for addressing decisions about the provision of services for environmental reasons. Three possible approaches were identified: [1] RDN staff develop an agreement based on the approach discussed at the October 29th IAC meeting; [2] IAC discussion about possible solutions for the issues identified at the December 3rd meeting; or [3] a combination of 1 and 2. The Committee was welcomed to suggest alternative approaches.

There was substantial discussion regarding topics related to the provision of services for environmental reasons. A key discussion item included the impact of new provincial government legislation applicable to the approval of onsite liquid waste disposal. It was noted that the new legislation essentially enables the approval of onsite liquid waste disposal for any lot. It was noted that under the new legislation the provincial government is relying upon the judgment of qualified professionals hired by developers to certify that proposed methods of onsite liquid waste disposal are suitable, rather than the past practice of relying on provincial government staff to examine the suitability of the proposed onsite liquid waste disposal. It was noted that technological advances are contributing to making onsite liquid waste disposal possible on any property. Concerns were expressed regarding the long-term reliability of package treatment plants to adequately handle onsite liquid waste disposal given the complexity of the plant technology. It was noted that the provincial government approvals of onsite liquid waste disposal do not consider the cumulative impact of the proposed method of onsite liquid waste disposal on the surrounding area. It was noted that relatively high cost of package treatment plants does not seem to deter owners of expensive waterfront or view property from installing them.

B. McHaffey suggested that an agreement about the provision of services for environmental reasons not be developed given that specific, detailed scientific criteria cannot be developed to capture every situation where services should be provided for environmental reasons, and the fact that services are being requested for reasons of individual preference or a very broad interpretation of environmental reasons. It was further suggested that decisions regarding the provision of services to existing developed areas be left to the discretion of each jurisdiction given that the decisions of each party to the RGS must be consistent with the RGS. The IAC concurred with this approach.

RDN staff committed to preparing a written statement to confirm the above-described approach for confirmation at the next IAC meeting, prior to submission to the Board.

4. **New Business**

a) Annual Meeting of Entire IAC (Core and Resource Groups) – Logistics

C. Thomas provided an update regarding arrangements for the first annual meeting of the entire IAC. It was noted that the meeting will take place on an afternoon during the first two weeks of

March, and that Allan Le Fevre (MCAWS) will be in contact with the provincial government Committee representatives (i.e. Resource Group) to provide guidance regarding their participation at the meeting.

5. **Other Business**

a) Redesignated Regional Growth Strategy

C. Thomas distributed to the Committee copies of the redesigned Regional Growth Strategy.

b) Sustainability Workshop

C. Thomas indicated that arrangements are being made for Mike Harcourt and Mark Holland to speak at the first public event to be conducted in April as a part of the State of Sustainability Project.

6. **Next Meeting.**

The next meeting was set for Wed. Feb. 18th. The purpose of the meeting is to confirm the outcome of the Jan. 28th Committee discussion regarding servicing for environmental reasons.

7. **Adjournment.**

N. Connelly adjourned the meeting at approximately 3:45 PM.



Chair, N. Connelly

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS AND GREEN SPACES ADVISORY
COMMITTEE
THURSDAY, JANUARY 15, 2004
CEDAR HERITAGE CENTER, 1644 MACMILLAN ROAD, CEDAR

Attendance: Lynnette Aldcroft
Judy Burgess (Chair)
Margaret Johnson
Kerri-Lynne Wilson
Frank Garnish
Gay Cunningham
Joe Materi
Henrik Kreiberg (Electoral Area 'A' Director)
Barbara Metcalf

Staff: Jeff Ainge, RDN Parks Coordinator
Guest: Len Paranych

The meeting was called to order by Jeff Ainge at 7:30 pm.

AGENDA

MOVED F. Garnish, SECONDED H. Kreiberg, that the agenda be adopted.

CARRIED

ELECTION OF OFFICERS

The Acting Chair called for nominations for the position of Chair.

MOVED F. Garnish that J. Burgess be nominated for Chair. There were no other nominations for the position. J. Burgess was acclaimed as the Committee's 2004 Chairperson.

Gay Cunningham volunteered to continue as Recording Secretary.

The Chair was handed over to Judy Burgess for the remainder of the meeting.

APPROVAL OF MINUTES

MOVED H. Kreiberg, SECONDED B. Metcalf, that the minutes of the November 20, 2003 meeting be approved.

CARRIED

BUSINESS ARISING FROM MINUTES

- a) J. Burgess presented a copy of a map showing the PCCM railway route. Judy requested file information from the RDN regarding the width of the trail right-of-way to accurately reflect the differing widths of the trail.
- b) Staff presented a report on the undeveloped portion of the Morden Colliery Trail, as requested at a previous meeting. Director Kreiberg expressed his thanks for the detailed report and raised the following issues:
 - We lease the right-of-way from the Province on a 20-year term of which nine years remain. We do not own it. Will this be a problem in the future? What about ALR regulations?
 - As putting in a bridge over the river would be very expensive, could we somehow relate Nanaimo River Regional Park to the MCT to secure more funding for the trail? Perhaps an "as the crow

flies" path between Nanaimo River Regional Park and the MCT could be constructed through agricultural land to link the two. This may allow us to access money from the Province for a bridge.

- Are there any stewardship/ownership models we can use as a guide?
- What are the maintenance costs of the trail, especially with realigning the trail?

In further discussion of the report, F. Garnish felt it was advisable to purchase this portion of the trail instead of relying on the Province to renew the lease. He also thought we should stick to the historical alignment of the trail unless it's unavoidable. As to fencing the farmed portion of the trail, he felt that was the responsibility of the farmers but we should share the cost with them.

J. Burgess maintained that we should clarify all these issues.

MOVED F. Garnish, SECONDED H. Kreiberg, that the report providing background and research into the section of the Morden Colliery Trail between the Nanaimo River and Cedar Road be received, with no further action taken at this time. DEFEATED

MOVED F. Garnish, SECONDED H. Kreiberg, that the report providing background and research into the section of the Morden Colliery Trail between the Nanaimo River and Cedar Road be received, and that alternative direction be provided to staff.

MOTION AMENDED to include looking at the feasibility of purchasing the leased portions of the entire Morden Colliery Trail. CARRIED

REPORTS & NEW BUSINESS

- Nanaimo River Regional Park Open House for Management Plan - Thursday Feb. 12, 2004 at South Wellington Community Hall 4:00 to 8:00 pm. Staff advised that due to recent heavy rains, the Nanaimo River has altered course through the Park.
- Budget. A public meeting for District 68 residents to talk about the RDN budget will be held March 4, 2004 (see RDN website for details). Any questions or concerns about the proposed Community Parks budget can be taken to Director Kreiberg.

MOVED F. Garnish, SECONDED B. Metcalf, that RDN Director H. Kreiberg be requested to raise the 2004 tax requisition for Area 'A' Community Parks to at least \$75,000.00 for acquisition of land. CARRIED

- MCT Sub-Committee (K.L. Wilson): MCT work party set for January 18th for planting at the Mine-site. A Sub-Committee meeting is planned for February 9th at 7:00 pm at the Crow and Gate.
- Staff update (J. Ainge): J. Lobb, Parks Technician, provided an update on recent field work, that included:
 - A fallen tree across the MCT trail near Thatcher Creek Bridge. An unknown volunteer had cut it up - volunteers using power tools on the trail causes staff stress because of liability and safety issues.
 - Woobank Road stretch of trail - a faller has been contacted to cut up and remove windfall.
 - The bridges and boardwalk at Thatcher Creek were checked and deemed in good shape.
 - He would like to make the Cedar Road entrance more attractive and has prepared a rough draft of the proposed sign for the entrance.

- The Park Use Permit for the MCT through Morden Colliery Historic Provincial Park expired at the end of 2003 and will be renewed.

Staff went on to report:

- The Management Plan was approved for Descanso Bay Regional Park and the tender for a Campground Operator is going out.
- A review of Home Lake Regional Park Management Plan is underway.
- A boundary survey of Benson Creek Falls Regional Park is underway to include two additional areas to the 30-year leased area.
- *The Regional Parks Act* has been repealed and rolled into *The Local Government Act*. Staff will be attending a seminar on the changes.

MOVED F. Garnish, SECONDED B. Metcalf, that the staff report be received with thanks.

CARRIED

- c) Nelson Road water access upgrades at the Cedar Boat Ramp. Neighbours have asked the RDN to upkeep the ramp. Director Kreiberg has asked the RDN to come up with some small amount of money for launch upkeep and a porta-potti. This is Highways jurisdiction, however the Director is prepared to fund it from the Area 'A' Community Parks budget.
- f) Directors Report. The Kipp Road rezoning and subdivision proposal is moving forward, and the Director has told the developers he expects resolution of the Thelma Griffiths Community Park issue before they get industrial zoning. The Kipp Road park dedication could tie into the City's plan for Cinnabar Ridge trails. He also advised that there is one more opening on the Committee.

MOVED F. Garnish, SECONDED B. Metcalf, that the Director's report be received with thanks.

CARRIED

NEW BUSINESS

F. Garnish raised the issue of revisiting the prioritised list of proposed property acquisitions. This has not been done for some time. He has a number of properties in mind and time is of the essence to acquire them.

