

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, FEBRUARY 25, 2003
7:30 PM**

(Nanaimo City Council Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

5 **Charles Thirkill, Nanaimo Field Naturalists, re Mt. Benson.**

PRESENTATION

**Anne Currie & Gary Alexander, Environmental Assessment Office, re BC
Hydro Vancouver Island Generation Project Review at Duke Point.**

MINUTES

6-13 Minutes of the Committee of the Whole meeting held on Tuesday, January 28,
2003.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATION/CORRESPONDENCE

14 **Rich Coleman, Solicitor General, re Police Financing in Municipalities Under
5,000 Population and Unincorporated Areas.**

UNFINISHED BUSINESS

From the meeting of the Committee of the Whole held January 28, 2003.

15-24 Watershed & Drinking Water Protection Initiatives.

COMMUNITY SERVICES

RECREATION AND PARKS

25-56 Purchase of Old Errington School -- Area F.

REGIONAL GROWTH MANAGEMENT

- 57-58 Regional Growth Strategy Function – Electoral Area ‘B’ Participation.
- 59-72 Regional Growth Management Plan Review - Completion Phase – Terms of Reference & Consultation Plan.

TRANSIT

- 73-76 2003 District 68 Transit Budget Issues.

CORPORATE SERVICES

HOSPITAL

- 77-82 Cost Sharing in Maternity Wing Renovations at Nanaimo Regional General Hospital.
- 83-85 2003 Capital Requests From the Vancouver Island Health Authority.

DEVELOPMENT SERVICES

BUILDING INSPECTION

- 86 Section 700 Filings.

ENVIRONMENTAL SERVICES

LIQUID WASTE

- 87-96 BC Hydro Power Smart Partner Program.
- 97-98 Greater Nanaimo Pollution Control Center Headworks Upgrade – Tender Award.
- 99-101 Madrona/Wall Beach Sewer Pre-Design Study.
- 102-104 Northern Community Sewer LSA DCC Expenditure Amendment Bylaw No. 1328.

SOLID WASTE

- 105-107 Regional Landfill Surface and Groundwater Monitoring Program – Contract Extension.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

- 108-110 Minutes of the District 69 Recreation Commission meeting held February 13, 2003. (for information)

That the Commission accept the recommendations from the District 69 Recreation Commission Grants Committee as follows:

1. *That the Regional Board endorse the following Community Grants:*
 - *Arrowsmith Cricket and Sports Association – score board* \$ 500
(funds to be matched by the club)
 - *Errington Therapeutic Riding Association – operating costs* \$2,500
 - *Mid-Island Wildlife Watch Society Brant Festival insurance* \$1,000
2. *That the Regional Board endorse the following Youth Grants:*
 - *Ballenas Dry Grad Committee – insurance and advertising* \$ 800
 - *Fuzion Youth Centre – start-up costs & initial operating cost* \$2,500
 - *Nanoose Bay Elementary PAC – outdoor education trip* \$1,000
(funds to be matched by PAC groups)
 - *V.I. Adrenalin Games – equipment rentals* \$1,500
 - *Vicious Vacant Productions – Jan and Feb 2003 event cost* \$ 825
3. *That the Regional District of Nanaimo Board initiate a facility-naming contest for the Arena Multiplex, establish a Facility Naming Subcommittee appointed by the District 69 Recreation Commission consisting of five Commissioners, and issue a Request for Proposal for selling the naming rights for Rinks 1 and 2, Leisure Ice Sheet and the Multipurpose Room. In addition, contest entries may include a suggested logo with the suggested name.*
4. *That the revenue-sharing program for arena advertising in the Arena Multiplex includes a revenue split of 30% for a sales representative, 20% for Oceanside Minor Hockey, 20% for the Junior 'B' Generals, 10% for the Sandy Shores Skating Club and 20% for the Regional District, be approved.*

Lantzville Parks & Open Space Advisory Committee Meeting.

129-131 Minutes of the Lantzville Parks & Open Space Advisory Committee meeting held December 2, 2002. (for information)

Nanoose Bay Parks & Open Space Advisory Committee.

132-138 Minutes of the Nanoose Bay Parks & Open Space Advisory Committee meetings held October 21, 2002 and February 5, 2003. (for information)

Electoral Area 'A' Parks & Green Spaces Advisory Committee

139-143 Minutes of the Electoral Area 'A' Parks & Green Spaces Advisory Committee meetings held January 16, 2003 and February 6, 2003. (for information)

Electoral Area 'G' Parks & Open Space Advisory Committee

144-149 Minutes of the Electoral Area 'G' Parks & Open Space Advisory Committee meetings held October 3, 2002 and January 16, 2003. (for information)

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

Burgoyne, Linda

From: Pearse, Maureen
Sent: Friday, January 31, 2003 8:36 AM
To: Burgoyne, Linda
Subject: FW: RDN Committee Meeting, February 25

Linda,

Could you please add the attached as a delegation for the 25th COW meeting. Please follow up with Mr. Thirkill to confirm and to arrange his projector/screen needs.

Thanks.

M

-----Original Message-----

From: Charles Thirkill [mailto:thirkill@telus.net]
Sent: Thursday, January 30, 2003 4:24 PM
To: Pearse, Maureen
Subject: RDN Committee Meeting, February 25

Hi, Maureen:

I was talking with Pam Shaw and she suggested I contact you. Would it be possible to speak to the RDN whole committee, as a delegation, on Feb 25th? I was at the last meeting and listened to the presentation on Mount Benson. I would like to address the same issue and would like to show the committee some of the wildflower values on the mountain, especially the summit. Ten minutes would be more than enough time, and I would talk for about eight minutes and leave a couple more in case there are any questions. I would like to use a slide projector and a small screen (I can bring my own) and would have my material ready to go. I think the committee would find it interesting, since the area in question is not easily accessible except to hikers and bikers. It is one of those unique meadows that everyone talks about in terms of being a relict habitat in need of protection.

By the way, I should mention that I am a professional biologist and photographer and have worked with the City of Nanaimo and the RDN, putting photographic inventories together. Pam gave me one of my first assignments back in 1997. I would like to speak as the President of the Nanaimo Field Naturalists, a conservation-minded group of folks with members throughout the RDN. I would include a few comments about Harewood Plains. I hope my request can be granted and look forward to hearing from you. Thanks for your help. My phone number is 729-4928. Best Regards,

Charles Thirkill

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REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, JANUARY 28, 2003, AT 7:30 PM IN THE CITY OF NANAIMO COUNCIL CHAMBERS, 455 WALLACE STREET, NANAIMO, BC

Present:

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

Also in Attendance:

| | |
|-------------|---|
| K. Daniels | Chief Administrative Officer |
| C. Mason | General Manager of Corporate Services |
| J. Finnie | General Manager of Environmental Services |
| N. Connelly | General Manager of Community Services |
| B. Lapham | General Manager of Development Services |
| P. Shaw | Manager of Community Planning |
| N. Avery | Manager of Financial Services |
| S. Schopp | Manager of Inspection and Enforcement |
| N. Tonn | Recording Secretary |

DELEGATIONS

Trevor Wicks, Arrowsmith Watershed Stewardship Team, re Community Water Supply.

Mr. Wicks provided a visual and verbal presentation on the health and protection of the district's community water supply and asked the Board to endorse a resolution recognizing the Arrowsmith Watershed as a drinking supply area.

Germain Dufour, re Biophysical and Economic Assessment Proposal of Mount Benson and Surrounding Ecosystems.

Mr. Dufour requested that the RDN help support the Earth Community Organization's campaign to protect Mount Benson and the surrounding ecosystems from further development and logging.

Gail Adrienne, Nanaimo Area Land Trust, re Mount Benson.

Ms. Adrienne was not in attendance.

MINUTES

MOVED Director Sherry, SECONDED Director Cantelon, that the minutes of the Committee of the Whole meetings held on October 15, 2002 and October 22, 2002, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Ron Creber, Land & Water British Columbia Inc., re Little Mountain and Morrison Creek.

MOVED Director Cantelon, SECONDED Director McNabb, that the correspondence received from Land & Water British Columbia Inc. with respect to the option of a two year Licence of Occupation offered to the RDN by LWBC, be received.

CARRIED

Gordon Smail, Land & Water British Columbia Inc., re Replacement Lease, Community Park, Nanoose Road.

MOVED Director Cantelon, SECONDED Director McNabb, that the correspondence received from Land & Water British Columbia with respect to a short-term lease for park property on Nanoose Road, be received.

CARRIED

COMMUNITY SERVICES

RECREATION AND PARKS

District 69 Recreation Grants Program & Recreation Program Assistants Report.

MOVED Director Westbrook, SECONDED Director Longmuir, that the 2003 provisional budget be amended to reflect an additional \$20,000 for Community and Youth grants.

CARRIED

MOVED Director Westbrook, SECONDED Director Longmuir, that the funding for the Recreation and Parks Grant Program be reapportioned to include an annual total of \$31,250 for Community Grants and \$31,250 for Youth Grants, and that the maximum funding limit, per application, be established as \$2,500.

CARRIED

MOVED Director Westbrook, SECONDED Director Longmuir, that the two temporary, part-time Recreation Program Assistant positions involved in youth services be reclassified as one permanent full-time position.

CARRIED

Gabriola Island Parks & Open Space Advisory Committee Proposal.

MOVED Director Lund, SECONDED Director Sherry, that "Gabriola Island Parks and Recreation Commission Repeal Bylaw No. 1332, 2003" be introduced and given three readings.

CARRIED

MOVED Director Lund, SECONDED Director Sherry, that "Gabriola Island Parks and Recreation Commission Repeal Bylaw No. 1332, 2003" having received three readings, be adopted.

CARRIED

MOVED Director Lund, SECONDED Director Holdom, that the Terms of Reference for the Gabriola Island (Electoral Area 'B') Parks and Open Space Advisory Committee be approved, and that the Regional District advertise for applications for appointment to the Committee.

CARRIED

REGIONAL GROWTH MANAGEMENT

Regional Development Services 2003 Program.

MOVED Director Hamilton, SECONDED Director Sherry, that the 2003 program for Regional Development Services be adjusted by reallocating the existing staff time and financial resources to provide for the Growth Management Plan Review Completion Project and the Sustainability/Regional Growth Strategy Monitoring Initiative.

CARRIED

Regional Growth Strategies Monitoring Program – State of Sustainability Project and Committee.

MOVED Director Holdom, SECONDED Director McNabb, that the State of Sustainability Project and Committee Terms of Reference be approved.

CARRIED

TRANSIT

BC Transit Act Regulation Changes – Phase 1 – Funding & Services Strategies Review.

MOVED Director McNabb, SECONDED Director Westbrook, that the Regional District support BC Transit's proposal to amend the BC Transit Act Regulation to provide flexibility in the funding formula with BC Transit as described in Strategy 3 of the Phase 1 Funding and Service Strategy Review.

CARRIED

BC Transit Funding & Service Strategy Review – Phase 2 – Transit Funding & Governance Models.

MOVED Director Cantelon, SECONDED Director Westbrook, that the Regional District of Nanaimo indicate to BC Transit that in response to the Phase 2 Funding & Service Strategies Review it supports, for further discussion, the funding and governance model represented by Option 3 "*Dedicated Fuel Tax with a Community Transit Authority (CTA)*".

CARRIED

Transit Business Plan Update 2003-2005 – Terms of Reference.

MOVED Director McNabb, SECONDED Director Westbrook,:

1. That the Terms of Reference for the Transit Business Plan Update – 2003 to 2005 be approved.
2. That appointments to the Select Committee for the Transit Business Plan Update be made by the Board Chairperson.

CARRIED

The Chairperson requested Board members to advise him if they wish to sit on this Committee.

Evaluation Report – Take 5 Express – Malaspina University College/Downtown Nanaimo.

MOVED Director McNabb, SECONDED Director Cantelon, that the Take 5 Express be expanded to Monday to Friday beginning in the Spring of 2003 as part of an overall service review and adjustment scheduled for 2003.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Public Consultation & Communication Committee – Terms of Reference.

MOVED Director Westbrook, SECONDED Director Sherry, that the Terms of Reference for a Public Consultation and Communication Committee be approved.

Rogers Wireless Inc. Communications Tower Proposal. CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the Board approve the location of the Rogers Wireless Inc. communications tower on the site proposed at 6300 Hammond Bay Road and authorize staff to execute the Statutory Right of Way Agreement for this purpose.

Legal Services Contract Extension. CARRIED

MOVED Director Sherry, SECONDED Director Hamilton, that the Board extend its legal services agreements with Staples McDannold Stewart in the area of municipal law and Harris & Co. in the area of labour law for an additional two year term expiring February 2005.

Resolution to Create Expanded Local Telephone Calling Area. CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the Board of the Regional District of Nanaimo express its support for an expanded local calling area in the Regional District of Nanaimo and request Telus to undertake an analysis to establish the financial implications of implementing an expanded local calling area.

FINANCE CARRIED

Update Banking Resolutions for Changes in Board Membership.

MOVED Director Westbrook, SECONDED Director Bartram, that the banking resolution attached to the staff report be adopted.

San Pareil Water Supply LSA Amendment Bylaw No. 1170.03. CARRIED

MOVED Director Westbrook, SECONDED Director Hamilton, that "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.03, 2003" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.

FIRE DEPARTMENTS CARRIED

Errington Fire Protection Function Reserve Fund Expenditure Bylaw No. 1324.

MOVED Director Biggemann, SECONDED Director Sherry,:

1. That "Errington Fire Protection Function Reserve Fund Expenditure Bylaw No. 1324, 2003" be introduced for first three readings.
2. That "Errington Fire Protection Function Reserve Fund Expenditure Bylaw No. 1324, 2003" having received three readings, be adopted.

CARRIED

License of Use (Coombs-Hilliars Firehall #2) - Arrowsmith Search & Rescue Society.

MOVED Director Westbrook, SECONDED Director Biggemann, that the Chairperson and General Manager Corporate Services be authorized to execute the License of Use agreement with the Arrowsmith Search & Rescue Society, which provides for an initial five year term from January 1, 2003 to January 1, 2008 and four renewal terms of 5 years each.

DEVELOPMENT SERVICES

CARRIED

BUILDING INSPECTION

Section 700 Filings.

The Chairperson listed each filing and asked that any property owner in the audience wishing to address the Committee come forward when their name was called.

It was noted that the following filing has been resolved:

Lot 11, Section 19, Range 2, Cedar District, Plan VIP67150, 1347 Kurtis Crescent, Electoral Area 'A', owned by R. Okeley and J. McAdam;

MOVED Director Bartram, SECONDED Director Cantelon, that a notice be filed against the title of the properties listed, pursuant to Section 700 of the *Local Government Act* and that if the infractions are not rectified within ninety (90) days, legal action will be pursued:

- (a) Lot 1, Section 16, Range 3, Mountain District, Plan VIP72060, 3409 Jingle Pot Road, Electoral Area 'D', owned by LDM Holdings Ltd.;
- (b) Lot 31A, Nanoose District, except part in Plans 8514, 20737, 21281, 21788, 22619, 27139, 29437, 35911, 41797 and VIP;62661, 7995 Superior Road, Electoral Area 'D', owned by L. and S. Doumont;
- (c) Lot 2, District Lots 128 and 129, Nanoose District, Plan 2142, 1435 Greig Road, Electoral Area 'G', owned by J. Reeves.

ENVIRONMENTAL SERVICES

CARRIED

Regional Environmental Advisory Committee - Terms of Reference.

MOVED Director Sherry, SECONDED Director Westbrook, that the Terms of Reference dated January 2003 for the Regional Environmental Advisory Committee be approved.

Climate Change Standing Committee - Terms of Reference.

CARRIED

MOVED Director Sherry, SECONDED Director Westbrook, that the Terms of Reference dated January 2003 for the Climate Change Standing Committee be approved.

CARRIED

LIQUID WASTE

Pump and Haul LSA Amendment Bylaw No. 975.27; 1655 Whalebone Drive – Gallagher – Area B; 3371 Blueback Drive – Andrews – Area E; 3480 Tye Crescent – Dance – Area E.

MOVED Director Bartram, SECONDED Director McNabb, that "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.27, 2003" for the inclusion of 1655 Whalebone Drive, Gabriola Island (Gallagher), the inclusion of 3371 Blueback Drive, Nanoose (Andrews) and the exclusion of 3480 Tye Crescent, Nanoose (Dance) be read three times and forwarded to the Inspector of Municipalities for approval.

SOLID WASTE

CARRIED

Illegal Dumping Prevention Program Surveillance & Evidence Gathering Contract.

MOVED Director Westbrook, SECONDED Director Holdom, that the Board extend the MUC surveillance and evidence-gathering contract for two additional years.

UTILITIES

CARRIED

Flood Hazard Management.

MOVED Director Sherry, SECONDED Director Biggemann,:

1. That the staff report be received for information.
2. That the Board direct staff to forward a letter to the Minister of Water, Land and Air Protection with a copy to UBCM expressing concerns about the potential impact of the proposed flood hazard management model on local government resources, advising that if responsibilities for flood hazard management are transferred to local government, the province must provide ongoing financial assistance to local government to support these responsibilities, and supporting the position outlined in the letter dated October 22, 2002 from the CVRD.
3. That the following resolution be forwarded to AVICC:

WHEREAS the province is proposing a new service model for flood hazard management that considers transferring responsibilities for regulating floodplain development and flood proofing standards, and for the design, construction, operation and maintenance of dikes, to local government;

AND WHEREAS this model, if implemented, would impact the activities and resources of local government;

THEREFORE BE IT RESOLVED that the Board of the Regional District of Nanaimo express its concerns about the potential impact of the proposed flood hazard management model on local government resources and that if responsibilities for flood hazard management are transferred to local government, the province must provide ongoing financial assistance to local government to support these responsibilities.

CARRIED

Rural Streetlighting LSA Boundary Amendment Bylaw No. 791.06 – Columbia Drive – Area G.

MOVED Director Westbrook, SECONDED Director Cantelon, that "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.06, 2003" be introduced, read three times and then forwarded to the Inspector of Municipalities for approval.

CARRIED

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Water Systems – Cross-Connection Control Program.

MOVED Director Sherry, SECONDED Director Bartram, that the Board receive the report on a cross-connection control program and the 2003 cross-connection control program workplan.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Community Water Supply.

MOVED Director Bibby, SECONDED Director Westbrook, that staff bring forward a report providing cost impacts and options for a Drinking Water Protection Plan for the District 69 area once the studies have been completed by E.B.A. on the Arrowsmith aquifers and watersheds.

MOVED Director Haime, SECONDED Director Westbrook, that the motion be amended to include watersheds in District 68.

DEFEATED

The question was called on the main motion.

The motion CARRIED.

MOVED Director Haime, SECONDED Director Holdom, that staff be directed to prepare a report on the scope of work and cost of a study identifying watersheds in District 68 and areas in District 69 not included in the original E.B.A. study.

CARRIED

Biophysical and Economic Assessment Proposal of Mount Benson.

MOVED Director Hamilton, SECONDED Director Sherry, that due to the considerable interest in Mount Benson, that staff bring forward a report to the Board regarding the lands available on Mount Benson and the cost of acquiring these lands.

CARRIED

Arrowsmith Watershed Stewardship.

MOVED Director Longmuir, SECONDED Director Westbrook, that:

WHEREAS the people of our area depend upon a safe and sustainable supply of potable water;

AND WHEREAS the surface and subsurface drinking water sources originate within the area's watersheds;

AND WHEREAS protection of the drinking water supply is fundamental to the health of our communities;

THEREFORE BE IT RESOLVED that the Regional District of Nanaimo recognize the area of land within the boundaries of the following watersheds as a 'drinking water supply area':

- (1) Englishman River Watershed
- (2) Romney and Carey Creek Watershed
- (3) French Creek Watershed
- (4) Beach and Grandon Creek Watershed
- (5) The Cameron-Little Qualicum Watershed

MOVED Director Haime, SECONDED Director Westbrook, that motion be amended to include the Harby Creek, Lantzville/Harby Creek and Brannen Lake Basin watersheds.

MOVED Director Sherry, SECONDED Director McNabb, that this item be referred back to staff.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 9:05 PM

CHAIRPERSON



BRITISH COLUMBIA

February 10, 2003

Mr. Joe Stanhope
Chair
Nanaimo Regional District
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

| | | |
|------------------------------|-------|--|
| REGIONAL DISTRICT OF NANAIMO | | |
| FEB 11 2003 | | |
| CHAIR | GMCrS | |
| CAG | GMS | |
| GMCms | GMES | |
| <i>Comm. Corresp.</i> | | |
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Dear Mr. Stanhope:

I am writing to update you regarding the restructuring of police financing in municipalities under 5,000 population and unincorporated areas.

As you are likely aware, we met with municipalities under 5,000 and unincorporated communities at UBCM on September 23, 2002, in Whistler. The purpose of that meeting was to seek input into how to redress the inequities in police funding arrangements. Currently, municipalities under 5,000 population pay nothing for policing, municipalities over 5,000 with RCMP pay either 70 per cent or 90 per cent of their policing costs, and the 11 municipalities with their own force pay 100 per cent. Rural areas pay a small portion of their policing through the rural property tax levy.

In the past few months, we have received a number of letters from affected regional districts and jurisdictions wishing to provide further input on this matter. I want to thank you for writing and for sharing your views and suggestions with us. We are in the process of reviewing options for restructuring police financing to take into consideration all the comments and ideas we have received.

As a result, the provincial government will not be introducing a new financing formula in 2003 for police services in municipalities under 5,000 population and unincorporated areas. We will be pursuing legislative changes to facilitate the future implementation of a new financing arrangement. We cannot provide you with more specific information at this time, but will be consulting with affected jurisdictions. The consultation process will enable us to examine anticipated gross tax increases and mitigation criteria and mechanisms for your district, and to address any other concerns you may have.

Sincerely yours,

R. T. (Rich) Coleman
Solicitor General



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|------------------------------|------|
| REGIONAL DISTRICT OF NANAIMO | |
| FEB 18 2003 | |
| CHAIR | GMCS |
| CAO | GMDS |
| GMCS | GMES |
| DATE: _____ | |

MEMORANDUM

TO: Kelly Daniels
Chief Administrative Officer

FROM: John Finnie, P. Eng.
General Manager of Environmental Services

SUBJECT: **Watershed and Drinking Water Protection Initiatives**

PURPOSE

To provide preliminary information to the Board and to identify a strategy and associated implications for drinking water and watershed protection initiatives, and to propose a motion be forwarded to the Association of Vancouver Island & Coastal Communities (AVICC) regarding groundwater protection legislation.

BACKGROUND

Board Motions

A delegation of the Arrowsmith Watershed Stewardship Team (AWST) made a presentation on drinking water protection concerns to the January 28, 2003 Committee of the Whole meeting. Subsequently, at its February 11, 2003 regular meeting, the Board directed staff to bring forward a report providing cost impacts and options for a Drinking Water Protection Plan for the District 69 area once the studies have been completed by EBA Engineering Consultants Ltd. (EBA) on the Arrowsmith aquifers and watersheds. The Board also directed staff to prepare a report on the scope of work and cost of a study identifying watersheds in District 68 and areas in District 69 not included in the original EBA study.

The "EBA studies" are the subject of an earlier September 10, 2002 Board motion directing staff to include funds in the 2003 budget to allow RDN to partner with Parksville, Qualicum Beach, Breakwater Enterprises and EBA in a hydrogeological study for the Englishman River and French Creek watersheds and to establish a scope, project plan and cost for a drinking water protection plan for the Arrowsmith watersheds. The 2003 provisional French Creek Bulk Water budget includes \$15,000 and \$3,000 respectively for this purpose and the studies have commenced. The hydrogeological study, which is a continuation of previous work and is mainly focused on the issue of declining groundwater tables in the study area, is expected to take about a year to complete and upon completion of the current phase will have cost about \$120,000. It is important to note that this study is not a watershed study but rather an aquifer study focusing on aquifer relationships and groundwater table issues, and therefore is of different scope. The aquifer study is one component of a watershed protection plan.

Also at the January 28, 2002 CoW meeting, a motion to recognize the area of land within the boundaries of the Englishman River, Romney & Carey Creek, French Creek, Beach & Grandon Creeks, Cameron-Little Qualicum, Lantzville/Harby Creek and Brannen Lake Basin watersheds, as a "drinking water supply area", was referred back to staff.

This report undertakes to consolidate a coordinated approach to these various directives.

Groundwater Legislation

Although the province has no specific groundwater legislation, groundwater issues have traditionally been considered a provincial government responsibility. Under the auspices of the new Drinking Water Protection Act (DWPA), the province has developed a Drinking Water Action Plan that includes measures to develop a groundwater regulatory framework to insure groundwater protection. Although regulations governing this initiative have not been established and details are not yet available, it is expected that increased responsibilities will be placed on water purveyors for drinking water protection initiatives.

The DWPA includes provisions for the province to designate specific areas for the purpose of developing a drinking water protection plan and to establish the process and who is responsible for preparing a plan within a designated area. The province may retain legislative and enforcement activities but it is believed that local government may be expected to take on a more significant role in watershed protection. There is a need to approach this complex subject strategically, recognizing the significant associated cost and resource implications.

What Can Local Government Do?

RDN has no established function or budgets for watershed and drinking water protection initiatives and therefore limited current ability to fund activities in this area.

Initiatives such as wellhead protection programs, watershed protection plans, stormwater management plans and other related initiatives serve to identify priorities and establish strategies to address relevant issues. Some further explanation of these various processes is attached in Appendix A. Some of these initiatives have significant costs and funding mechanisms would need to be established; they are typically longer-term initiatives. In the shorter term, issues identification, education and awareness can assist to reduce or avoid activities that may potentially affect our watersheds and drinking water sources. In both cases, information and input from local interest groups such as AWST can help to identify activities and practices that may pose some level of risk to ground and surface waters.

A wide range of land-use activities occurs in the region; these activities present varying degrees of risk to drinking water sources. These include agricultural land use, forestry land use, stormwater, development activities, waste disposal, land clearing, etc. Activities such as farming and forestry that fall under other legislative authority are not within local government's direct ability to control. Although the opportunity exists to work cooperatively with the farming and forestry communities, a local government watershed management plan may not effectively address these activities.

However, one mechanism available to local government is the application of Development Permit Areas (DPAs) over watersheds. Section 920 of the Local Government Act enables local governments to establish DPAs for various reasons including protection of the natural environment. DPAs are designated in Official Community Plans (OCP). There are 9 OCPs in RDN; each member municipality and Gabriola Island also have an OCP.

Designating a DPA for watershed and drinking water protection would require that each of the nine OCPs be amended to outline the DPA boundaries and incorporate a framework for evaluating development permit applications. The Local Government Act requires a level of stakeholder consultation as part of an OCP amendment process, and approval of the amendment by the Ministry of Community, Aboriginal & Women's Services. Full-scale reviews of the individual OCPs would not be intended. It is also noted

that the Electoral Area H OCP is now under review and amendments could be considered as part of the current plan review. If this alternative is pursued, member municipalities, including Lantzville, should be requested to designate a similar DPA to achieve consistency across the region.

Legal Implications

Staff sought legal advice on the regional district's authority for watershed issues and on the motions that have been put forward on this matter.

The primary source of authority for a regional district to undertake studies in relation to watershed protection is found in section 800.1(2)(b) of the Local Government Act which provides for the establishment of coordination, research and analytical services related to the development of the regional district. The regional district could undertake research of the potential impact on watersheds arising from development. The recommendations of a study could be implemented in part under the regional district's powers to regulate and control development through zoning bylaws.

The regional district would have to adopt a bylaw to establish a service for watershed protection and to raise revenue to fund any studies or initiatives the regional district may wish to undertake. Where i) the participating area is all of the regional district or all of an Electoral Area; ii) the service being established does not have a requisition limit; and iii) the service can be established without borrowing, Directors may provide approval on behalf of the electors of their jurisdiction. Otherwise, elector approval would be required.

With respect to the issue of adopting a resolution to recognize an area of land as a "drinking water supply area" by way of a motion of the Board, legal opinion is that there may be risk in this where the Board does not know the implications of such a declaration or how it proposes to apply such an objective. Such a declaration may create an unrealistic expectation on some of the public that lands within such an area are going to be reserved for preservation of the watershed despite any existing development rights the land may carry.

It is advisable that the Board understands what it wishes to do to protect a drinking water supply area before making such an open and blanket declaration. Making such a declaration cannot legally be used to freeze private lands for public benefit – the OCP and zoning bylaws determine permitted uses. Compensation may be payable to private property owners if such an action were to sterilize or affect their land use.

Prior to adopting such a resolution, the Board should be familiar with how an appropriate level of protection can be achieved, the Board's legal authority and jurisdiction to implement any technical recommendations, and the associated liability for selecting any specific actions.

ALTERNATIVES

1. Advise the province that watershed protection initiatives are considered a provincial responsibility and request that they initiate watershed protection plans within designated watersheds in the RDN.
2. Establish a regional function and service area for watershed/drinking water protection and develop a regional drinking water protection plan with associated management strategies.

3. Establish a Development Permit Area over the regional electoral area land base and request the municipalities to consider a similar course of action within their boundaries.
4. Establish a Development Permit Area over some or all of the regional electoral area land base now. Proceed with the two studies currently approved by the Board. Begin a process to establish a regional function, service area, revenue generating authority and resources for watershed/drinking water protection with an initial focus on education and awareness. Await legislative direction from the province regarding new drinking water protection requirements and at that time consider expanding the function as necessary.

Analysis

Alternative 1

- The province has already developed an action plan for safe drinking water in BC. The action plan includes legislation and measures to protect drinking water by improving standards for monitoring, reporting and accountability. Funding programs for water quality monitoring and water related infrastructure projects are proposed. The province will be responsible for legislation, setting standards, compliance and enforcement and will work with local governments and other purveyors on water related initiatives. Although the province may agree to some level of participation in local drinking water protection plans and partnership arrangements may be possible in some cases, it is expected that local purveyors will be largely responsible for the initiatives.

Alternative 2

- Provides for rational long term strategy based on priority needs and available funding
- Developing a plan and management strategies will require time and resources
- Can coordinate with activities in municipalities
- Can include public education/awareness
- Compliments stormwater management planning initiatives
- Regional service area could encompass education, awareness, best management practices, etc. Individual watershed or electoral area functions could be used to fund drinking water protection initiatives within each electoral area
- Significant costs involved. Will require establishment of a function or functions, staffing and budget(s)

Alternative 3

- Can be implemented in the short term
- Does not provide for public education/awareness
- Criteria may apply to entire regional district unless specific DP areas are established
- Deals with future development – does not necessarily address existing issues
- Manageable with limited additional resources
- Will impose requirements and additional costs on development
- Involves site specific assessments with limited information collation and coordination

Alternative 4

- Addresses some new development sooner so existing situations are not further compromised
- Provides for rational approach to watershed protection with awareness of provincial legislation and implications
- Regional service area could encompass education, awareness, best management practices, etc. as an initial approach and individual electoral area functions could be used to fund drinking water protection initiatives within each electoral or watershed area
- Significant costs will be involved but systematic approach can be taken. Will require establishment of a function or functions, staffing and budget(s)
- Can compliment stormwater management initiative.

FINANCIAL IMPLICATIONS

The costs for developing a watershed protection plan for all or for portions of the regional district cannot be accurately determined without some preliminary knowledge of the study area watersheds and an understanding of to what level the Board wishes to take such an initiative. However, it might be useful to consider the costs of other well field, aquifer or watershed protection plans that have been undertaken or are in process. Some information in this regard is presented in Appendix A.

Depending on the level of activity, developing a watershed protection plan for all the regional district is estimated to cost up to \$1.2 M with annual ongoing monitoring and evaluation costs of about \$85-200,000. An electoral area breakdown of estimated costs is presented in Appendix A. Initiating the strategy identified in Alternative 4 of this report is anticipated to initially require two staff and an annual budget of \$2-300,000.

Specific financial assistance programs for drinking water protection are not established although funding and partnership opportunities can be explored with the provincial and federal agencies and with organizations such as the Georgia Basin Ecosystem Initiative.

INTERDEPARTMENTAL IMPLICATIONS

Watershed protection planning would impact staffing and budget requirements for Environmental Services and Development Services departments.