MOVED F. Garnish, SECONDED B. Metcalf, that the Committee review the priority list of potential land acquisitions.

CARRIED

NEXT MEETING

The next meeting date was set for Thursday, March 18th at 7:30 pm at the Cedar Heritage Center.

ADJOURNMENT

MOVED F. Garnish, SECONDED H. Kreiberg, to adjourn at 9:15 pm.

CARRIED

Judy Burgess
Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE
REGULAR MEETING HELD ON MONDAY, JANUARY 5, 2004 AT 7:00 PM
WOMEN'S INSTITUTE HALL, GABRIOLA ISLAND

In Attendance

Carol Boyce
Jacqueline Cecil Sears

Ron Holmes
Randy Young

Kerry Marcus
Director Gail Lund

Staff

Joan Michel

Absent

Mike McCrae, Don McLaughlin

Chairman R. Holmes called the meeting to order at 7:00 pm.

APPROVAL OF AGENDA

MOVED G. Lund, SECONDED C. Boyce, that the Agenda be adopted.

CARRIED

DELEGATIONS AND PRESENTATIONS

Rick Jackson, Gabriola Fire Chief

Chief Jackson discussed fire hazards in parks and other greenspaces. He provided the Committee with a copy of the US National Fire Protection Association's *NFPA 1144 Standard for Protection of Life and Property from Wildfire, 2002 Edition*. Chief Jackson is recommending this standard for use on Gabriola. It was agreed that the Fire Department's involvement in the assessment of RDN parks and trails for fire risk would be most helpful. The risk at the two parcels on Tinson Point, recently identified as a RDN park and not BC parkland, was raised as an example. Discussion moved to the development of emergency accesses on the Island that could double as trail, e.g., the subdivision proposal that would link Church and Spruce Roads. Chief Jackson identified the Southern Whalebone area as being of particular concern for fire management. The desirability of working together on finding route for emergency accesses and trails was noted and the Committee committed to working closely with the Gabriola Fire Department on areas of mutual interest and concern.

APPROVAL OF MINUTES

MOVED G. Lund, SECONDED C. Boyce, that the Minutes of the November 3, 2003 Area 'B' Parks and Open Space Advisory Committee (POSAC) be approved as presented.

CARRIED

BUSINESS ARISING FROM MINUTES

Name for the New Community Park

The Committee reviewed the final name suggestions and agreed on Cox Community Park. The Cox family were original farmers in the immediate area. There are no geographical features of special interest on the park property, nor is it of any apparent First Nation significance, further to discussion with Snuneymuxw First Nation members. The Cox family is pleased to be honoured. J. Michel to follow-up on the formalities.

MOVED C. Boyce, SECONDED G. Lund, that the new community park be called Cox Community Park.
CARRIED

COMMUNICATIONS AND CORRESPONDENCE

None to report.

BUSINESS ARISING FROM DELEGATIONS, COMMUNICATIONS AND CORRESPONDENCE

a) Stephen Smith Memorial Skate Park

J. Michel reported that a thank you letter had been sent to Justin Smith and the Ride Free Community Association for the presentation on the Skate Park at the last POSAC meeting. J. Michel and RDN Parks Technician J. Lobb met with Justin and his associate at Rollo McClay Community Park to assess the site for development of a skate park. Issues such as insurance, lighting, garbage, liability, instruction and so on were discussed. There is ample room for the skate park, an appropriate location, and few trees will need to come down to accommodate development. In respect of contributions to the skate park, J. Michel noted that the RDN was providing land and would extend current Rollo McClay services (e.g. garbage pick-up) to the skate park. While the POSAC has not so far recommended any cash commitment to skate park development, Joan suggested that it might be appropriate for the POSAC to recommend that the RDN contribute a garbage can and picnic table through the Area 'B' Community Park budget.

b) Off-leash Dog Area

Further to the discussion of Rollo McClay Community Park's capacity to accommodate a skate park, R. Young raised the matter of demand being expressed in the community for an off-leash dog area. He inquired if it were possible to consider Rollo McClay for this use. J. Michel indicated that there remained considerable room behind the proposed skate park site for other uses. The idea of an off-leash dog area at Rollo is to be explored.

REPORTS

(a) Director's Update

Director Lund led a general discussion on the need to raise funds for park acquisition on Gabriola. The pros and cons of community fundraising societies, the RDN and land conservancies were reviewed. It was noted that the POSAC has already established its Land Acquisition working group, but that more bodies to work on these acquisition and fundraising projects will be needed in order to be effective. Director Lund also raised her interest in seeing a series of beach access awareness articles developed for the local newspapers, articles that would highlight the 'good neighbour' stories we have to tell.

(b) Descanso Bay Regional Park (DBRP) Management Plan

J. Michel advised that the Management Plan was approved by the RDN Board. The approved Plan supports a trail connection between the Regional Park and Cox Community Park, as requested by Chairman Holmes. The tendering of a five-year park operator contract for the Regional Park will proceed in February-March. The Regional Park will need to be rezoned in 2004.

(c) Trail Development in Cox Community Park

J. Michel reported that work on the River Place entrance boardwalk remains shut down until spring. R. Young has been working on peeling the bark off the cedar stringers; J. Michel provided R. Young with wood preservative as requested. Discussion followed on an alternative caged rock foundation. J. Michel to explore with D. McLaughlin. Once the River Place entrance has been completed, attention can turn to the Taylor Bay Road entrance improvements that are required.

In respect to other community parks, R. Young reported that he had completed an upgrade to the ditch crossing in B11-B13 (Fleet Street). Further to consultation with Parks staff, Randy built a small bridge using downed trees for stringers, for a total cost of \$125. He was thanked for his good work and initiative. Also, G. Lund, R. Young, J. Michel and J. Lobb reviewed the steps down to the beach at Joyce Lockwood Community Park in late November. R. Young has since consulted with a geologist and soils consultant on the Island, and will meet with J. Lobb to review proposed improvements.

(c) Beach Access Working Group

R. Young distributed a first *draft* of the group's inventory of the condition of beach accesses. Members discussed their findings and identified some priorities for development consideration: 22, 35, 39, 44, 47, 52, 62, 65, 90 and 98. Beach accesses 26 (Descanso Bay Road) and 87 (Bell's Landing) were approved for development by the RDN Board in June 2003 and reconfirmed as priorities after a site visit by G. Lund, R. Young, J. Michel and J. Lobb in November 2003. POSAC members have recommended that development also proceed in 2004 at accesses 52 (Rowan Way), 38 (El Verano boat launch), 27 (Easthom Road) and 43 (Shaw Road).

(d) Library Display

J. Michel has deposited additional copies of the 2000 beach access inventory at the library. The library is keen on a parks and trails display.

NEW BUSINESS

Newest Community Park

The donation of 5 acres adjacent to community park B19 (Coats Drive) was noted. Details are yet to be completed.

COMMITTEE ROUND TABLE

Deferred.

NEXT MEETING

The next meeting will be held Monday, March 8, 2004 at the Women's Institute Hall.

IN CAMERA

MOVED G. Lund, SECONDED J. Cecil Smith, that pursuant to Section 242.2 (D)(e) of *The Local Government Act*, the Committee proceed to an In Camera meeting to consider the acquisition of land.

CARRIED

ADJOURNMENT

MOVED K. Marcus, SECONDED J. Cecil Smith that the regular meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 8:40 PM

R. Holmes
Chair

REGIONAL DISTRICT OF NANAIMO

MEETING OF THE
NANOOSE BAY PARKS AND OPEN SPACE ADVISORY COMMITTEEJANUARY 12, 2004 – 7:00 PM
NANOOSE LIBRARY HALL
NANOOSE ROAD, NANOOSE BAYMINUTES

Attendance: Arthur Lightburn
Paula Young
Elisabeth Bakker
Pauline Bibby, Area 'E' Director
Frank Van Eynde, District 69 Recreation Commission Representative

Absent: Debbie Kuhn
Robert Grose

Staff: Jeff Ainge, RDN Parks Coordinator

The meeting was called to order at 7:00 pm by Jeff Ainge who acted as Chairperson until the election of officers was complete.

INTRODUCTIONS

The Committee members introduced themselves. The four members of the public also introduced themselves and stated their reasons for attending. There were no requests for delegations to address the Committee.

APPROVAL OF AGENDA

MOVED F. Van Eynde, SECONDED P. Bibby that the agenda be adopted as presented. CARRIED

ELECTION OF OFFICERS

The Acting Chairperson called for nominations for the position of Chairperson.

MOVED F. Van Eynde, SECONDED P. Bibby that Debbie Kuhn be nominated Chairperson for 2004. Director Bibby advised that Debbie had agreed to accept the nomination despite her absence from the meeting. There were no other nominations or members volunteering to seek the position. CARRIED

After thanking Paula Young for her work as Recording Secretary in 2003, the Acting Chairperson called for nominations for the position of Recording Secretary. Following discussion, the Committee agreed to fill the role on a rotating basis, with no one Committee member being appointed for the year.

MOVED A. Lightburn, SECONDED P. Bibby that F. Van Eynde chair the meeting tonight in D. Kuhn's absence. CARRIED

APPROVAL OF MINUTES

Director Bibby requested an amendment to the minutes of the November 3, 2003 meeting. The last sentence of Section d) of Business Arising From Minutes was amended to read "They are very interested and will support and advise us, but do not yet have funds to commit to a partnership acquisition at this time, and discussions are ongoing."