CITIZENS/PUBLIC RELATIONS IMPLICATIONS

There is increasing concern about the quality and security of our drinking water. Recent events across Canada associated with drinking water supplies have raised the sensitivity of this issue and water purveyors are under increasing pressures to provide safe drinking water and insure drinking water protection. In many areas, public interest groups have taken a more active role in promoting education and awareness about protection of our drinking water supplies. There is growing recognition that effective drinking water system management includes addressing the quality and protection of water sources. There may not always be a common understanding of the levels of risk that exist to water quality and what the options and costs are to address those risks. It is clear, however, that the emphasis on drinking water protection is growing.

SUMMARY/CONCLUSIONS

The Board directed staff to bring forward a report on Drinking Water Protection Plan options and projected costs for District 68 & 69 watersheds, and referred to staff a motion to recognize the land area within a number of RDN watersheds as a drinking water supply area.

Legal advice suggests that local government does have some authority with respect to watershed protection through the Local Government Act, which provides for the establishment of coordination, research and analytical services relating to the development of the regional district. Under the auspices of such a service, the regional district could study the potential impact on watersheds from development within the district. Implementing the recommendations of such studies could be undertaken through various methods including zoning bylaw amendments and the establishment of development permit areas under the zoning powers regional districts have under the Local Government Act.

It would be necessary to establish a service area and to adopt establishing bylaw to raise revenue to fund certain activities in this regard.

Legal advice suggests that there is a risk associated with designating an area of land as a "drinking water supply area" without a thorough understanding of how this designation would be incorporated into RDN bylaws and standards. Such a resolution may create unrealistic expectations for the public that lands within the designated area are intended to be reserved for protection of the watershed or drinking water supply. Such a resolution on its own would not freeze private lands for public benefit but should the Board adopt zoning or OCP amendment bylaws that affected private land use or values, property owners would likely demand compensation.

RDN has no established function or budget for watershed/drinking water protection initiatives and therefore has limited current ability to fund activities in this area. Options available to local government to start addressing concerns about drinking water protection include wellhead protection programs, watershed protection plans, stormwater management plans, establishing development permit areas and amending zoning and land use bylaws. The development and implementation of some of these initiatives will serve to enhance drinking water protection, however, certain activities that fall under other legislative authority, such as farming and forestry, may not be within local government's direct ability to control.

Costs for preparing watershed/drinking water protection plans for areas within the RDN are difficult to establish without further analysis, but would be significant. The cost for developing a plan for the watersheds within Districts 68 & 69 is estimated to be in the order of \$1.2 M, plus annual evaluation costs of about \$200,000. These costs do not include implementation of management strategies, the costs of which cannot be established at this time, or RDN staffing costs.

RECOMMENDATION


1. **That** the Board support completion of the previously approved hydrogeological study for the Englishman River and French Creek watersheds and proceed with establishing a project terms of reference and cost for a drinking water protection plan for the Arrowsmith watersheds.
2. **That** the Board direct staff to work with the municipalities to further explore the establishment of a Development Permit Area over all or parts of the regional district and prepare a report outlining the pros, cons and implications of this approach, and areas that should be considered for DPA designation.

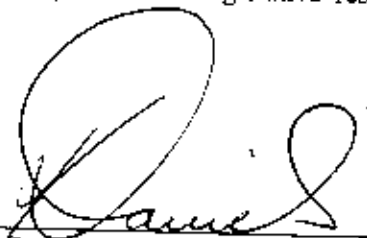
3. **That** the Board direct staff to initiate the process to establish a regional function and service area for watershed protection initiatives, with a view to establish, as an initial step, a range of options and cost requirements for watershed and drinking water protection awareness and education.
4. **That** the Board await legislative direction from the province regarding new drinking water protection requirements and at that time broaden the function as required.
5. **That**, as groundwater legislation is an important aspect of groundwater and drinking water protection, the Board advance the following resolution to AVICC:

WHEREAS the provincial government has developed an Action Plan for Safe Drinking Water in British Columbia that commits to the development of groundwater protection legislation;

AND WHEREAS groundwater protection, legislation and regulation is a priority for all areas of British Columbia, is of multi-jurisdictional interest and does not conform to political or local government boundaries;

THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island Coastal Communities express to the province its support for new groundwater protection legislation and further that the province must provide the resources and initiative to implement its legislative responsibility and authority for the province's groundwater resource.


Report Writer


CAO Concurrence

COMMENTS:

A Primer on Watershed Protection Initiatives

Drinking water or sources of drinking water can be protected at various scales:

- **Wellhead protection plan:** a wellhead protection plan consists of identifying the dynamics of water flow towards a well or well field. The assessment would typically include delineating the source of pumped water, assessing if there is a risk of contamination within the delineated area (by way of contamination sources or activities) and designing measures or taking actions to prevent or minimize the risks of contaminating the extracted groundwater. Wellhead protection plans are typically small scale and focused on a single well or well field.
- **Aquifer protection plan:** an aquifer protection plan is similar to a wellhead protection plan but on a much larger scale. It is typically undertaken in situations where several wells are completed in an aquifer.
- **Watershed protection plan:** a watershed protection plan covers the area within the boundaries of a watershed. The number of aquifers and surface streams included in a watershed is usually a function of the watershed size and of the complexity of the geology and local soil deposits. Within the RDN, the soil deposits and geology are complex and numerous aquifers exist. Aquifer studies are generally one component of a watershed protection plan.

The complexity of these plans and the level of effort required to develop and implement them increases as one progresses from a wellhead to a watershed protection plan. For example, the province's Well Protection Toolkit suggests that a watershed protection plan typically would consist of a number of tasks:

1. Form a community planning team.
2. Define the watershed protection area. This consists of defining and characterizing the aquifers and surface water sources, understanding the dynamics and interaction of the groundwater and surface water flows and identifying the water wells and well field capture zones. At the watershed scale, this task can be very complex.
3. Identify potential contaminant sources and contaminants. This consists of creating an inventory of activities occurring on the ground and identifying the potential for release of contaminants associated with the activities. Zoning information and site specific information gathered in the field can be used to map areas subject to potential release of contaminants.
4. Develop management strategies. These can cover a wide range of options such as public education and awareness, requiring best management practices for certain risk activities, changing zoning and land use, purchasing land to control use, treating all water supplies, etc.
5. Develop contingency plans.
6. Monitor results and evaluate the plan.

Depending on the plan area, complexity and desired outcome and resources allocated, the process can take several months to several years.

Also related to watershed issues and watershed protection are stormwater management plans. These plans are more related to reducing the impacts of stormwater runoff on the health of a watershed, i.e. the

need to safeguard fish habitat and preserve water quality as development and its resulting impacts increase, rather than drinking water protection, but they may encompass similar watershed areas and therefore can compliment each other. The RDN has developed a draft stormwater management plan through a funding partnership with the Georgia Basin Ecosystem Initiative and the Ministry of Water, Land & Air Protection. The plan has reviewed and prioritized surface watersheds within the RDN for the purpose of identifying candidate areas for undertaking integrated watershed management plans. The plan needs to be subject to some public consultation before being finalized and forwarded to the ministry for approval, but resources are needed to move the initiative forward.

The stormwater management plan is mentioned here because the process for a drinking water protection plan may provide an opportunity to combine some of the activities of the processes.

Possible Costs of Watershed Protection Initiatives

The costs ranges for these studies are difficult to compare without specific details and knowledge of the various studies, however:

Ucluelet, Gold River and Merritt have undertaken to define their watershed protection areas, identify potential contaminant sources and identify some management strategies. Contingency plans and results monitoring have not yet evolved. The studies involved a single, small, simple aquifer. Costs were in the \$15-30,000 range and do not include implementation of strategies.

Langley is estimating a cost of \$2M to undertake an aquifer protection plan for their community and a 20-year project timeframe. The study involves a relatively simple hydrogeological regime and the projected costs include some implementation strategies over the 20-year horizon of the plan.

South Fredericton, NB (45000 residents) and Amherst, NS are developing groundwater protection plans for their communities at costs of \$80-200,000.

Waterloo, Ontario has developed a comprehensive groundwater plan for their area over the past 10 years at a cost to date of over \$7M.

The City of Nanaimo is developing integrated stormwater management plans for Wexford and Wally Creek watersheds at a cost of about \$100-150,000 each. The actual implementation of these types of plans would typically be a 20-year plus process at a cost of many millions of dollars. There are over 50 watersheds in the Regional District of Nanaimo.

Staff also obtained some very preliminary cost estimates to complete watershed protection plans for the various RDN electoral areas. Cost estimates include completing the tasks described in the Wellhead Protection Tool Kit up to developing management strategies. Costs of implementing solutions or agreed to strategies are not included nor are ongoing annual monitoring and evaluation costs. Although the costs below have been proposed on an electoral area boundary basis, the benefits of a particular plan may extend beyond any particular electoral area boundary. The participation of the municipalities in these plans would also need to be addressed.

Again, exact costs are difficult to establish at this time but some ranges are suggested:

Electoral Area A: \$85-185,000

Electoral Area B: \$75-165,000

Electoral Area C: \$45-105,000

Electoral Area D: \$85-195,000

Electoral Area E: \$75-165,000

Electoral Areas F & G: \$140-255,000

Electoral Area H: \$75-165,000

Total District 68 & 69: \$580,000-1.2M, plus annual monitoring and evaluation costs of about \$85-200,000, excluding RDN staff and resources costs.



REGIONAL DISTRICT
OF NANAIMO

FEB 18 2003

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| CHAIR | GMCrs |
| CAO | GMDS |
| GMCms | GMES |

MEMORANDUM

TO: Kelly Daniels
Chief Administrative Officer

DATE: February 18, 2003

FROM: Neil Connelly
General Manager, Community Services

FILE: 6240-20-ERRI

SUBJECT: PURCHASE OF OLD ERRINGTON SCHOOL
ELECTORAL AREA 'F'

PURPOSE

- The purposes of this report are:
- to provide an update regarding public feedback about the RDN purchase of the old Errington School for use as a community facility in Electoral Area F;
 - to obtain direction about next steps.

BACKGROUND

On December 10, 2002, the RDN Board passed a resolution for the Electoral Area F Director to undertake more consultation to obtain community feedback about the RDN purchase of the old Errington School from School District No. 69, and to report back to the RDN Board before a final decision is made about the purchase. In response to this directive, a Public Information Meeting was advertised in local newspapers and conducted on Thursday, February 6, 2003 at 7:00 PM at the Bradley Centre in Coombs. The purposes of the event were to present information about the purchase and to receive public comments about it. Participants were invited to provide their comments about the purchase verbally and or in written form on comment sheets. The minutes for this event, including a complete copy of the submitted comment sheets, are provided for the Board's consideration (see Attachment 1).

Public feedback at the February 6, 2003 event indicates a mixture of support and opposition in Electoral Area 'F' about the RDN purchase of the old Errington School for community purposes, with a majority of the participants at the meeting in favour of the purchase. A common theme mentioned by those in support of the idea, and those in opposition to the idea, is concern about the state of the school building and the cost to upgrade it to meet a commonly accepted building standard. Concern was expressed that the RDN does not have detailed information about the condition of the building and the associated cost to upgrade it to a recognized standard. Public feedback also indicates a level of uncertainty regarding whether there is an organized group of citizen volunteers willing to assume responsibility for the management and operation of the school if the RDN purchased it. There were also questions regarding the number of groups in the community who were looking for new space to rent given the existing hall space that is available. Concern was also expressed regarding the protection of a tree on the old Errington School property that has historical significance for the community.

History

In 2001 School District No. 69 put the old Errington School, located at the corner of Memorial Drive and Grafton Avenue, in the 'heart' of the Errington community, up for sale. The 1.75 acre property is

comprised of four properties legally described as Lots 20-22, Block 46, District Lot 139, Nanoose District, Plan 1989, and Lot A, District Lot 139, Nanoose District, Plan 9104, and includes an old school building that is no longer used by the School District for educational purposes. (The two properties owned by the Crown that are adjacent to the school, and that were used by the school for recreational purposes when the school was in operation, are not part of the subject purchase discussion).

In the Fall of 2001, the RDN initiated discussion with School District No. 69 regarding the purchase of the old Errington School property. As a part of this discussion School District No. 69 obtained an independent professional appraisal of the property that values the property at \$198,000, and the RDN subsequently made an offer to purchase the property for \$150,000.

In January of 2002 the RDN Board directed staff to complete the purchase arrangements with School District No. 69 for the school property for \$150,000. The agreement cannot be finalized until School District No. 69 obtains the approval it requires from the Minister of Education; this approval has not yet been granted.

An agreement for the RDN to purchase the school from School District No. 69 was drafted in response to RDN Board direction. As a part of this draft agreement the School District has agreed to sell the property to the RDN for \$150,000 and to address specific aspects of the property as a condition of sale. It specifies that the School District will repair the furnace, fix roof leaks, replace the windows and some other minor items, protect all windows with plywood to ensure that further damage does not occur, and undertake soil testing and a level one environmental assessment of the property to identify any contamination issues. It does not specify that the School District will upgrade the building to meet a particular recognized standard, nor does it commit to any remedial action that might be required once the outcome of the level one environmental assessment of the property is complete.

ALTERNATIVES

1. Complete the purchase of the old Errington School from School District No. 69.
2. Abandon the purchase of the old Errington School by reconsidering and defeating the January 8, 2002 RDN Board resolution, *"That the Regional District complete the purchase arrangements with School District No. 69 for the acquisition of the old Errington school for \$150,000 and under the payment terms outlined in the staff report."*
3. Conduct additional investigation regarding the state of the old Errington School building, determine the community's willingness to form a group responsible for the management and operations of the facility and gauge the interest by community groups to rent the facility to assist in covering operating costs. Information on these items would be considered prior to making a decision regarding whether the RDN purchase of the old Errington School should be finalized.

FINANCIAL IMPLICATIONS

1. The old Errington School would be purchased by the RDN for \$150,000. Half of this sum (\$75,000) would come from the Electoral Area 'F' Community Parks Reserve Fund, and the other half (\$75,000) would come from the Electoral Area 'F' Community Parks Budget. The RDN would pay School District No. 69 approximately 70% of the purchase price (\$100,000) in Year 1, approximately 15% (\$25,000) in Year 2, and approximately 15% (\$25,000) in Year 3. The Electoral Area 'F' Community Parks Budget requisition would be increased by \$35,000 for each of Years 1 through 3 to allow for the purchase, and the operations and maintenance of the property for those years. After that the Electoral Area 'F' Community Parks Budget would need to continue to include the additional \$10,000 for the ongoing operations and maintenance of the property. It is estimated that \$10,000 per year will be sufficient for the ongoing operations and maintenance of the property; however, there is a

level of uncertainty about the condition of the building and the cost to upgrade it to a desired standard. Increased operational costs could also be incurred if there are limits to its use by community groups and resulting ongoing rental revenues to help support operating costs. The outcome of the level one environmental assessment and the cost to the RDN to take any required remedial action is also unknown.

2. The Area 'F' Community Parks Reserve Fund would not be reduced by \$75,000 and the Area 'F' Community Parks Budget would not require the proposed requisition increase of \$35,000 for each of Years 1 through 3, and \$10,000 per year thereafter.
3. Funds from the Electoral Area 'F' Community Parks Budget would be used to obtain a comprehensive professional building inspection and assessment of the Errington School property to identify all deficiencies and establish the cost of fixing the deficiencies to a recognized standard. It is estimated that this assessment would cost up to \$2500.

PUBLIC CONSULTATION IMPLICATIONS

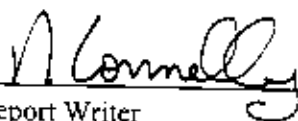
Residents of Electoral Area 'F' were provided an opportunity to comment about the RDN purchase of the old Errington School prior to a purchase deal being finalized at a Public Information Meeting on February 6, 2003. Community feedback indicates a mixture of opposition and support for the purchase.

SUMMARY

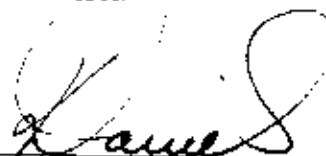
Additional community feedback was obtained about the RDN purchase of the old Errington School in Electoral Area 'F' for use as a community facility, as per the Board's December 10, 2002 directive. Community feedback indicates a mixture of opposition and support for the purchase. Based on consultation with the Electoral Area 'F' Director, it is recommended that the RDN conduct additional investigation regarding the state of the old Errington School building, to identify all deficiencies and establish the cost of fixing the deficiencies to a recognized standard. Funds to pay for this work, estimated at up to \$2500, can be obtained from the Electoral Area 'F' Community Parks Budget. In addition, the Area Director intends to continue consultation with the community on the matter as further information is obtained on the state of the building, community interest in its use and support by groups who are looking to rent space and projected ongoing building operating costs.

RECOMMENDATION

That the Regional District obtain an independent, comprehensive assessment of the old Errington School building, to identify the state of the building and all building deficiencies and the estimated cost of the work required to fix the identified deficiencies to a recognized standard, before making a decision to enter into an agreement with School District No. 69 to purchase the school.



Report Writer



CAO Concurrence

SUMMARY OF PROCEEDINGS
PUBLIC INFORMATION MEETING
ABOUT THE PURCHASE OF OLD ERRINGTON SCHOOL
HELD AT THE BRADLEY CENTRE
ON THURSDAY, FEBRUARY 6, 2003
AT 7:00 PM

ATTENDANCE:

Director Lou Biggeman, Electoral Area F
 Neil Connelly, General Manager, Community Services, RDN
 Christina Thomas, Senior Planner, Community Services, RDN
 Dan Whiting, School District No. 69
 Barbara Terry, Chair, School District No. 69
 Approximately 40 residents.

1. CALL TO ORDER

Director Biggemann called the meeting to order at 7:05 PM and welcomed those in attendance.

2. WELCOME AND INTRODUCTIONS

Director Biggemann introduced himself, staff present from the RDN, and staff and elected representatives from School District No. 69.

Director Biggemann explained that the purpose of the meeting was to provide information about the purchase of the old Errington School from School District No. 69 and to obtain community feedback about the purchase.

Director Biggemann stated that he had talked to 100 people in the community about the purchase of the old Errington School and that only 4 of the people he talked to were in support of the purchase.

3. PRESENTATION OF INFORMATION ABOUT REGIONAL DISTRICT OF NANAIMO PURCHASE OF OLD ERRINGTON SCHOOL

N. Connelly provided background information about the RDN purchase of the old Errington School from School District No. 69. This included information about:

- the school (location, size of the property, general condition of the school facilities, relationship to surrounding properties);
- discussions with School District 69 about the purchase;
- the School District appraisal of the assessed value of the property;
- the RDN offer to purchase the school;
- the source of funding to purchase the school;
- the timing of payments to purchase the school;
- the financial implications of the school purchase for property owners in Electoral Area F;
- and the draft purchase agreement between the RDN and the School District.

N. Connelly indicated that the comments received about the purchase of the school would be considered at the Feb.25/03 Committee of the Whole and March 11/03 Board meetings.

4. QUESTIONS/COMMENTS

Jack McLean stated that although the tax requisition for Electoral Area F would be \$35,000 more than the current requisition for three years to purchase the property, taxes would only be \$10,000 more than the current requisition for the years after that.

Al stated that as the assessment base in Electoral Area F increases the actual tax amount required from each property owner in the electoral area would decrease.

Reg Noseworth stated that there was a possibility that the community could either generate revenue or break even financially if it purchased the school and rented it out.

Jack McLean asked if the tax requisition increase of \$7.00 per \$100,000 of assessed property value was the entire parks requisition for the electoral area or the amount necessary for the school purchase.

The General Manager of Community Services replied that the \$7.00 per \$100,000 taxation increase does not represent the entire tax requisition for community parks in the electoral area, and that it is only the increase required to purchase the school.

Angie Carlyle stated that she supports the purchase of the school, citing that the money to purchase the school will be spent in the community to develop a safe turn-around drop off and parking area at the new Errington school.

Fred asked if the School Board had fixed the school to the specifications of the RDN.

The General Manager of Community Services responded that the School District was not in a position to fix the school to the RDN's specifications until the School District and the RDN finalize the agreement for the purchase sale of the school.

Fred asked how much the RDN had budgeted to address other building deficiencies, over and above the work that the School Board would commit to as a part of the agreement for the purchase and sale of the school.

The General Manager of Community Services responded that a budget of \$10,000 per year was proposed to maintain and operate the school.

Fred requested clarification about the location of the school building as it relates to each of the six properties that were used by the school.

The General Manager of Community Services described the use of properties owned by the School District.

Trevor Wicks asked whether it is possible that the road allowance located between two of the properties used by the school would be developed as a road.

The General Manager of Community Services responded that Ministry of Transportation staff had indicated that the road allowance would not likely be developed as a road.

An unidentified person asked about the source of the idea to purchase the school.

The General Manager of Community Services responded that it was a RDN Board initiative.

An unidentified person stated that he is in favour of the purchase.

Director Biggemann stated that the 96 of the 100 people that he talked to that oppose the purchase oppose it due to concerns about the site and the increased taxes that will be necessary to upgrade and maintain the property.

Jack McLean stated that he instigated the purchase of the school as the previous electoral area director for the area, that a recent newspaper article about the purchase contained errors regarding the purchase price and work required to upgrade the facility, and that electoral area F does not have any community parks that are suitable for development for community use. Mr. McLean stated that he supports the purchase, that the community has no control over the ultimate use of the two community halls in the electoral area because they are privately owned, that the electoral area needs a community owned community hall, and that the entire area of electoral area F should be unified in its support of the purchase of the school as a community hall for the whole community. Mr. McLean stated that property owners in Electoral Area F contribute taxation dollars for recreational purposes in District 69 and that those funds are frequently used to support community facilities in Parksville and Qualicum Beach because there is no community facility in Electoral Area F to support. Mr. McLean stated that no one had contacted him to express opposition about the purchase.

Don stated that when the Errington school property was listed for sale for \$250,000 there were no bidders, that when the asking price was reduced to \$150,000 there were still no bidders. Don stated that the owners of the adjacent sawmill property had made an offer to purchase the part of the school property located close to the sawmill and that the School District had turned down that offer. Don stated that he was not aware of any other interests expressed in the property to date. Don stated that there are other properties in Electoral Area F that should be developed for community or park purposes. Don stated that he opposes the purchase of the Errington school.

An unidentified person stated that the Errington Hall is operated by volunteers and supported by community grants. The unidentified person asked if the RDN had protected the oak tree on the Errington school property as a heritage tree given its historical significance. The unidentified person stated that supports the purchase because it would enable the protection of the special oak tree on the property and respect the presence of a nearby grave of an area child that had died of Cystic Fibrosis. The unidentified person asked about the disposition of the Crown land adjacent to Errington school. The unidentified person requested the RDN to protect the heritage tree.

The General Manager of Community Services responded that the RDN Board had not protected the tree with any special designations in the official community plan.

Red Williams stated that he supports the community purchase of the Errington school property, citing that the current community hall in the electoral area is operated as a non-profit organization, that the community hall is very old, and that it likely could not be replaced if it burned down because of the new zoning bylaw. Mr. Williams stated that the Errington school property should be purchased because it is located in the heart of the community, and could become the focal point of the community in the future. Mr. Williams stated that property deficiencies could be resolved. Mr. Williams expressed his interest in personally purchasing the land if the RDN does not purchase it.

Reg Noseworthy stated that he supports the community purchase of the Errington school property, citing that it is an excellent opportunity and investment given its central location in a designated growth node, an opportunity to obtain benefits from community taxes in the community, and the fact that the school gymnasium would provide a facility otherwise not available in the community. Mr. Noseworthy stated that the school purchase would increase the likelihood of community recreation grants being given to initiatives in the electoral area, and that it would provide a place for RDN roving recreation leaders to conduct programs in the area.

An unidentified person stated that she supports the purchase of the Errington school property because it is in the centre of Errington, is an investment in the community and will result in the spending of Electoral Area F property taxes in the electoral area.

Jack McLean stated that the RDN became involved in discussions about the purchase of the Errington school property as a result of discussions he had with the Chair of School District No. 69, that he was

aware of the special tree on the property, and that the school property would be a good location for a cenotaph to recognize veterans.

An unidentified person stated that he supports the purchase of the Errington school property and that property septic disposal issues could be fixed. The unidentified person asked how much it would cost to provide pump and haul service to the property.

The General Manager of Community Services stated that there is a septic system on the property and that the school used pump and haul when it was in session due to the volume of activity generated during those times.

Red Williams asked about the capabilities of the septic system on the Errington school property.

The General Manager of Community Services stated that the RDN did not have specific documentation available about the septic system, and that it was likely that the septic system requirements might be less for a community hall than a school.

Trevor Wicks stated that the RDN should conduct a detailed technical inspection of the building to identify all deficiencies and establish the cost of fixing the deficiencies. Mr. Wicks stated that the Errington school's roof and interior are damaged and might be costly to fix. Mr. Wicks stated that it is difficult to get volunteer help to operate a community facility. Mr. Wicks stated that he would like to see the school purchased. Mr. Wicks asked if the RDN might have a use for the facility.

The General Manager of Community Services replied that the Errington school was intended to be purchased for community use and not use by the RDN. Mr. Connelly stated that the RDN had identified basic building deficiencies by walking through the building and had not conducted a detailed technical evaluation of the building, that the intent was to have the building restored to the condition it was in August of 2001, and that school was not in perfect condition in August of 2001 since the School District had been in the process of phasing out the facility prior to that time.

Trevor Wicks stated that the cost to upgrade the building would be substantial and that the RDN should get its building inspection department to do a detailed assessment of the building and the cost to fix it.

Director Biggemann stated that he had talked to someone on the Executive of the Errington Hall and that that he wasn't concerned about competition that might result with the addition of another community facility to the area.

Jack McLean stated that the roof on half of the school building was recently replaced, that the roof leakage problem was repaired, that the majority of the school is not old, that the gym is about 20 years old, and that the school has 400 amp electrical service.

An unidentified person stated that the school was closed because it was too costly to repair.

An unidentified person stated that the purchase of the school should be dependant upon a detailed assessment of the building condition and the cost to fix it, a more detailed, higher level environmental assessment, and any works required to remedy deficiencies identified as a part of the environmental assessment.

The General Manager of Community Services replied that additional conditions of sale, such as a detailed building inspection and assessment, fixing all identified building deficiencies, a higher level environmental assessment and remedial works deemed necessary by the environmental assessment, would require further negotiation with the School District as they are not included in the current draft agreement for sale. The General Manager of Community Services stated that the draft agreement did not provide for the School District to remedy deficiencies identified as a part of the environmental assessment because the School District did not want to subject itself to that risk.

Fred stated that he is in favour of the purchase of the school, but that he is concerned that more money will be required to fix school building and site deficiencies. Fred stated that a detailed building inspection

and assessment should be conducted to ascertain the cost of upgrading the building. Fred asked about the possibility of the RDN obtaining the Crown lands adjacent to the school property too.

The General Manager of Community Services replied that the RDN had contacted Land and Water BC, the agency responsible for the disposition of Crown lands, and had been informed that it was possible that the RDN could purchase the land at market value.

Don asked how many people in attendance would sit on a committee to manage the Errington school if it was purchased. Don stated that it is difficult to get volunteers to operate and manage community facilities.

An unidentified individual asked for a show of hands of those in attendance who support the purchase.

An unidentified individual stated that his support of the purchase is conditional on the cost of fixing the school building.

An unidentified individual stated that the opinion of people who attend the meeting is more important than those who do not attend the meeting.

An unidentified individual stated that there were no other similar properties in the community for the community to purchase.

Issac stated that if the RDN purchases the building it will not be available for community use until the RDN is satisfied with the condition of the building. Issac stated that he is concerned about the cost of fixing and staffing the building.

Jack McLean stated that the RDN has liability and building insurance that would cover the building, that the school well produces a sufficient quality and quantity of water, that the property has 2 operational and 1 failed septic system that would be adequate if the school is used as a community hall.

An unidentified person stated that the local fire department has to pay the RDN for its insurance.

Trevor Wicks stated the purchase of the school must be treated like a business venture, that a detailed building inspection must be conducted, and that a business plan is required to ensure the facility can be operated in a financially viable way.

The General Manager of Community Services replied that the RDN is insured by the Municipal Insurance Association, that if the school is purchased it would be added to the list of insured buildings on the insurance policy, that there would be small cost to the community for insurance, and that the community would be expected to operate the facility in accordance with good management practices.

Jack McLean stated that a community committee would manage and operate the school as a community hall, and that community members are willing to volunteer, including himself.

An unidentified individual asked if the RDN is willing to buy the Coombs school when it closes. The unidentified individual stated that if a school is not suitable for children then it is not suitable for recreation.

There was general discussion regarding the future of the mill in Errington.

5. ADJOURNMENT

Director Biggemann requested individuals to deposit completed comment sheets in the box provided at the front of the room, thanked those in attendance, and adjourned the meeting at approximately 8:30 PM.

Copies of written comments submitted are provided as an appendix to the Summary of Proceedings.

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

| |
|---|
| <p>I AM IN FAVOR OF PURCHASE OF THIS PROPERTY PROVIDED MY PERSON TAX ASSESSMENT DOES NOT INCREASE "SUBSTANTIALLY" I'M WILLING TO PAY TO OBTAIN BUT NOT OUT OF PROPORTION TO ITS USE.</p> <p>A FULL COMPREHENSIVE INSPECTION OF BUILDING A PROPERTY PRIOR TO FINAL DECISION.</p> |
|---|

| | |
|-----------------------------|------------------------|
| Name: FRED/BRENDA GORMAN | Address: 1240 FAIR RD. |
|-----------------------------|------------------------|

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

IT SEEMS TO ME THAT A FACILITY ASSESSED AT \$198,000 THAT WE CAN PURCHASE FOR 150,000 IS A GOOD DEAL. THE ERRINGTON HALL IS OLD & FOR MANY FUNCTIONS TO SMALL. THIS WOULD GIVE A GOOD FACILITY IN THE ERRINGTON AREA. I FOR ONE AM IN FAVOR TO TURN THIS OVER TO PRIVATE ENTERPRISE WHO KNOWS WHAT WE WOULD END UP WITH. THE MONEY FROM SALE WOULD STAY IN THE AREA & ENHANCE THE NEW SCHOOL. THIS SCHOOL WOULD GIVE A GOOD FACILITY IN AREA "F".

I BELIEVE THIS LAND PURCHASE WILL BE GOOD FOR AREA F BECAUSE IF WE AS A COMMUNITY CAN'T USE IT IN THE NEXT LITTLE WHILE MAYBE FIVE YEARS FROM NOW EVEN IF WE DON'T HAVE BUILDINGS ON IT, THE LAND IN THE CENTER OF ERRINGTON AND THE PRICE IS GOOD ANNA.

| | |
|---------------------|---|
| Name: ANDRE SHURBEN | Address: 3750 MELROSE RD QUALICUM BEACH B.C. |
|---------------------|---|

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

I AM IN FAVOUR (Somewhat reluctantly, because of location next to very high impact business) OF PURCHASING THIS SITE, IF

- 1) AN ASSESSMENT OF THE BUILDING INDICATES IT CAN BE KEPT IN USEABLE CONDITION FOR A PLAUSIBLE PRICE
- 2) THERE IS A COMPREHENSIVE ENVIRONMENTAL ASSESSMENT OF SITE

OR (if 1 & 2 are negative) THE PURCHASE PRICE DROPS FURTHER TO COMPENSATE FOR INCREASED COSTS OF MAKING FACILITY OF USE.

* WHATEVER HAPPENS WITH SCHOOL SITE, AGREE THAT THE HERITAGE / MEMORIAL TREES NEED PROTECTION

Name:

J. CARPENTER

Address:

PRICE RD, ERRINGTON

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

Is it money making from
this property has a mega opportunity
and mill or no

Name:

Scott Gordon

Address:

9525 Alberni Hwy

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

PAGE

40

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

I believe that the Old Errington School should be purchased by the RDN on behalf of the Community of Area F.

I would point out that the maintenance of this building be ongoing by the School Board so that the building does not deteriorate any further.

And that the RDN pack to include this transfer with the Province.

Name:

Don Jewell

Address:

7040 Palmer
Quebec Beach

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

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41

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

The Community Should buy this facility for the following reasons.