MOVED A. Lightburn, SECONDED P. Bibby that the minutes of the November 3, 2003 meeting be approved as amended. CARRIED

BUSINESS ARISING FROM MINUTES

a) Parkland Dedication

Director Bibby reported on some concerns expressed about the two latest parkland dedications. She advised that staff are looking at how to deal with this; possibly public information meetings as part of the process, with Park Advisory Committees retaining some influence. The developer/sub-divider would bear the cost of the public information meetings. From the Planning Department point of view the process for parkland dedication has been properly handled but there is a need to formalize the public consultation process. A. Lightburn requested increased public involvement at meetings involving RDN staff and the Director.

b) Overall Fairwinds Development Parkland Dedication Plan

Director Bibby also reported on a meeting held before Christmas that she, along with RDN staff and Fairwinds attended. The need for an overall Fairwinds Development parkland dedication plan was discussed. David Scott and Roger Ambrose of Fairwinds are reviewing their development master plan. The future may not be large single-family dwellings; they are looking at opportunities for condominiums and seniors housing. Director Bibby conveyed to the group that many residents wish to have a large central parkland area.

REPORTS AND DISCUSSION ITEMS

a) DI 137 Stewart Road Crown Land

Director Bibby reported on a December 4, 2003 meeting that discussed forming a society to preserve the Crown land. The meeting was well attended with the Nanoose Bay Conservancy Society being formed. It has since become registered and Diane Pertson is the President. RDN General Manager of Community Services, Neil Connelly, had recently spoken again with Mark Hallam of Land and Water BC about the government's intention to sell the Crown land, and was asked to keep in contact with the province on any developments.

b) Nanoose Place Landscaping Proposal

E. Bakker and P. Young attended a meeting of the Lions Society on November 18, 2003. The Lions were given a presentation of the preliminary plans for the landscaping proposal. The project created some interest in the members. They will review the project at their future meetings and will inform us if they wish to participate. A member of the Northwest Bay Garden Club expressed disappointment at not being contacted by the Committee to participate in the project. The Committee would very much like the participation of the Garden Club as they have much expertise to offer. The Garden Club asked if the Committee would attend one of their monthly meetings, which will be arranged. There is another Garden Club in Nanoose and it will be contacted as well.

c) Water Site Access

A. Lightburn reported that the post location markers would be the next activity to be done by the Committee. A Lightburn will not be able to work at this until the end of February. It was agreed that

we could wait until then, as the weather will be better. Staff were requested to help with the costing of materials after the post locations have been approved by MOT.

d) Staff Report

Staff provided a verbal update on a variety of issues including:

- Two unhealthy hazardous balsam trees have been removed in the Dolphin Lake area.
- There will be an *Open House* on February 12, 2004 at the Cranberry Fire Hall from 4 – 8pm for anyone wishing to participate in the Nanaimo River Regional Park Management Plan.
- A five-year Management Plan has been approved for Descanso Bay Regional Park. Requests for Park Operator will go out in the coming months.
- *The Parks (Regional) Act* has been repealed and much of the authorities rolled into the *Local Government Act*. Staff will be attending a seminar in Victoria to learn about the new legislation, and to discuss any powers that have been lost in the repeal.
- The Management Plan for Home Lake Regional Park is being re-evaluated prior to the summer camping season. The Park poses many management challenges however it is an asset for the Region.

e) Budget Review

Staff and Director Bibby provided background to the 2004 Electoral Area 'E' Community Parks Budget. No changes were requested. Staff advised there would be two public *Open Houses* presenting the budget. One of the meetings is to be held in District 69 on Thursday March 11, 2004. The location has to be confirmed and will be placed on the RDN website.

QUESTIONS AND COMMENTS FROM FLOOR

- a) J. Letic asked about Fairwinds parkland dedication. If there was a master plan to begin with why wasn't there some sort of forfeiture at the time? Originally residents assumed there would be some sort of large park such as Notch Hill. Director Bibby replied that possibly because of the changes in management at Fairwinds, with new ideas, new concepts, different goals etc, this might not have been adhered to.
- b) G. Carlidge posed a question about a current rezoning application. A property owner is trying to get a covenant removed on property bordering Ted's Road. The applicant owns property on both sides of the road, which is also a public access to the beach. Mrs. Carlidge is concerned that the property owner may take ownership of the road and public won't have access to beach. Director Bibby encouraged Mrs. Carlidge to attend the upcoming Public Information Meeting.

NEXT MEETING DATE

The next meeting will be held at the Nanoose Library Hall on Monday, March 15, 2004 at 7.00 pm.

ADJOURNMENT

MOVED E Bakker, SECONDED P Bibby that the meeting be adjourned at 8:15pm.

CARRIED

F. Van Eynde, Acting Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR MEETING HELD ON THURSDAY, FEBRUARY 12, 2004, AT 1:00 PM AT OCEANSIDE PLACE

Attendance:

Frank Van Eynde
Craig Young
Patti Biro

Dave Bartram
Jack Wilson

Eve Flynn
Reg Nosworthy

Staff:

Tom Osborne
Mike Chestnut
Marilynn Newsted, Recording Secretary

Neil Connelly
Dan Porteous

Cathy MacKenzie

Delegation:

Shelly Sallows and Donna Livelton
Oceanside Minor Hockey Provincial Midget Tournament Committee

Absent:

Fred Demmon

Chair Van Eynde called the meeting to order at 1:00 pm.

DELEGATIONS

- 2.1 Shelly Sallows, of the Oceanside Minor Hockey Provincial Midget Tournament Committee, provided budget information for the Oceanside Minor Hockey Midget "AA" Provincial Tournament to be held at Oceanside Place, March 14 to 19, 2004. Ms. Sallows requested the Commission consider a reduction in the ice rate charged for the Tournament in order to assist with tournament expenses.

MOVED Commissioner Bartram, SECONDED Commissioner Young, that the delegation from Oceanside Minor Hockey Provincial Midget Tournament Committee be received. CARRIED

MINUTES

- 3.1 Noted errors in the District 69 Recreation Commission Regular Meeting held on January 13, 2004 minutes, motions under heading 9.3 be amended as follows:

MOVED Commissioner Young, SECONDED Commissioner Bartram, that all references to District 69 Arena in the Regional District of Nanaimo 2004 Budget and Five Year Financial Plan be changed to read Oceanside Place.

MOVED Commissioner Nosworthy, SECONDED Commissioner Young, that the motion be amended to include an increase to the Grants-In-Aid budget in the amount of \$25,000 to begin in 2005.

MOVED Commissioner Bartram, SECONDED Commissioner Young, that the Minutes of the District 69 Recreation Commission Regular Meeting held on January 13, 2004, be approved.

CARRIED

- 3.2 MOVED Commissioner Young, SECONDED Commissioner Nosworthy, that the Minutes of the District 69 Recreation Commission Grants Committee Meeting held on February 2, 2004, be approved. CARRIED

COMMUNICATIONS/CORRESPONDENCE

Chair Van Eynde presented late correspondence received from Dave Saad, Canadian Parks and Recreation Association.

- 4 MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the correspondence from Arrowsmith Agricultural Association, Evergreen Exhibitions and Canadian Parks and Recreation Association be received. CARRIED

FUNCTION REPORTS

Mr. Osborne presented the Function Reports from the Ravensong Aquatic Centre, Oceanside Place, Recreation Coordinating and the Regional Parks and Trail and Community Parks (EA 'E' - 'H').

MOVED Commissioner Nosworthy, SECONDED Commissioner Wilson, that the Function Reports be received. CARRIED

BUSINESS ARISING FROM DELEGATIONS

- 6 Commissioners discussed the request from the Oceanside Minor Hockey Provincial Midget Tournament Committee representatives.

MOVED Commissioner Flynn, SECONDED Commissioner Bartram, that the District 69 Recreation Commission Youth Grant for Oceanside Minor Hockey Provincial Midget Tournament be increased to \$2,500. CARRIED

Commission requested that staff prepare a policy, with regard to requests from organizations that may host a provincial event at a Regional District facility, for a reduction in rental charges. Mr. Osborne advised the Commission that as part of the Fees and Charges Committee process and the Grants-In-Aid Committee process, a review is scheduled to be done to clarify the Commission's position on such events.

BUSINESS ARISING FROM COMMUNICATION / CORRESPONDENCE

- 7.1 MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the Manager of Recreation and Parks use his discretion in setting a thirty day grace period on either side of events to be held at Oceanside Place, that may be in conflict with similar events requested to be held at the Parksville Curling Club. CARRIED

NEW BUSINESS

- 8.1 Mr. Osborne reviewed the District 69 Sports Field Services Agreement report.

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the District 69 Sports Field Services Agreement report be received. CARRIED

8.2 Mr. Osborne reviewed the Occanside Place Annual Budget -- Hydro/Natural Gas report.

MOVED Commissioner Bartram, SECONDED Commissioner Young, that the 2004 Provisional Budget amount allocated to hydro for Occanside Place be increased to \$85,600 from \$80,000 and to \$97,000 from \$30,000 for natural gas, with the total expenditure increase of \$72,600 to be funded from prior year surplus. CARRIED

8.3 Mr. Osborne reviewed the Occanside Place Acoustical Treatment consultant report.

MOVED Commissioner Young, SECONDED Commissioner Flynn, that the Occanside Place Acoustical Treatment consultant report be received. CARRIED

8.4 MOVED Commissioner Young, SECONDED Commissioner Wilson, that the 2004 Budget for District 69 Sports Fields be approved. CARRIED

MOVED Commissioner Wilson, SECONDED Commissioner Flynn, that the 2004 Budget and Five Year Financial Plan for Occanside Place be approved with the addition that the capital budget include \$110,000 for acoustical treatments for the Howie Mecker Arena and Victor Kraatz Arena in 2004, funded in part by an increase in the tax requisition for this provision. CARRIED

8.6 MOVED Commissioner Bartram, SECONDED Commissioner Young, that the recommendations from the District 69 Recreation Commission Grants Committee be approved as follows and that the Youth Grant to Occanside Minor Hockey be increased to \$2,500:

1. Community Grants:

Atrowsmith Community Enhancement Society – community programs.....	\$ 900
Errington War Memorial Hall Association – building repair.....	\$2,000
Lighthouse Recreation Commission – community programs.....	\$2,000
Mid-Island Wildlife Watch Society – Brant Festival.....	\$1,000
Occanside Lyric Ensemble – set construction.....	\$ 500
Parksville Badminton Club – hall rental.....	\$1,000
Parksville Seniors Athletic Group – slo-pitch equipment.....	\$ 600
San Paniel Owners and Residents Association - Maple Lane Park.....	\$2,200

2. Youth Grants:

Adrenalin Games – event expenses.....	\$ 500
Ballenas Dry Grad – insurance.....	\$ 400
District 69 Family Resource Association – youth program.....	\$ 500
Kwalikum Secondary School Music Parents Group – hall rental.....	\$ 650
Occanside Baseball Association – resurface 3 diamonds.....	\$1,350
Occanside Minor Hockey – provincial midget tournament.....	\$2,500
Parksville Qualicum 4-H Club – local program costs.....	\$ 500
Qualicum Beach Volunteer Fire Department – youth leadership camp.....	\$2,500
Royal Baseball Club – portable score clock.....	\$ 500
Society of Organized Services – children’s recreation subsidy.....	\$1,250
Society of Organized Services – therapeutic recreation subsidy.....	\$1,250
Vicious Vacant Productions – two youth events.....	\$1,715

CARRIED

COMMISSIONER ROUNDTABLE

Commissioner Bartram reported that Canada Day in Lighthouse Country will be held July 1, 2004, with activities happening throughout Area 'H' on Canada Day, itself, and throughout the weekend.

Commissioner Young noted that he will be attending the BCRPA Annual Conference April 29 to May 1, 2004, in Penticton, BC, for Commissioner Wilson who is unable to attend.

ADJOURNMENT

MOVED Commissioner Bartram that the meeting be adjourned at 2:40 pm.

NEXT MEETING

The next meeting will be held Thursday, March 11, 2004, at 1:00 pm at Oceanside Place, in Multipurpose Room 1.

Frank Van Eynde, Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT BUSINESS PLAN UPDATE SELECT COMMITTEE
MEETING HELD ON THURSDAY, JANUARY 29, 2004, AT 12 NOON
IN THE RDN COMMITTEE ROOM

Present:

Director T. Krall
Director T. Westbrook
Director J. Stanhope
Director B. Holdom

Chairperson
Town of Qualicum Beach
Electoral Area 'G'
City of Nanaimo

Also in Attendance:

N. Connelly
M. Donnelly
B. Clemens

General Manager, Community Services
Manager, Transportation Services
City of Nanaimo

Regrets:

Director D. Haime
Director R. Cantelon

Electoral Area 'D'
City of Nanaimo

CALL TO ORDER

The meeting was called to order at 12:05 pm.

MINUTES

The Minutes of the meeting of December 2, 2003 were presented for information.

ADMINISTRATION

Transit Service Agreement

MOVED T. Westbrook, SECONDED B. Holdom that the Transit Service Agreement effective April 11, 2004 with BC Transit be approved. **CARRIED**

Pets-On-Board Update

MOVED T. Westbrook, SECONDED J. Stanhope that the Transportation Services' Pets-On-Board Program be continued as part of the regular Transit service provision. **CARRIED**

Report on Meeting with School District No. 68 held on November 25th, 2003

MOVED J. Stanhope, SECONDED B. Holdom that the report on the Meeting with School District No. 68 held on November 25, 2003 be received for information. **CARRIED**

Report on December 18, 2003 Meeting with Michael Jeggo to Discuss Alternate Transit Service Provision for District 69

Staff reported that they met with Mr. Jeggo and Mr. A. Baker on December 19, 2003 to discuss their service concept. The concept is based on control of all forms of transportation providers through a central dispatch service. This service model would use school buses, transit, taxis and any other form of public transportation under a unified funding model. Portions of the concept relating to the dispatching of trips via a central source are currently being considered as part of the Community Bus proposal.

MOVED B. Holdom, SECONDED J. Stanhope that the report be received.

CARRIED

Report on Meeting with Taxi Service Providers in District 69

M. Donnelly reported on a meeting with Mr. Chris Hood of Qualicum Beach on January 7, 2004 regarding the provision of his services in conjunction with the Community Bus service concept. Mr. Hood noted that a supporting role in the form of offering one-off trips would be possible. In discussing a broader role for his company he noted that in order to make a local private service provision model work it would require access to the whole Qualicum Beach area without competition from Transit services.

Alliance Taxi Company of Qualicum Beach did not respond to the written request for a meeting to discuss this issue. However a recent telephone conversation indicated that they would be willing to discuss this service issue in the near future.

MOVED T. Westbrook, SECONDED B. Holdom that the Report be received.

CARRIED

Report on Public Input for the Proposed District 69 Community Bus

M. Donnelly provided an overview of the attached report and the public meetings that were held on January 13, 2004 in Qualicum Beach and on January 14th in Parksville. T. Westbrook noted that picking up people at the door raised a security concern with one resident. This person was concerned that people would be able to see where she lived when picked up, which could lead to a robbery in her absence. Mr. Donnelly noted that this could be resolved by having that person request a pickup at the nearest intersection or other convenient point thereby avoiding any connection being made between the person's residence and their absence.

MOVED T. Westbrook, SECONDED B. Holdom that the Community Bus -- Public Input report be received.

CARRIED

Report on Upcoming Changes in the Provision of the Transit Riders Guide

M. Donnelly outlined the changes being made in the provision of Transit Riders Guides. Working with BC Transit and "Let's Bus It", a company in Victoria, Nanaimo Regional Transit is moving to a new *Riders Guide* in June 2004 that will incorporate advertising. The *Let's Bus It* company will provide the guides required to the RDN free of charge with their revenue coming from the sale of advertising space.

As well the new guide will be provided in five different languages, in addition to English, including Japanese, Korean, Vietnamese, Spanish and Coast Salish (Hilkanemum). Except for the Hilkanemum

language the *Let's Bus It* company has chosen the languages based on the predominance of use as shown in the Canada Census data for the region.

In this way provision of the guide will result in potential savings of between \$15,000 and \$20,000 annually. A further \$3,500 in revenue will be paid annually into the BC Transit marketing budget for Nanaimo.

MOVED J. Stanhope, SECONDED T. Westbrook that the report be received. CARRIED

Report on Progress to Date on the Downtown Nanaimo Partnership/Malaspina University College Marketing Initiative

M. Donnelly reported on a January 22, 2004 meeting with representatives from the two groups. The University-College and the Downtown Partnership are planning several marketing initiatives.

MOVED J. Stanhope, SECONDED T. Westbrook that the report be received. CARRIED

CORRESPONDENCE

Letter from the Downtown Nanaimo Partnership Requesting Free Passes for Participants in the 2004 Katimavik

(Included in this discussion was a recent request for another Katimavik group located in Parksville/Qualicum Beach.)

N. Connelly introduced the topic and outlined the existing policy in place, which allows non-profit groups a 20% discount on the prepaid products for Transit. He noted that providing these products entirely for free would total \$11,484 in lost revenue. The non-profit groups can take advantage of the existing discount, which would reduce their costs by \$2,296.

The Committee received the correspondence from both the Downtown Nanaimo Partnership and local Katimavik Committee for District 69 and indicated that the discount for prepaid products for the Katimavik Program participants remain at 20% as currently outlined in the policy for reduced fares to non-profit groups.

MOVED B. Holdom, SECONDED by J. Stanhope that the report be received. CARRIED

NEW BUSINESS

Director Krall inquired if the Partnership Advertisements are still being displayed in the buses. M. Donnelly replied that they are.

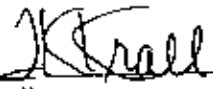
N. Connelly provided a brief update on preliminary results on the fiscal year end for Transportation Services. He noted that continued downward pressure on revenue over the last quarter has resulted in a deficit as projected in the staff update report to the Board in June of 2003.

NEXT MEETING

The next meeting is scheduled for Thursday, February 12, 2004 at 12 noon in the Committee Room.

ADJOURNMENT

The meeting was adjourned at 1:15 pm.