- The present War Memorial Hall is old and does not conform to parking set backs and I believe sewer has required in our bylaw. I would hate to lose such a facility.
- In private hands the community has very little control of this land in the heart of Errington.
- at a \$23000 per residence this is an investment in our future development.
- In private hands this could open up competition for our existing facilities with no controls.
- I would estimate that there is a \$600,000 value in land and buildings. if in the future we feel we don't want or need it sell it then with full community awareness.
- I would personally like to bid on it if it comes up for sale.
- We should also apply for the Crown lots.

Name: W.T.S. Williams.

Address: 980 P. H. Rd
Qualicum.

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

PAGE

42

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

1st round at \$150,000 IS A HELL OF
A DEAL EVEN IF THE BUILDING
NEEDS TEARING DOWN

THIS PROPERTY

IS ZONED

T1

Name:

DAEMAR LOOY

Address:

1019 ERRINGTON RD.

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

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43

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

No Purchase of
Errington School please!

No park beside an existing
Sawmill

Name:

V. Blood

Address:

1249 Winchester
Qualicum

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

PAGE
444

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

My children have been at EES for the last 10 years and our feeling is that the building is in too much disrepair to consider buying. I am not prepared to pay for the purchase, repair and upkeep of a building that has no use. There is a community hall already, a new school where facilities are available.

Name: Kearne Domovich
PAC Chair of
EES

Address:
1300 Leffler Road
Errington

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

PAGE

45

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

| |
|---|
| I am ⁱⁿ favour of purchasing |
| the old school |
| and asking the govt to |
| sell the other lots for a \$1. |
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| | |
|----------------------------------|--------------------------------------|
| Name: <i>Alc. [Signature]</i> | Address: <i>1019 Errington Rd</i> |
|----------------------------------|--------------------------------------|

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

- I approve the purchase of this property. Not only is it a ~~lot~~ good value for property in the Errington village centre but we are looking toward the future as well as the present and this is a valuable piece of land to keep in the community.
- This would also be a revenue generating opportunity for the community.
- This would be the only piece of RDN parkland in Errington at the time, something to think about.
- With all the history that this property represents and the little that it would cost to purchase and maintain it, it would be sad to see it not purchased by the RDN.
- ~~that~~ The memorial oak tree planted in front of the school is definitely a heritage site and having a 1.75 acre park around it seems appropriate for now and the future.

| | |
|-----------------------|--|
| Name: Barb Mansell | Address: 1375 Kuperick Rd Errington. |
|-----------------------|--|

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

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49

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

I am totally in favour of purchasing the old Errington School. This would be an investment in our future. Prime land for under \$10.00 per 100,000. Try and get that 20 years from now. The fact that all of the \$150,000.00 goes directly back into area F makes this the best deal Area F is going to see in a long time. An extremely good value for our dollars!!!

Name:

Angie Carlyle

Address:

Bx 341
Errington.

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

PAGE

50

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

I AM TOTALLY IN FAVOUR OF purchasing the Old Errington School and turning it into an RDN Area F Parks and Recreation Facility - I am also prepared to volunteer as a Committee Member on any Committee formed to manage this facility.

Reg

Name:

REG Nosworthy
Tranquility Woods Cabins

Address:

2080 Errington Road
Errington, BC
V0R-1V0

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

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51

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

I have lived in this district for 39 years and my children attended FCES and still do. I know how much money it costs to keep an old school going and EES has sat for too long and was closed for a reason. It is a run down tired old building not worth purchasing and my family is not in favor of the purchase. I will not support this in any way. I'm sure we can spend our money more efficiently.

| | |
|---|----------|
| Name: LORI MURPHY 2495 Grafton Ave COOMBS | Address: |
|---|----------|

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

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62

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. PLEASE PRINT.

A technical building inspection should be undertaken to evaluate upgrading costs.

A business plan should determine the future uses, income, expenses, maintenance, etc for the facility.

If the costs fall in line I am in favour of the purchase.

| | |
|----------------------|---|
| Name: Trevor Wick | Address: 1246 Midway Rd Errington |
|----------------------|---|

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

PURCHASE OF OLD ERRINGTON SCHOOL

The Regional District of Nanaimo (RDN) is considering the purchase of the old Errington School from School District No. 69. Your comments are requested to help the RDN make its final decision about the purchase. **PLEASE PRINT.**

The purchase of the school would be such a big mistake.

I know the school needs tens of thousands of dollars of repair work.

The cost to the tax payer to maintain this property is not feasible. We have a small community hall that is big enough for a rural setting. We also have a new elementary school and gym which is available to ~~the~~ groups.

The school is also beside a mill. I would never want the children in our community to be subjected to such a horrible area to play.

Name:

Teresa Klemm

Address:

2120 Parkway
Place, Errington

Please deposit your comment sheet in the provided box by the end of this meeting.

THANK YOU FOR YOUR COMMENTS!

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55

Connelly, Neil

From: Beetstra, Marion
Sent: Monday, February 10, 2003 8:21 AM
To: Lapham, Bob; Connelly, Neil
Subject: FW: The purchase of the old Errington school by the RDN

-----Original Message-----

From: Trevor & Eileen Wicks [mailto:tewicks@island.net]
Sent: Sunday, February 09, 2003 12:51 PM
To: Beetstra, Marion; Director Joe Stanhope; Director Lou Biggerman
Subject: The purchase of the old Errington school by the RDN

Trevor Wicks

P.O. Box 196 Errington

V0R 1V0 258 9824

Feb 9th 2003

Re: The purchase of the old Errington school by the RDN

Points to consider.

Before an informed decision can be made on the purchase of the school there are several fundamental steps that should be undertaken.

1. **Site survey**The south end of the school appears to be built on the crown land, which is not for sale. The septic disposal field could also be located on the adjoining property. ... The minimum required setbacks might not comply on the East side of the building.
2. **Detailed building inspection** Determine the condition of the structure, and the estimated cost of bringing the building to satisfactory condition for RDN / insurance / safety / building code/ electrical / fire / health/ etc. The school board does not have the funding in place to repair the building.
3. **Health inspection** ... The sewage disposal field may be classified as Failed. ...The well may be less than the minimum required distance from the septic field across the road. Water treatment may be required Asbestos and mold may be a problem in the building.
4. **Business Plan** ... Some planning should be done to determine the costs / revenues / uses / operations / management and maintenance of the facility.
5. **Other options** Could other uses of the school in addition to Area F recreation be considered, to supplement the work and costs.

My conclusion is that a small committee should be set up from the community to make recommendations to the RDN board based on the above considerations.

The school should not be sold to private enterprise unless there is no other option.

.... Trevor Wicks

PAGE
5/6



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| REGIONAL DISTRICT OF NANAIMO | |
| FEB 17 2003 | |
| CHAIR | GMDS |
| CAG | GMDS |
| GMDS | GMES |
| | CON ✓ |

MEMORANDUM

TO: Neil Connelly
General Manager, Community Services

DATE: February 13, 2003

FROM: Christina Thomas
Senior Planner, Community Services

FILE: 6780 30

SUBJECT: REGIONAL GROWTH STRATEGY FUNCTION
ELECTORAL AREA 'B' PARTICIPATION

PURPOSE

To reconsider the participation of Electoral Area 'B' in the Regional Growth Strategy function.

BACKGROUND

The Regional Growth Strategy function was created in the early 1990's to respond to the Board's directive to address residents' concerns about the impacts of growth in the region by developing a regional strategy to coordinate and manage regional population growth and development. A regional approach was deemed appropriate in recognition of the fact that the impacts of growth cross municipal and electoral boundaries and better correspond to a regional area. Initially it was thought that such a strategy would apply to the entire region, including Electoral Area B. However, during the preparation of the regional growth strategy the Province adopted the *Growth Strategies Act* and made concurrent changes to the *Islands Trust Act* that specified that regional growth strategies prepared by regional districts would not apply to the Trust Area. It was thought that the Trust and regional districts should be able to achieve an equivalent level of planning and service coordination using the coordination agreements that are authorized in the *Islands Trust Act*. Consequently the regional growth strategy bylaw that was adopted by the RDN Board in 1997 did not apply to Electoral Area B. As a result there has been discussion since that time regarding whether the Electoral Area should continue to participate in the function. More recently, the issue came up as a part of the restructure study for the Electoral Area.

All of the member municipalities and electoral areas in the region (including Electoral Area B) have participated in the Regional Growth Strategy function since its inception. As participants in the function each member municipality and electoral area has annually contributed funding to the function proportionate to the value of property in the jurisdiction. As a participant in the function each member municipality and electoral area has also been entitled to vote on decisions about the regional growth strategy, with one exception. Since the regional growth strategy bylaw that was developed does not apply to Electoral Area B, the Electoral Area B representative on the RDN Board has voted only on Regional Growth Strategy matters that do not pertain to the regional growth strategy bylaw. For example, the Electoral Area B representative has only been participating in votes about such things as special studies, implementation agreements, and regional growth strategy monitoring, but not about whether or not to grant a reading to or adopt a regional growth strategy bylaw.

The Regional Growth Strategy function has three key roles:

- to create, maintain and review a regional growth strategy for the region that promotes human settlement that is socially, economically and environmentally healthy and makes efficient use of public facilities, services, land and other resources;
- to support the implementation of the regional growth strategy by: [1] completing special studies about topics related to growth management and sustainable development, [2] facilitating dialogue between all levels of government about growth issues that span jurisdictional boundaries, and [3] developing implementation agreements to coordinate regional growth strategy implementation activities; and
- to monitor the implementation of the regional growth strategy and progress towards the attainment of regional growth strategy objectives.

The RDN Board may exclude Electoral Area B from the Regional Growth Strategy function by resolution. The *Local Government Act* does not require an establishing bylaw to establish the service area or function funding provisions for services related to the preparation and administration of a regional growth strategy.

ALTERNATIVES

1. To continue to include Electoral Area B in the Regional Growth Strategy function.
2. To exclude Electoral Area B from the Regional Growth Strategy function.

FINANCIAL IMPLICATIONS

1. Electoral Area B would continue to fund a portion of the Regional Growth Strategy function.
2. The 2003 requisition for the Regional Growth Strategy function will be reduced by \$8247, Electoral Area B's share of the requisition. The requisition reduction can be accommodated this year with the budget surplus from 2002 and minor adjustments to the 2003 work program.

GROWTH MANAGEMENT IMPLICATIONS

Irrespective of whether Electoral Area 'B' participates in the Regional Growth Strategy function the regional growth strategy bylaw will not apply to it, since the Provincial legislation does not allow it. Electoral Area 'B' will indirectly benefit from the Regional Growth Strategy as it is a functional part of the region, despite its relationship with the Islands Trust.

SUMMARY

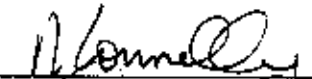
The regional growth strategy does not apply to Electoral Area 'B' because it is comprised of several islands in the Trust Area (i.e. Gabriola, Decourcey, Mudge), and the Islands Trust is responsible for the long term strategic planning for islands in the Trust Area pursuant to the *Islands Trust Act*. Since a key component of the function, the regional growth strategy, does not apply to Electoral Area B the area may be excluded from the function.

RECOMMENDATION

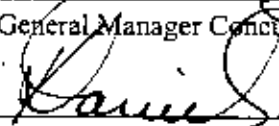
That Electoral Area B be excluded from the Regional Growth Strategy function.



Report Writer



General Manager Concurrence



CAO Concurrence



| | |
|------------------------------|-------|
| REGIONAL DISTRICT OF NANAIMO | |
| FEB 18 2003 | |
| CHAIR | GMCRS |
| CAO | GMDS |
| CMES | CMES |
| DATE: _____ | |

MEMORANDUM

TO: Neil Connelly
General Manager, Community Services

FROM: Christina Thomas
Senior Planner, Community Services

SUBJECT: GROWTH MANAGEMENT PLAN REVIEW
COMPLETION PHASE TERMS OF REFERENCE & CONSULTATION PLAN

PURPOSE

To obtain approval for Terms of Reference and a Consultation Plan to complete the Growth Management Plan Review.

BACKGROUND

Terms of Reference and a Consultation Plan for the completion of the Growth Management Plan Review are provided (see Attachment 1) for consideration of approval in response to the October 8, 2002 Board decision to repeal the 1st and 2nd reading it had granted "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309" and to refer it back to staff for further public consultation. This report also follows up on the RDN Board resolution of January 14, 2003, "that staff prepare a report on the status and plans for the Growth Management Plan Review and the number of applications which are pending completion of the Review".

There are relatively few outstanding issues to resolve related to the new draft regional growth strategy, "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309". Outstanding issues include those raised by the City of Parksville in the formal referral of the Bylaw (i.e. the urban containment boundary and the municipal boundary), and any issues the Town of Qualicum Beach might have (which are unknown at this point given that the Town did not consider the acceptance of the Bylaw last fall). The policy direction concerning the development of Block 564 in the Nanoose Land District is no longer an issue since an application has been made to develop the land based on the existing regional growth strategy, "Regional District of Nanatmo Growth Management Plan Bylaw No. 985.01," and meetings have been held to solicit public feedback about the proposed development as a part of the development application process.

The Terms of Reference and Consultation Plan provided for consideration establish a six-step process that would take approximately three to six months to complete the Growth Management Plan Review. The six steps and the projected date for each step are outlined in the table below:

| # | Step | Projected Date |
|----|---|-----------------------|
| #1 | Update draft regional growth strategy bylaw. | March 12 - April 1/03 |
| #2 | RDN Board grants RGS bylaw 1st and 2nd reading and advances it to public hearing | April 8/03 |
| #3 | Public information session about RGS bylaw | April 23 & 24/03 |
| #4 | Public hearing about RGS bylaw | April 29 & 30/03 |
| #5 | Referral of RGS Bylaw to member municipalities and adjacent regional districts for consideration of acceptance & all parties accept | May 1 - June 1/03 |
| #6 | RDN Board grants RGS bylaw 3rd reading and adopts it | June 10/03 |

The Terms of Reference and Consultation Plan provided would constitute an amendment to the Terms of Reference approved by the RDN Board in January 2001.

History

The RDN initiated the review of its current regional growth strategy, "Regional District of Nanaimo Growth Management Plan Bylaw No. 985.01", in January of 2001, with the approval of Terms of Reference (including a Consultation Plan) for the project.

In accordance with the approved Terms of Reference and Consultation Plan, a four phase planning process was undertaken between January of 2001 and October of 2002 to consider what, if any, changes should be made to the existing regional growth strategy. The process culminated in the development of a revised regional growth strategy bylaw, "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309, 2002", which was never adopted. The Bylaw was granted 1st and 2nd reading on July 9, 2002, and then on August 9, 2002, the 1st and 2nd readings for the Bylaw were repealed, the Bylaw was amended, and the amended Bylaw was granted 1st and 2nd reading. Following that, a public hearing was conducted about the Bylaw (on September 11 and 12, 2002), and the Bylaw was referred to the RDN member municipalities and adjacent regional districts for consideration of acceptance (on September 13, 2002). The Bylaw was formally accepted by the City of Nanaimo, the Comox Strathcona Regional District, the Alberni Clayquot Regional District and the Cowichan Valley Regional District. The City of Parksville refused to accept the Bylaw based on three issues, all related to the Urban Containment Boundary and the municipal boundary. The Town of Qualicum Beach did not consider acceptance of the Bylaw. On October 8, 2002 1st and 2nd reading of the Bylaw was repealed.

Growth Management Plan Review – Development Applications Relationship

It is anticipated that there are a number of property owners that are awaiting the outcome of the Growth Management Plan Review as the revised regional growth strategy considered by the RDN Board last fall included provisions that established new, additional development potential on some lands. Specifically, the revised regional growth strategy designated additional industrial areas in Electoral Area A. Until the Growth Management Plan Review is complete and the RDN Board confirms its policy direction through the adoption of a revised regional growth strategy bylaw potential and proposed industrial developments on these lands cannot go forward, as they are inconsistent with the current regional growth strategy for the region, "Regional District of Nanaimo Growth Management Plan Bylaw No. 985.01".

The Growth Management Plan Review is not holding up any applications to exclude land from the Agricultural Land Reserve. All applications to exclude land from the ALR are being forwarded directly to the Province for a decision with no RDN position of support or opposition, based on the RDN Board's December 2002 directive.

ALTERNATIVES

1. To approve the Terms of Reference for the Completion Phase of the Growth Management Plan Review as presented.
2. To direct staff to make amendments to the Terms of Reference for the Completion Phase of the Growth Management Plan to respond to specific identified issues for the RDN Board's consideration.

FINANCIAL IMPLICATIONS

The budget allocated for the Growth Management Plan Review was completely expended in 2001 and 2002, in accordance with the Terms of Reference approved by the Board for the project in January of 2001. Approximately \$12,600, plus staff time, is required to complete the Growth Management Plan Review. A budget of this amount is required to post up-to-date information about the project on the RDN web site, publish advertisements about public events in newspapers, rent facilities for public events, and communicate with the project mailing list. On February 11, 2002, the Board approved the reallocation of existing staff time and financial resources among the Regional Development Services program components to provide the necessary resources to the Growth Management Plan Review Completion Project.

INTERGOVERNMENTAL IMPLICATIONS

The Terms of Reference and Consultation Plan provided for consideration of approval are based on the assumptions that there are relatively few outstanding issues that require resolution and that these outstanding issues can be resolved in a short period of time. City of Parksville issues and Town of Qualicum Beach issues would be the focus of the remainder of the project.

PUBLIC CONSULTATION IMPLICATIONS

The Terms of Reference and Consultation Plan provided for consideration of approval establish a process to obtain additional public input about a newly revised regional growth strategy bylaw, pursuant to the Board's directive. The Consultation Plan fulfills the requirements of the *Local Government Act* and the current RDN consultation policy, "Coordinated Public Consultation/Communications Framework".

SUMMARY

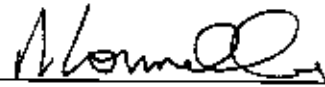
Terms of Reference and a Consultation Plan are provided for consideration of approval in response to the October 8, 2002 RDN Board decision to repeal the first and second reading it had granted "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309" (see Attachment 1). They establish a focused approach to completing the project that would require approximately three to six months, and provide an approach to resolve the relatively few remaining issues in a short period of time.

RECOMMENDATION

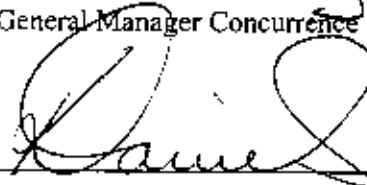
That the Terms of Reference and Consultation Plan for the Growth Management Plan Review Completion Phase be approved, as an amendment to the original terms of reference approved for the project in January of 2001.



Report Writer



General Manager Concurrence



CAO Concurrence



REGIONAL
DISTRICT
OF NANAIMO

**Growth Management Plan Review
Completion Phase**

2003

Terms of Reference and Consultation Plan

APPROVED BY THE REGIONAL DISTRICT OF NANAIMO BOARD ON _____

PAGE
62

1.0 INTRODUCTION

The Regional District of Nanaimo (RDN) Board initiated the review of its current regional growth strategy, "Regional District of Nanaimo Growth Management Plan Bylaw No. 985.01", in January of 2001, with the approval of Terms of Reference and a Consultation Plan for the project.

A four phase planning process was undertaken between January of 2001 and October of 2002 to consider what, if any, changes should be made to the existing regional growth strategy. The process culminated in the development of a revised regional growth strategy bylaw, "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309, 2002", which was never adopted. The Bylaw was granted first and second reading on July 9, 2002, and then on August 13, 2002, the first and second readings for the Bylaw were repealed, the Bylaw was amended, and the amended Bylaw was granted first and second reading. Following that, a public hearing was conducted about the Bylaw on September 11 and 12, 2002, and the Bylaw was referred to the RDN member municipalities and adjacent regional districts for consideration of acceptance on September 13, 2002 pursuant to section 857 of the *Local Government Act*. The City of Nanaimo, the Comox Strathcona Regional District, the Alberni Clayquot Regional District, and the Cowichan Valley Regional District formally accepted the Bylaw. The City of Parksville refused to accept the Bylaw based on three issues related to the Urban Containment Boundary and the municipal boundary. The Town of Qualicum Beach did not consider acceptance of the Bylaw. On October 8, 2002, the RDN Board repealed the first and second reading it had granted "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309" on August 13, 2002, and referred the Bylaw back to staff for further public consultation.

Since the Terms of Reference and Consultation Plan approved by the RDN Board in January of 2001 did not provide for the additional public consultation directed by the RDN Board on October 8, 2002, this supplementary Terms of Reference (and Consultation Plan) was prepared for an additional Completion Phase of the Growth Management Plan Review. They constitute an amendment to the Terms of Reference (and Consultation Plan) for the Growth Management Plan Review approved by the RDN Board in January 2001.

2.0 PURPOSE

The purposes of the Growth Management Plan Review Completion Phase are:

- to resolve the outstanding issues related to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309";
- to provide an opportunity for the public to comment about "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309"; and
- to consider the adoption of a new regional growth strategy.

Outstanding issues related to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309" include the following issues raised by the City of Parksville in their October 9, 2002 letter to the RDN:

- "The City objects to Policy 1A as it applies to the City because this Urban Containment Boundary established within the Strategy does not recognize the City's submission for a revised Urban Containment Boundary for reasons stated in its April 11th submission";
- "The City is in disagreement with Policy 1D as it applies to the City, for the reason that it does not acknowledge the Municipal Boundary Plan Study which was completed for consideration with the original Regional Growth Management, but which was never considered";
- "The City is in disagreement with Policy 1E and is not willing to have the policy included in the Study without the amendment to the Fringe Area Agreement for the reason that developments of this density and ones which are to become urban should be subject to the terms and

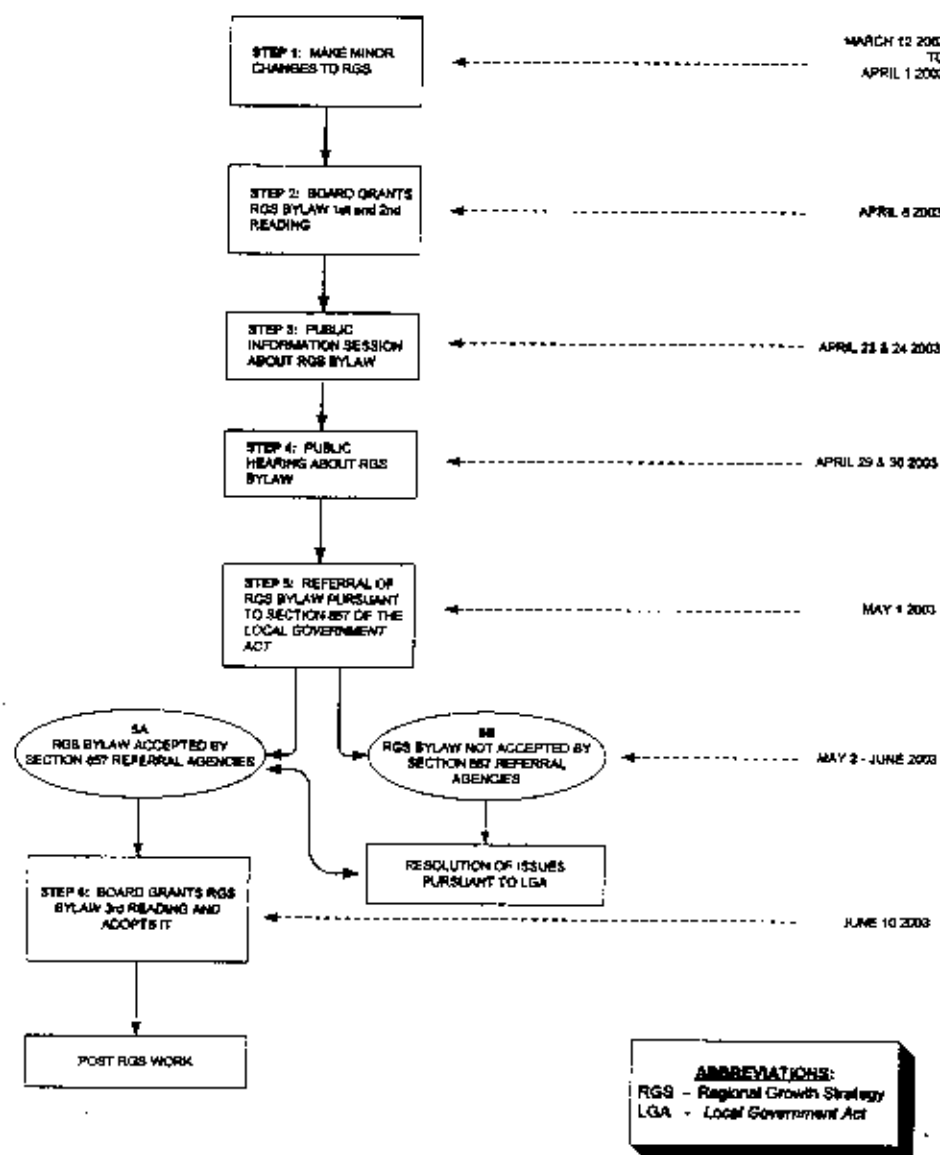
provisions of the Fringe Area Agreement and also that this specific policy should recognize that this amendment would trigger the provisions of the Fringe Area Agreement”.

The Town of Qualicum Beach may have some outstanding issues with the Bylaw that require resolution; however these issues have not been formalized as the Town's Council did not consider the acceptance or refusal of the Bylaw.

3.0 METHOD

A six-step process will be undertaken to complete the Growth Management Plan Review, as described below and illustrated in Figure #1 (Growth Management Plan Review Completion Phase).

Figure #1: Growth Management Plan Review Sequence of Events



STEP #1: MAKE MINOR CHANGES TO THE DRAFT REGIONAL GROWTH STRATEGY (Projected date: MARCH 12, 2003 - APRIL 1, 2003).

RDN staff will make minor amendments the draft regional growth strategy to respond to issues described in Section 2 of the Terms of Reference.

STEP #2: RDN BOARD CONSIDERATION OF DRAFT REGIONAL GROWTH STRATEGY BYLAW FOR FIRST AND SECOND READING AND ADVANCEMENT TO PUBLIC HEARING (Projected date: APRIL 8, 2003)

The RDN Board will consider granting the draft regional growth strategy 1st and 2nd reading and advancing it to a public hearing.

STEP #3: PUBLIC INFORMATION SESSION ABOUT REGIONAL GROWTH STRATEGY BYLAW THAT HAS RECEIVED FIRST AND SECOND READING (Projected date: April 23 & 24, 2003)

RDN staff will conduct a public information session about the regional growth strategy bylaw. The public information session is not a requirement of the *Local Government Act*.

The purposes of the public information session are to:

- provide an additional opportunity for the public to obtain information about the regional growth strategy in bylaw form, as it will be considered at the public hearing about the bylaw,
- to help the public make informed submissions at the public hearing; and
- to answer any questions the public may have about the bylaw before the public hearing, since public hearings are not designed to answer questions.

Members of the public do not need to attend the information session to acquire this clarification about the bylaw; they may speak to RDN staff assigned to the project in person or via telephone to obtain this information at any time after the RDN Board has granted the bylaw 1st and 2nd reading.

The information session will be conducted a total of two times, one time in the southern half of the region (to target the residents of the City of Nanaimo, and Electoral Areas A, C, and D) and one time in the northern half of the region (to target the residents of the City of Parksville, the Town of Qualicum Beach, and Electoral Areas E, F, G and H).

STEP #4: DELEGATION OF REGIONAL DISTRICT OF NANAIMO BOARD CONDUCTS PUBLIC HEARING ABOUT REGIONAL GROWTH STRATEGY BYLAW THAT HAS RECEIVED FIRST AND SECOND READING (Projected date: APRIL 29 & 30, 2003).

A delegation of the RDN Board will conduct a public hearing about the regional growth strategy bylaw pursuant to section 855 of the *Local Government Act*.

The purpose of the public hearing is to provide an opportunity for individuals and organizations to make their views known regarding the regional growth strategy, for the official record. Members of the public do not have to present themselves in person at the public hearing to make their views known; they can communicate their views in a written submission to the public hearing or have someone else represent them at the public hearing. Submissions to the public hearing must be received prior to the close of the public hearing.

Half of the public hearing will be conducted in the southern half of the region (to target the residents of the City of Nanaimo, and Electoral Areas A, C, and D) and half of it will be conducted in the northern half of the region (to target the residents of the City of Parksville, the Town of Qualicum Beach, and Electoral Areas E, F, G and H).

A report will be prepared regarding the public hearing submissions, pursuant to the *Local Government Act* requirements. The report will be submitted to the RDN Board for information. This report will be made available on the RDN web site (on the Growth Management Plan Review Project page and on the

Board Agenda section as a part of the Board agenda when the Board deals with it) and at the RDN Administration offices, free of charge. Copies of this report will be mailed to individuals upon request, should download from the RDN web site or pick up at the RDN office not be convenient for the individual.

STEP #5: REFER REGIONAL GROWTH STRATEGY BYLAW TO REGIONAL DISTRICT OF NANAIMO MEMBER MUNICIPALITIES AND ADJACENT REGIONAL DISTRICTS FOR CONSIDERATION OF ACCEPTANCE, AND REFER THE REGIONAL GROWTH STRATEGY BYLAW TO THE MINISTER OF COMMUNITY, ABORIGINAL AND WOMEN'S SERVICES FOR INFORMATION (Projected date: MAY 1, 2003).

The RDN will refer the regional growth strategy bylaw to its member municipalities and adjacent regional districts for consideration of acceptance pursuant to section 857 of the *Local Government Act*. This section states, "before it is adopted, a regional growth strategy must be accepted by the affected local governments or, failing acceptance, become binding on the affected local governments under section 860(6)". The RDN will also refer the regional growth strategy bylaw to the Minister of Community, Aboriginal and Women's Services for information, pursuant to the *Local Government Act*.

The referral will take place the day after the public hearing is conducted about the bylaw and before the RDN Board considers granting the bylaw third reading and adopting it, pursuant to Section 855 of the *Local Government Act*.

RDN staff will be available to attend the council meetings of the RDN member municipalities and the Board Meetings of the adjacent regional districts, upon the request of any municipality or regional district, for the purpose of explaining the bylaw and answering any questions the Councils or Boards may have about the bylaw.

Although a maximum of 120 days must be provided to the member municipalities and adjacent regional districts to respond to the referral, the parties will be requested to respond to this referral in the much shorter time frame of 33 days, between May 2, 2003 and June 4, 2003.

The member municipalities and adjacent regional districts that are referred the regional growth strategy bylaw must review the regional growth strategy in the context of any official community plans and regional growth strategies in their jurisdictions, both those that are current and those that are in preparation, and in the context of any other matters that affect its jurisdiction. The member municipalities and adjacent regional districts must pass a resolution to either accept the regional growth strategy bylaw or refuse to accept the regional growth strategy bylaw. Should a jurisdiction decide to refuse to accept the regional growth strategy bylaw it must indicate, by resolution, each provision to which it objects, the reasons for its objections, and whether it is willing that a provision to which it objects be included in the regional growth strategy on the basis that the provision will not apply to its jurisdiction.

STEP #6: AFTER THE REGIONAL GROWTH STRATEGY BYLAW HAS BEEN ACCEPTED BY RDN MEMBER MUNICIPALITIES AND ADJACENT REGIONAL DISTRICTS, RDN BOARD CONSIDERATION OF 3RD READING AND ADOPTION OF REGIONAL GROWTH STRATEGY BYLAW (Projected date: June 10/03).

RDN staff will forward the regional growth strategy bylaw to the RDN Board for consideration of third reading and adoption after confirmation has been received that all of the member municipalities and adjacent regional districts have accepted the bylaw. The bylaw may be granted third reading and adopted at the same time.

AFTER THE GROWTH MANAGEMENT PLAN REVIEW IS COMPLETE....

Once the RDN Board has completed the Growth Management Plan Review RDN staff will advance measures to raise public awareness about the regional growth strategy. An advertisement will be

placed in local newspapers and on the RDN web site to inform individuals about the applicable regional growth strategy for the region. The regional growth strategy will be made available on the RDN web site and at the RDN offices.