T. Krall
Chair

TO: N. Connelly
General Manager of Community Services

DATE: January 12, 2004

FROM: M. Donnelly
Manager, Transportation Services

FILE: 2240-20-TRSA/8500-01

SUBJECT: Transit Service Agreement

PURPOSE

To review and approve the Transit Service Agreement with BC Transit.

BACKGROUND

The current Transit Service Agreement (TSA) between the Regional District and BC Transit expires on March 31, 2004. The Agreement, as required under the *BC Transit Act*, specifies the service provision areas and the respective responsibilities for the provision and funding of transit service.

Examples of responsibilities for both partners include the Regional District's role in reviewing and approving plans, establishing fare structures, providing accounting services and annual budgeting input. BC Transit's responsibilities under the Agreement include the provision of leased vehicles, development of annual budgets, necessary staff to assist in planning, marketing, etc., and financial review of the system operation.

This Agreement provides the basis for entering into Annual Operating Agreements (AOA's), which are primarily concerned with financial issues, and Master Joint Operating Agreements (MJOA's), which are agreements with indefinite terms that speak to operational issues. It is necessary to have the TSA completed as it provides the authority for the two bodies to enter into annual Agreements for cost sharing purposes.

TSA's have, in the past, been in effect for five-year periods. The new Agreement does not specify an end date but contains a termination clause should either party wish to nullify the Agreement.

ALTERNATIVES

1. Approve the Agreement.
2. Do not approve the Agreement.

FINANCIAL IMPLICATIONS

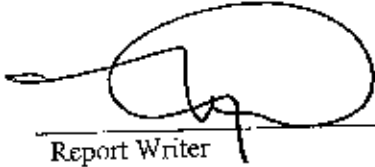
1. This Agreement has no direct financial impacts as these are addressed in the Annual Operating Agreements, which are negotiated each year with BC Transit.
2. Without a Transit Service Agreement, BC Transit cannot enter into Annual Operating Agreements, which provide for their cost sharing in the Regional District's Transit System.

CONCLUSION


The Transit Service Agreement is the framework agreement on which the Annual Operating Agreement and Master Operating Agreements are based. This Agreement must be in place to allow for BC Transit to provide cost share funding past March 31, 2004.

RECOMMENDATION

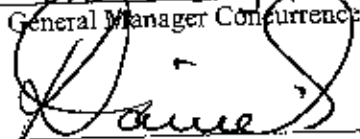
That the Transit Service Agreement effective April 1, 2004 with BC Transit be approved.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

TRANSIT SERVICE AGREEMENT

between

REGIONAL DISTRICT OF NANAIMO

and

BRITISH COLUMBIA TRANSIT

Effective April 1, 2004

TRANSIT SERVICE AGREEMENT

BETWEEN:
REGIONAL DISTRICT OF NANAIMO

(the "Municipality")

AND:
BRITISH COLUMBIA TRANSIT

(the "Authority")

WHEREAS the Authority has at the request of the Municipality, established the Transit Service Area described in this agreement pursuant to the British Columbia Transit Act;

WHEREAS the Municipality and the Authority are authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area in accordance with a Master Operating Agreement and an Annual Operating Agreement (collectively referred to herein as the "Annual Operating Agreement");

WHEREAS the Municipality and the Authority wish to define their respective rights and responsibilities with respect to the provision of transit services in the Transit Service Area;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

SECTION 1: TRANSIT SERVICE AREA

For the purposes of this agreement, the "Transit Service Area" is defined as the area comprised within the boundaries shown in Schedule "A" to be known as the Nanaimo Regional Transit Service Area.

SECTION 2: TERM

The term of this agreement shall commence on April 1, 2004 and shall remain in full force and effect unless and until terminated in accordance with section 8, below.

SECTION 3: MUNICIPAL RESPONSIBILITIES

The Municipality shall:

- (i) review and approve plans and determine service and performance standards for transit services in the Transit Service Area which are consistent with operating and capital budgets set by the Authority and the provisions of the Annual Operating Agreement;
- (ii) in consultation with the Authority, established a tariff of fares and prescribe the terms and conditions applicable to each fare category;
- (iii) account to the Authority for all revenues received from the public passenger transportation system and from the marketing of transit services, and all monies received from tax and other levies imposed pursuant to the British Columbia Transit Act; and
- (iv) recommend, for the approval of the Authority, annual operating and capital budgets for transit services including the Municipality's costs of administration of transit services.

SECTION 4: AUTHORITY RESPONSIBILITIES

The Authority shall:

- (i) lease to the transit service operator under the Annual Operating Agreement, all transit vehicles required for the operation of the public passenger transportation system;
- (ii) set the annual operating and capital budgets for all transit services in the Transit Service Area;
- (iii) provide the personnel required to develop and implement transit service plans, fare tariffs and marketing programs for the Transit Service Area;
- (iv) in consultation with the Municipality:
 - (a) call for proposals, evaluate proposals and settle the terms of the Operating Agreements with transit service operators of public passenger transportation systems;
 - (b) administer the Annual Operating Agreement;
 - (c) conduct financial and service audits of the public passenger transit system; and
 - (d) institute marketing programs for transit service in the Transit Service Area;
- (v) monitor the transit services provided in the Transit Service Area and report and make recommendations to the Municipality with respect to the standards of service and performance of the public transportation systems.

SECTION 5: OPERATING AGREEMENTS

The Municipality and the Authority shall enter into an Annual Operating Agreement with transit service operators selected in accordance with Section 4. The agreements shall include the following:

- (i) a service specification detailing the route network, service levels and hours of service;
- (ii) a tariff, including terms and conditions;
- (iii) a budget for the period of the term of the agreement, including the direct operating costs and revenues from regularly scheduled service, the annual lease fee of transit vehicles supplied by the Authority, costs for the amortization of approved capital expenditures, interest costs incurred by the Authority in providing funds for system operation, and the costs associated with administration and merchandising;
- (iv) a budget schedule required by the British Columbia Transit Act which specifies the contributions of the Municipality and the Authority to the cost of providing public passenger transportation system under the Annual Operating Agreement and a schedule of payment of the prescribed contributions;
- (v) the responsibilities of each of the parties with respect to the operating procedures, terms of work and ownership of capital assets;
- (vi) provision for financial and service audits;
- (vii) provision for disposition of claims, actions, legal liability and settlement of disputes between parties;
- (viii) provision for renewal and amendment of the terms of the agreements; and
- (ix) provision for notices and communications.

SECTION 6: COST SHARING

The Municipality and the Authority agree to contribute their respective portion of the annual cost of the public passenger transportation system provided under the Annual Operating Agreement, prescribed by regulation made pursuant to the British Columbia Transit Act.

SECTION 7: CAPITAL AND OPERATING EXPENDITURES

Nothing in this agreement shall be construed as committing the Authority or the Municipality to incur capital or operating expenditures for equipment, facilities or otherwise, within the Transit Service Area unless the same shall be contained within the approved budget of British Columbia Transit and specified in the requisite Annual Operating Agreement.

SECTION 8: TERMINATION

Either party may terminate this agreement by providing the other party with ninety (90) days prior written notice of such termination, such notice to be provided in accordance with section 12, below.

SECTION 9: AMENDMENT

This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.

SECTION 10: ENUREMENT

This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

SECTION 11: LAWS OF BRITISH COLUMBIA

This Agreement shall be governed and construed in accordance with the laws of the Province of British Columbia.

SECTION 12: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed or if mailed by prepaid registered mail to the Authority at:

BRITISH COLUMBIA TRANSIT
c/o President & CEO
P.O. Box 610
520 Gorge Road East
Victoria, British Columbia V8W 2P3

and to the Municipality at:

REGIONAL DISTRICT OF NANAIMO
General Manager, Community Services
6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the corporate seal of such party has been affixed hereto in the presence of its duly authorized office this day of _____, 20 .

THE CORPORATE SEAL OF REGIONAL DISTRICT OF NANAIMO has been hereto affixed in the presence of:

THE COMMON SEAL OF BRITISH COLUMBIA TRANSIT has been hereto affixed in the presence of:

PRESIDENT & CEO

CORPORATE SECRETARY

SCHEDULE "A"

TRANSIT SERVICE AREA

The boundaries of the Nanaimo Regional Transit Service Area shall include the corporate boundaries of the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville and Electoral Areas A, D, E, G and H of the Regional District of Nanaimo.

TO: Neil Connelly
General Manager - Community Services DATE: January 12, 2004

FROM: Mike Donnelly
Manager of Transportation Services FILE: 8500-01

SUBJECT: **Pets-On-Board Program - Update**

PURPOSE

To report on the six month trial period for the Pets-On-Board Program introduced in June of 2003.

BACKGROUND

At the June 10, 2003 Board meeting the following resolutions were passed with respect to the proposed Pets-On-Board Program for Transit:

1. That the Master Joint Operating Agreement with BC Transit be amended to allow for Pets-On-Board Program.
2. That once the Agreement is amended the proposed Pets-on-Board Program run for a trial period of six months.

The program was instituted to give Transit users the ability to transport their pets under guidelines established to ensure the safety of the traveling public as noted below:

- *Only small fur-bearing and feathered pets contained in secure, clean, handheld cages are permitted on the buses.*
- *The cage should be appropriate to the pet's size.*
- *The cage must be small enough to fit on the owner's lap.*
- *One handheld cage per passenger.*
- *Passengers must hold onto their cages at all times and are responsible for the safety of their pets. If there is room on the bus, you can place the cage beside you on the floor. The cage should not block the aisle or restrict other passengers.*
- *Your Transit driver may refuse a trip if your pet poses a health or safety risk, or if it misbehaves.*
- *When the bus is busy there may not be room for your pet. Call Transit and ask which trips tend to be busy.*

These conditions are very specific and the carrying of pets in this manner has minimal impact on Transit drivers and other passengers. The Program does not apply to the HandyDART system where allergies and sensitivities may be more prevalent and where smaller vehicles do not have the same ability to create distance between passengers.

Since the introduction of the program input from the public and drivers has been monitored. To date there have been no public complaints related to the provision of this service received in the Transportation Services Department. As well, Transit Operators have not experienced difficulties or concerns with the delivery of this program. Other communities where this program has been introduced including Victoria, Whistler, Comox Valley, Vernon and Prince Rupert have had little or no negative feedback from the public and the program has been well received.

A web site survey was launched in late November for one month to determine the public's view on the service. The following information was gathered from comments supplied by 54 respondents:

Pets On Board Questionnaire Results

Do you know about the Pets-On-Board Program?	61%	39%
Have you brought a pet on board Transit since the program began?	9%	91%
Would you consider transporting your pet using Transit?	80%	20%
Do you believe this program is a worthwhile one?	87%	13%
Should the program continue?	87%	13%

Based on results from 54 respondents

The questionnaire respondents noted eight times when pets were brought on board a Transit bus.

Comments supporting the program referred to a greater degree of independence for pet owners, less cost in transporting, and the ability to take the pet for veterinarian visits (47 responses). Comments in the negative included concerns that the program could be expanded to include farm animals, possible allergic reactions, aggressive dogs, fear of snakes and reptiles and possible noise created by pets (7 responses).

ALTERNATIVES

1. To continue with the Pets-On-Board Program as part of regular Transit Service provision.
2. Do not continue with the Pets-On-Board Program.

FINANCIAL IMPLICATIONS

There are no financial implications related to the Pets-On-Board Program.

CITIZEN IMPLICATIONS

Since the implementation of the Pets-On-Board Program in June 2003 there has been some use by the ridership to transport pets. While there have not been a large number of pets transported, there appears to be a general view that the program is worthwhile and should be continued.

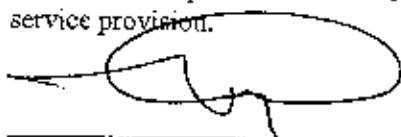
SUMMARY

The Pets-On-Board Program has been in place since June 2003. In the six months since the program was initiated there has been some limited use of the program by pet owners. To-date this has not caused any difficulties on board the Transit buses and no reported complaints from Transit Operators or members of the public have been forwarded to the Department's customer service representatives. A survey on the program carried out in November and December of 2003 shows public support for the program.


It is recommended that the program be continued and be included as part of the regular Transit service provision.

RECOMMENDATION

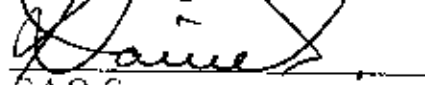
That the Transportation Services' Pets-On-Board Program be continued as part of the regular Transit service provision.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE TRANSIT BUSINESS PLAN UPDATE SELECT COMMITTEE
MEETING HELD ON THURSDAY, FEBRUARY 12, 2004, AT 12 NOON
IN THE RDN COMMITTEE ROOM**

Present:

Director T. Krall	Chairperson
Director J. Stanhope	Electoral Area 'G'
Director T. Westbrook	Town of Qualicum Beach
Director B. Holdom	City of Nanaimo

Also In Attendance:

B. Clemens	City of Nanaimo
M. Donnelly	Manager, Transportation Services
N. Connelly	General Manager, Community Services

Regrets

Director D. Haime	Electoral Area 'D'
Director R. Cantelon	City of Nanaimo

CALL TO ORDER

The meeting was called to order at 12:05 pm.

MINUTES

MOVED B. Holdom, SECONDED T. Westbrook that the Minutes of the Transit Business Plan Update Select Committee meeting held January 29, 2004 be adopted. **CARRIED**

ADMINISTRATION

Community Bus - Final Report

Mr. Donnelly gave an overview of the report covering topics including the public input process, BC Transit cost sharing and the proposed fare structure. It was noted that the necessary bylaw amendments would be brought forward to the upcoming Committee of the Whole on February 24, 2004.

A motion for the approval of the recommendation with the following amendment was brought forward:

MOVED T. Westbrook, SECONDED J. Stanhope, that the District 69 Community Bus Service Proposal be approved for introduction on June 28, 2004; and,

that the existing conventional transit routing in place for the Eagle Crest Subdivision be retained as part of the Community Bus service provision. **CARRIED**

ADDENDUM

An overview of the recent Allison Hybrid Bus demonstration was requested. Mr. Donnelly outlined the technology and advertised benefits including reduced emissions and fuel use.

The following motion was moved

MOVED B. Holdom, SECONDED T. Westbrook, that staff provide a report on the financial implications of replacing or converting the existing conventional Transit fleet to the Hybrid technology, and,

that staff approach BC Transit with respect to the possibility of entering into a pilot project for the Hybrid technology in order to determine benefits, life-cycle costs and funding impacts the Hybrid technology would bring to the conventional Transit fleet.

CARRIED

NEW BUSINESS

2003-Year End Budget

Mr. Connelly gave an update on the year-end budget deficit for the southern community transit service. The 2003 deficit was reported as \$293,000. The difference between the previously reported \$271,000 projection in August was due to lower than anticipated revenue for the last quarter of 2003.

ADJOURNMENT

The meeting was adjourned at 12:45 pm.

T. Kraft
Chair

TO: Neil Connelly
General Manager - Community Services

DATE: February 3, 2004

FROM: Mike Donnelly
Manager of Transportation Services

FILE: 8310-01

SUBJECT: Community Bus – Final Report

PURPOSE

To bring forward information relating to public input, BC Transit cost sharing commitments and annual budget impacts for the Board's consideration and final approval of the District 69 Community Bus proposal in June

BACKGROUND

At the December 9, 2003 Regional District of Nanaimo Board meeting the following resolution was passed:

That the District 69 – Community Bus proposal be approved subject to public consultation, BC Transit's cost sharing commitment for a combined service and final Board review as part of the 2004 annual budget approval process.

Since that time information has been gathered with respect to public consultation, BC Transit cost sharing commitments and impacts on the 2004 annual budget.

Public Input

As part of the development of the Community Bus concept staff went to the public on two occasions to discuss the proposal. The public meetings were held on January 13th in Qualicum Beach (approximately 35 attendees) and on January 14th in Parksville (approximately 25 attendees). In each case two sessions were held, one at 1 pm and the second at 2 pm. A presentation was given via power point with question and answer opportunities throughout.

There were a significant number of questions on the concept. Generally people understood the need to look at a service change that would provide better accessibility to the system for a greater number of people. There were some concerns however that were brought up and discussed. Those concerns are listed below with the response given in the meetings.

Community Bus Schedule Variations Due to Diversions

The community bus operates from 9:30 am to 3:50 pm each day. During that time the bus will travel along the regular bus route. People that cannot access the bus along the regular route can request that the community bus divert to their home to pick them up.

Diversions will take some time to achieve. It will be the dispatcher's responsibility to ensure the any permitted diversions do not affect the timing for transfers at the end of each trip. If there have been diversions, a person waiting for the bus along the route may have a longer wait of as much as 8 minutes.

This caused some concern with people, as they would not know exactly when the bus would arrive.

This concern can be reduced by allowing people to access the dispatch office via a toll free line to enquire about timing on certain trips. The dispatchers will be able to tell those people concerned about the amount of time a trip may be delayed due to diversions.

Proposed Routing Changes

Concerns were brought up regarding the proposed routing changes. In both the Kincaid/Flamingo and Eaglecrest areas routing has been removed to reduce travel in areas of lower ridership. Residents from both areas voiced strong opposition to the removal of the routes in their areas.

In the meeting I outlined the reasons for changing the routing and indicated that we would review those two areas once again to determine if they needed to be removed or could be left in.

Staff has reviewed the routing question and note that Operator feedback suggests that in both areas there is consistent if not heavy use in those areas. Those trips could be accommodated using diversions for the most part. Maintaining those areas of low ridership would not be consistent with the intent of the changes and adds unnecessarily to travel time for other customers.

Lack of Rest Areas

Some residents noted that improved rest facilities would be important.

I noted in the meeting that Transit does not provide benches or shelters in communities but that each community is responsible for those items. There are some shelters in the system and some benches but not to the level seen in Nanaimo.

It is important to focus on the key exchange areas for these items. Wembley Mall, Jensen St in Parksville and the Civic Centre in Qualicum Beach will be the key exchange areas where benches and a form of shelter will be important. Benches in outlying areas will be more difficult to accomplish and may have to be done on an as required basis working with the local communities.