4.0 CONSULTATION PLAN

The Growth Management Plan Review Completion Phase includes a three tiered consultation program: [1] consultation with the public; [2] consultation with governmental agencies whose concurrence with the bylaw is required prior to its adoption; and [3] consultation with organizations whose concurrence with the bylaw is not required prior to its adoption. The Consultation Plan satisfies the *Local Government Act* requirement for the RDN Board to adopt a consultation plan for the development or review of a regional growth strategy. In addition, the provisions regarding consultation with the public satisfy the consultation policy approved by the RDN Board in October of 2000, the "Coordinated Public Consultation/Communication Framework". The Consultation Plan constitutes an amendment to the existing Consultation Plan for the Growth Management Plan Review adopted by the RDN Board in January of 2001.

4.1 PLAN FOR CONSULTATION WITH THE PUBLIC

4.1.1. Objectives

The objectives of the public consultation program are:

- ✓ to inform the public about proposed changes to the regional growth strategy; and
- ✓ to provide an opportunity for the interested members of the public to make their views known regarding the proposed changes to the regional growth strategy.

4.1.2. Components

The public consultation program for the Growth Management Plan Review Project Completion Phase includes a web site, an information counter, a mailing list, a public information session, a public hearing, and advertisements, as described below.

4.1.2.1 Web Site

The Growth Management Plan Review Project web site, located on the RDN web site at http://www.rdn.bc.ca/growth_mgmt/new_gmp_review_new.asp, will continue to be maintained as an online information repository about the Project. Residents will be encouraged to obtain information about the project from this web site to save paper, postage and photocopying costs.

The Growth Management Plan Review Project web site presently includes the following information items about the first four phases of Project work:

- the Terms of Reference (which includes a Consultation Plan) for the first four phases of the Growth Management Plan Review;
- technical reports about the region's population and demographics, the development capacity of the region in terms of current official community plan and zoning designations, environmental protection opportunities, economic development opportunities, village centre development, etc;
- staff reports to the RDN Board that provide updates about the project and information about the development of the new regional growth strategy bylaw;
- previous draft regional growth strategy bylaws considered by the RDN Board;
- advertisements about public events;

- news releases about the status of the Project and Project events; and
- reports that document public feedback obtained at Project public events.

Other sections of the RDN web site include additional relevant information such as the agendas and minutes for RDN Board and Committee of the Whole Meetings, 2001 population statistics for the electoral areas and municipalities of the RDN, and implementation agreements between the RDN, its member municipalities and the Provincial government regarding various aspects of regional growth strategy implementation.

The following items will be placed on the web site regarding Completion Phase work, as they become available:

- the Terms of Reference the RDN Board approves for the Growth Management Plan Review Completion Phase;
- RDN staff reports to the Board about the Growth Management Plan Review,
- advertisements for public events conducted as a part of the Growth Management Plan Review,
- news releases about the Growth Management Plan Review,
- the updated regional growth strategy that is being considered by the Board.

RDN staff may be contacted by telephone for assistance in locating particular items on the web site if necessary.

4.1.2.2 Information Counter

For those individuals that do not have access to the Internet, the information that is available on the Growth Management Plan Review Project web site will also be available for public viewing at the RDN Administration Office in Nanaimo at 6300 Hammond Bay Road.

Additionally, the Community Services Senior Planner will be available during regular office hours, either in person at the RDN Administration office in Nanaimo at 6300 Hammond Bay Road, or via telephone (390-6510, 954-3798, 1-877-607-4111), to answer questions about the Project and associated documents throughout the Project.

4.1.2.3 Mailing List

The Mailing List was established at the beginning of the Project, in 2001, for the purpose of establishing a database of individuals and organizations interested in receiving updates about the Growth Management Plan Review Project. Members of the Mailing List were sent approximately eight Project updates via regular mail during the first four phases of the Project. The Mailing List presently includes approximately 500 individuals, of which approximately 350 are members of the public. RDN staff will include any member of the public on the List upon the specific request of the individual.

Members of the Mailing List will be sent, via regular mail, Project updates about the status of the Project and opportunities to provide feedback about the regional growth strategy. It is anticipated that approximately six updates will be sent to Mailing List during this phase of the project, as follows:

| # | Purpose of Update | When |
|---|---|--|
| 1 | To inform List members about Board approval of Growth Management Plan Review Completion Phase Terms of Reference and Consultation Plan | Step #1 |
| 2 | To inform List members that RDN Board granted regional growth strategy bylaw 1 st and 2 nd reading and to provide information regarding the information session and public hearing dates and locations. | After Step #2 and before Steps #3 & #4 |
| 3 | To inform List members regarding the results of the public hearing | After Step#5 |
| 4 | To inform List members about the adoption of the regional growth strategy bylaw. | After Step #6 |

4.1.2.5 Public Information Session (Step 3)

A public information session will be conducted as Step 3 of the Growth Management Plan Review Completion Phase, after the RDN Board has granted the bylaw first and second reading and one week before it conducts the public hearing about the bylaw.

The purpose of the public information session is to provide an additional opportunity for the public to obtain information about changes to the regional growth strategy in bylaw form, as they will be considered at the public hearing about the bylaw, to the public to help the public make informed submissions at the public hearing; and to answer any questions the public may have about the bylaw before the public hearing, since public hearings are not designed to answer questions. Members of the public may also speak to RDN staff assigned to the project in person or via telephone to obtain this information.

The public information session will be conducted a total of two times:

- one time in the southern half of the region (to target the residents of the City of Nanaimo, and Electoral Areas A, C and D); and
- one time in the northern half of the region (to target the residents of the City of Nanaimo, the City of Parksville, and Electoral Areas E, F, G and H).

Residents may attend the event in one or both locations.

The public information session will not be conducted during the months of July, August or December; nor will it be conducted during a weekend that includes a statutory holiday. The public event will be conducted on a weeknight or a weekend day.

4.1.2.6 Public Hearing (Step 4)

A public hearing will be conducted as Step 4 of the Growth Management Plan Review Completion Phase.

The purpose of the public hearing is to provide an opportunity for individuals and organizations to make their views known regarding the regional growth strategy bylaw. The Local Government Act requires that the public hearing be conducted after the bylaw has been granted 1st and 2nd reading and before the bylaw is referred to the member municipalities and adjacent regional districts and the bylaw is granted 3rd reading.

Half of the public hearing will be conducted at a location in the southern half of the region (to target the residents of the City of Nanaimo, and Electoral Areas A, C and D) and half of it will be conducted at a location in the northern half of the region (to target the residents of the City of Nanaimo, the City of Parksville, and Electoral Areas E, F, G and H).

Residents may attend the public hearing in one or both locations.

The public hearing will not be conducted during the months of July, August or December; nor will it be conducted during a weekend that includes a statutory holiday. The public hearing will be conducted on a weeknight or a weekend day.

4.1.2.7 Advertisements

Advertisements will be published to inform the public about the public information session (Step #3), and the public hearing (Step #4) in advance of each of the events.

Advertisements will be placed only in newspapers that are distributed free of charge and have a regional market that roughly corresponds to the RDN area.

4.2 PLAN FOR CONSULTATION WITH MEMBER MUNICIPALITIES

4.2.1 Objectives

The objectives of consultation with member municipality and electoral area elected officials and staff are:

- ✓ to understand issues about possible changes to the regional growth strategy; and
- ✓ to collaborate in the development of possible changes to the regional growth strategy to respond to the identified issues.

4.2.2 Components

4.2.2.1 Meetings

RDN staff and or elected officials will meet with member municipality staff and or elected officials as many times as necessary to discuss issues related to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309" and to develop appropriate solutions to address the issues.

4.2.2.2 Mailing List

All member municipality councilors will be included on the Growth Management Plan Review Project Mailing List, and will receive the updates described in Section 4.1.2.3.

4.2.2.3 Press Releases

Press releases will be mailed to all member municipality councilors upon release.

4.2.2.4 Referral of Regional Growth Strategy Bylaw

Member municipality councils will be asked to accept the regional growth strategy bylaw as Step #5 of the project.

4.3 PLAN FOR CONSULTATION WITH FIRST NATIONS, IMPROVEMENT DISTRICT BOARDS, GREATER BOARDS, SCHOOL DISTRICT BOARDS, THE PROVINCIAL AND FEDERAL GOVERNMENT AND THEIR AGENCIES

4.3.1 Objectives

The objective of the program to consult with First Nations, Improvement District Boards, Greater Boards, School District Board, and the Provincial and Federal government and their agencies are:

- ✓ to inform them about proposed changes to the regional growth strategy; and
- ✓ to provide an opportunity for them to make their views known regarding the proposed changes to the regional growth strategy.

4.3.2 Components

4.3.2.1 Mailing List

The Growth Management Plan Review Project Mailing List presently includes individuals that are in key elected and staff positions for RDN area First Nations, Improvement District Boards, Greater Boards, School District Boards, and the senior government agencies represented on the Intergovernmental Advisory Committee.

As members of the Mailing List the organizations will receive the same updates as the members of the public that are on the list receive, described above in section 4.1.2.3.

4.3.2.2 Press Releases

RDN staff will mail press releases to RDN area First Nations, Improvement District Boards, Greater Boards, and School District Boards and the senior government agencies represented on the intergovernmental Advisory Committee.

4.3.2.3 Meetings

RDN staff will meet with RDN area First Nations, Improvement District Boards, Greater Boards, School District Boards, and the Provincial and Federal government and their agencies, upon their request to discuss any aspect of the Growth Management Plan Review or regional growth strategy bylaw.

4.4 OUTCOME

The outcome of the project is a Board decision to either adopt a new, revised regional growth strategy bylaw or to retain the existing regional growth strategy bylaw ("Regional District of Nanaimo Growth Management Plan Bylaw No. 985.01").

4.5 BUDGET/RESOURCES

A total budget of approximately \$12,600 is required to complete the consultation components of the project, as detailed in Section 5.0 (Budget) of this Terms of Reference. The Community Services Senior Planner will be assigned to the project on a full time basis as needed until the project is complete, or the RDN Board provides alternative direction.

5.0 BUDGET

A budget of \$12,600 is required to complete the Growth Management Plan Review as outlined in this Terms of Reference. The budget is allocated as follows:

| Type of Expense | Item | Projected Amount (\$) |
|-------------------|--|-----------------------|
| Advertising | Publish ad in newspapers to inform public about RGS Bylaw Information Session (Step 3) (4 x \$500) | 2000 |
| | Publish ad in newspapers to inform public about RGS Bylaw Public Hearing (Step 4) (4 x \$500) | 2000 |
| | Publish ad in newspapers to inform public about adoption of RGS Bylaw (2 x \$500) | 1000 |
| | Contingency to publish extra ads in newspapers (2 x \$500) | 1000 |
| Building Rentals | RGS Bylaw Information Session (Step 7) (2 hall rentals x \$500) | 1000 |
| | RGS Bylaw Public Hearing (Step 8) (2 hall rentals x 500) | 1000 |
| | Contingency for rentals for extra meetings (2 hall rentals x 500) | 1000 |
| Courier costs | Courier costs | 500 |
| Postage | Growth management program mailing list updates (4 updates x \$350 per update) | 1400 |
| | Contingency for extra mailings to mailing list (2 updates x \$350 per update) | 700 |
| Professional fees | Professional fees (facilitation/web site maintenance, 1.2 days at \$840 per day) | 1000 |
| TOTAL | | \$12,600 |

6.0 PROJECTED TIMELINE

It is estimated that the project will take a minimum of approximately 3 months to complete, as outlined below:

| # | Step | Projected Date |
|----|--|--------------------------|
| - | RDN Committee of Whole reviews Growth Management Plan Review Completion Phase Terms of Reference | Feb.25/03 |
| - | RDN Board reviews and approves Growth Management Plan Review Completion Phase Terms of Reference | March 11/03 |
| #1 | Update draft regional growth strategy bylaw. | March 12/03 - April 1/03 |
| #2 | RDN Board grants RGS bylaw 1 st and 2 nd reading and advances it to public hearing | April 8/03 |
| #3 | Public information session about RGS bylaw | April 23 & 24/03 |
| #4 | Public hearing about RGS bylaw | April 29 & 30/03 |
| #5 | Referral of RGS Bylaw to member municipalities and adjacent regional districts for consideration of acceptance | May 1/03 |
| #6 | RDN Board grants RGS bylaw 3 rd and adopts it (after RDN member municipalities and adjacent regional districts accept Bylaw). | June 10/03 |



REGIONAL DISTRICT
OF NANAIMO

FEB 19 2003

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| CHAIR | | GMCrS | |
| CAO | | GMDS | |
| GMCmS | | GMES | |
| <i>Colin</i> | | | |

MEMORANDUM

TO: Neil Connelly
General Manager, Community Services

DATE: February 18, 2003

FROM: Mike Donnelly
Manager, Transportation Services

FILE: 8770-01

SUBJECT: 2003 District 68 Transit Budget Issues

PURPOSE

To report on and to provide approaches to addressing the 2003 District 68 Conventional and Custom Transit budget issues, for the consideration of the Board.

BACKGROUND

The 2002 Operating Budget for District 68 Conventional and Custom Transit has experienced a year-end deficit. The total approved Operating Budget for 2002 was \$8,298,585. The deficit, \$449,000, is a result of a number of factors including higher than expected fuel consumption, elevated repair and maintenance costs, service adjustments made to address schedule reliability issues and losses in some cost-sharing from BC Transit. As well, a reduction in ridership revenue in November affected year-end revenue totals.

In addition to the deficit there are increased annual operating costs related to sharply increased fuel costs anticipated with the next 2 year fuel agreement negotiated by BC Transit beginning in April, the 3.5 cent a litre fuel tax imposed by the Provincial government effective March 1st and the funding cap on cost-sharing from BC Transit established in 2001/02. These additional costs for 2003 are projected to total \$362,075.

With respect to the deficit a number of approaches have been investigated. They include conventional Transit service reductions and a tax requisition increase. Specific trips performing at low efficiency with poor ridership form most of the proposed service reductions. Other reductions have been made where there is a reasonable alternative service route available to riders. In general the service reductions are not focused in one area, a number of routes are affected in minor ways. The hours of conventional Transit service required to reduce the deficit in 2003 total 9,127. There are currently 94,139 annual service hours in District 68. There are no planned reductions for HandyDART service.

The service reductions effective March 30th are noted on the attached Schedule 'A'. Any further reductions will be scheduled in late June of 2003. The June changes will be identified in the Spring with public input and in conjunction with the Transit Select Committee during the Transit Business Plan Review process. The service reductions are focused, as much as possible, on areas of low ridership or areas of limited potential ridership growth. The total reductions in service will result in the layoff of approximately 6 FTE positions. The March service reductions will also result in 5 buses being taken out of service Monday to Friday and 2 buses on Saturdays.

With respect to the 2003 increased costs, options have been developed that would use tax requisition changes that would mitigate further service reductions. It was felt that the additional service reductions that would be incurred as part of these additional costs would severely affect ridership and therefore revenue and BC Transit cost-sharing. An increased tax requisition for District 68 Transit would assist in addressing increased costs and would allow for additional major service reductions to be avoided. Deeper Transit service cuts would potentially disrupt ridership and risk major reductions in revenues to the system.

Fares have been reviewed as a possible component in the budget changes for 2003, however, as they were recently increased in January 2003, further increases were seen to be counterproductive.

ALTERNATIVES

1. Undertake no Transit service reductions and provide for the full extent of the deficit and cost increases to be addressed by a District 68 Transit requisition increase.
2. Reduce service hours and provide for increased costs to be addressed by a District 68 Transit requisition increase.
3. Reduce service hours and provide for increased costs to be addressed by a District 68 Transit requisition increase with an offset with requisition reductions to other District 68 service area budgets.

FINANCIAL IMPLICATIONS

1. This option increases the tax requisition by \$811,075 and maintains the current Transit service schedule. By way of example the increase to the City of Nanaimo would be \$792,644.
2. This option would increase the requisition by \$362,075 for 2003, and reduce service by approximately 9,100 hours. The service reduction covers the prior year operating deficit.
3. This option would mitigate the increase of \$362,075 under Alternative 2 by reducing the requisition in General Administration by \$40,000 and the Southern Communities Liquid Waste function reserve by \$200,000. For the City of Nanaimo this would result in a 1.9% overall RDN tax requisition increase over 2002, in comparison to the 0.5% increase projected in the provisional budget.

(The table below outlines the impact of the alternatives above based on the funding formula for the current level of service.)

| | 2003 Total RDN Provisional Tax Requisition | Alternative 1 Impact | Alternative 2 Impact | Alternative 3 Impact |
|---------------------------|--|-------------------------|-------------------------|-------------------------|
| City of Nanaimo | \$7,176,075 | \$ 792,644 | \$ 359,256 | \$ 137,603 |
| Electoral Area D | \$ 808,898 | \$ 17,709 | \$ 6,380 | \$ 5,637 |
| Defined portion of Area A | \$ 734,919 | \$ 722 | \$ (3,561) | \$ (5,099) |
| | | <u>\$ 811,075</u> | <u>\$ 362,075</u> | <u>\$ 138,141</u> |

CITIZEN IMPLICATIONS

1. The increased tax requisition may cause concerns with citizens given the general direction to keep tax increases within the cost of living.
2. Transit ridership will see a reduction in service however those reductions are focused on low productivity areas where possible.
3. Moderate increases in a tax requisition combined with the reduction of low productivity service would impact the existing and potential ridership least.

SUMMARY/CONCLUSIONS


The 2002 District 68 Transportation Services budget has generated a deficit of \$449,000. This is a result of higher than expected fuel consumption, elevated repair and maintenance costs, service adjustments made to address schedule reliability issues, a reduction in BC Transit cost-sharing and reduced ridership revenue in November. In addition to this, an additional cost due to fuel increases and capped BC Transit cost-sharing amount to \$362,075.

To accommodate the deficit and cost increases in the 2003 budget Transit service reductions and minor tax requisition increases have been proposed. The majority of the service reductions will occur at the end of March with any further reductions planned for June 2003. The public will be consulted with respect to the June changes via the Transit Business Plan review process.

In order to mitigate the impact of a requisition increase staff believe a reduction of \$200,000 in the Southern Community Liquid Waste function transfer to reserve can be supported without a significant long term affect to the function.

RECOMMENDATION

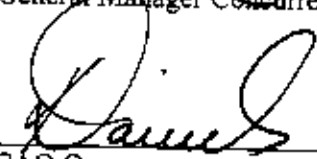
That the 2003 District 68 Transit budget issues be accommodated with a combination of Transit service adjustments for March as outlined in Schedule 'A', projected June service reductions and a tax requisition increase and offset to be finalized as part of the annual budget process.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

SCHEDULE 'A'
Service Changes for March 30 2003

#1 Rutherford

- Eliminate 7:44 am, 4:10 pm, and 11:25 pm (last run) #1-Woodgrove on weekday runs due to low ridership (time saved is 4.23 hours which includes layover times)
- Eliminate 8:47 am, 3:14 pm & 5:14 pm - #1-Downtown on weekday runs due to low ridership (time saved is 2.9 hours)
- Eliminate 11:25 pm - #1-Woodgrove on Saturday evenings (time saved is 43 minutes)

#2 Hammond Bay

- Move to 1 hour service on Hammond Bay to C/C in both directions and ½ hour service to downtown in both directions during mid-day to keep existing level of service for BC Ferry passengers.
- Eliminate direct route on Hammond Bay during mid-day due to low ridership and eliminate 11:22 pm run from downtown. Time saved on weekdays is 7.08 hours per day. Time saved on Saturdays is 10.47 hours.

#3 Hospital

- Eliminate 15 minute weekday service as well as 11:18 pm evening run on #3-Hospital weekdays & Saturdays due to low ridership (weekday time saved is 10.9 hours and on Saturdays is 6 minutes).

#4 Bowen Road

- #4-Bowen Road, eliminate 3:48 pm, 4:48 pm, 5:48 pm and 11:20 pm out-bound run to Country Club and eliminate the 3:42 pm, 4:43 pm, 5:10 pm and 5:43 pm in-bound trips to downtown due to back-to-back buses going same direction on Bowen Road with the #44-Malaspina College runs (time saved is 5.83 hours).

#6 Harewood

- On Saturdays, Eliminate 7:20 am, 7:58 am inbound and 7:51 am out-bound on Saturdays for #6-Harewood due to very low ridership. (time saved is 1.27 hours)

#8 Cedar & #9 Harbour City Express

- Eliminate four south bound and four north bound runs on weekdays as well as Saturdays on the #9-Harbour City Express due to duplication of runs by #1 Rutherford route. Time saved is 7.18 hours weekdays as well as 9.31 hours on Saturdays.
- Eliminate the #8 Cedar 4:34 p.m. from South Parkway Plaza (Saturday only) due to low ridership. Time saved is 15 minutes.

#12 Dover Connector

- Eliminate mid-day #12 Dover Connector runs due to extremely low ridership and eliminate #12-Dover Connector on Saturdays for extremely low rider ship. Time saved is 5.7 hours on Saturdays and 2.84 hours on weekdays.

#10 Lantzville

- #10-Lantzville is scheduled to run only once, every 2 hours on Saturday due to low ridership. Time saved is 2.28 hours on Saturdays.



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| REGIONAL DISTRICT OF NANAIMO | | |
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**NANAIMO REGIONAL HOSPITAL
DISTRICT MEMORANDUM**

TO: C. Mason
General Manager, Corporate Services

FROM: N. Avery
Manager, Financial Services

SUBJECT: Cost sharing in Maternity Wing Renovations at
Nanaimo Regional General Hospital

DATE: February 17, 2003

FILE:

PURPOSE:

To review a request from the Vancouver Island Health Authority to cost share in an additional \$1.4 million dollars for the maternity wing renovations under the Phase II surgical/obstetrics construction project.

BACKGROUND:

At the last Project Building Committee for the Phase II surgical/obstetrics expansion, a proposal was presented recommending that the maternity wing be constructed as a stand-alone addition to the main building, rather than being renovated within the hospital. As part of the design review process it is apparent that while renovating the existing space is more cost effective, the location is less than desirable. Maternity patients are essentially healthy people, however they are being treated within some of the critical care space of the hospital. The attached executive summary provided by VIHA (Vancouver Island Health Authority) staff outlines the rationale behind relocating obstetrics services to a new location outside of the building.

The extra cost to construct a standalone addition is estimated to be \$1.4 million dollars. The Health Authority is approaching the Hospital Foundation for 60% of the cost and is seeking Board support for 40% of the cost. VIHA is not approaching the Province because this change is outside the original project scope and budget. Further, the Province is on record as advising all Health Authorities that financing extra capital costs for projects in progress will have to be found within the funding envelope provided to the Health Authority.

ALTERNATIVES:

1. Approve the cost sharing and undertake to raise \$560,000 in additional taxes in the year required.
2. Approve the cost sharing and undertake to borrow \$560,000 as required.
3. Approve cost sharing with the condition that the Province cover 60% of the costs.
4. Do not approve the cost sharing.

FINANCIAL IMPLICATIONS:Alternative 1

The cost to raise an additional \$560,000 in one year is estimated at \$4.40 per \$100,000, based on preliminary 2003 assessed values. Staff expect however, that the funds will not be required until 2004, and therefore no change needs to be made to the 2003 budget. The approved 2003 provisional budget is estimated to cost \$37.60 per \$100,000, a 4% increase over 2002. Raising \$560,000 in one year, is a further 11.7% increase over the provisional budget approval.

The commitment to cost share would require an additional \$560,000 in taxes in 2004.

Alternative 2

The cost to borrow \$560,000 is estimated at \$43,000 annually or \$0.34 cents per \$100,000. This alternative would raise the annual requisition by about 1% above the 2003 provisional budget.

Again this cost would be incorporated into the 2004 budget.

Alternative 3

This alternative would not change the costs to the Regional Hospital District outlined under Alternative 1, however, it is almost certain that the project would not proceed since the Province will not increase its project commitment.

Alternative 4

Should the Health Authority not secure the funding for this alternative, they will continue with the original plan and renovate the maternity area within the hospital footprint.

SUMMARY/CONCLUSIONS:


The Vancouver Island Health Authority is recommending that the maternity portion of the Phase II construction project be built as a stand-alone addition to the hospital, rather than being renovated within the hospital. Moving the maternity facility outside the building footprint removes it from the critical care areas of the hospital where surgeries will be performed and seriously ill patients will be marshalled. Amending the construction plan will cost an estimated \$1.4 million dollars. The Health Authority is approaching both the Foundation and the Nanaimo Regional Hospital District Board for cost sharing – 60% from the Foundation and 40% from the Regional Hospital District. If the cost sharing approvals cannot be achieved the maternity area will remain designed and built as originally contemplated.

The Regional District may either raise taxes to cover the costs directly or borrow the additional amount requested – in either case, staff expect that no changes need to be made to the 2003 budget as the funds are unlikely to be required before 2004. The estimated cost to borrow \$560,000 is \$0.34 cents per \$100,000; raising taxes for the full amount of \$560,000 will cost about \$4.40 per \$100,000. The latter would result in a further 11% increase over current tax levels.


While there is a reasonably compelling case to be made that this initiative be supported, the project can be completed as originally designed and accordingly staff do not recommend making this financial commitment.

RECOMMENDATION:


That the Regional Hospital District Board decline to cost share in a change to the design and location of the maternity ward in relation to the Phase II project at Nanaimo Regional General Hospital.



Report Writer



General Manager Corporate Services



C.A.O. Concurrence

CAO COMMENTS:

We have typically relied heavily on the provincial Government to identify priority projects for health care through their 60% funding approvals. If the Board wishes to continue this practice, in light of our own lack of internal expertise to evaluate whether this project is the best use of our health capital dollars, then alternative #3 may be chosen.



Central Island

February 14, 2003

Kelly Daniels, Administrator
Nanaimo Regional Hospital District
Box 40,
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Dear Kelly:

The Phase II Redevelopment Steering Committee have received a proposal to change the scope of the Hospital's Phase II redevelopment to relocate the maternity department from level two of the south nursing tower to a purpose built wing adjacent to the front door of the Hospital. The original Phase II redevelopment proposal included the maternity department redevelopment within the funding requested. The new proposal outlines reasons for the relocation and the additional costs associated with relocating the maternity department. A copy of the Executive Summary of the proposal is attached. The bottom line is that level two renovations cost \$3 M and the proposed relocation to the new site would cost an additional \$1.4 M. It is the opinion of the architects and the planners and supported by the Steering Committee, that the recommendations of the new proposal present a better overall solution

I would therefore like to request that the Nanaimo Regional Hospital District consider increasing their contribution to the project by 40% of the additional \$1.4 M (\$560,000). The Nanaimo & District Hospital Foundation will be asked to contribute the additional \$840,000 to cover the costs associated with the project.

I would be pleased to discuss the proposal with your Board detail should this be required.

Sincerely,

Chuck Rowe
Executive Director,
Central Island

cc: Nanaimo Regional General Hospital Phase II Planning Committee

Central Island Administration Office
#201 - 6551 Aulds Road
Nanaimo, BC V9T 6K2

Phone: (250) 740-6999
Fax: (250) 390-7421
Toll Free: (888) 791-1133

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NANAIMO REGIONAL HOSPITAL – MATERNITY

EXECUTIVE SUMMARY

The original plan for the Phase 2 Development of the Nanaimo Regional General Hospital called for the new maternity department to be constructed on level 2 of the existing south nursing tower. This is the current location of the existing maternity department. This location was originally chosen as the least expensive option.

The location for maternity on level 2 is considered to be inappropriate for the following reasons:

- There is a need for the level 2 floor areas of the hospital to be used for critical care services due to their close proximity to the new surgical suite and support facilities. Departments appropriate in this location might include the surgical step down unit, surgical beds, surgical intensive care, telemetry and coronary services
- The south nursing tower will have to be upgraded in the future to bring the patient ward accommodation up to current standards, i.e. accessible patient washrooms. In order to undertake these major renovations decant space is required in order to maintain ongoing hospital operations. There is an opportunity to create this decant space by vacating the current maternity area on level 2.
- Maternity is one of the few hospital programs that provide essential services to healthy patients. As such this hospital program does not need to be within the critical care service area of the hospital.

The recommendation from the Vancouver Island Health Authority Facility Planning and Construction Department is that the maternity department be constructed as a new main floor addition, physically attached to the main hospital and with close horizontal and vertical connections to the existing hospital.

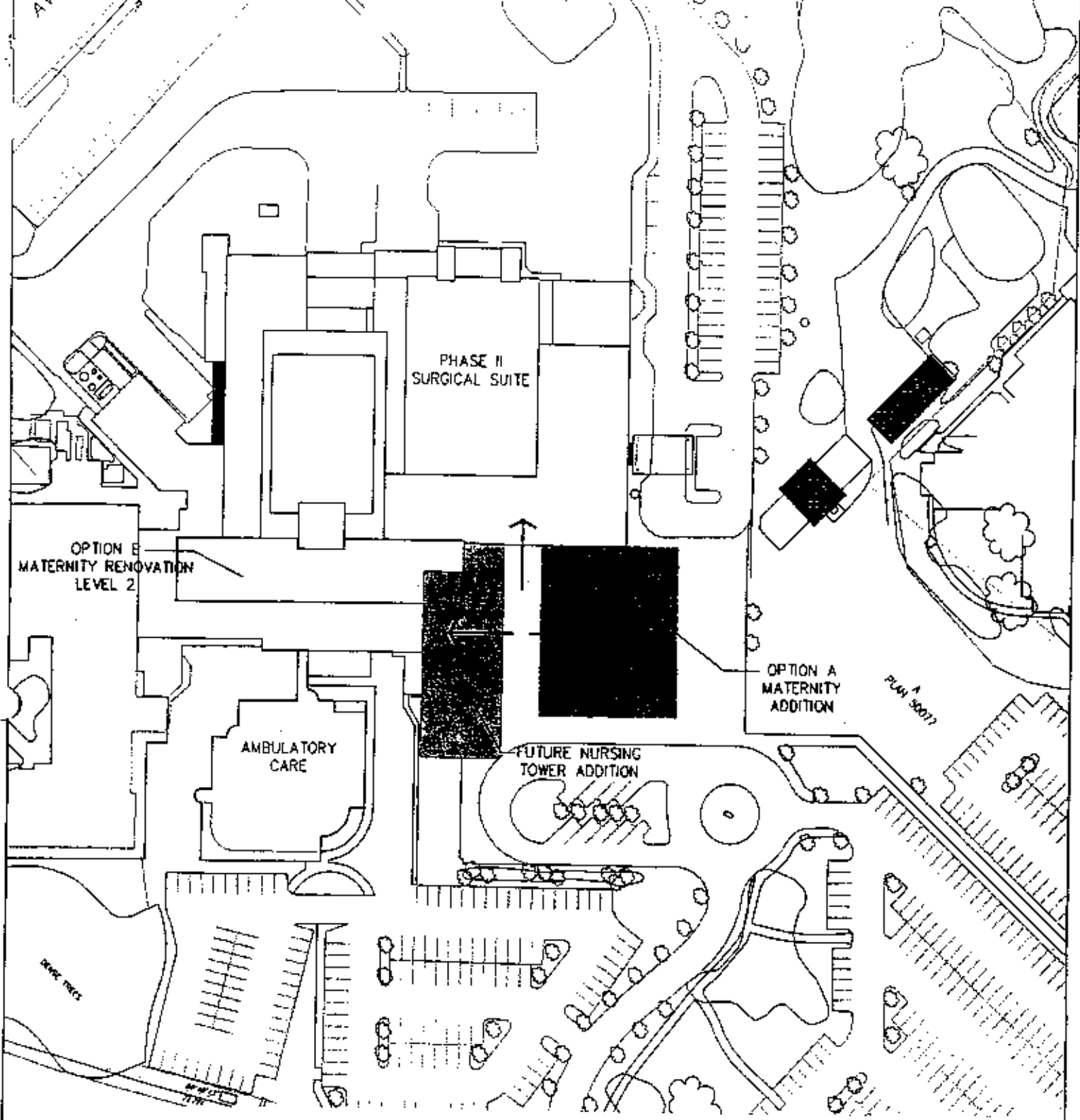
Budget:

The total project cost estimates for both options are as follows:

Level 2 renovations: \$3,000,000

Level 1 addition estimate: \$ 4,000,000 to \$4,400,000

The funding for the maternity department Level 2 renovations is included within the total project budget of \$24,743,340.





SITE PLAN



02.12.23
Scale: 1:1250

LEGEND

-  OPTION 1 - MATERNITY ADDITION
-  FUTURE NURSING TOWER



Box 530, 100-7 Avenue
Campbellton, Ontario, Canada
Tel: (800) 467-8100

ARCHITECTS & ENGINEERS LTD.

YANCOUVER ISLAND
health
authority
Nanaimo Regional
General Hospital

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| REGIONAL DISTRICT OF NANAIMO | | | |
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MEMORANDUM

TO: C.Mason
General Manager Corporate Services

February 17, 2003

FROM: N.Avery
Manager, Financial Services

SUBJECT: 2003 capital requests from the Vancouver Island Health Authority

PURPOSE:

To consider amendments to the provisional budget to incorporate additional capital requests.

BACKGROUND:

On November 22nd, 2002 senior staff from the Vancouver Island Health Authority (VIHA) met with Regional District staff and presented the Health Region's projected capital plan covering the years 2003 to 2008. VIHA has several sources of funds available to cover the costs of capital equipment and capital projects. Funds are supplied from the Province, the Regional Hospital District and the Hospital Foundation. The Province and the Regional Hospital District are the primary sources of funds for major capital equipment and construction projects.

The Regional Hospital District raises taxes annually for two main purposes – the first is the cost of servicing long term debt borrowed to fund our share of capital items costing more than \$100,000. The second item, is funds to assist in the purchase of capital equipment costing less than \$100,000. The main distinction between these two budget items is capital funds for equipment costing less than \$100,000 may be used for up to 100% of the cost of an item, while capital items costing more than \$100,000 are cost shared, with the Province covering 60% of the cost and the Hospital District covering 40% of the cost. The Hospital District typically borrows for cost sharing for capital items costing more than \$100,000.

The Province has delegated to VIHA full authority for the use of the capital funds it provides within the Health Authority budget envelope. This means that VIHA can determine whether some or all of its Provincial funding will be targeted to more costly capital items, regardless of the traditional cost sharing split with the Province. Accordingly it may be able to leverage the Provincial share, if it can find other sources of funds to complete its capital plan.

The replacement of equipment costing more than \$100,000 is considered VIHA's the highest priority in 2003 and all available Provincial funds have been applied to this category. The following chart shows the comparison of the 2002 budget, the 2003 provisional budget, and a 2003 revised annual budget based on the funding requests of the VIHA.

| | 2002 Actual | 2003 Provisional | 2003 VIHA Requested | Proposed Increase From 2002 | Percent Increase from 2002 |
|---|----------------|---------------------|---------------------------|-----------------------------------|----------------------------------|
| Minor Equipment (<\$100,000) | \$1,449,000 | \$1,477,980 | \$1,793,850 | \$344,850 | 23.8% |
| Major Capital/Equipment (>\$100,000) | \$316,800 | \$300,000 | \$633,600 | \$316,800 | 100% |
| Major Renovation/Repair (>\$100,000) | \$0 | \$0 | \$346,000 | \$346,000 | 100% |
| Total Funding | \$1,765,800 | \$1,777,980 | \$2,773,450 | \$995,470 | 57.1% |
| Tax Requisition | \$4,605,000 | \$4,789,200 | \$4,789,200 | \$184,200 | 4.0% |

Overlaid on the individual funding requests now before us, is the projected impact of new borrowing costs for the Phase II project at the Nanaimo Regional General Hospital. The discussion below considers the cumulative potential impacts of not only these changes, but the probability that similar requests can be expected in future years.

ALTERNATIVES:

1. Make no changes to the provisional budget which approves a tax requisition of \$4,789,200, capital equipment grants of \$1,477,980 and \$300,000 for cost sharing in capital items costing more than \$100,000.
2. Support the request from VIHA to:
 - a. Increase capital equipment grants from \$1,477,980 to \$1,793,850;
 - b. Increase the contribution to capital items costing more than \$100,000 from \$300,000 to \$979,600 and commit to borrowing this amount when required.

FINANCIAL IMPLICATIONS:

Staff project that the requests outlined under Alternative 2 can be accommodated without amending the approved 2003 provisional budget. Staff anticipate, that borrowing for \$979,600 will occur either late in 2003 or early in 2004, so that debt servicing will not be required until 2004. However, the combined effect of approving both of these initiatives will add to the tax burden in future years beyond what has been presented in earlier reports. At provisional budget projections showed that taxes would rise about 4% in each of 2004 and 2005 as a result of the completion of Phase II. Staff now project that taxes should rise by 10% in 2004 and a further 10% to maintain the new higher level of annual equipment grants at \$1,793,850.

| Summary of Alternatives | 2003 | 2004 |
|----------------------------|-----------|-----------|
| Tax requisition | | |
| Alternative 1 | 4,789,200 | 4,980,770 |
| Alternative 2 | 4,789,200 | 5,268,120 |

| Tax cost per \$100,000 | | |
|------------------------|---------|---------|
| Alternative 1 | \$37.60 | \$40.82 |
| Alternative 2 | \$37.60 | \$41.36 |


VIHA would like to see annual equipment grants rise to about \$2,000,000 and we can expect continuing cost sharing requests, more or less in the amounts outlined at Alternative 2(b) above. It would be prudent for the Board to examine these potential implications further at a future date.


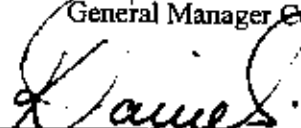
CONCLUSIONS:

VIHA has presented and discussed with staff their capital funding requirements for 2003/04. The requests, if granted in full would increase the annual grant allowance for equipment costing less than \$100,000, from \$1,477,980 to \$1,793,850 in 2003 and would require a commitment to borrow up to \$979,600 as 40% of capital items costing more than \$100,000. Both of these commitments can be accommodated without amending the approved 2003 tax requisition of \$4,789,200 – however, there will be a need to increase taxes in 2004 beyond staff's original projections. It is clear from discussions with VIHA that further increased support will be sought annually. Staff are concerned about the cumulative impact of the changes on the 2004 projections and recommend that the Board strike a committee to examine these financial implication in further detail .

RECOMMENDATION:

1. That the 2003 Hospital District budget not be amended to provide for further equipment grants or cost sharing in capital equipment in 2003.
2. That a committee of the Board be delegated to examine the longer term implications of capital equipment funding for VIHA.


Report Writer


General Manager Concurrence

C.A.O. Concurrence

COMMENTS:



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| REGIONAL DISTRICT OF NANAIMO | | |
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MEMORANDUM

TO: Stan Schopp
Manager, Building Inspection Services

DATE: February 12, 2003

FROM: Allan Dick
Senior Building Inspector

FILE: 3810-20

SUBJECT: Local Government Act - Section 700 - Contravention of Bylaw Meeting Date - February 25, 2003

PURPOSE

To provide for the Committee's review, proposed Section 700 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.

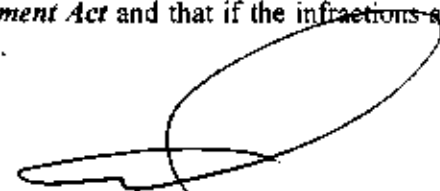
SUMMARY OF INDIVIDUAL INFRACTIONS

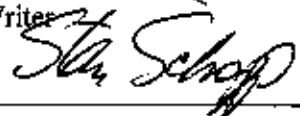
Electoral Area 'D'

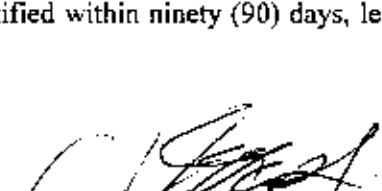
- 1. Owners Name: Ronald and Lori Dolan
- Legal Description: Lot 4, Block 471, Plan 43434, Nanoose Land District
- Street Address: 6696 Harwood Drive
- Summary of Infraction:
 - November 22, 2002 - permit for detached garage and deck expired
 - December 4, 2002 - permit expired letter sent (building in use)
 - January 20, 2003 - senior inspector arranged for final inspection with owner
 - January 30, 2003 - inspection performed; outstanding safety items (stairs and landing missing)
 - February 12, 2003 - owner not responding

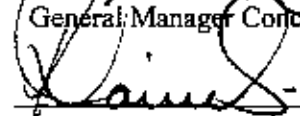
RECOMMENDATION

That a notice be filed against the titles of the properties listed, pursuant to Section 700 of the Local Government Act and that if the infractions are not rectified within ninety (90) days, legal action will be pursued.

Report Writer 



General Manager Concurrence 



Manager Concurrence

C.A.O. Concurrence

COMMENTS:



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| REGIONAL DISTRICT OF NANAIMO | |
| FEB 17 2003 | |
| CHAIR | GMCrs |
| CAO | GMDS |
| GMCms | GMES |
| <i>[Signature]</i> | |
| DATE: | |

MEMORANDUM

TO: John Finnie
General Manager of Environmental Services

FROM: Dennis Trudeau
Manager of Liquid Waste

SUBJECT: BC Hydro Power Smart Partner Program

DATE: February 13, 2003

FILE: 2240-20-BCHY-PSP

PURPOSE

To obtain Board approval to participate in the BC Hydro Power Smart Partner Program.

BACKGROUND

The Regional District of Nanaimo's largest consumers of energy are our pollution control facilities located at Duke Point, Nanaimo, French Creek and Nanoose. Our four treatment plants spent \$384,000 on electricity in 2002. The Greater Nanaimo Pollution Control Center (GNPCC) alone spends over \$250,000 annually on electricity. The energy needs are related to sewage pumping, lighting and heating costs.

The GNPCC currently reduces energy costs by using biogas for the treatment plant's heating needs. Staff have applied for provincial and federal grants in the past to exploit further the cogeneration potential at GNPCC but to date have not received any grants. Discussions have taken place with BC Hydro who has indicated they would share in a portion of cost of a cogeneration study with the Regional District of Nanaimo if the Regional District joins the BC Hydro Power Smart Partner Program (PSP program).

BC Hydro has drafted an Agreement between BC Hydro and the Regional District of Nanaimo for participation in the Power Smart Partner Program (Appendix I). The BC Hydro Power Smart Partner Program is a partnership between BC Hydro and customers that work to integrate energy efficiency into ongoing business management practices.

The partnership should benefit both the customer from energy efficiency improvements and BC Hydro by deferring the need for new power generation.

Partner Commitments

Members of the PSP program are required to complete the following:

1. Participate in the Program on an ongoing basis by submitting a Commitment Letter.
2. Set an energy efficiency improvement target of a minimum 5%.
3. Submit a "Power Smart Strategy" describing the actions and measures proposed by the Regional District of Nanaimo to achieve the targeted energy efficiency improvements within 90 days of signing the agreement. This strategy will also include a commitment to designate a responsible

officer of the District to oversee the implementation of the strategy and ongoing measures. BC Hydro indicates that the major areas that could benefit from energy efficiency improvements are the district's pollution control facilities. It would likely be most efficient to designate the Liquid Waste Manager as overseer of this project.

4. Undertake an annual review of progress and performance, and develop new energy efficiency measures and targets.

BC Hydro Commitments

BC Hydro commits to providing access to resources, tools and funding to facilitate the implementation of strategies developed by the RDN to achieve its energy efficiency targets. The initiatives provided by BC Hydro that can be utilized by PSP partners are as follows:

1. Energy Saving Opportunity Identification Fund

This fund assists with the identification and selection of energy efficiency projects for implementation. Funds from BC Hydro would have to be matched by the RDN. Staff understand that \$17,400 is available to assist in the completion of a cogeneration study at the GNPCC. Staff will continue to identify other energy saving opportunities that would benefit from BC Hydro funding.

2. Financial Incentive Calls

BC Hydro will periodically solicit Calls for Proposals from PSP partners seeking incentives to implement energy efficiency projects. It is anticipated that once the cogeneration study is complete that the RDN would be responding to the Call for Proposals with a cogeneration project for the GNPCC.

3. e.Points Bonus Reward

The e.Points program offers the RDN additional financial incentives to reach future electrical efficiency targets.

The main advantage of participating in this program is obtaining access to additional sources of funding that will enable the RDN to operate our facilities more efficiently at reduced energy costs. Cost savings associated with energy-efficient operations can be significant and will compliment the region's climate protection program.

ALTERNATIVES

1. That the Board support RDN participation in the Power Smart Partner Program.
2. Do not participate in the Power Smart Protection Program.

FINANCIAL IMPLICATIONS

Energy costs at RDN pollution control facilities are a significant component to our budgets. This program provides the RDN with opportunities to implement energy saving projects into our operations. No

projects will proceed without first going through a cost benefit analysis that ensures that any money spent would be paid back by savings within an acceptable period of time.

SUMMARY/CONCLUSIONS

The Regional District of Nanaimo's largest consumers of energy are our pollution control facilities. Our treatment plants spent \$384,000 on electricity in 2002. The Greater Nanaimo Pollution Control Center (GNPCC) alone spends over \$250,000 annually on electricity. The energy needs are related to sewage pumping, lighting and heating costs. The GNPCC currently reduces energy costs by using biogas for the treatment plant's heating needs. Staff has applied for provincial and federal grants in the past to exploit further the cogeneration potential at GNPCC but to date have not received any grants. Discussions have taken place with BC Hydro who has indicated they would share in a portion of cost of a cogeneration study with the Regional District of Nanaimo if the RDN joins the BC Hydro Power Smart Partner Program (PSP program).

BC Hydro has drafted an Agreement between BC Hydro and the Regional District of Nanaimo for participation in the Power Smart Partner Program (Appendix 1). The BC Hydro Power Smart Partner Program is a partnership between BC Hydro and customers that work to integrate energy efficiency into ongoing business management practices.

While the major focus of efficiency improvements will be on liquid waste facilities, the staff involved in the program will look for opportunities to improve our energy usage at other RDN facilities.


The partnership should benefit both the customer from energy efficiency improvements and BC Hydro by deferring the need for new power generation.

RECOMMENDATION

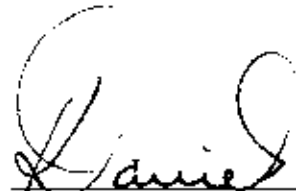
That the Board support RDN participation in the BC Hydro Power Smart Partner Program and direct staff to execute the BC Hydro Power Smart Partner Program Agreement with BC Hydro.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:



Agreement between
BC Hydro
and
Nanaimo Regional District
for Participation in the
Power Smart Partner Program

Background

BC Hydro is pleased to introduce its *Power Smart Partner Program*. Through the program BC Hydro and customers will work in partnership to integrate energy efficiency into customers' ongoing business management practices.

Benefits

Customers benefit from sustained energy efficiency improvements, which contribute to reduced costs, improved business performance and competitiveness. BC Hydro benefits by deferring the need for new power generation, contributing to sustainability and improving shareholder value. Working in partnership can deliver significant value to both the customer and BC Hydro.

Through participation in the Program, customers can be eligible to receive funding from BC Hydro to implement energy efficiency projects. Customers also have access to ongoing BC Hydro programs and initiatives to improve energy efficiency in their operations. These programs and initiatives are more fully described below.

Participation in the Power Smart Partner Program

What is required of the Power Smart Partner?

To be a Power Smart Partner, Nanaimo Regional District agrees to:

- Participate in the Program on an ongoing basis by submitting a Commitment Letter (example provided in Appendix 1) signed by a senior officer of the company.
- Set an energy efficiency improvement target of a minimum 5%.
- Submit a "Power Smart Strategy" in the form set out in Appendix 2 describing the actions and measures proposed by Nanaimo Regional District to achieve the targeted energy efficiency improvements within 90 days of signing this Agreement. This Strategy will also include a commitment to designate a responsible officer of the company to oversee the implementation of the Strategy and ongoing measures.
- Undertake an annual review of progress and performance, and develop new energy efficiency measures and targets.

What will BC Hydro provide?

BC Hydro will provide *Power Smart Partners* with access to resources, tools and funding to facilitate the implementation of Nanaimo Regional District's Power Smart strategy and achievement of its energy efficiency targets. An overview of BC Hydro's initiatives is provided below. Appendix 3 summarizes the financial components Nanaimo Regional District will be eligible for as a Power Smart Partner.

1. Energy Saving Opportunity (ESO) Identification Fund

The Energy Saving Opportunity Identification Fund will assist Nanaimo Regional District with identifying and selecting energy efficiency projects for implementation. BC Hydro will provide Nanaimo Regional District with funds to pay for Energy Saving Opportunity Identification resources as outlined in the ESO Application form(s) for a maximum amount as set out in Appendix 3.

Within 90 days of signing this Agreement, Nanaimo Regional District will confirm to BC Hydro the matching funds amount it will commit to its Energy Saving Opportunity Identification Fund by way of completing and returning to BC Hydro a signed copy of Appendix 3. After 90 days of signing this Agreement, BC Hydro will not approve or release additional ESO Identification fund or review financial incentive proposals until it has received Nanaimo Regional District's completed and signed Appendix 3.

Nanaimo Regional District must use BC Hydro's funding within 12 months of the date of this Agreement or Power Smart Partnership renewal date.

2. Access to Financial Incentives

BC Hydro will periodically solicit Calls for Proposals from Power Smart Partners seeking incentives to implement energy efficiency projects. Proposals will be competitively evaluated for BC Hydro to provide incremental financial assistance. Successful proposals will be selected based on cost effectiveness. BC Hydro does not guarantee Nanaimo Regional District's proposal or any proposal will be selected for funding by BC Hydro. In the event Nanaimo Regional District's proposal is selected, BC Hydro and Nanaimo Regional District will enter into a separate agreement for the project.

3. e.Points Bonus Reward

e.Points is a recognition program that will reward Nanaimo Regional District with additional financial incentives to attain future electrical efficiency targets. Upon signing this Agreement, Nanaimo Regional District will be eligible to participate in the e.Points program in accordance with the terms and conditions set out in the e.Points Agreement.

Power Smart Partnership Annual Renewal Process

Nanaimo Regional District and BC Hydro will conduct an annual review of Nanaimo Regional District's performance and progress. In order to retain the designation *Power Smart Partner* and have access to the aforementioned BC Hydro programs and initiatives, Nanaimo Regional District will undertake the following actions every 12 months in accordance with the Power Smart Strategy:

1. Report in writing to BC Hydro and to Nanaimo Regional District's senior management achievements with respect to key performance indicators under the Power Smart Action Plan.
2. Review and update the Power Smart Strategy and Action Plan.

Upon receipt of Nanaimo Regional District's written report, BC Hydro will reaffirm in writing that Nanaimo Regional District is a Power Smart Partner for the following 12-month period.

This offer is subject to credit approval by BC Hydro. As part of this Agreement, Nanaimo Regional District authorizes BC Hydro to obtain Nanaimo Regional District's credit information from third parties for that purpose.

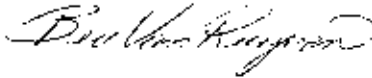
BC Hydro reserves the right to terminate this program at any time with six months notice to customer.

Signature

Date

Print Name and Title

BC Hydro



Signature

Date June 07, 2002

Bev Van Ruyven
Vice-President, Power Smart

Appendix 1

Sample Letter of Commitment

01 June, 2002

Mr. Larry Bell, Chair and CEO
BC Hydro
333 Dunsmuir Street
Vancouver, BC V6B 5R8

Dear Mr. Bell:

ABC Company is committed to work in partnership with BC Hydro to adopt the principles of energy efficiency into our ongoing business management practices.

In so doing, we will benefit from sustained energy efficiency improvements resulting in our improved business performance and competitiveness. Our partnership will contribute to BC Hydro's commitment to sustainability and deferral of the need for new power generation in the province of British Columbia, thereby benefiting all British Columbians.

In this regard, I am pleased to confirm that our organization has committed to undertake the following actions, of which the first three items will be completed within three months of the date of this letter:

- Appointing John Smith as our representative to liaise with BC Hydro and to oversee the successful implementation of this energy efficiency venture
- Develop a long-term corporate Power Smart Strategy that identifies organizational strategies and action plans to be undertaken
- Setting goals to improve energy efficiency by a minimum 5% and monitoring progress towards achieving them
- Participating in activities aimed at training employees and promoting energy efficiency behaviours to employees and tenants.

In addition, I am enclosing reproduction graphics for our corporate logo for use with our permission in recognizing and promoting our support for the Power Smart Partner program.

Yours very truly,

Jay Doe
Chief Executive Officer

Enclosure

Appendix 2

Power Smart Strategy Template

Together with your BC Hydro representative, a Power Smart Strategy will need to be developed using the template below as a guide. Address each of the six sections outlined below.

1. Power Smart Vision

What is your company's vision around Power Smart and energy efficiency? What do you plan to achieve over three years and how will it contribute towards your strategic business objectives?

2. Energy Management Objectives

What are the business objectives that are driving your Power Smart Strategy?

3. Energy Efficiency Improvement Target

The benchmark that will be used as an indicator of how effectively you use energy in meeting your business objectives is: _____ (energy units)/_____.

Your target is to improve the benchmark to _____/_____ over X months which represents a X% improvement in relative energy savings.

4. Energy Management Strategies

In order to achieve your energy efficiency improvement target and objectives, and move towards your Power Smart vision, strategies within the following areas of your business will need to be developed and adopted. Some suggestions include:

1. Operations and Maintenance Strategy
2. Employee Resources and Training Strategy
3. Employee Awareness and Communications Strategy
4. Retrofit/Improvements Strategy
5. Financial Management Strategy

5. Power Smart Management Team

Consider who will participate in the approval, development, implementation, management and performance evaluation of your Power Smart Strategy. What are their roles and responsibilities? The team should include a senior manager who has the authority to approve resources to implement the plan.

6. 12-Month Power Smart Action Plan

In the following table, outline the initiatives that will, in combination, enable your company to achieve your targets and objectives and will contribute to the accomplishment of your Power Smart mission. The following **Power Smart Partner's Action Planning Worksheets** will assist you. Sample initiatives to consider in your plan are listed in the table.

| Strategies | Initiatives (examples) | Individual Responsible | Today | 12-Month Target |
|---------------------------------|--|-------------------------------|--------------|------------------------|
| O&M | <ul style="list-style-type: none"> • Create best management practices for... • Develop comprehensive O&M program for all facilities | | | |
| Employee Resources and Training | <ul style="list-style-type: none"> • Building operator training • Maintenance training | | | |
| Employee Awareness | <ul style="list-style-type: none"> • Power Smart Workplace Education • Power Smart Suggestion Program | | | |
| Retrofit/Improvements | <ul style="list-style-type: none"> • HVAC in (insert #) of buildings • Controls in all buildings • Lighting in (insert #) of buildings | | | |
| Financial Management | <ul style="list-style-type: none"> • Adoption of Total Cost Assessment / Total cost accounting | | | |

Appendix 3

BC Hydro Financial Offer Summary

1. Energy Saving Opportunity (ESO) Identification Fund

BC Hydro will provide funding in the amount of up to \$5,800 for the acquisition of Energy Saving Opportunity resources as identified in Nanaimo Regional District's ESO application form.

Nanaimo Regional District commits it will provide \$ _____ as matching funds to the Energy Saving Opportunity Identification Fund.

2. Incentive Program

Nanaimo Regional District is eligible to submit a proposal(s) to BC Hydro for financial assistance eligibility from BC Hydro. BC Hydro will select those proposal(s) for financial assistance, which offer the greatest financial benefit to BC Hydro.

BC Hydro does not guarantee it will accept Nanaimo Regional District's or any proposal for financial assistance.

3. e.Points Bonus Reward

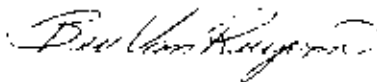
Nanaimo Regional District is eligible to earn e.Points after providing metric data to BC Hydro and signing the e.Points Agreement. Nanaimo Regional District will receive e.Points upon successful achievement of a 5% improvement in electricity efficiency. Further details regarding measurement, tracking and award of e.Points will be provided within 90 days of signing this Agreement.

Signature

Date

Print Name and Title

BC Hydro



Signature

Date

Bev Van Ruyven
Vice-President, Power Smart



| | | | |
|---|--|----------------|--|
| REGIONAL DISTRICT OF NANAIMO | | | |
| FEB 17 2003 | | | |
| CHAIR | | GMCrs | |
| CAO | | GMDS | |
| GMCms | | GMES | |
| | | <i>Collins</i> | |
| | | DATE | |
| General Manager of Environmental Services | | | |
| | | FILE: | |

MEMORANDUM

TO: John Finnie
General Manager of Environmental Services

FROM: Dennis Trudeau,
Manager of Liquid Waste

SUBJECT: Liquid Waste Management
Greater Nanaimo Pollution Control Center Headworks Upgrade

DATE: February 17, 2003

FILE: 5330-20-GNPC-HU

PURPOSE

To consider the tenders for the Greater Nanaimo Pollution Control Center Headworks Upgrade.

BACKGROUND

On January 30, 2003 the RDN received three bids for supplying influent screens for the Greater Nanaimo Pollution Control Center (GNPCC) Headworks Upgrade. The work involves the upgrading of original influent screens, which are over 25 years old. The following bidders submitted tenders (includes taxes):

| | |
|-----------------------------|--------------|
| Waste Tech (Jones & Atwood) | \$308,736.00 |
| Mequipco (John Meunier) | \$362,676.52 |
| Jelcon (Augermonster) | \$428,783.60 |

Our consultant has evaluated the tenders and the proper documentation has been verified. The low bidder for the project is Waste Tech at a cost of \$308,736.00 (includes taxes).

Our year 2003 line item budget for this project is \$500,000.00 of which \$405,000 was expected to be used for the purchase and installation of the influent screens. Installation is expected to cost \$80,000. Based on a tender of \$308,736.00 there are sufficient funds to purchase the screens and complete the project.

Staff has considered the bids and recommend that we proceed with the project. The installation of the influent screens are necessary for the operation of the GNPCC.

ALTERNATIVES

1. Not award the contract.
2. Award the contract to Waste Tech Inc., for the tendered price of \$308,736.00.

FINANCIAL IMPLICATIONS

The 2001 RDN budget allowed a construction budget of \$405,000 for this project. The lowest tendered price is \$308,736.00. There is adequate money in the budget for completing this project.

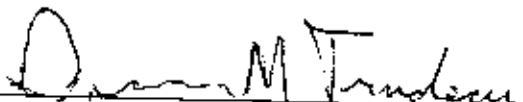
SUMMARY/CONCLUSIONS


On January 30, 2003 the RDN received three bids for supplying influent screens for the Greater Nanaimo Pollution Control Center (GNPCC) Headworks Upgrade. The work involves the upgrading of original influent screens, which are over 25 years old. There were 3 tenders submitted. The low tender was submitted by Waste Tech Inc. for the amount of \$308,736.00 including taxes.

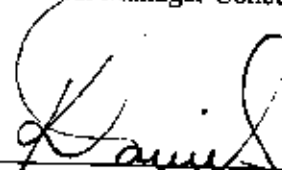
Our consultants recommend the award of the project to Waste Tech Inc. Staff support this recommendation. There is adequate money in the 2003 budget for this project.

RECOMMENDATION

That the Regional District of Nanaimo award supply of influent screens for the GNPCC Headworks upgrade for the tendered amount of \$308,736.00 to Waste Tech Inc.


Report Writer


General Manager Concurrence


CAO Concurrence

COMMENTS:



| | |
|---------------------------------|-------|
| REGIONAL DISTRICT OF NANAIMO | |
| FEB 19 2003 | |
| CHAIR | GMCrs |
| CAO | GMDS |
| GMCms | GMES |

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager of Environmental Services

DATE: February 19, 2003

FROM: Wayne Moorman, PEng
Manager of Engineering and Utilities

FILE: 5500-20-MD-01

SUBJECT: Madrona/Wall Beach Sewer Pre-Design Study

PURPOSE

To obtain Board approval to undertake and fund a sewer pre-design study for the Madrona/Wall Beach restricted community sewer service area.

BACKGROUND

The current OCP for Nanoose Bay (BL 1118) shows the Madrona/Wall Beach area contained within a restricted community sewer service area. The plan supports the sewer servicing of the area which is currently most of the area within the Madrona/Wall Beach Water Local Service Area. These lots are relatively small lots which are serviced with on-site septic systems. The area is mature with many systems more than 20 years old. There is anecdotal evidence that septic systems are failing and that community sewers should be evaluated.

In recognition of the age/state of the septic systems and in recognition of the OCP, staff applied for a \$10,000 Infrastructure Planning Grant from the Provincial Government. We recently received advice from the Province that we were successful in obtaining the grant but to qualify for the full \$10,000 grant we must contribute \$5,000 to the study. Past experience has shown that these studies generally cost in the range of \$18,000 to \$20,000 therefore up to \$10,000 needs to be funded by the RDN. The grant was applied for after provisional budget preparations and therefore the costs were not included in the budget at that time.

In the past few years the RDN has completed two other sewer pre-design studies for the Nanoose Peninsula area along Dolphin Drive from Mallard Place to Davenham Road.

We are in the process of finalizing the 2003 annual budget and this report considers the alternatives to cover the costs of the study in order to secure the grant funding.

ALTERNATIVES

1. Utilize \$10,000 from funding allocated to Electoral Area E for another purpose.
2. Raise \$10,000 in taxes from Electoral Area E.
3. Decline to accept the grant at this time.

FINANCIAL IMPLICATIONS

Alternative 1

Several years ago \$15,000 had been set aside in the feasibility fund in anticipation of undertaking a sewer servicing referendum in Area E. This initiative has not proceeded yet and the funds could be used for this study.

Alternative 2

The Local Government Act permits feasibility study fund monies to be raised either within a single electoral area or across the electoral areas as a group. This study will only benefit properties within Area E. Raising \$10,000 in Area E will cost about \$1.50 per \$100,000 of assessment. Any funds not required could either be returned to Area E or added to the current fund balance in anticipation of future studies.

Alternative 3

The proposed sewer pre-design study for Madrona/Wall Beach would add to our servicing studies for the Nanoose Peninsula and permit us to ultimately move forward with a servicing strategy and associated costs. The study is not absolutely imperative at this time and could be postponed for economic reasons.

CITIZENS/PUBLIC RELATIONS IMPLICATIONS

The North Nanoose Residents Association, which comprises residents of the Madrona/Wall Beach subdivisions, is in favour of the RDN undertaking a sewer pre-design study for the Madrona area.

ENVIRONMENTAL IMPLICATIONS

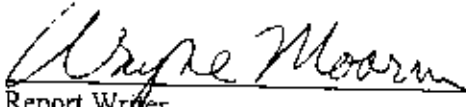
A sewer collection system in the Madrona/Wall Beach area would likely reduce perceived environmental impact on ground water and surface water in the area. There is evidence from the Central Vancouver Island Health Unit and from residents that current septic systems are malfunctioning and a sewer system would benefit the area.

SUMMARY/CONCLUSIONS


The Regional District has recently been informed that we were successful in securing a \$10,000 Infrastructure Planning Grant for a sewer pre-design study for the Madrona/Wall Beach area of the Nanoose Peninsula. In order to secure the entire grant the RDN must contribute \$5,000 to the study. These studies generally cost about \$18,000 to \$20,000, so to undertake the study an additional \$10,000 will be required. Staff propose that the funds set aside through the feasibility fund for an Area E sewer servicing referendum be used for the study (Alternative 1).

RECOMMENDATION

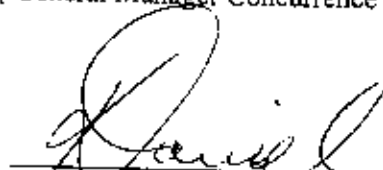
1. That the Board approve using existing feasibility study funds available to supplement the \$10,000 Infrastructure Planning Grant for a sewer pre-design study for the Madrona/Wall Beach area.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

FEB 18 2003

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| CHAIR | GMCrS |
| CAO | GMDS |
| GMDS | GMES |

MEMORANDUM

TO: John Finnie
General Manager of Environmental Services

DATE: February 13, 2003

FROM: Dennis Trudeau
Manager of Liquid Waste

FILE: 3150-00

SUBJECT: Northern Community Sewer Local Service Area Development Cost Charge Expenditure Bylaw No.1328, 2002 Amendment

PURPOSE

To consider an amendment to the Northern Community Sewer Local Service Area Development Cost Charge Expenditure Bylaw No.1328, 2002 for the installation of higher capacity pumps for the French Creek Pollution Control Centre.

BACKGROUND

Higher capacity pumps are required at the Bay Avenue pumping station and the trickling filter to accommodate higher flows. A DCC expenditure bylaw was adopted in 2002 for \$200,000 dollars. Tenders have just been opened for the construction portion of these projects and it has now been determined that \$250,000 will be required to complete these projects.

An amendment to the Northern Community Sewer Local Service Area Development Cost Charge Expenditure Bylaw No.1328, 2002 is required to release these funds.

ALTERNATIVES

1. That the "Northern Community Sewer Local Service Area Development Cost Charge Expenditure Amendment Bylaw No.1328.01, 2003" which will release \$250,000 to complete the Bay Avenue and trickling filter pump upgrades be introduced, given three readings and adopted.
2. That the "Northern Community Sewer Local Service Area Development Cost Charge Expenditure Bylaw No.1328, 2002" not be amended and that the additional \$50,000 be funded by a tax increase to the Northern Community Sewer Local Service Area.

FINANCIAL IMPLICATIONS

Alternative 1

The projected cost to proceed with replacing the undersized pumps at the Bay Avenue pumping station and the trickling filter has now been estimated at \$250,000. There are sufficient funds in the overall Northern Community DCC reserve to cover the projects. If the projects are completed under-budget, unused funds will be returned to the DCC reserve fund.

Alternative 2

An additional \$50,000 would have to be requisitioned for the pump upgrades. This would raise the tax requisition for the Northern Community Sewer Local Service Area by 1.7 %.

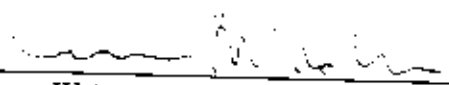
SUMMARY/CONCLUSIONS

The projected cost to proceed with replacing the undersized pumps at the Bay Avenue pumping station and the trickling filter has now been estimated at \$250,000. There are sufficient funds in the overall Northern Community DCC reserve to cover the projects.

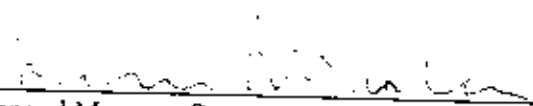
An amendment to the Northern Community Sewer Local Service Area Development Cost Charge Expenditure Bylaw No.1328, 2002 is required to release these funds.

RECOMMENDATIONS

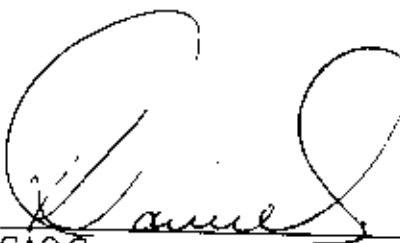
1. That the "Northern Community Sewer Local Service Area Development Cost Charge Expenditure Amendment Bylaw No.1328.01, 2003" which will release \$250,000 to complete the Bay Avenue and trickling filter pump upgrades be introduced, given three readings and adopted.
2. That the "Northern Community Sewer Local Service Area Development Cost Charge Expenditure Amendment Bylaw No.1328.01, 2003" be adopted.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1328.01

**A BYLAW TO AMEND THE AMOUNT EXPENDED FROM THE
NORTHERN COMMUNITY SEWER LOCAL SERVICE AREA
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 934;

AND WHEREAS "Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1328, 2002" authorized the expenditure of \$200,000 for the purposes of upgrading of the Bay Avenue pump station and the trickling filter;

AND WHEREAS the amended costs of the project are estimated to be \$250,000;

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

1. The words "sum of Two Hundred Thousand Dollars (\$200,000.00)" in Bylaw 1328 are hereby deleted and replaced with the words "sum of Two Hundred and Fifty Thousand Dollars (\$250,000)".
2. This bylaw may be cited as "Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1328.01, 2003".

Introduced and read three times this 11th day of March, 2003

Adopted this 11th day of March, 2003

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

PAGE
104



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| REGIONAL DISTRICT OF NANAIMO | |
| FEB 14 2003 | |
| CHAIR | GMCrS |
| CAO | GMDS |
| GMGmS | GMES |
| <i>[Signature]</i> | |

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager, Environmental Services

DATE: February 12, 2003

FROM: Carey McIver
Manager, Solid Waste

FILE: 5700-20-RSWMF

SUBJECT: Regional Landfill Surface and Groundwater Monitoring Program
Contract Extension

PURPOSE

To present the results of the 2002 landfill surface and groundwater monitoring program and consider extending the contract with Morrow Environmental Consultants for an additional two years.

BACKGROUND

The RDN has retained the services of environmental consultants to monitor, sample and report on surface and groundwater trends at the Regional Landfill since 1989. Gartner Lee Limited initiated the program and their services were renewed on an annual basis from 1989 to 1996. In 1997 the Board awarded a three-year contract to Klohn-Crippen for the 1997 to 1999 monitoring program. In 2000 the Board awarded a three-year contract to Morrow Environmental Consultants (Morrow) for the 2000 to 2002 program. This contract expires in April 2003.

Morrow monitors nine surface water-sampling locations, twenty-one groundwater well locations with 41 wells, and one leachate-sampling location. Sample collection and analysis are conducted and reported on a quarterly basis and summarized in an annual report. The purpose of the annual report is to review the data collected throughout the year and provide critical evaluation of the data to: determine the overall state of impacts to water resources; identify and/or eliminate potential groundwater contaminants and contaminant pathways; and provide recommendations for future work.

Pollution Mitigation Systems

The Regional Landfill has been in operation since 1946 and currently receives about 40,000 tonnes of municipal solid waste annually. The landfill covers an area of approximately 20 hectares and is divided into two portions: an operational lined landfill (12 ha); and an older, unlined, capped and closed landfill (8 ha). Since 1991 the RDN has invested more than \$15 million in a pollution control and mitigation infrastructure.

A leachate collection system was installed on the perimeter of the old landfill in 1991-1992. This portion of the site was permanently closed with a one-metre thick clay cap in 1996. A methane gas collection system was installed in this portion of the landfill in 1997 and a storm sewer diversion was constructed in 1996.

The eastern portion of the landfill, which is currently operating, was constructed with a 60 mil high density polyethylene (HDPE) liner, drain rock, and leachate collection underdrains. Leachate recovered from the landfill collection system drains to a leachate pumping station on Cedar Road and then to the Greater Nanaimo Pollution Control Centre.

Monitoring Results

For the year 2000 Morrow prepared a comprehensive review of the geochemical and hydrogeological data, which includes data collected from 1989 until December 2000. This review, as well as the 2001 and 2002 sampling program, indicates that surface water impacts have been mitigated by the installation of the leachate collection system (1992), the clay cap (1996) and the storm sewer diversion (1996). The reduction in both water flows and contaminant concentration indicates that the leachate collection system and the clay cap are functioning as intended to control surface water discharges from the facility.

The occurrence of landfill leachate indicators and general landfill biodegradation reactions do not appear to be spatially related to the landfill liner or the leachate collection system, nor do they appear to migrate in any one particular direction away from the landfill. Nevertheless, the majority of groundwater impacts are located in wells below the un-lined portion of the landfill. To date, monitoring results do not indicate that any leachate is migrating off-site. However, it is necessary for the RDN to continue the monitoring program, and expand it if necessary, to detect if any off-site migration begins to occur.

Evaluation of Performance

During the last three years the RDN has received excellent service from Morrow. This is specialized work requiring extensive knowledge and expertise regarding the environmental control and monitoring systems at the site. Given that it takes several years to acquire this site-specific experience, a five-year contract would be more appropriate for this highly scientific and technical consulting service.

ALTERNATIVES

1. Extend the current consulting services contract with Morrow Environmental Consultants for an additional two years.
2. Do not extend the current consulting services contract.

FINANCIAL IMPLICATIONS

The value of the current three-year contract is \$166,844 or \$56,000 per year. Under Alternative 1, Morrow Environmental will charge \$53,000 per year for the 2003 and 2004 monitoring program.

Alternative 2 will require the solicitation of new bids at an unknown cost.

ENVIRONMENTAL IMPLICATIONS


Under the Waste Management Act landfill owners and operators must implement an environmental monitoring program at their site during operation and for 25 years after closure. The RDN has been undertaking this program since 1989.

SUMMARY

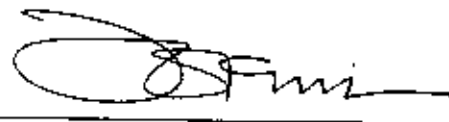
In 2000 the Board awarded a three-year contract to Morrow Environmental Consultants (Morrow) to undertake the surface and groundwater monitoring program at the Regional Landfill. This contract expires in April 2003. During the last three years the RDN has received excellent service from Morrow. This is specialized work requiring extensive knowledge and expertise regarding the environmental control and monitoring systems at the site. Given that it takes several years to acquire this site-specific experience, a five-year contract would be more appropriate for this scientific and technical consulting service.

RECOMMENDATION


That the Board extends the contract with Morrow Environmental Consultants for an additional two-year period.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

Minutes of the District 69 Recreation Commission Regular Meeting
Held on Thursday, February 13, 2003, at 1:00 pm
Qualicum Beach Civic Centre, Qualicum

Attendance:

Frank Van Eynde
Eve Flynn
Fred Demmon

Craig Young
Dave Bartram
Scott Tanner

Patty Biro
Reg Nosworthy

Staff:

Tom Osborne
Marilynn Newsted, Recording Secretary
Cathy MacKenzie

Delegation:

Parksville Panters – Ed Melville, President
Bob Swall, Past President
Vern Fraser, President Elect PGOSA
Peter Kucey, Founding Member PGOSA

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

DELEGATION

- 2.1 Mr. Melville introduced fellow PGOSA and Panter members in attendance. He stated the Parksville Panters requested the Commission consider a non-prime time senior rate of \$76.39/hour and a prime time senior rate of \$92.50/hour in addition to the current 2003-04 non-prime time adult rate of \$97.08/hour and the prime time adult rate of \$120.00/hour.

MINUTES

- 3.1 **MOVED** Commissioner Bartram, **SECONDED** Commissioner Young, that the minutes of the District 69 Recreation Commission Regular Meeting held on January 30, 2003, be approved.
CARRIED
- 3.2 **MOVED** Commissioner Young, **SECONDED** Commissioner Bartram, that the minutes of the District 69 Recreation Commission Grants Committee Meeting held on February 5, 2003, be approved.
CARRIED

REPORTS

- 5.1 Mr. Osborne presented the staff reports from the four function areas, Ravensong Aquatic Centre, District 69 Arena, Recreation Coordinating and Regional Parks and Trail and Community Parks.

Commission requested that staff include annual statistical comparisons in the Ravensong Aquatic Centre, the District 69 Arena and the new Arena Multiplex reports, including written comments to explain any variances that may occur on a quarterly basis.

MOVED Commissioner Bartram, SECONDED Commissioner Demmon, that the staff reports be received.
CARRIED

Commissioner Bartram thanked Cathy MacKenzie for her attendance in Bowser at the Lighthouse area field meetings and the attendance of Parks staff at the Lighthouse Country luncheon for trail volunteers.

BUSINESS ARISING FROM DELEGATIONS

6. Mr. Osborne reviewed fee and charges information provided to Commission in their agenda packages.

MOVED Commissioner Demmon, SECONDED Commissioner Nosworthy, that staff prepare a report regarding the effect the implementation of a seniors prime time and non prime time ice rate would have on the on the Arena Function operational budget for the Commission to consider.
CARRIED

Commission requested that the report include:

- more statistical information
- who would use the ice in lieu of the Panthers?
- a review the seniors ice rate category.

NEW BUSINESS

- 8.1 Ms. MacKenzie reviewed the District 69 Recreation Commission Grants Committee recommendations.

MOVED Commissioner Bartram, SECONDED Commissioner Demmon, that the Commission accept the recommendations from the District 69 Recreation Commission Grants Committee as follows:

1. That the Regional Board endorse the following Community Grants:
 - Arrowsmith Cricket and Sports Association - score board \$ 500
 - funds to be matched by the club
 - Errington Therapeutic Riding Association - operating costs \$2,500
 - Mid-Island Wildlife Watch Society - Brant Festival insurance \$1,000
2. That the Regional Board endorse the following Youth Grants:
 - Ballenas Dry Grad Committee - insurance and advertising \$ 800
 - Fuzion Youth Centre - start-up costs and initial operating cost \$2,500
 - Nanoose Bay Elementary PAC - outdoor education trip \$1,000
 - funds to be matched by PAC groups
 - V.I. Adrenalin Games - equipment rentals \$1,500
 - Vicious Vacant Productions - Jan and Feb 2003 event cost \$ 825

CARRIED

- 8.2 Mr. Osborne reviewed the Naming of RDN Arena Multiplex, Ice Rinks and Multipurpose Room Report.

MOVED Commissioner Bartram, SECONDED Commissioner Tanner, that the Regional District name the Arena Multiplex the *Oceanside Regional Multiplex* and issue a Request for Proposals for selling the naming rights for Rinks 1 and 2, the Leisure Ice Sheet and the Multipurpose Room.
DEFEATED

MOVED Commissioner Young, SECONDED Commissioner Biro, that the Regional District of Nanaimo Board initiate a facility-naming contest for the Arena Multiplex, establish a Facility Naming Sub-committee appointed by the District 69 Recreation Commission consisting of five Commissioners, and issue a Request for Proposal for selling the naming rights for Rinks 1 and 2, Leisure Ice Sheet and the Multipurpose Room. In addition, contest entries may include a suggested logo with the suggested name.
CARRIED

8.3 Mr. Osborne reviewed the report on Advertising at the Arena Multiplex.

MOVED Commissioner Tanner, SECONDED Commissioner Young, that the revenue-sharing program for arena advertising in the Arena Multiplex includes a revenue split of 30% for a sales representative, 20% for Oceanside Minor Hockey, 20% for the Junior 'B' Generals, 10% for the Sandy Shores Skating Club and 20% for the Regional District, be approved.
CARRIED

COMMISSIONER ROUNDTABLE

9. Commissioner Young stated that Area 'G' Parks and the Parksville Bicycle Advisory Committee have both discussed the need for a community vision including parks as a recreational concept in long-range plans. Commissioner Young reminded Commission of the Poker Walk Run Top Bridge fundraiser scheduled for Sunday, March 30, 2003.

Commissioner Biro stated the Lighthouse Recreation Commission has planned a Canada Day Festival including fireworks at Deep Bay, an Art/Park day at Wild Wood Park in the spring and a Medieval Nights Dream fundraiser for the Nile Creek Bridge in the summer.

Commissioner Nosworthy reported that a public meeting had been held regarding the purchase of parkland and the old Errington School building in Area 'F' and that 98% of the persons at the meeting were in agreement with the purchase.

Commissioner Demmon advised the Commission of a Commissioner Workshop with Brian Johnston scheduled for Saturday, February 22, 2003 at the Cowichan Lake Sports Arena.

Commissioner Tanner requested that staff not release balloons into the atmosphere at future events.

ADJOURNMENT

MOVED Commissioner Bartram, SECONDED Commissioner Demmon, that the meeting be adjourned at 2:50pm.

NEXT MEETING

The next meeting will be held at 2:00 pm, Thursday, March 13th, at the Qualicum Beach Civic Centre.



| | | |
|---------------------------------|-------|--|
| REGIONAL DISTRICT OF NANAIMO | | |
| FEB - 5 2003 | | |
| CHAIR | GMCrs | |
| CAC | GMDS | |
| GMES | GMES | |

For Comm. ✓

MEMORANDUM

TO: Tom Osborne
Manager of Recreation and Parks

DATE: February 5, 2003

FROM: Mike Chestnut
Arena Supervisor

FILE: 5330-20-TWIN

SUBJECT: Advertising at the Arena Multiplex

PURPOSE

To provide information and recommendations to the District 69 Recreation Commission on the provision of advertising at the Arena Multiplex.

BACKGROUND

With the impending move of arena-based services from the District 69 Arena to the new Arena Multiplex in 2003, user groups have requested clarification on advertising opportunities and policies. Currently both Oceanside Minor Hockey (OMH) and the Jr. 'B' Generals solicit businesses individually to advertise within the District 69 Arena and use resulting net proceeds to subsidize their arena-based programs.

Oceanside Minor Hockey has, for many years, been allowed to sell advertising space along the walls of the facility in order to subsidize their hockey program. OMH has had exclusive use of this advertising space at no charge by the RDN. OMH officials have been responsible for finding advertisers, setting and collecting fees and ensuring signage is suitable. Signage is erected and removed by arena staff at no charge. Currently there are eight of 12 spaces sold.

In 1997 arena staff elected to sell signage along the arena boards at ice level with all proceeds going to the arena function. This program was met with mild enthusiasm by local businesses and required a great deal of staff time. Revenue generation was not sufficient to justify staff time resulting in the arena board signage advertising rights being offered to all non-profit user groups. The arena board advertising space was made available on a first come/first serve basis. User groups were charged fifty dollars (\$50.00), payable to the RDN, for every per sign space they were able to sell. Essentially this fee was to cover installation costs and maintenance performed by the arena staff.

The only user group to take advantage of the arena board signage has been the Jr. 'B' Generals. The amount of signage sold thus far has been minimal, three or four per year out of a possible 18 eight-foot spaces.

Both organizations have had difficulty maintaining consistency from year-to-year as personnel responsible for advertising has changed frequently and, in the case of OHM, they depend on their volunteer executive to solicit and maintain accounts and sign production. Both organizations also tend to solicit to the same local businesses. The result being that available space is not being maximized, un-renewed signage is not being removed regularly and prices, terms, and sign products are variable.

Oceanside Minor Hockey and the Jr. 'B' Generals are two of the three current regular ice users that are categorized as non-profit-for-youth organizations. The Sandy Shores Figure Skating Club (SSSC) is the

other user group that is a non-profit-for-youth organization. The SSSC has not participated in the solicitation or revenues of any arena-based advertising to date.

Arena staff conducted a survey of Vancouver Island facilities to ascertain the different approaches to arena advertising. Survey results provided no definitive approach as each facility has developed their policy as need and circumstance dictate. Some facilities charge their non-profit organizations for ad space, some charge for sign erection, some communities have given exclusive rights to their Junior hockey clubs for free or a per sign fee. These facilities are also experiencing similar outcomes as team owners and volunteer executives change frequently.

Staff met with representatives from the Generals, OMH and SSSC to gather information and ideas for advertising in the new facility. The result being a consensus that:

1. the organizations wish to continue to subsidize their programs through arena advertising.
2. a consistent, standardized and organized approach is required to maximize advertising revenues.

The groups were receptive to having an advertising firm/person working on a commission basis handling all arena based advertising opportunities on behalf of the Regional District of Nanaimo and participating in a percentage revenue sharing program.

Industry standard fee scales to place advertisements are set primarily on the potential viewer ship and exposure the ad will receive. With this premise as a guide, staff have proposed revenue sharing percentages for the user groups that are reflective of each user group's approximated draw of attendees to the current facility over the course of the year.

For purposes of this report, financial projections will be based on the projected sales of arena boards only. However, other opportunities for advertising revenue include wall banners and dressing room signage, which would be included in the proposed profit sharing.

Note: The Generals are currently operating as a non-profit society run through a volunteer board. Should the Generals be sold or return to a private enterprise for profit they would forfeit any access to arena advertising revenues under this proposed arrangement.

ALTERNATIVES

1. Proceed with the implementation of a revenue-sharing program with non-profit children and youth based arena user groups to be coordinated and managed by the RDN for advertising in the RDN Multiplex Arena to include a sales representative (30%), the RDN (20%), Oceanside Minor Hockey (20%), Junior 'B' Generals (20%) and the Sandy Shores Skating Club (10%). Advertising revenue sharing to include: arena boards, wall banners and dressing room signage.
2. Continue with the status quo of providing wall-advertising opportunities at no charge exclusively to Oceanside Minor Hockey and arena board advertising opportunities on a first come/first serve basis at fifty dollars (\$50.00) per sign payable to the RDN.
3. Implement a system whereby the RDN receives a pre-set flat rate of \$150 for Rink 1 boards and \$100 for Rink 2 boards from Multiplex user groups who wish to sell arena advertising as a fundraising venture.

FINANCIAL IMPLICATIONS

- Based on other jurisdictions' arena board rates staff anticipate offering arena board advertising space at \$450 (plus sign production costs) for an eight-foot sign at ice level in Rink 1 (18 spaces). Arena board advertising will also be offered on Rink 2 at \$300 per eight-foot space (18 spaces).

Proposed Revenue Sharing

| | |
|-----------------------------------|-----|
| Commissioned Sales Representative | 30% |
| Oceanside Minor Hockey | 20% |
| Jr. "B" Generals | 20% |
| RDN Multiplex Arena | 20% |
| Sandy Shores Skating Club | 10% |

Sample Revenue Table

| Partners | | Rink 1 100% Sales | Rink 1 50% Sales | Rink 2 100% Sales | Rink 2 50% Sales |
|---------------------------------|--|----------------------|---------------------|----------------------|---------------------|
| Sales Rep. (30%) | | \$2,430 | \$1,215 | \$1,620 | \$810 |
| RDN Multiplex (20%) | | \$1,620 | \$ 810 | \$1,080 | \$540 |
| Oceanside Minor Hockey (20%) | | \$1,620 | \$ 810 | \$1,080 | \$540 |
| Jr. 'B' Hockey Club (20%) | | \$1,620 | \$ 810 | \$1,080 | \$540 |
| Sandy Shores Skating Club (10%) | | \$ 810 | \$ 405 | \$ 540 | \$270 |
| Totals | | \$8,100 | \$4,050 | \$5,400 | \$2,700 |

- The RDN revenue from arena board advertising in 2002 was \$200. The following table is a sample of potential revenue for continuing with the existing rate fee payable to the RDN for arena board signage.

| | Rink 1 100% Sales | Rink 1 50% Sales | Rink 2 100% Sales | Rink 2 50% Sales |
|---------------|----------------------|---------------------|----------------------|---------------------|
| RDN Multiplex | \$900 | \$450 | \$900 | \$450 |

- Revenue generated from flat rate for user groups to access advertising space on the arena boards in both Multiplex arenas can be calculated as:

Fee (\$150 - Rink 1 & \$100 - Rink 2) x spaces sold (maximum 18 Rink 1 / 18 Rink 2)

| | Rink 1 100% Sales | Rink 1 50% Sales | Rink 2 100% Sales | Rink 2 50% Sales |
|---------------|----------------------|---------------------|----------------------|---------------------|
| RDN Multiplex | \$2,700 | \$1,350 | \$1,800 | \$900 |

CITIZEN IMPLICATIONS

- Oceanside Minor Hockey, Jr. 'B' Generals and the Sandy Shores Skating Club would receive annual credits from the RDN toward their ice costs at the RDN Multiplex Arena based on the proposed revenue sharing percentages of the overall advertising sales. Sign production and account maintenance would be administered through the Arena Function.

2. All user groups who participated in the solicitation of advertising would retain all revenues less the fifty-dollar (\$50.00) fee payable to the RDN. Each user group would solicit advertising to businesses independently and retain revenues only for their individual sales. Signage would be accessed on a first come/first serve basis. The physical dimensions of signage would be set by the RDN. Account maintenance and sign manufacturing would be the sole responsibility of each user group. This approach provides for duplication of solicitation and random pricing and contract lengths and limits the RDN's participation in maximizing revenues.
3. All user groups would pre-pay to the RDN a flat rate fee for the number of arena board spaces they intended to sell for the coming year. Each user group would solicit advertising to businesses independently and retain revenues only for their individual sales. The physical dimensions of signage production would be set by the RDN. Account maintenance and sign manufacturing would be the sole responsibility of each user group. This approach enables the RDN to control contract length but does not address issues of duplication of solicitation and random pricing and limits the RDN's involvement in maximizing revenues.

SUMMARY

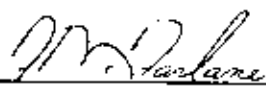
With the impending move of arena-based services from the District 69 Arena to the new Arena Multiplex in 2003, user groups have requested clarification on advertising opportunities and policies. Currently both Oceanside Minor Hockey (OMH) and the Jr. 'B' Generals solicit businesses to advertise within the District 69 Arena and use resulting net proceeds to subsidize their arena-based programs.

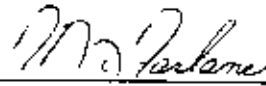
Oceanside Minor Hockey and the Jr. 'B' Generals have had difficulty maintaining consistency from year-to-year as personnel responsible for advertising has changed frequently. Both organizations also tend to solicit the same local businesses, the result being that available space is not being maximized, unrenewed signage is not being removed regularly and prices, terms and sign products are variable.

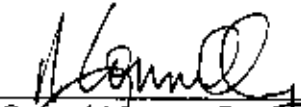
The non-profit children and youth ice user groups were receptive to having an advertising firm/person working on a commission basis handling all arena-based advertising opportunities on behalf of the Regional District of Nanaimo and participating in a percentage revenue sharing program managed by the RDN.

RECOMMENDATION

That the revenue-sharing program for arena advertising in the Arena Multiplex that includes a revenue split of 30% for a sales representative, 20% for Oceanside Minor Hockey, 20% for the Junior 'B' Generals, 10% for the Sandy Shores Skating Club and 20% for the Regional District, be approved.

for 
Report Writer

for 
Manager Concurrence


General Manager Concurrence


CAO Concurrence

COMMENTS

TO: Neil Connelly
General Manager of Community Services

DATE: February 6, 2003

FROM: Tom Osborne
Manager of Recreation and Parks

FILE: 5330-20-TWIN

SUBJECT: Naming of RDN Arena Multiplex, Ice Rinks and Multipurpose Room

PURPOSE

To provide recommendations on the official naming of the RDN Arena Multiplex, Ice Rinks and Multipurpose Room.

BACKGROUND

On January 25, 2003 the Arena Multiplex is scheduled to begin construction at the Wembley Mall site in Parkville with a target completion date of September 2003. With construction now underway, there is a need to decide and implement the official naming of the facility as well as the three ice rinks and the multipurpose room, as both external and internal signage need to be developed along with letterhead and other promotional material prior to the facility's opening.

Most public recreation facilities tend to use names that represent the region in which they reside or are named after a person who contributed to the growth of ice sports in the area. Lately arena facilities have named their individual ice rink surfaces after commercial enterprises that gave a significant donation or fee, such as Weyerhaeuser Rink and Coulson Rink at the Alberni Valley Multiplex from which the Municipality received significant donations from the two corporations. Given that donations were not a part of the funding formula for the construction of the Multiplex, there is an opportunity for the RDN to pursue offering the naming rights to corporations and business for an agreed-upon term in return for a fee.

The existing arena at the Parkville Community Park is named after the local School District boundary area, District 69, in which the contributing municipalities and electoral areas are located. Over the years both arena users and staff have found the name to cause problems as out-of-District users do not know where District 69 is and correspondence and material being delivered to the arena often gets inadvertently sent to the School Board Office. In general, the words 'District 69' provide little in the way of identity to an area that offers plenty in the way of natural surroundings to attract visitors from all regions. It is suggested that District 69 no longer be used when naming the new facility.

Over the past decade the District 69 area has been referred as Oceanside and various agencies and organizations are now using Oceanside in their names such as Oceanside Minor Hockey, Oceanside Tourism Association, Oceanside RCMP and the Oceanside Community Arts Council. Given that residents in the area have on the most part, accepted the use of Oceanside to identify the northern half of the Regional District, the new facility name should include the word Oceanside.

The Regional Board may also want to consider naming either one of the individual ice rinks after a local citizen who contributed to the advancement of ice sports regionally, provincially and nationally. The area is fortunate to have members within the community that meet this profile.

Appendix 1 provides for a variation of facility names the Regional Board may also want to consider.

Request for Proposal Process for Ice Sheet and Multipurpose Room

Staff have prepared the Request for Proposal (RFP) for naming rights for Rinks 1 and 2 and the Leisure Ice Sheet as well as other RFP's for the beverage contract, vending contract and the concession contract. In discussions with a local significant business, there is an interest in the purchase of naming rights for the ice rinks within the facility.

It is difficult to forecast the amount of funds or service contributions that the private sector would submit as part of their proposal to retain the naming rights for each of amenities within the facility. It is anticipated that Rink 1, which is the main rink, would see the highest proposed fee submitted and the Multipurpose Room would see the least amount of funds proposed by the corporate community. Terms and an Agreement of the naming rights will be drafted after review of all submissions and selection with the successful proponent(s). Upon completion of the term of the agreements, the Regional District will be able to issue subsequent RFPs and additional funds in future years will be applied capital projects or to the operational budget. This approach is different to receiving a one-time donation for which the name of the amenity would be expected to carry on for an indefinite period of time.

The RFP will be scheduled to close in April 2003, at which time the Board will then receive the selected names for the various areas. Failure for corporate enterprises to respond to the RFP or should the submitted proposed fees be too low the Board would then have to consider other alternatives.

ALTERNATIVES

1. The Regional District of Nanaimo Board name the Arena Multiplex the *Oceanside Regional Multiplex* and issue a Request for Proposal for selling the naming rights for Rink 1 and 2, Leisure Ice Sheet and the Multipurpose Room.
2. The Regional District of Nanaimo Board initiate a facility-naming contest for the Arena Multiplex, establish a Facility Naming Sub-Committee appointed by the District 69 Recreation Commission, consisting of five Commissioners, and issue a Request for Proposal for selling the naming rights for Rinks 1 and 2, Leisure Ice Sheet and the Multipurpose Room.
3. The Regional District of Nanaimo Board name the Arena Multiplex the *Oceanside Regional Multiplex* and name either Rink 1, Rink 2, the Leisure Ice Sheet or the Multipurpose room after a member of the community who has contributed to the advancement of ice sports locally, provincially and nationally and issue a Request for Proposal for selling the naming rights the remaining areas of the facility.

FINANCIAL AND RESOURCE IMPLICATIONS

1. Should the Regional Board decide on a name, staff and the developer can begin the development and construction of signage material and less time will be spent on resources in determining the name for the facility. The project budget has funds to provide signage in the facility combined with other

financial contributions from the beverage and vending contracts. This could commence immediately upon the decision of the Board.

2. Should the Board undertake a naming contest, contest information applications will be developed and the local newspaper, *The PQ News*, has agreed to assist staff in the promotion of the contest. Once a name has been selected, staff will work with the Multiplex Naming Committee in compiling, short-listing and advancing the selected name to the Regional Board. It is suggested that the contest winner get free public skating at the Multiplex for a year. It will take approximately two months to undertake the contest and forward the short-list of names to the Board for approval of the contest winner.

SUMMARY

The Arena Multiplex at the Wembley Mall site is scheduled to begin construction on January 25, 2003 with the target completion date being September 2003. There is a need to determine the official name of the complex in order to develop and implement signage at the facility, as well as to order other marketing material and letterhead. On the most part, residents in the area commonly refer to the area as Oceanside and subsequently organizations and agencies have incorporated the word Oceanside in their organization names.

In addition to naming the facility, names are required for Rink 1, Rink 2, the Leisure Rink and the Multipurpose Room. The Board has the option of issuing a Request for Proposal call for the naming rights for these areas or one of the areas can be named after a local citizen who contributed to the advancement of ice sports locally, provincially and nationally.

RECOMMENDATION

The Regional District of Nanaimo Board name the Arena Multiplex the *Oceanside Regional Multiplex* and issue a Request for Proposal for selling the naming rights for Rinks 1 and 2, the Leisure Ice Sheet and the Multipurpose Room.

Original signed by: T. Osborne
Report Writer

Original signed by: N. Connelly
General Manager Concurrence

Original signed by: K. Daniels
CAO Concurrence

COMMENTS

Multiplex Names for Regional Board Consideration

| Identification Name | Facility Type Name | Name Combination Examples |
|--------------------------|-----------------------------|------------------------------|
| Oceanside Regional | Multiplex | Oceanside Regional Multiplex |
| Arrowsmith Regional | Place | Oceanside Place |
| Vancouver Island | Centre | Georgia Strait Centre |
| Central Vancouver Island | Recreation Centre | Central Island Iceplex |
| Mid Island | Sport and Recreation Centre | |
| Central Island | Iceplex | |
| Ballenas | Sportsplex | |
| Georgia Strait | Arena | |
| | Twin Rinks | |
| | Triple Rinks | |
| | Community Centre | |
| | Ice Centre | |
| | Sports Centre | |

**REGIONAL DISTRICT OF NANAIMO
REQUEST FOR PROPOSALS
NAMING RIGHTS AT MULTIPLEX ARENA**

The Regional District of Nanaimo is seeking responses to the following request for proposal:

The work is described as NAMING RIGHTS AT MULTIPLEX.

Responses clearly marked NAMING RIGHTS AT MULTIPLEX will be received up until 12:00:00 p.m. noon PST April 12, 2003 and should be delivered to:

Mike Chestnut
Arena Supervisor
District 69 Arena
193 East Island Highway
Parksville, BC

It is the sole responsibility of proponents to deliver their proposal to the District 69 Arena Office before the closing time.

Faxed responses will not be accepted.

Responses may be withdrawn before the deadline upon written notice to Mike Chestnut at the address above or by fax to 250-248-3159.

Responses withdrawn may be replaced by alternative responses providing that written notice is received at least 24 hours before the closing deadline noted herein. Notice that an alternative response will be submitted must be delivered to the Mike Chestnut at the address above or by fax to 250-248-3159.

Responses must remain valid for 90 days following the closing time and date. Responses are irrevocable after the closing time and date.

Responders must respond to all specifications in order to be considered a valid proposal. Proposals having significant obvious errors will be rejected.

In the event that the approved proponent does not enter into an agreement with the Regional District, the proponent agrees to pay the Regional District of Nanaimo the difference between their proposal and any lesser sum, which the Regional District may be required to accept due to such default or failure to enter into an agreement.

The Regional District of Nanaimo reserves the right to reject any and all proposals for any reason or to accept any proposal received which the Regional District, in its sole unrestricted discretion, deems most advantageous to itself. The greatest or any proposal may not necessarily be accepted. The proponent acknowledges the Regional District's rights under this clause and absolutely waives any right of action against the Regional District for the Regional District's failure to accept its proposal whether such right of action arises in agreement, negligence, bad faith or any other cause of action. The acceptance of any

proposal is subject to approval by the Board of the Regional District or the officer or employee of the Regional District having authority to accept the proposal.

Unless otherwise requested in writing by the herein designated Regional District employee, a proponent must not contact or communicate with any elected or appointed officer or employee of the Regional District, other than the designated employee, in relation to the proposal prior to the award of such proposal by the Regional Board (or alternatively the officer or employee of the Regional District having authority to accept the proposal). Any such communication will result in disqualification of the proposal from further consideration.

The Regional District of Nanaimo is subject to the provisions of *The Freedom of Information and Protection of Privacy Act*. As a result, while Section 20 of the *Act* does offer some protection for third party business interests, the Regional District cannot guarantee that any information provided to the Regional District can or will be held in confidence.

Further information regarding the specifications in this solicitation may be obtained from:

Mike Chestnut
Arena Supervisor
Tel 250-248-3252
Fax 250-248-3159

**REGIONAL DISTRICT OF NANAIMO
REQUEST FOR PROPOSALS
NAMING RIGHTS AT MULTIPLEX ARENA**

The Regional District of Nanaimo (RDN) invites Requests for Proposals for the **Naming Rights** for three ice surfaces and a multipurpose room within the new District 69 Multiplex Arena which is currently under construction and will be located at 826 West Island Highway adjacent to the Wembley Mall.

The new District 69 Multiplex facility is centrally located to the City of Parksville and the Town of Qualicum. The Multiplex will have two NHL size rinks (800 seats; Rink 1 – 200 seats; Rink 2) and a Leisure Ice Sheet. The Multiplex will provide opportunities for ice sports (including Jr. B hockey), ticketed events and shows, dry floor activities and leisure skating for the approximately 40,000 residents of the communities within School District 69 electoral boundaries. The Multiplex is scheduled to open September 2003

The Regional District of Nanaimo reserves the rights to naming the facility as a whole on behalf of the community. Proponent advertising will be limited to the building interior.

The following opportunities for naming rights are available:

Rink 1 – 800 seats (with room to expand to 1,000 seats)

Rink 1 will be the primary usage rink for Jr. 'B' hockey (26 home games plus playoffs, if applicable), ticketed events, trade shows, public skating sessions, ice shows and tournament playoffs. The 1,300 square foot Multipurpose Room on the mezzanine level has views to Rink 1. The 5,600 square foot Leisure Ice Sheet is attached to Rink 1 via an ice way and doors.

Rink 2 – 200 seats

Rink 2 will primarily be used for organized ice sports and training.

Leisure Ice – 5,600 square feet

This shaped ice sheet will primarily be used for drop-in public skating, lessons and birthday parties. The leisure sheet will be a themed atmosphere that participants and spectators will access from the main lobby throughout the day. The Leisure Sheet will be used regularly in conjunction with Rink 1 for public skating via the passageway. This connective capability can be used to enhance special events.

Multipurpose Room – 1,300 square feet

The Multipurpose Room will be used as a social gathering site during games and events. Other uses will include recreation programming, tournament headquarters, classroom related activities and general meeting and leisure activity space.

The Multiplex will offer a concession, which will have window access to both the main lobby and Rink 1. Vending Machines will be located on both the lobby level and the mezzanine level near the Multipurpose Room.

General Requirements:

Proponents may bid on naming a single or a combination of the above-noted ice surfaces and/or the Multipurpose Room.

At a minimum, the successful proponent will be expected to provide an annual or contract term cash gratuity, which will be used to purchase equipment or make improvements to the Multiplex facilities. (i.e. score clock, bleacher-seat upgrades etc.). The proponent and the Regional District will mutually agree on the expenditure of these funds. The Regional District will, on a best efforts basis, ensure that the proponent is recognized in respect of the expenditure; however, any logos or other specialized insignia, which the proponent wishes to attach to the sponsorship notice, will be at the expense of the proponent.

Existing Operations:

The following information is provided for background regarding the operations of the existing single ice sheet facility.

Facility Operations Summary

Typically the District 69 Arena operates year round. In the winter season covering September – March, the Regional District provides user groups access to the facility for approximately 20 hours per day. User groups include minor hockey, a figure skating club, a men's league and a Jr. 'B' hockey club. Public sessions include seniors' hockey, adult only skates, parent & tot sessions, occasional special event skates and general admission weekend skating for all ages. Attached as Schedule A is an example of the user group and public access hours during a typical winter season week.

The District 69 Arena removes the ice for May and June at which time Lacrosse becomes the primary user. In July the ice goes back in to accommodate summer skating and hockey schools. The concession currently closes for the majority of the time between April and September with the exception of a 3-day annual Home Show in May and the occasional special event such as a circus.

General admission skating is currently scheduled each Saturday and Sunday from 12:00 noon – 3:15 pm. Average 2002 attendance for Saturday was 82 participants and on Sunday, 110 participants.

Note: Family admissions are calculated as a single admission but may represent up to five participants.

Proposal Requirements:

Evaluation of proposals is made easier when proponent submissions follow a common format. Proponents shall adhere to the following format to the greatest degree possible.

Proposals shall be bound and submitted in the following format:

1. Covering letter stating the official name of the proponent, indicating your understanding of the requirements of the proposal and signed by a person having authority to enter into agreements for the company.

2. A page or section with the following information:

- Official Company Name and Operating Name
- Address
- Telephone and fax numbers
- Number of years in business
- Name of banking institution, name and telephone contact number of account manager
- Primary contact person for this agreement
- A description of your business

3. A separate section outlining:

- i. Which facilities the proponent is requesting to name
- ii. The name requested
- iii. An outline of any specific marketing programs desired including the size, number and location of signs
- iv. An outline of any conditions regarding competitor advertising within the facility
- v. Suggested contract length (maximum and minimum)

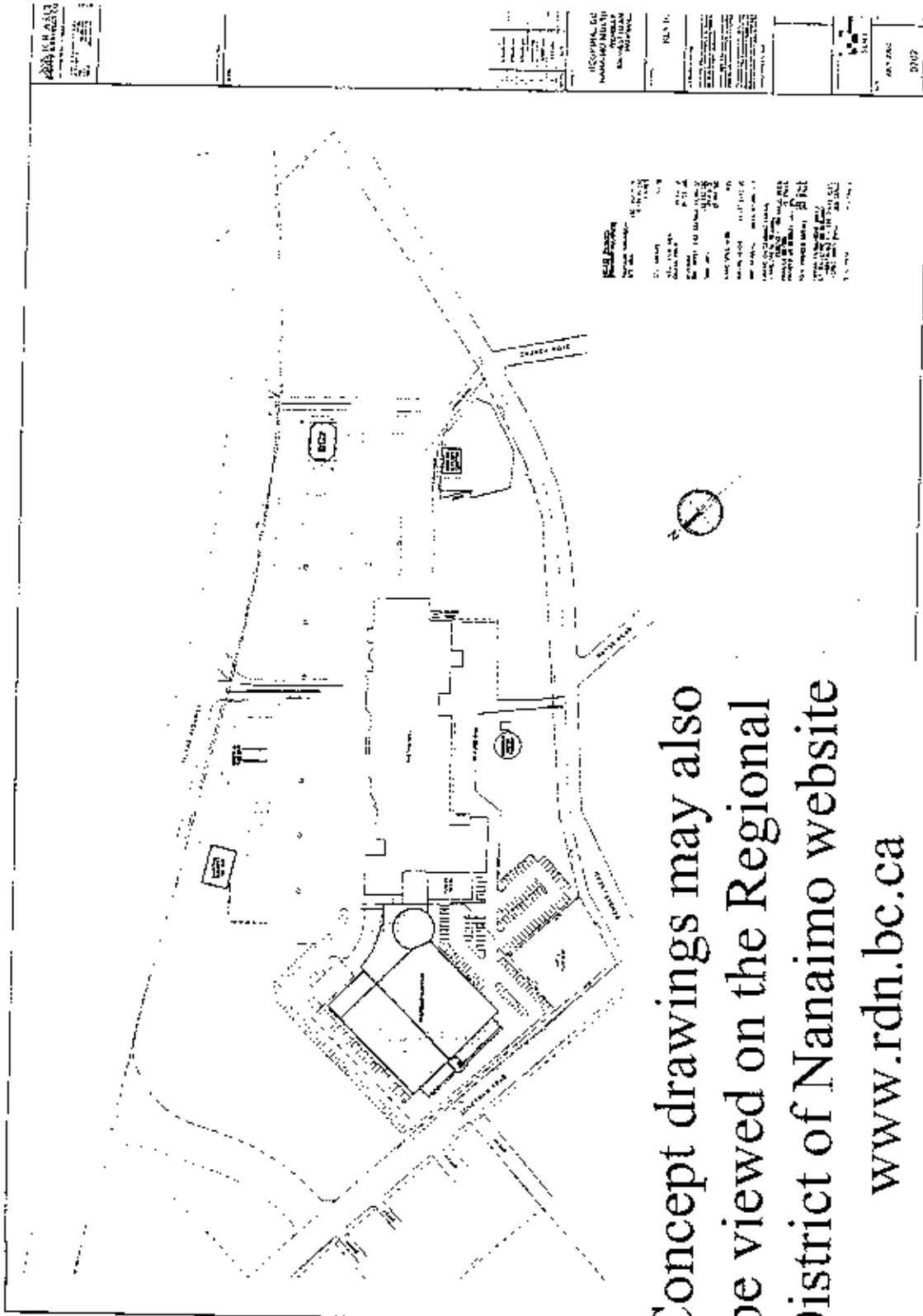
4. A separate section outlining the proponent's fee proposal including:

- i. The value of the annual cash gratuity to be used to purchase equipment or improvements in the facility
- ii. Any product or service which can be offered to the Regional District for community special events (state estimated value)

Proposals should include but not be limited to:

- 1. Annual remuneration provided to the RDN for exclusive naming rights.
- 2. Any proposed product or service (amount/value) provided to the RDN for community initiatives.
- 3. Annual or contract term cash donation for facility/community improvement (i.e. score clock, bleacher-seating upgrades).
- 4. An outline of any specific marketing programs requested or required including signage size, number and preferred location.
- 5. An outline of any requirements for any conditions for competitors advertising in the facility.
- 6. Suggested contract length (maximum and minimum).
- 7. Which single or combination of Rinks and Multipurpose Room proponents are bidding on.

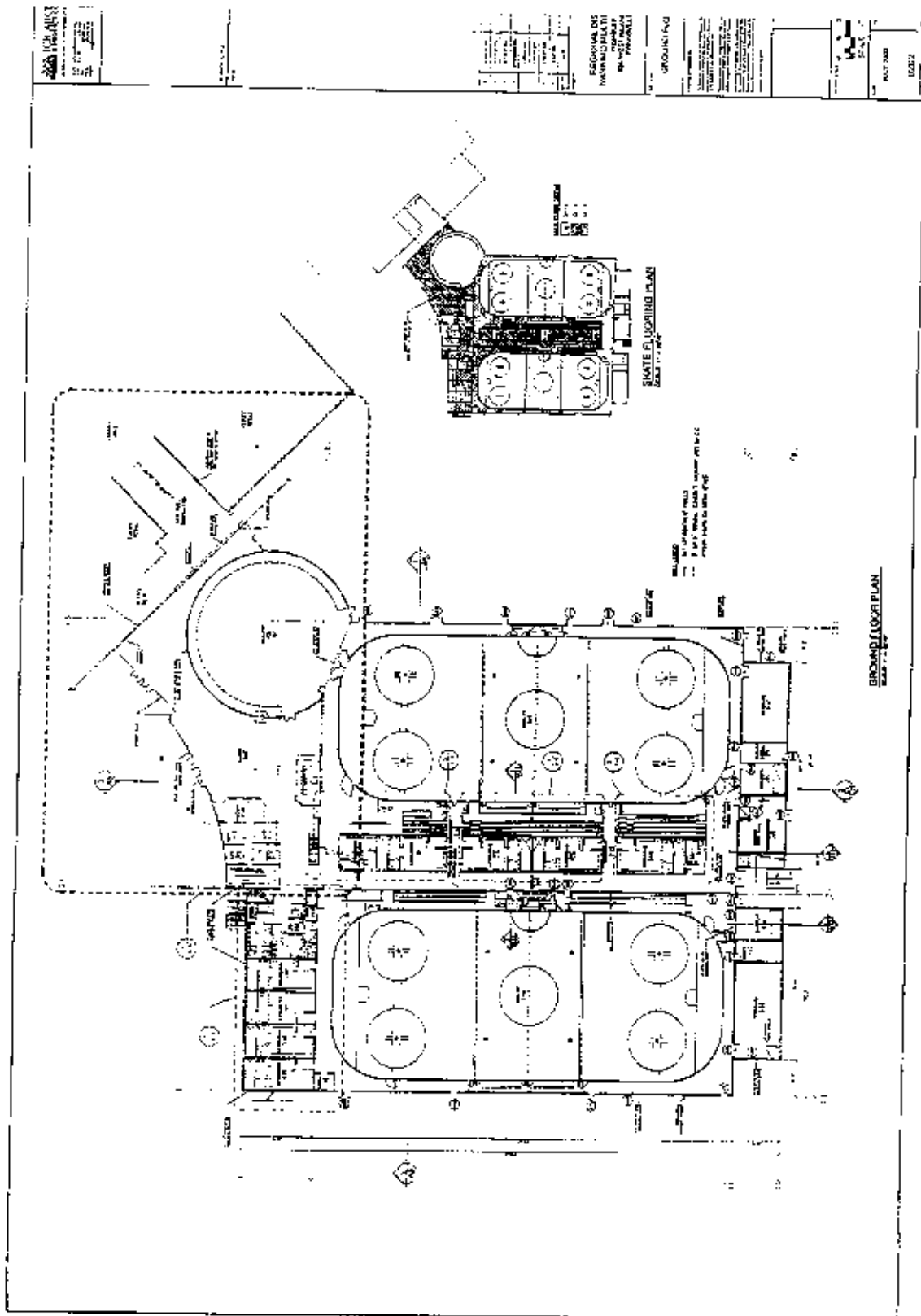
CONCEPT DRAWINGS
MULTI-PLEX ARENA



Concept drawings may also
be viewed on the Regional
District of Nanaimo website

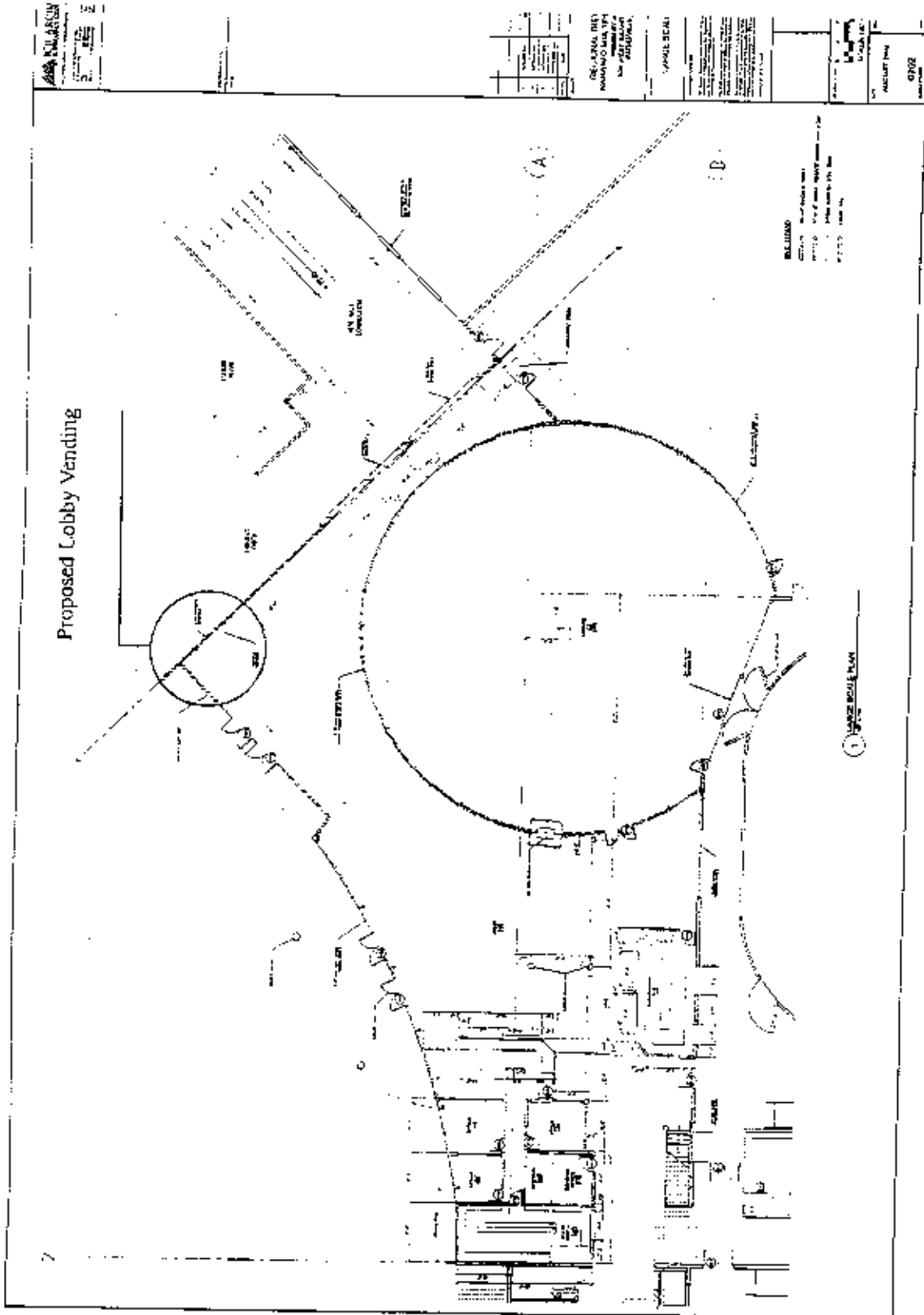
www.rdn.bc.ca

GROUND FLOOR PLAN

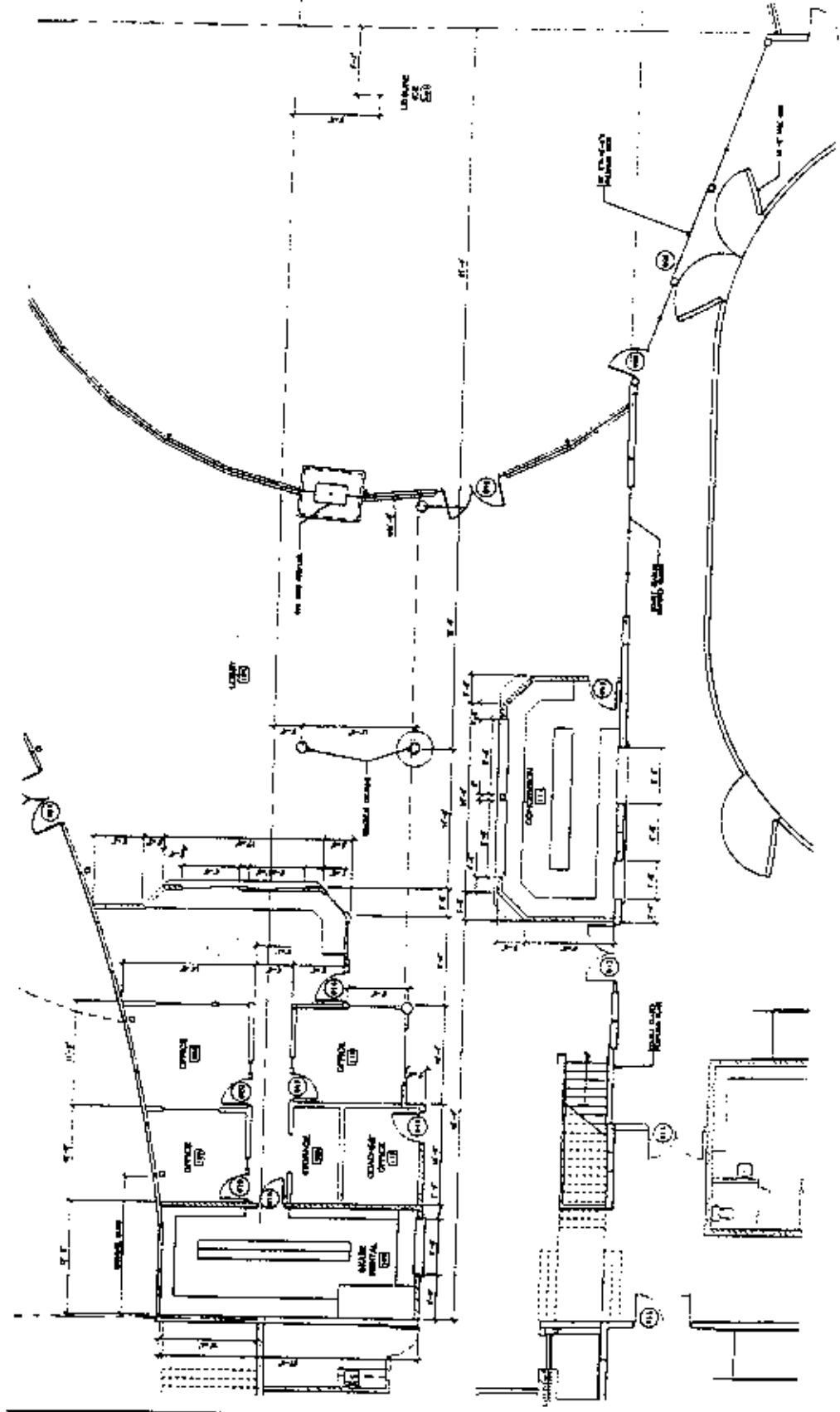


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PROPOSED LOBBY VENDING



LOBBY



1 LARGE SCALE PLAN
1/8" = 1'-0"

LANTZVILLE IMPROVEMENT DISTRICT / REGIONAL DISTRICT OF NANAIMO

THE LANTZVILLE PARKS & OPEN SPACE
ADVISORY COMMITTEE MEETING

MINUTES

December 2, 2002 - 7:00 P.M.
The Lantzville Recreation Hall, 7192 Lantzville Road

1. **CALL TO ORDER**
Chairperson McConachie called the meeting to order at 7:00 p.m.
2. **INTRODUCTIONS**
Committee Present: Anne Thomas, Dean Harvey, Peter Law, Brenda McConachie, Barb Samarin
Committee Absent: Denise Haimé
Staff Present: Jeff Ainge, RDN Parks Coordinator, Jane Ayers, LID Administrator
Guest: Bob Milne, representing the Rotary Club of Lantzville
3. **APPROVAL OF AGENDA**
MOTION 02:23
THAT the Parks and Open Space Advisory Committee approve the agenda as amended to include a "Guest Presentation" by the Rotary Club of Lantzville. CARRIED
4. **APPROVAL OF MINUTES OF November 4, 2002 MEETING**
MOTION 02:23
THAT the Parks and Open Space Advisory Committee approve the minutes of the November 4, 2002 meeting as circulated. CARRIED
5. **CURRENT BUSINESS**
 - a. **Guest Presentation by the Rotary Club of Lantzville**
Bob Milne, of the Rotary Club of Lantzville, reported that members had approved doing a project in 2005 costing approximately \$10,000 to commemorate the Centennial of the Rotary Club. They were considering something "useful" and vandal-proof in one of Lantzville's parks. He will report back to the Committee, as well as the Trustees of the Lantzville Improvement District, in the near future.
 - b. **Appointments to the Committee**
The Committee will continue to exist when Lantzville becomes a municipality in 2003. However, the municipality will make the appointments to the Committee rather than the RDN or the LID. As there are appointments expiring on December 31, 2002, the Committee considered this transition issue and decided to proceed with the application process as usual. The terms of these new appointments may be less than the normal two years.

In addition, Brenda McConachie does not wish to remain the chairperson in 2003. The Committee discussed this issue and decided to address it at the first meeting in 2003.
 - c. **Accretion**
This item was tabled to the next meeting.

d. Lantzville Shoreline Brochure

The Committee reviewed the most recent draft of this brochure, which is considered final. The brochure will be distributed as an insert to the January issue of the Lantzville Log.

e. Donations for Park Bookings

The Trustees of the LID asked the Committee to suggest donation parameters for booking Huddlestone Park and to distinguish between non-profit and commercial organizations in determining these suggested donation levels. After consideration, the Committee proposed the following for commercial organizations:

| Group Size | Suggested Donation |
|------------|--------------------|
| 20 to 49 | \$25.00 |
| 50 to 99 | \$35.00 |
| > 100 | \$50.00 |

7. NEW BUSINESS

a. Lantzville's Vandalism Problem / Youth Recreation Programs

The Committee discussed possible programs for youth in Lantzville.

Drop-in: In the past, with seed money of \$7,500.00, a youth drop-in was operated through the Boys' and Girls' Club. Brenda McConachie volunteered to contact this club about possibilities.

Roving Youth Leaders: Jeff Ainge described how the RDN operates a Roving Youth Leaders Program in the Parksville / Qualicum area.

b. Sebastion Beach Access

Brenda and Peter showed the Committee the "rough" site plan they had drawn up for the Sebastion beach access. Their suggestion is to provide two benches, take away the extra dirt there and replace it with sea grass, install a natural driftwood barrier, a bike rack, a "dog-doo" dispenser and a garbage can. This site plan will be shown to the Trustees of the Lantzville Improvement District and input from adjacent property owners will be obtained.

c. Household Questionnaire for the Winds Park

Peter Law informed the Committee about the progress he has made on this project. Dover Bay School has approved a project in which 2 or 3 students would conduct the survey and come back to the Committee with a report in April or May.

d. Horseshoe Pits

A resident recently inquired about her request to have horseshoe pits built at one of Lantzville's parks. Susan Crayston sent a response to this inquiry. The Committee noted that the Legion has a horseshoe pit.

8. REPORTS

Lantzville Improvement District: Susan Crayston noted that:

- The floodlight and signs had been installed at Rotary Park.
- The drip system had been installed and the kiosk repaired at Huddlestone Park.
- The hazardous trees had been felled.

Regional District of Nanaimo: Jeff Ainge reported on current RDN parks and trails issues including:

- Home Lake was not as successful as hoped but visitors came from all over Vancouver Island.
- Developing of trails at Cedar.
- Implementing a wildlife plan in the Parksville/Qualicum area.
- Conducting a beach access questionnaire in Nanoose concerning 67 accesses.

9. **ROUND TABLE**

Mr. and Mrs. Hague, guests, raised concerns about preserving public land at the Lavender Road beach access. The Committee encouraged Mr. Hague to present his development ideas in future meetings of the Committee.

10. **NEXT MEETING MONDAY, JANUARY 6, 2003 AT 7:00 P.M.**

11. **ADJOURNMENT**

The Committee adjourned at 8:45 p.m.

APPROVED BY THE COMMITTEE

Chairperson

Secretary

REGIONAL DISTRICT OF NANAIMO

MEETING OF THE
NANOOSE BAY PARKS AND OPEN SPACE ADVISORY COMMITTEE

OCTOBER 21, 2002 – 7.00 P.M.
NANOOSE PLACE – MULTI PURPOSE ROOM # 1
NORTHWEST BAY ROAD

MINUTES

Attendance: Arthur Lightburn
Debbie Kuhn
Frank Van Eynde (Chair)
Paula Young
David Helem
George Holme

Apologies: Carole Barker

Staff: Tom Osborne, Manager, Recreation and Parks, RDN
Jeff Ainge, Parks Coordinator, RDN

Meeting was called to order at 7:00 pm with Frank Van Eynde in the chair.

DELEGATIONS

Mr. & Mrs. Narusis addressed the Committee regarding an undeveloped Ministry of Transportation beach access on Dorcas Point Road. They requested the Committee consider a land survey of the access to determine the boundaries and to identify any encroachments, then develop the access to open it up for public use.

Mr. John Hardman addressed the Committee regarding a 5½ acre parcel for sale in the Wall Beach Drive area. Mr Hardman requested the Committee investigate the idea of purchasing the parcel for park purposes as a means to protect the green space and the existing eagle nesting tree.

APPROVAL OF MINUTES

MOVED G. Holme, SECONDED D. Helem that the Minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held on June 10, 2002, and the Minutes of the Claudet Road Sub-Committee meeting held on June 19, 2002 be approved. CARRIED

BUSINESS ARISING FROM MINUTES

MOVED G. Holme, SECONDED D. Kuhn that the correspondence pertaining to the Rowland Road development application and Community Park dedication be received for information. CARRIED

COMMUNICATIONS & CORRESPONDENCE

The following correspondence was received as information:

- a) Invoice for 25% payment of repairs to water system at Bagley Field as per agreement with School District 69.
- b) Ministry of Transportation letter regarding Dorcas Point beach accesses.
- c) Regional District staff response to Ministry of Transportation.
- d) Mr. Bob Hoogendoorn requesting clean up of edge of Henley Place Community Park as it is creating a safety hazard and interfering with vehicle sight-lines.

BUSINESS ARISING FROM DELEGATIONS, COMMUNICATIONS & CORRESPONDENCE

- a) Mr. & Mrs. Narusis. The Committee discussed the matter of the Dorcas Point beach access and the wider electoral area beach access inventory work being completed by Mr. Lightburn and Mr. Van Eynde. Staff advised that in a number of other beach access tenure applications, the RDN has taken tenure for specified portions of the beach access to avoid dealing with encroachment issues. Mr. Lightburn would like to send a survey to all Electoral Area 'E' households requesting feedback on beach accesses.

MOVED G. Holme, SECONDED F. Van Eynde that the delegation be received and that they be advised that at this time the Committee will not be responding to individual beach access issues but rather will continue to gather information on the wider beach access situation before considering action at specific locations. CARRIED

- b) Mr. John Hardman. The Committee discussed the matter of the request to consider purchase of a 5½ acre parcel for park and green space in the Wall Beach Drive area. The Committee felt the eagle tree would retain its protected status if the land were purchased for development.

MOVED A. Lightburn, SECONDED D. Helem that the information provided by Mr Hardman be received. CARRIED

- c) Mr. Bob Hoogendoorn. The Committee considered the request to clean up the Community Park at Henley and Highland and also wondered if the requested work fell within the RDN's jurisdiction or that of the Ministry of Transportation.

MOVED G. Holme, SECONDED D. Kuhn that staff be requested to investigate the request to identify the agency responsible and to take action to remedy the safety concern at the earliest opportunity. CARRIED

REPORTS & DISCUSSION ITEMS

- a) Beach access inventory. Mr. Lightburn and Mr. Van Eynde have completed an inventory of all 66-beach accesses in Nanoose Bay. The majority are Ministry of Transportation properties. A questionnaire was proposed that would go to all Electoral Area 'E' households and a *draft* was circulated for comment. Staff advised that the budget could cover mailing costs. The Committee wanted to ensure as large a response rate as possible and discussed survey methods including drop boxes within the community, pre-stamped return envelopes, and bulk mail return options. Staff were requested to investigate costs.

MOVED D. Helem, SECONDED D Kuhn that staff be requested to draft a beach access questionnaire for mailing to all Electoral Area 'E' households. CARRIED

- b) Mr. Lightburn and Mr. Van Eynde presented a Claudet Road Community Park development cost proposal. The proposal followed on from discussions earlier in the year when lower key development options were raised (see Minutes of June 19, 2002 Sub-Committee meeting). The proposal included an estimate of \$60,000 to complete a number of improvements.

MOVED D. Kuhn, SECONDED A. Lightburn that staff be requested to draft a Claudet Road Community Park questionnaire for mailing to all Electoral Area 'E' households that could be included with the aforementioned beach access mail-out, including a cover letter from the Committee Chairman. CARRIED

- c) Staff reviewed the recent site work at Blueback Drive/Tyee Crescent Community Park, including presenting the work plan drawings, breakdown of costs and volunteer contributions, and the completed project photos.
- d) Staff reviewed the site meeting held at Harlequin Crescent Community Park attended by two Committee members, two NPORA members, two RDN Park staff, and a RDN Utilities staff member. The meeting discussed the RDN Utilities proposal to span Enos Creek within the Park and couple the waterline pipes with a trail bridge for public use. Staff were requested to send a letter to the RDN Utilities department on the Committee's behalf to include the following resolution.

MOVED A. Lightburn, SECONDED P. Young that this Advisory Committee supports the construction of a trail bridge over Enos Creek within Community Park for the dual purpose of providing pedestrian access over the creek and as a means to carry the water pipes, and further requests the RDN Utilities Department to exercise all possible means to retain, and not harm, all the cedar trees currently within the Park, and furthermore requests the RDN Utilities Department to continue consultation with this Advisory Committee and RDN Parks staff as this project progresses.

CARRIED

- e) Staff advised the Committee that a portion of Crown land DL 137 (Stewart Road) has been awarded by the Ministry of Forests as a Woodlot license top-up. The Committee expressed an interest in learning more about the Woodlot program and its recreation component from the Ministry staff and Woodlot licensees. Staff will invite the licensees and Ministry staff to the next Committee meeting.
- f) Staff advised the Committee of a request from a dive book author to provide updated information on local dive sites to be included in book revision. Staff have responded by e-mail noting a number of areas of concern regarding promoting dive sites located in quiet residential neighbourhoods. The Committee supported the work of staff.

A lease renewal offer from the Province for renewing only a portion of the existing Community Park land on Nanoose Road has been received. A staff report to the Regional Board was presented for the Committee's consideration. Staff are recommending the Board respond to the Province's offer by agreeing to a two-year lease extension for the entire four lot parcel, not just for one lot. The Committee expressed its support for this recommendation.

- g) Staff reviewed the 2003 Business Plan for Area 'E'.
- h) Staff introduced the 2003 Provisional Budget for Area 'E', and acquisition reserve fund. There was some discussion on Maintenance, Development, Wages and Capital budget items, and the surplus funds available.

MOVED G. Holme, SECONDED A. Lightburn that the Committee supports the reduction of the 2003 tax requisition for Electoral Area 'E' Community Parks by \$35,000, making the Community Parks requisition \$50,000.

CARRIED

- i) The Chair raised communication, consultation channels, and decision-making process between the Committee, community, and staff. G. Holme stated his belief that staff need to be able to respond quickly to issues of safety and liability concerns. A. Lightburn requested staff provide the Committee with a regular update of all projects and issues being tackled in Nanoose at the moment. The Chair requested that staff include all Committee members in e-mail correspondence and updates.
- j) Meeting frequency and meeting times were discussed. The majority of Committee members can meet in the day. Day meetings for specific issues should be considered. The Committee should be meeting every two months, or as required and requested by the Chair.

NEXT MEETING DATE

The next meeting date will likely be to discuss the *draft* questionnaires being prepared by staff. The next general Committee meeting is To Be Advised.

ADJOURNMENT

MOVED G. Holme, SECONDED D. Kuhn that the meeting be adjourned at 9:22 pm.

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REGIONAL DISTRICT OF NANAIMO

MEETING OF THE
NANOOSE BAY PARKS AND OPEN SPACE ADVISORY COMMITTEE

FEBRUARY 5, 2003 - 10:00 AM
NANOOSE PLACE - MULTI PURPOSE ROOM # 2
NORTHWEST BAY ROAD

MINUTES

Attendance: Arthur Lightburn
Debbie Kuhn
Elisabeth Bakker
Eve Flynn
Paula Young
Robert Grose
Pauline Bibby

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

Meeting was called to order at 10:05am with J. Ainge acting as Chair pending the election of new officers.

Introductions were made and the new Committee members were made of aware of the role of the Advisory Committee. Each member was reminded that the resource binder contained the Terms-of-Reference and copies of the Nanoose Parks and Open Space Plan.

DELEGATIONS & PRESENTATIONS

Emma Neill, Woodlot Licensing Forester, South Island Forest District, introduced the Committee to Crown Forest Woodlots. Ms. Neill spoke of the fragmented nature of Crown land on the East Coast of Vancouver Island and highlighted some of the requirements woodlot licensees had to follow. Ms. Neill also made the Committee aware of a Wildlife Habitat Area application for a portion of District Lot 137 being pursued by the Ministry of Water, Land and Air Protection.

Shawn Flynn, Woodlot Licensee, introduced the Committee to the process of acquiring and maintaining a woodlot license and spoke specifically of the portion of the Stewart Road Crown Land that he and his partners have been granted. The 46-hectare portion is on the ocean-side (north) of Stewart Road. Mr. Flynn and his partner are currently re-inventorying the property and developing a management plan, which will be available for public comment. Mr. Flynn offered to speak to the group in more detail at a future date and welcomed calls to his home or woodlot office in Port Alberni.

ADOPTION OF THE AGENDA

MOVED A. Lightburn, SECONDED D. Kuhn that the agenda be as approved as presented. CARRIED

ELECTION OF OFFICERS

- a) Chairperson. Mr. Ainge called for nominations for the position of Chairperson. There being none, he asked for volunteers. Ms. Kuhn offered to be the Chair for 2003. With no other nominations or volunteers received, Ms. Kuhn was acclaimed as Chair.
- b) Recording Secretary. Mr. Ainge called for nominations and volunteers for the role of Recording Secretary. Ms. Young volunteered to be Recording Secretary for 2003. With no other nominations or volunteers received, Ms. Young was acclaimed as Recording Secretary.
- c) District 69 Recreation Commission Representative. MOVED A. Lightburn, SECONDED E. Bakker that Eve Flynn be the District 69 Recreation Commission representative on this Committee.

CARRIED

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Ms. Kuhn assumed the position of Chair for the remainder of the meeting.

APPROVAL OF MINUTES

MOVED A. Lightburn, SECONDED P. Young that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held on October 21, 2002 be approved. CARRIED

BUSINESS ARISING FROM MINUTES

Staff advised that cleanup of Henley Place Community Park had been placed on the work plan.

COMMUNICATIONS & CORRESPONDENCE

MOVED E. Flynn, SECONDED P. Bibby that the correspondence provided be received for information. CARRIED

- a) Letter from Neil Connelly (General Manager, RDN Community Services) to Land and Water BC Inc. regarding reduction of lease of Crown land at the existing Community Park on Nanoose Road to a two-year term for only one of the four lots.
- b) Reply from Land and Water BC Inc. regarding reduction of lease of Crown land at the existing Community Park on Nanoose Road to a two-year term for only one of the four lots.
- c) Letter from Stan Hagen, Minister, regarding DL 137, Crown Land, on Stewart Road.

BUSINESS ARISING FROM DELEGATIONS, COMMUNICATIONS & CORRESPONDENCE

- a) Nanoose Road Park. The Committee discussed with Mr. Connelly the lease for Lots 3, 4, 5, 6 of the Crown Land that comprise the Community Park on Nanoose Road. Mr. Connelly will be meeting with Land and Water BC on February 13th. Ms. Bakker asked what the Provincial agency would like from this Committee. Mr. Osborne replied that the Province's mandate is to generate revenue so would like to sell the land, and the RDN could purchase it to secure it as park. It was agreed that the play equipment is well used but that the forested portion could use some additional maintenance.

MOVED E. Flynn, SECONDED D. Kuhn that given the value this park has in the provision of green space for the local community, and is recognised as park in the Nanoose Bay Official Community Plan and in the Regional Growth Management Plan, that the Regional District approach Land & Water BC requesting the four lots legally described as Lots 3-6, Plan 27190, District Lot 130 Nanoose District be kept as park. CARRIED

Mrs. Flynn excused herself from the meeting at 11:40 am to attend a School District Trustee meeting.

- b) DL 137 Stewart Road Crown Land. Mr. Connelly advised the Committee that he had spoken with the Land Conservancy of BC and with Nature Trust BC. Both groups would be interested in discussing the land and opportunities for involvement. He offered to contact those groups as well as the Nature Conservancy of Canada. Mark Hallam, of Land and Water BC, is interested in this Committee's ideas and would like to know fairly soon, possibly this spring. Director Bibby suggested that staff proceed with contacting the three land conservancy groups with the possibility of a partnership with them to protect the crown land. A member of the public expressed concern that use of public funds (taxes) or charitable funds (donations) to pay the Province for public land would not be well received by residents.

MOVED P. Bibby, SECONDED E. Bakker that staff contact the three conservation groups and actively pursue opportunities for their involvement in the protection of Lots 10-16, District Lot 137, Nanoose District, and to advise Land and Water BC staff that there continues to be strong community interest in the retention of this land as protected natural space. CARRIED

REPORTS & DISCUSSION ITEMS

Director Bibby drew the Committee's attention to the staff memo highlighting some of the work completed by the various Parks and Open Space Advisory Committees.

- a) A press release from the Provincial Government announcing a Working Forest Initiative was provided for information. Submissions are being received until March 14, 2003.
- b) Beach Access Questionnaires. Staff reported that there have been 600+ questionnaires returned to date. The cost incurred (\$1,650) includes business reply mail annual contract, printing of questionnaires and envelopes, bulk mailing, and returns processed by Canada Post. The majority of responses have been entered onto a spreadsheet by Mr. Lightburn. Mr. Lightburn suggested the need for a timeline to complete tabulation and preliminary analysis. It was agreed that staff would enter all written comments, and tabulated responses to a master sheet and provide it to the Committee by February 20th. At that time the Committee will coordinate a working session to review and begin noting trends in the responses. The draws for skate and swim passes can take place at that time. Staff offered to compile a short item for inclusion in the Link thanking the respondents and advising of the time needed to review the many responses. Mr. Osborne reminded the Committee that the data was collected to assist them in advising the Regional District on how best to proceed with the beach access issue in Nanoose Bay.
- c) Harlequin Crescent Community Park Trail bridge construction over Enos Creek. Staff passed on information from RDN Utilities pertaining to the difficulties in obtaining working easements that are needed from the adjacent property owners in order to begin the project, which proposes to install a waterline over Enos Creek through a community park, and provide a new trail bridge in the process.

COMMITTEE ROUND TABLE

- a) Staff were requested to provide an updated membership list with contact information.
- b) The Chair, in consultation with staff, will set up a working session to review the beach access questionnaire responses. Mr. Lightburn offered to hold the meeting at his home. Nanoose Place is a useful alternative location.
- c) Mr. Lightburn suggested that sub-Committees be set up to work on the various big issues before the Committee, such as the Crown Land issue, beach accesses, Claudet Road Community Park etc. He saw these sub-Committees as being able to work on the issues with staff outside of the Committee meetings and to report back.
- d) Mr. Grose advised that he is representing the Fairwinds Residents and will be make use of the neighbourhood newsletter to let the Fairwinds residents know of the work of the Committee.
- e) Ms. Bakker advised that she has been active in promoting broom removal in her neighbourhood and hopes to involve more neighbourhoods through the Committee.

NEXT MEETING DATE

A date was not set for the next general Committee meeting, but likely in late April.

The Chair will contact (by email) the members to set up the beach access working session.

ADJOURNMENT

MOVED Director Bibby that the meeting be adjourned at 12:30pm.

CARRIED

Chair _____

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Minutes

Electoral Area 'A' Parks and Green Spaces Advisory Committee Thursday January 16, 2003 Cedar Heritage Centre, 1644 MacMillan Road, Cedar

Attendance: Lynnette Aldcroft
Judy Burgess
Kerri-Lynne Wilson
Joe Materi
Margaret Johnson
Frank Garnish
Henrik Kreiberg (Area 'A' Alternate Director)

Apologies: Gay Cunningham

Staff: Jeff Ainge (Parks Coordinator)

Meeting was called to order at 7:33 pm with Jeff Ainge acting as temporary Chair until the election of a Chairperson from the members present.

J. Ainge explained that the Regional Board at its January 28th meeting will ratify the Committee appointments, and in the meantime those present could consider themselves as an interim Committee. Alternate Director Kreiberg informed the members that due to Director Elliott's ill health he would be filling in for Director Elliott and that the Director was very interested in the appointments and operation of this Committee.

AGENDA

MOVED M. Johnson, SECONDED J. Burgess that the agenda be adopted.

CARRIED

ELECTION OF OFFICERS

- The Acting Chair called for nominations for the position of Chair. J. Burgess accepted the nomination for Chair by L. Aldcroft. There being no other nominations for the position, J. Burgess was acclaimed as the Committee's 2003 Chairperson.
- Despite her absence, G. Cunningham had indicated in prior email and conversations that she was willing to continue in the role of Recording Secretary. She was nominated for the position by K-L. Wilson, and there being no other nominations was acclaimed as the Committee's 2003 Secretary.

The Chair was handed to J. Burgess; staff offered to record minutes in G. Cunningham's absence.

APPROVAL OF MINUTES

MOVED M. Johnson, SECONDED L. Aldcroft that the minutes of the October 17, 2002 meeting of the Electoral Area 'A' Parks, Recreation and Greenspaces Advisory Committee be approved. CARRIED

F. Garnish excused himself from the meeting to attend a School District 68 Trustee meeting.

BUSINESS ARISING FROM MINUTES

- Staff presented excerpts from the minutes of the Special Board meeting held November 26, 2002 pertaining to the Electoral Area 'A' Committee's minutes, approval for the Trail Study, and approval of the revised terms of reference for the new Committee.
- Staff updated the Committee as to the Trail Study being accessible via the RDN website. Staff were requested to investigate providing large format maps of the study area for members.

COMMUNICATIONS & CORRESPONDENCE

A copy of a letter sent by J. Burgess to the Vancouver Island Generation Project was presented for information. It was noted that BC Hydro were putting the project on hold for the time being.

UNFINISHED BUSINESS & UPDATES OF ON GOING ITEMS

- Thelma Griffiths Park in South Wellington. Staff advised that the requested information had been sent to MLA Mike Hunter, and that discussions did take place between senior management and officials from Land and Water BC Inc. The Committee expressed frustration at the lack of progress and requested some creative solutions be considered.
- San Salvador Nanaimo River property. It was noted that the signs at the property had been changed to read "public property" although these may not be official signs. Despite the likely inclusion of this property in the Snuneymuxw First Nation treaty settlement lands, the Committee expressed its strong wish for the RDN to continue requesting the property be made available for public access to the river. A motion to that effect was discussed and will be brought to the Committee at the next meeting.

REPORTS & NEW BUSINESS

RDN Board

- Alternate Director Kreiberg indicated that he should know more of Director Elliott's health by the time of the January 28, 2003 Special Board meeting. He would attend the Board and this Committee's meetings as required until Director Elliott is well enough to return.

RDN Staff

- Staff presented an update of recent work completed and planned for the Morden Colliery Trail. J. Materi requested staff move forward with designing and producing a natural feature interpretive sign as per discussions last year.
- The 2003 Provisional Budget for Electoral Area 'A' Community Parks and the Acquisition Reserve balance were presented for information and discussion.
- Staff presented two attachments to the agenda; a memo advising the four Electoral Area Park Committees of each other's achievements in 2002 and a copy of the Departmental Year-in-Review 2002.

Alternate Director Kreiberg excused himself from the meeting.

Cedar School and Community Enhancement Society & Cedar Heritage Centre

- L. Aldcroft reported that two Community School Coordinators had been hired through School District 68 to provide community programming. The Heritage Centre would be the base for some of their work. Volunteer work parties continue to work on the Heritage Centre's grounds enhancement.

Morden Colliery Trail

- A volunteer work party is being planned for March 23rd. There is a problem with vehicles using portions of the Trail and causing considerable damage. There have been reports of fishing line being strung across the Trail, possibly in an attempt to disrupt motorbike riders. The RCMP have been informed. Staff have been requested to install barriers as soon as possible, and to consider signage and bylaws.

Trail Planning

- It was decided to devote a special meeting of the Committee to consider the Trail Study and its recommendations and to discuss priorities for action. This will take place February 6th, at 7.30pm at the Cedar Heritage Centre. Members were requested to familiarize themselves with the Study beforehand.

NEXT MEETING DATE

- Special meeting to discuss trails will be held February 6, 2003 at 7.30pm at the Cedar Heritage Centre.

- The next regular Committee meeting will be held March 20, 2003 at 7.30pm at the Cedar Heritage Centre.

ADJOURNMENT

MOVED M. Johnson that the meeting adjourn at 9.30pm.

CARRIED

Minutes

**Electoral Area 'A' Parks and Green Space Advisory Committee
Thursday, February 6, 2003**

Cedar Heritage Center, 1644 MacMillan Road, Cedar

Attendance: Judy Burgess
Lynnette Aldcroft
Joe Materi
Margaret Johnson
Frank Garnish

Apologies: Gay Cunningham
Kerri-Lynne Wilson

Staff: Sue Cormie, Senior Planner RDN Development Services

Meeting was called to order at 7:35pm with Judy Burgess in the Chair.

AGENDA

MOVED F. Garnish, SECONDED J. Materi that the agenda be adopted.

CARRIED

COMMITTEE APPOINTMENTS

The Committee appointments as distributed by the RDN were received.

GRIEVE ROAD SUBDIVISION APPLICATION

Staff presented an information memo and proposed subdivision plans for the Grieve Road property. The Committee was asked to discuss and provide information on the options of either cash-in-lieu of parkland, or a 5% parkland dedication or a combination of both. The Committee felt that the parkland would probably not be utilized and that there was no connection to any existing trails. Pathways between some of the lots would be useful but maintenance was a concern.

MOVED F. Garnish, SECONDED M. Johnson that the developer be asked for cash-in-lieu of Parkland.

CARRIED

APPROVAL OF MINUTES

MOVED L. Aldcroft, SECONDED F. Garnish that the minutes of the January 16, 2003 meeting of the Electoral 'A' Parks and Green Spaces Advisory Committee be approved.

CARRIED

BUSINESS ARISING FROM MINUTES

J. Materi noted that the Field Naturalists haven't received a draft layout of the proposed nature interpretation sign as yet and will contact Jonathan.

San Salvador Property

MOVED L. Aldcroft, SECONDED J. Materi that the RDN Board be advised that the Area 'A' Parks & Green Space Advisory Committee requests the Regional Board to take note of the long standing community interest in obtaining the San Salvador Nanaimo River waterfront property for public recreational access or community park as is highlighted in the recently Board endorsed Area 'A' Community Trails study. Furthermore, river and waterfront access is noted as being of great importance to Area 'A' residents on Section 6 the Official Community Plan (Bylaw No. 1240, 2001) with policies to support such acquisition (such as 6.4 (a), 6.4(b), 6.4 (c) and 6.10). The committee requests the Regional Board considers these documents in light of the current Snuneymuxw First Nation Treaty settlement negotiations. The site is of great historical significance to this Community. The first bridge was built in 1865 to cross the Nanaimo River on the road to Victoria. Over the years it has been a coaching house, boarding house, store, Stovely Post Office, the second North Cedar School and the San Salvador River Resort.

CARRIED

Trail Study

A discussion took place on the proposals in the Trail Study. It was noted that RDN has in Area 'A' rezoned the railway lands as a transportation corridor but everything is on hold because of legal action.

The following were noted as priorities.

Page 18: York Lake Lane – develop access and put in viewing stand.

Page 20: South Wellington to Cinnabar Valley connection.

Page 24: Potential for neighbourhood loop trail.

The recommendations past page 25 were not discussed.

ADJOURNMENT

The meeting adjourned at 10:00pm.

NEXT MEETING

The next meeting is set for 7.30 pm on March 20, 2003, at Cedar Heritage Centre.

Minutes

**Electoral Area 'G' Parks and Open Space Advisory Committee
Thursday October 3, 2002
Meeting Room, District 69 Arena, Parksville**

Attendance: Joe Stanhope (Area 'G' Director), Brian Coath, Mabel Klee, Bill Reed, Jacqueline Thomson

Absent: Craig Young

Apologies: none

Staff: Jonathan Lobb (Parks Technician)

Delegations: None

Meeting was called to order at 7:08 p.m. with Brian Coath acting as Chairperson.

MOVED Mabel Klee, SECONDED B. Reed that the minutes of this Committee's meeting on July 17, 2002 be approved.

CARRIED

BUSINESS ARISING FROM MINUTES (July 17, 2002)

Staff presented letter of thanks from the RDN to Shorewood/San Pareil Owners and Residents Association for their involvement in the completion of the Englishman River Estuary boardwalk project.

New membership applications: A membership application has been received from Bruce Cownden to represent the Shorewood/San Pareil area of Electoral Area 'G'.

UNFINISHED BUSINESS & UPDATES OF ONGOING ITEMS

Brian Coath is working with the bank to change the signing authority for this Committee's bank account to reflect membership changes.

REPORTS

Staff update (verbal)

Jonathan Lobb updated the Committee about the following development and maintenance issues in RDN Parks:

- On August 24th, the Regional District of Nanaimo celebrated the official opening of Descanso Bay Regional Park on Gabriola Island (Electoral Area 'B').
- The Regional Board has approved a request by staff to apply to the Ministry of Transportation for a *Permit To Construct Works Within Highway Right-Of-Way* for the Admiral Tryon Blvd. beach access in Columbia Beach. This permit application has been prepared and will be submitted to the Ministry of Transportation the week of October 7-11, 2002.

- Miraloma Community Park, following past violations of the RDN's own watering restrictions, now has an installed soaker-hose irrigation system. The system timer ensures that the park will now be in compliance with watering restrictions.
- Ongoing hazard-tree concerns on Ministry of Transportation property adjacent to Columbia Drive Community Park have forced BC Hydro to remove a significant number of trees in this area to remediate damage caused by Breakwater Enterprises Limited during their recent installation of a water service line parallel to the Island Highway. This will likely create future park management issues for staff as cyclists continue to merge without warning with traffic along the Island Highway at this location. The Committee suggested seeking permission to use some of the downed timber to create a barricade to halt this behaviour. Staff will investigate this option, though similar attempts at abating this issue in the past have failed to correct the problem.
- French Creek Community Park - recent installation of a crash gate at the Lee Road entrance to the park has now halted the problem of 4x4 vehicles accessing the park.
- Surfside Drive - discussion following verbal summary of staff report saw Committee consensus as follows: Staff to contact the Ministry of Transportation to determine if the Ministry still desires to install vehicle no-posts at the property. Assuming a positive response to this, this Committee's recommendations are: first, to not install any sort of barricade, and second, if a blockade is required, to develop it with drift logs as opposed to concrete no-posts as it will be more fitting with the natural beach area, and more aesthetically pleasing for visitors and local residents alike. Staff will follow-up as suggested.
- Little Qualicum Hall Community Park ongoing development: Volunteers have cleared trailways and have been dealing, along with staff, with concerns from a park neighbour about the proximity of the trail to the private property line. This issue appears to be dealt with.

COMMITTEE ROUND TABLE

- The French Creek Marina has recently installed a chain link fence and lockable gate along the coast at the marina. The Committee requested staff contact the marina in an attempt to have the gate closing times be signed and kept consistent.
- The owner of DL28, Lot 4, Plan 62531 possesses within this parcel, a gabion basket barricade-to-water that has been constructed in order to close off an old portion of the French Creek estuary in what appears to have been a land reclamation project. This development work was conducted approximately thirty years ago by a previous landowner. The Committee requested that staff contact Development Services with the goal of requesting that the current landowner remove the barricade and allow the estuary to assume its formal natural boundary.

INFORMATION FOR THE COMMITTEE

Included with the agenda package for this meeting were the minutes of the July 17, 2002 meeting of this Committee; a letter of thanks from the Regional District of Nanaimo to Mr. Cudney for his group's involvement with the development of a seaside boardwalk along the Englishman River estuary; the press release for the opening of the RDN's sixth Regional Park (Descanso Bay); and

a staff report regarding use of a Ministry of Transportation public beach access in Electoral Area 'G', north of Qualicum Beach.

DISCUSSION ITEMS

There was discussion around the Committee's need to elect a chairperson and treasurer. Since the Terms of Reference have been rewritten and this new Committee has been struck there has not been a meeting at which all members have been present in order to make nominations and elections. The members present at this meeting came to the consensus that Brian Coath should act as both Chairperson and Treasurer.

MOVED M. Klee, SECONDED B. Reed, that Brian Coath be nominated and elected to the position of Chairperson and Treasurer for this Committee.

CARRIED

Details of this motion and election will be relayed to all members of this Committee in a letter accompanying these minutes. Objections or agreements from members absent at this meeting will be solicited and shall be reported to staff.

NEXT MEETING DATE

The next meeting of the Area 'G' Parks and Open Space Advisory Committee will be held on **Thursday, January 16, 2003 at 7:00 p.m.**, and will be held at the **District 69 Arena in Parksville**. Agenda packages will be distributed to Committee members and staff on or around the beginning of January 2003.

ADJOURNMENT

Meeting was adjourned at 8:55 p.m.

Minutes
Electoral Area 'G' Parks and Open Space Advisory Committee
Thursday January 16, 2003
Meeting Room, District 69 Arena, Parksville

Attendance: Joe Stanhope (EA 'G' Director), Brian Coath, Mabel Klee, Bill Reed, Craig Young, Bruce Cownden
Public: Richard Dean, French Creek Residents' Association Director
Absent: Jacqueline Thomson
Apologies: none
Staff: Jonathan Lobb (Parks Technician)
Delegations: Todsen Design and Construction Ltd.:
Bob Taylor Richard Todsen
Linda Todsen Helen Sims

Meeting was called to order at 7:02 p.m. with Brian Coath as Chairperson.

Introductions were made by Committee members, delegates, and staff.

COMMUNICATIONS & CORRESPONDENCE

A proposed park boundary alteration (Community Park G-13) was presented by Helen Sims (developer's agent) and Todsen Design and Construction Ltd., Inc. No. 417475 and McTay Holdings Ltd., Inc. No. A58038. This subdivision proposal included a boundary adjustment and area increase to an existing Electoral Area 'G' Community Park (G-13, Hawthorne Rise). The developer offered to undertake and fund the installation of one or more culverts or pedestrian bridges within the northern portion of the proposed park boundary as part of the offer. This would be for the purpose of allowing linear trail access for pedestrians through the park, from the proposed White Pine Way to Everett Drive (see attached map). Supporting documentation including a description of the park area increase is attached.

MOVED Craig Young, SECONDED Brian Coath that the Electoral Area 'G' Parks and Open Space Advisory Committee recommends that the RDN Board does not approve the modification of the boundary of Park G-13 as part of the Todsen Design and Construction Ltd. subdivision plan insofar as the separate 1217 m² western portion is undesirable as parkland and the park should be kept in one continuous parcel. CARRIED

Further to the motion, the Committee feels the minutes should also contain a record of the discussion and general consensus of its members regarding the development proposal from Todsen Design and Construction Limited. Points discussed and agreed on were as follows:

- That the park should be kept in one whole parcel and that the addition of a second smaller parcel would not better serve the community's recreation or environmental protection needs. This feeling was further strengthened by a verbal report from staff that the RDN Planning Department would be recommending to the approving authority that a covenant(s) should be taken over the riparian area within the developable area.

- That the closing of a northern portion of the park to allow for development of Lots 14 - 16 is agreeable in the event that the lost land area is fully replaced and/or made up for by dedicating an adjacent portion of private land to parkland.
- That the extension and dedication of parkland immediately north of the existing park is desirable as it will allow linear access through the park. This is also true of a 4.2m wide portion of land to be dedicated park adjacent to the not yet developed White Pine Way.
- That the offer by the developer to install the appropriate culverts or bridges to allow pedestrian access through the park where a surface water drainage ditch would otherwise prohibit access is agreeable and that this offer should be made in writing as part of the development plan.
- That no unnecessary removal of trees within the park property shall be allowed during the development process.

APPROVAL OF MINUTES

MOVED Mable Klee, SECONDED Craig Young that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee held October 3, 2002 be approved. **CARRIED**

BUSINESS ARISING FROM MINUTES (Oct 3, 2002)

Staff submitted e-mail correspondence between RDN and Harbour Authority of French Creek (HAFC) regarding locked gate at their marina. HAFC states that the gate is not public access, and that a sign stating the hours the gate is closed is posted on the gate itself.

UNFINISHED BUSINESS & UPDATES OF ONGOING ITEMS

Following a recent changeover, those with signing authority for the Committee's bank account are now Brian Coath, Mable Klee and Craig Young.

REPORTS

Staff update (verbal)

Jonathan Lobb updated the Committee about the following development and maintenance issues in RDN Parks:

- Drainage work completed at Boulton Community Park.
- Hazard trees removed at Maple Lane Community Park.
- Dalmatian Community Park neighbour granted permission to remove tree on mutual property line at park. Owner will plant replacement trees in park.
- *No Trespassing* signs posted at Columbia Drive Community Park at private property boundary at landowner's request.
- A Licence offer has been received from Ministry of Transportation (MOT) for Admiral Tryon Boulevard beach access in Columbia Beach. RDN is discussing licence details with MOT in order to meet RDN liability insurance requirements with their insurer (MIA).
- SSPORA has expressed interest in fundraising and otherwise assisting with the development of a children's playground for Maple Lane Community Park. Commencement of this project is to be announced but anticipated for the Spring of 2003.

- RDN funds are available for the purchase of lumber and other materials to replace ailing goal posts in Maple Lane Community Park. Staff will work with Bruce Cownden and residents of San Paniel to organise community labour for this project.

COMMITTEE ROUND TABLE

- Community Park acquisition fund. Balance as of October 9, 2002 was \$554,651.15. Discussion of this item has been tabled until the next meeting of this Committee (March 13, 2003).
- Craig Young informed the committee that the District 69 Recreation Commission has in its budget, approximately \$80,000 for the purpose of providing Grants in Aid, or Youth Grants to community groups to assist them with various projects, such as recreation programs or park development projects.

INFORMATION FOR THE COMMITTEE

Submitted by staff, for information, were:

- This Committee's minutes for the October 3, 2002 meeting (approved above).
- Recreation and Parks Department Year in Review, 2002
- Memorandum: 2002 Committee achievements
- Environmental information brochure, produced by RDN and Lantzville Improvement District, *Your Lantzville Shoreline*
- Nanoose Bay Parks and Open Space Advisory Committee Beach Access Questionnaire.

Submitted by Brian Coath, for information:

- Bicycle Parksville/Cycling Events brochure

NEXT MEETING DATE

This Committee will meet again on **Thursday, March 13, 2003 at 7:00 p.m., at the District 69 Arena in Parksville.** Agenda packages will be distributed on or around the beginning of March 2003.

ADJOURNMENT

Meeting was adjourned at 9:02 p.m.