Loss of Bike Rack Service

Currently the Motor Vehicle Branch does not permit bike racks on HandyDART buses as they interfere with the headlight system. These buses will be used for the community bus service provision. This will mean that on the community bus route bikes will not be picked up. Bike service on the Intercity Connector from Qualicum Beach Civic Centre to Woodgrove Mall in Nanaimo will still be available. Most trips with bikes use the Intercity Connector.

The Motor Vehicle Branch will be contacted to enquire about an exemption for bike racks in this case. As we will only be using the buses during daylight hours there may be a possibility that we could gain this exemption however it is possible that no exemption will be granted.

BC Transit Cost Sharing

The Community Bus service model combines both HandyDART and conventional Transit services. As both services have a different cost sharing percentage associated with them it is important to ensure the combined cost-sharing rate for Community Bus reflects the service provided. Currently conventional Transit cost sharing is set at 46.69% and HandyDART at 66.69%.

Total cost sharing funding continues to be frozen at 2002 levels rendering the percentages of cost share largely academic. However it is important to ensure the relationship between cost share funding and service provision is maintained in accordance with the Agreements with BC Transit and should full funding be resumed in the future.

Discussions with BC Transit and the RDN have defined a cost sharing percentage range of between 48.69% and 49.98%. The final cost sharing number will depend on the finalized service schedule that will be provided by Transportation Services to BC Transit in April. This will generate an amendment to the upcoming 2004/2005 Annual Operating Agreement (AOA). The principle employed in these discussions is that there will be no loss in cost sharing funding coming to the Regional District as a result of instituting the Community Bus service model.

Fares

The fare structure is proposed to remain the same for HandyDART and regular Transit trips. Where a diversion is requested for a Transit trip the fare will be equivalent to a HandyDART cash fare. Currently the HandyDART cash fare is \$2.50 per trip.

When a person has purchased tickets or a monthly pass and has asked for a diversion they will be required to pay the difference between a regular Transit fare and the HandyDART fare. Those people without tickets or a monthly pass will pay the full HandyDART fare.

Cash Fare Required for Trip Diversions			
	Student	Adult	Senior
<i>With Tickets or Monthly Pass</i>	\$0.75	\$0.50	\$0.75
<i>Cash Only</i>	\$2.50	\$2.50	\$2.50

While diversions will generate greater cash return there has not been an anticipated increase in annual fare revenue. In 2003 ridership began to level off after a number of years of consistent growth. Reduced revenue over 2003 is budgeted for 2004 and should the Community Bus concept be approved this budgeting approach will remain in place.

Bylaw Amendments

Service provision cost apportionment is provided for in Bylaws 897.03 (for conventional Transit) and 908.04 (Custom and Paratransit). The Community Bus service will be accommodated under a new Bylaw, which is addressed under a separate report to allow for this new service.

ALTERNATIVES

1. To approve the District 69 Community Bus service proposal.

2. To not approve the District 69 Community Bus service proposal.
3. To provide alternative direction for the re-development of the Community Bus service proposal.

FINANCIAL IMPLICATIONS

Costs for the Community Bus service remain the same as provided for in the 2004 Provisional Budget for the combined conventional and custom Transit services. Distribution of those costs do change however as service has been modified, primarily with the introduction of connector service from Nanaimo through to the Qualicum Beach town centre.

The distributions noted below are based on hours and kilometers of services in each area except for Electoral Area 'II' where a fixed sum is being included for service to that community. It will involve the use of taxis or HandyDART buses depending upon the needs of the customers in that area.

	2004 Status Quo Distribution	Community Bus Distribution		
Total Tax Requisition			\$413,435.00	\$ 413,435.00
City of Parksville	43.48%	36.68%	\$179,775.00	\$ 165,713.55
Qualicum Beach	35.27%	37.03%	\$145,833.00	\$ 149,453.65
Area E	9.26%	10.38%	\$ 38,288.00	\$ 40,607.48
Area G	11.92%	15.26%	\$ 49,272.00	\$ 56,172.82
Area H	0.06%	0.66%	\$ 267.00	\$ 1,487.50

CITIZEN IMPLICATIONS

The Community Bus service concept is being introduced with the intention of improving accessibility to the Transit system in District 69. The service model plans allow for that improved accessibility which should result in greater usage. The service model also allows for faster connections to town centres with the extension of the Intercity Connector to Qualicum Beach.

The new service provision will come with changes that will affect peoples' travel routines if they are already used to using Transit. The primary concern will be the varying timing on bus routes due to possible diversions to pick up customers. As well, those people used to a Transit route in the Kincaide/Flamingo Road area of Electoral Area 'G' and in the Eaglecrest area of Qualicum Beach will receive Transit service by way of trip diversions as the routes will no longer travel through those neighbourhoods during mid-day.

SUMMARY/CONCLUSIONS

At the December 2003 Board meeting the Community Bus Proposal was approved subject to community input, the development of an acceptable cost sharing arrangement with BC Transit and final Board review as part of the 2004 annual budget approval process.

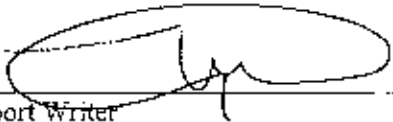
Community input was received during meetings held in Qualicum Beach and Parksville in January 2004. Those meetings generated questions, suggestions and concerns with respect to the proposed service changes. While those attending the meetings generally accepted the need for the change in service to accommodate those who cannot normally access Transit, some did object to routing changes that would affect them. There was a commitment in the meetings to review those service areas (Kincade, Flamingo and Eaglecrest) to see if existing routing could be retained. After a review of the routing and associated ridership it has been determined that maintaining the existing routing will not be beneficial to the operation of the overall system.

BC Transit cost sharing levels are currently being developed with the RDN. A final cost share percentage can only be committed to by BC Transit once the final schedule has been completed. This is anticipated to be finalized by April. Once the Community Bus service is approved and final schedules set, an amendment to the 2004 Annual Operating Agreement will be initiated. At this time the difference between the RDN proposed cost share percentage and that of BC Transit are minimal and as such no difficulties with respect to agreeing on a final cost share percentage are anticipated.


While total tax requisition costs are not increased with the Community Bus proposal there are shifts in the apportionment to each service area. These shifts are primarily due to the extension of the Intercity Connector, which will now terminate in Qualicum Beach instead of Parksville.

RECOMMENDATION

That the District 69 Community Bus Service Proposal be approved for introduction on June 28th of 2004.



Report Writer



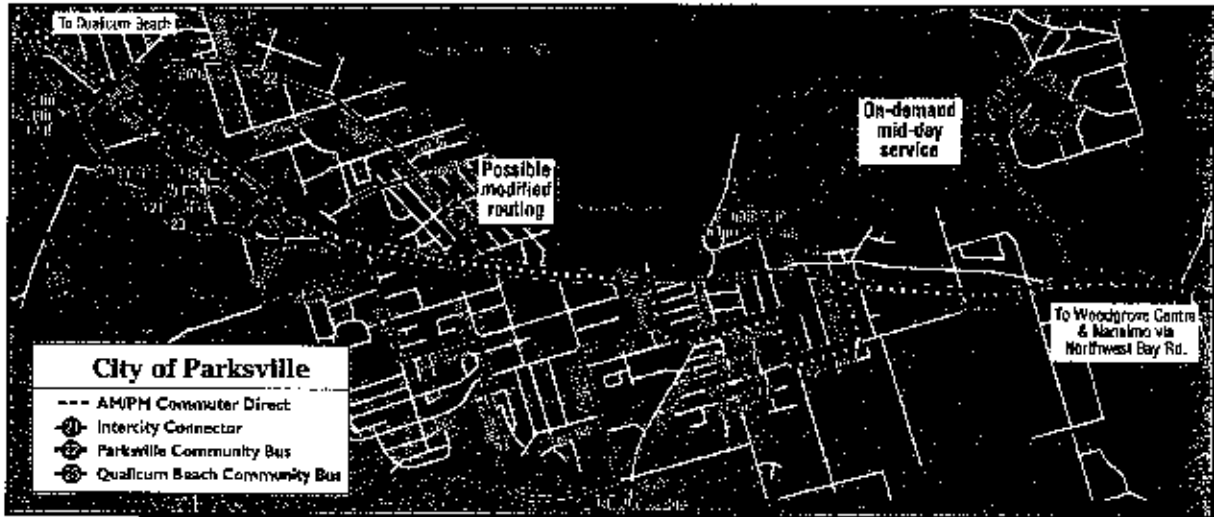
General Manager Concurrence



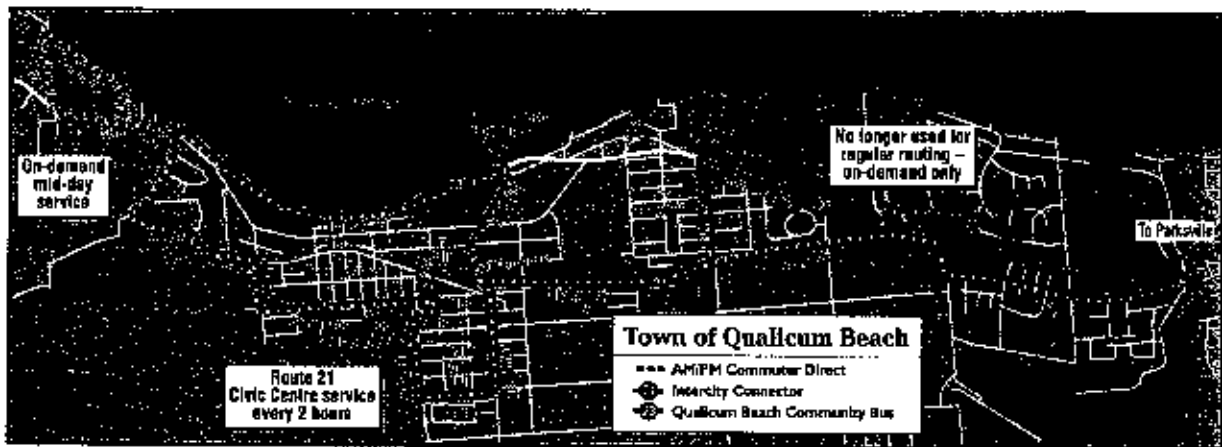
C.A.O. Concurrence

COMMENTS:

Parksville Area: Proposed Service



Qualicum Beach Area: Proposed Service





REGIONAL DISTRICT OF NANAIMO			
FEB 18 2004			
CHAIR		GMCrs	
CAO		GMDS	
GmCms		GMES	
		<i>Call</i>	<input checked="" type="checkbox"/>

MEMORANDUM

TO: Neil Connelly
General Manager - Community Services

DATE: February 16, 2004

FROM: Mike Donnelly
Manager of Transportation Services

FILE: 3900-20-897.04

SUBJECT: District 69 - Community Bus Transit Service Bylaw Amendments

PURPOSE

To bring forward bylaw amendments for the provision of Community Bus services in District 69.

BACKGROUND

As part of the proposed Community Bus service in District 69 the existing bylaws for the apportionment of costs for the provision of service must be amended. The two existing bylaws establishing this service are Bylaw No. 897.03 for Conventional Transit and Bylaw No. 908.04 for Custom and Paratransit Service.

It is proposed that Community Bus service in District 69, which combines conventional and HandyDART transit service under "Community Bus" be provided under Bylaw 897.04. Services provided to Area 'H' would be included under Bylaw 908.04.

ALTERNATIVES

1. That the Regional District of Nanaimo District 69 Community Bus Transit Service Amendment Bylaw No. 897.04, 2004 be introduced and given 1st, 2nd and 3rd reading; and,

That the Regional District of Nanaimo District 69 Custom Transit and Paratransit Local Service Area Amendment Bylaw No. 908.05, 2004 be introduced and given 1st, 2nd and 3rd reading.
2. That the proposed amending bylaws not be given 1st, 2nd and 3rd reading.

FINANCIAL IMPLICATIONS

In 2004 the costs for Community Bus service, if approved, would be blended to include the existing cost sharing apportionment provided for both conventional (hrs/kms) and custom (proportion of total rides) services for the first six months of operation and for the new cost sharing apportionment for Community Bus for the remaining six months of 2004. After 2004 cost apportionment for the participating areas will be based on hours and kilometres of service only. This cost apportionment is outlined in the proposed Bylaw No. 897.04.

In Bylaw 908.05 there will be a fixed sum amount attributed to Electoral Area 'H' to provide for taxi or equivalent handyDART service on Fridays. The budget amount is estimated for 2004 and is based on

trips generated in 2003. This lump sum amount will be reviewed annually and adjusted to reflect actual rides in the previous year.

SUMMARY/CONCLUSIONS

As part of the proposed Community Bus service changes in District 69 the two existing bylaws apportioning costs to the participating area must be amended. The amending bylaws provide the authority for the Community Bus service and the apportionment of costs among the municipality and electoral area participants in the service.

RECOMMENDATION

That the Regional District of Nanaimo District 69 Community Bus Transit Service Amendment Bylaw No. 897.04, 2004 be introduced and given 1st, 2nd and 3rd reading and be forwarded to the Inspector of Municipalities.

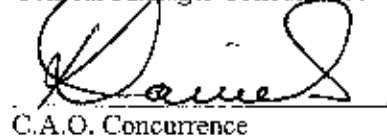
That the Regional District of Nanaimo District 69 Custom Transit and Paratransit Local Service Area Amendment Bylaw No. 908.05, 2004 be introduced and given 1st, 2nd and 3rd reading and be forwarded to the Inspector of Municipalities.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 897.04

**A BYLAW TO AMEND THE TYPE OF SERVICE AND
THE NAME OF THE DISTRICT 69 CONVENTIONAL
TRANSIT LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo has reviewed the provision of conventional transit services in District 69 through the Transit Business Plan Steering Committee;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the type of transit service and recognize a different name for the transit service provided to the participants in the District 69 Conventional Transit Local Service Area, from a conventional transit service to a community bus transit service;

AND WHEREAS the Board of the Regional District of Nanaimo has obtained the consent of at least 2/3 of the participants pursuant to Section 802(1)(b) of the *Local Government Act* for amending establishing bylaws;

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

“Regional District of Nanaimo District 69 Conventional Transit Local Service Area Establishment Bylaw No. 897, 1993” is amended by:

1. Deleting Section 1 (Local Service Established) and substituting the following:

1. Service Established

The service established and to be operated is the provision of a community bus service, to be known as the “District 69 Community Bus Transit Service”.

2. Deleting Section 5 (Apportionment) and substituting the following:

5. Apportionment

(1) In this section “Annual Operating Agreement” means an Operating Agreement as defined in the *British Columbia Transit Act* or a similar type of agreement under any successor enactment.

(2) For the year 2004 the requisition shall be apportioned as follows:

City of Parksville	\$ 165,715
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Town of Qualicum Beach	\$ 149,455
Electoral Area 'E'	\$ 40,605
Electoral Area 'G'	<u>\$ 56,175</u>
Total	<u>\$ 411,950</u>

(3) For the years following 2004 the formula shall be:

Each participating area shall be apportioned the costs of the service based on the percentage derived from the following formula:

77% x that proportion of revenue hours attributed to a participating area to the total revenue hours identified in the then current year Annual Operating Agreement.

Plus

23% x that proportion of revenue kilometers attributed to a participating area to the total revenue kilometers identified in the then current year Annual Operating Agreement.

3. Deleting Section 6 and substituting the following:

6. Maximum Amount Requisitioned

The maximum amount that may be requisitioned under Section 800.1(1)(c) of the *Local Government Act* for the service shall be the greater of:

- (a) \$466,905; or
- (b) the amount obtained by applying a property value tax rate of \$0.138 per \$1,000 to the net taxable value of land and improvements within the service area.

4. Deleting Section 7(c).

5. Deleting Section 8 and adding a new Section 8 as follows:

8. Definitions

In this bylaw "community bus service" means a public transit service which utilizes both conventional and custom transit vehicles to provide transit services and which may include fixed route and on demand off-route service.

6. This bylaw may be cited as "Regional District of Nanaimo District 69 Community Bus Transit Service Amendment Bylaw No. 897.04, 2004".

Introduced and read three times this 9th day of March, 2004.

Received the approval of the Inspector of Municipalities this _____ day of _____, 20__.

Adopted this _____ day of _____; 20__.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO**BYLAW NO. 908.05****A BYLAW TO AMEND THE PARTICIPANTS
OF THE DISTRICT 69 CUSTOM TRANSIT
AND PARATRANSIT LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo has reviewed the provision of transit services in District 69 through the Transit Business Plan Steering Committee;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the participants and the apportionment formula established under "Regional District of Nanaimo District 69 Custom Transit and Paratransit Local Service Area Establishment Bylaw No. 908, 1993";

AND WHEREAS the Board of the Regional District of Nanaimo has obtained the consent of at least 2/3 of the participants pursuant to Section 802(1)(b) of the *Local Government Act* for amending establishing bylaws;

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

"Regional District of Nanaimo District 69 Custom Transit and Paratransit Local Service Area Establishment Bylaw No. 908, 1993" is amended by:

1. Amending Section 2 (Boundaries of Service Area) by replacing the words "City of Parksville, Town of Qualicum Beach and Electoral Areas E, G and H with the words "Electoral Area H".
2. Amending Section 3 (Participating Areas) by deleting the City of Parksville, the Town of Qualicum Beach, Electoral Area E and Electoral Area G.
3. Deleting Section 5 (Apportionment) and renumbering Sections 6 and 7 as Sections 5 and 6.
4. Deleting renumbered Section 6(c) and renumbering 6(d) to 6(c).
5. By adding a new Section 7 as follows:

8. **Definitions:**

Custom transit service is defined as an on demand transit service for qualifying handicapped persons and is provided using either Regional District owned and operated customized transit vehicles or privately operated vehicles approved for this use by the Manager of Transportation Services.

Paratransit service is a fixed route service, which may include on demand off route service provided using either Regional District owned and operated transit vehicles or privately owned and operated vehicles approved for this use by the Manager of Transportation Services.

6. This bylaw may be cited as "Regional District of Nanaimo District 69 Custom Transit and Paratransit Local Service Area Amendment Bylaw No. 908.05, 2004".

Introduced and read three times this 9th day of March, 2004.

Received the approval of the Inspector of Municipalities this ___ day of _____, 2004.

Adopted this ___ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES