

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, FEBRUARY 26, 2002  
7:30 PM**

*(Nanaimo City Council Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 5                    **S. Gourlay & N. Czerny**, re Grant Application for a Preschool Playground Structure - Cedar Heritage Centre.
- 6                    **S. Gourlay & N. Czerny**, re Grant Application for Cedar Heritage Centre Upgrade.
- 7                    **Stephanie McDowall, BCGEU**, re Provincial Government Downsizing.

**MINUTES**

- 8-16                Minutes of the Committee of the Whole meeting held on Tuesday, January 22, 2002.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

- 17-19               **Oceanside Development & Construction Association**, re Growth Management Plan Consultant.
- 20-23               **Hans Cunningham, UBCM**, re Protocol on Consultation and Cooperation.
- 24                   **Sgt. Randy Churchill, Oceanside Detachment, RCMP**, re Arrowsmith Search & Rescue Request for Support of Building Addition.
- 25                   **B.A. Hawkshaw, City of North Vancouver**, re Cancellation of the Subsidy for Seniors' Transit Passes on Translink.
- 26                   **B.A. Hawkshaw, City of North Vancouver**, re Audio Book Services.
- 27                   **John Van Beek**, re E & N Right-of-Way.

***DEVELOPMENT SERVICES***

**BUILDING INSPECTION**

- 28-30               Section 700 Filings.

## **PLANNING**

- 31-34                   Liquor License Increased Occupancy Capacity Application - Wheat Sheaf Hotel -  
1866 Cedar Road - Area A.
- 35-39                   Request for Relaxation of the Park Land Provision Requirement -  
WR Hutchinson on behalf of A. Long - Myles Lake Road - Area C.
- 40-53                   E & N Railway Closure and OCP/Zoning Bylaw Impacts.

## **COMMUNITY SERVICES**

### **ADMINISTRATION**

- 54-57                   Green Landing Wharf

### **RECREATION & PARKS**

- 58-68                   Cedar Heritage Centre - Funding Request.
- 69-77                   Park System Plan Amendment.
- 78-82                   Revised Terms-of-Reference - Area G Parks, Recreation and Greenspaces  
Advisory Committee.
- 83-91                   Trail Study for Electoral Area 'A'.
- 92-101                  Park Inspection Policy.
- 102-105                 Gabriola Island Regional and Community Park Acquisition.

## **TRANSIT**

- 106-108                 BC Transit - Service Hours Reduction.
- 109-110                 Proposed Transit Fleet Changes for 2002.

## **CORPORATE SERVICES**

### **ADMINISTRATION**

- 111-116                 Islands Trust - Election Services Agreement.
- 117-124                 General Local Election Bylaw No. 1292.
- 125-127                 Annual Report of Directors' and Committee Members' Remuneration and  
Expenses.
- 128-137                 Arrowsmith Search & Rescue - Addition to Coombs-Hilliers Fire Department  
Hall.

## **ENVIRONMENTAL SERVICES**

## **LIQUID WASTE**

- 138-154 Annual Report - Liquid Waste Management Plan.
- 155-157 Northern Community Sewer LSA Boundary Amendment Bylaw No. 889.20 - Area E.
- 158-193 Sewer Use Regulatory Bylaw No. 1225.
- Maughan Road Sewerage Servicing Bylaws No. 1289, 1290 & 1291 - Duke Point Pollution Control Centre. (Report to be circulated)

## **UTILITIES/ENGINEERING**

- 194-198 Fairwinds Water LSA Conversion Bylaw No. 1288 - Area E.
- 199-201 Arbutus Park Estates Water LSA Amendment Bylaw No. 930.02 - Area E.

## **COMMISSION, ADVISORY & SELECT COMMITTEE**

### **Area A Parks, Recreation & Greenspaces Advisory Committee.**

- 202-205 Minutes of the Area A Parks, Recreation & Greenspaces Advisory Committee meetings held November 15, 2001 and January 17, 2002. (for information)

### **Area G Parks, Recreation & Greenspaces Advisory Committee.**

- 206-208 Minutes of the Area G Parks, Recreation & Greenspaces Advisory Committee meeting held February 7, 2002. (for information)

### **Nanoose Bay Parks & Open Space Advisory Committee.**

- 209-211 Minutes of the Nanoose Bay Parks & Open Space Advisory Committee meeting held February 11, 2002. (for information)

- 212-216 *That the Committee receive the report and that the RDN Tree Management Policy (C.1.1) not be amended.*

### **District 69 Recreation Commission.**

- 217-220 Minutes of the District 69 Recreation Commission meeting held February 14, 2002. (for information)

- 221-233 *That the Electoral Area Grants be combined with Community Grants, and Youth Agreements be combined with Youth Grants, and that the two grant programs be administered tri-annually, with the funding of \$82,500 equally split between the two programs.*

*That the revised administrative guidelines for the Community Grants and Youth Grants programs be approved as presented in Attachment 1 with one amendment which is the deletion of item number 6 under Funding Criteria.*

234-240

*That the District 69 Recreation Fees and Charges policy not be amended to provide for prime and non prime time arena rental fees and that the District 69 Arena rental rates be reviewed as part of the 2003 Provisional Budget process.*

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**BOARD INFORMATION** (Separate enclosure on blue paper)

**ADJOURNMENT**

**IN CAMERA**

*That pursuant to Section 242.2(1)(h) of the Local Government Act the Board proceed to an In Camera meeting to consider matters related to potential litigation.*

Feb. 14/2002

S. Gourlay  
N. Czerny

Re Preschool Playground Structure  
- Cedar Heritage Center

Appear as a delegation at

Committee of the Whole on

February 26, 2002

SWE

Feb. 14 / 2002

S. Gourlay  
N. Czerny

Re Cedar Heritage Center

Appear as a delegation at

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February 26, 2002.

S.W.G.

<b>REGIONAL DISTRICT OF NANAIMO</b>			
FEB - 6 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
<i>Collyer</i>			
<i>correspondence</i>			

**TO: REGIONAL DISTRICT OF NANAIMO**

**FROM: Stephanie McDowall  
Nanaimo**

**RE: Presentation to the Regional Board**

I would like to make a presentation to the Regional District of Nanaimo Board of Directors on the following issue:

The Provincial Government's planned down-sizing of the public service and deep cuts to services to the public of British Columbia.

With that in mind, I would like the Regional District of Nanaimo to consider and pass the following resolution:

**WHEREAS** local government is best qualified to understand the strengths, needs, and challenges of local communities;

**AND WHEREAS** the roles, rights, and responsibilities of local governments will be redefined by the Fall of 2002 through the new Community Charter;

**AND WHEREAS** there is concern that the Provincial Government will shift primary support for key social services to communities and families;

**AND WHEREAS** the Provincial Government is announcing huge reductions in program funding for a variety of public services;

**AND WHEREAS** the Provincial economy is in a fragile state and a dramatic reduction in community support services and funding will create further economic instability;

**THEREFORE BE IT RESOLVED THAT** the Regional District of Nanaimo request the Provincial Government to ensure full community consultation on program reviews and funding reductions;

**AND BE IT FURTHER RESOLVED THAT** the Provincial Government not off-load current provincial program responsibilities onto communities and families without ensuring program integrity and adequate funding;

**AND BE IT FURTHER RESOLVED THAT** any transitions in program funding and delivery be done on a schedule that is respectful to the service recipients, program providers and local economies;

**AND BE IT FINALLY RESOLVED THAT** this resolution be submitted to the Union of B.C. Municipalities, the Association of Vancouver Island and Coastal Communities, and to the area MLA.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, JANUARY 22, 2002, AT 7:30 PM  
IN THE CITY OF NANAIMO COUNCIL CHAMBERS,  
455 WALLACE STREET, NANAIMO, BC

**Present:**

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

**Also in Attendance:**

C. Mason	General Manager of Corporate Services
B. Lapham	General Manager of Development Services
P. Shaw	Manager of Community Planning
S. Schopp	Manager of Inspection & Enforcement
J. Finnie	General Manager of Environmental Services
N. Connelly	General Manager of Community Services
N. Tonn	Recording Secretary

**ELECTION OF DEPUTY CHAIRPERSON**

The Chairperson called for nominations for the position of Deputy Chairperson for the year 2002.

Director Holme nominated Director Sherry.

There being no further nominations, the Chairperson declared Director Sherry Deputy Chairperson for the year 2002.

**DELEGATIONS**

**Glen Jamieson, Mount Arrowsmith Biosphere Region, re Presentation to the Board.**

Mr. Jamieson thanked the Regional District and in particular, Directors Stanhope, Holme, Westbroek and Macdonald as well as the staff for their support. In recognition of this support, the Board was presented a copy of the certificate presented to the Mount Arrowsmith Biosphere Foundation from the United Nations Educational, Scientific and Cultural Organization which designated the region for inclusion in the World Network of Biosphere Reserves.



**Howard Fowler, re ALR Exclusion No. 0115 – Virginia Road – Area F.**

Mr. Fowler presented an overview of his application for exclusion noting that he will accept any zoning designation in effect within the Official Community Plan and thereby deeming any amendments to either the Growth Management Plan or to the Electoral Area 'F' OCP Bylaw 1152 unnecessary. It was also noted that the correct area of the applicant's property is 12.15 hectares (30 acres).

**Lee England, re Construction of an IcePlex at Arbutus Meadows – Nanoose Bay – Area E.**

A verbal and visual presentation was made with respect to the proposed construction of a two storey IcePlex at Arbutus Meadows. The project will be completed in four stages and on completion, will host two ice surfaces, eight change rooms, referee rooms, zamboni servicing area, a restaurant and large capacity seating for spectators. Construction plans and a breakdown of projected income and operating expenses for the first year were distributed to Committee members. It was noted that a guarantee from District 69 for 1,520 hours of ice time must be obtained to make the proposal viable.

**MINUTES**

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the regular Development Services Committee meeting held November 20, 2001, be adopted.

CARRIED

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the regular Environmental Services Committee meeting held November 27, 2001, be adopted.

CARRIED

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the regular Corporate and Community Services Committee meeting held December 4, 2001, be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Paula Barrett, Georgia Strait Crossing Pipeline Limited, re Pipeline Progress.**

MOVED Director Holme, SECONDED Director Krall, that the correspondence received from Georgia Strait Crossing Pipeline Limited with respect to an update on the Georgia Strait Pipeline project, be received for information.

CARRIED

**Walter Gray, City of Kelowna, re Provincial Cycling Network Program.**

MOVED Director Holme, SECONDED Director Krall, that the correspondence received from the City of Kelowna with respect to support for the Provincial Cycling Network Program, be received for information.

CARRIED

**Barry O'Neill, CUPE BC, re Community Charter.**

MOVED Director Holme, SECONDED Director Krall, that the correspondence received from CUPE BC with respect to CUPE BC's submission to the Community Charter Council, be received for information.

CARRIED

**DEVELOPMENT SERVICES**

**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.

MOVED Director Krall, SECONDED Director Westbrook, 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:

- (a) Lot 2, Section 16, Range 1, Plan 27225, Cedar Land District, 2022 Walsh Road, Electoral Area 'A', owned by W. Pirart;
- (b) Lot A, Section 6, Ranges 1 and 2, Plan VIP68448, Cedar Land District, 2683 Cedar Road, Electoral Area 'A', owned by G. and D. Laird;
- (c) Lot B, Section 19, Plan 33183, Gabriola Island, Nanaimo Land District, 900 Bertha Avenue, Electoral Area 'B', owned by C. and D. Guest;
- (d) Lot 21, Section 3, Plan 23540, Gabriola Island, Nanaimo Land District, 1815 Lackehaven Drive, Electoral Area 'B', owned by D. Rinaldi;
- (e) Lot 15, Section 9, Plan 30347, Gabriola Island, Nanaimo Land District, 1440 Hess Road, Electoral Area 'B', owned by P. Edge and L. Holbrook;
- (f) Lot 24, Section 21, Plan 24297, Gabriola Island, Nanaimo Land District, 280 Malaspina Drive, Electoral Area 'B', owned by C. O'Dell and D. Smith;
- (g) Lot 28, Section 9, Plan 30347, Gabriola Island, Nanaimo Land District, 1575 Hess Road, Electoral Area 'B', owned by R. Johannes and E. Foley;
- (h) Lot E, District Lots 1 and 181, Plan 10875, Nanoose Land District, 951 Shorewood Drive, Electoral Area 'E', owned by F. Ariello;
- (i) Lot 24, Block E, District Lot 38, Plan 13054, Nanoose Land District, 1392 Pilot Way, Electoral Area 'E', owned by C. Eggins;
- (j) Lot 7, Block 5, District Lot 11, Plan 1223, Newcastle Land District, 230 Cortes Road, Electoral Area 'G', owned by L. and A. Jensen.

CARRIED

#### BYLAW ENFORCEMENT

##### Land Use and Building Bylaw Contraventions – D. Dorman – 2220 Cedar Road – Area A.

MOVED Director Elliott, SECONDED Director Sherry, that a Section 700 filing be placed on the title of the property legally described as Lot 1, Section 10, Range 2, Cedar District, Plan 26245 and should the outstanding land use and building bylaw concerns not be rectified by July 15, 2002, that staff be directed to proceed with the legal action necessary to ensure the property is in compliance with the requirements of both "Regional District of Nanaimo Land Use and Subdivision Bylaw 500, 1987" and "Regional District of Nanaimo Building Regulations & Fees Bylaw 1250, 2001".

CARRIED

#### PLANNING

##### ALR Exclusion No. 0115 - Fowler – Virginia Road – Area F.

MOVED Director Westbrook, SECONDED Director Macdonald, that the application for exclusion from the Agricultural Land Reserve for the property legally described as Lot 1, District Lot 141, Nanoose and Newcastle Districts, Plan 2273, Lying to the North of a Boundary Parallel to and Perpendicularly Distant 977 Feet from the Northerly Boundary of Said Lot 1, be referred to the Growth Management Review Process as an amendment consideration; thereby deferring a decision by the Board to allow the application to be considered until the Growth Management review process is completed.

DEFEATED

MOVED Director McLean, SECONDED Director McNabb, that a Board Resolution recommending the ALR exclusion application be considered for approval be forwarded to the Land Reserve Commission and that zoning designation be addressed at the time of application for subdivision.

MOVED Director Holdom, SECONDED Director Krall, that the motion be amended by adding the words "subject to an amendment to the Growth Management Plan" between the words "approval" and "be forwarded".

CARRIED

The question was called on the main motion as amended.

The motion CARRIED.

**COMMUNITY SERVICES**

**RECREATION & PARKS**

**Haslam Creek Bridge Funding – Trans Canada Trail.**

MOVED Director McNabb, SECONDED Director Hamilton, that a reallocation of \$40,000 in capital from the Regional Parks budget for the construction of the Trans Canada Trail Haslam Creek Bridge by August 31, 2002, be approved.

CARRIED

**Parkland Acquisition Fund Bylaw No. 1282 – Old Errington School.**

MOVED Director McLean, SECONDED Director McNabb,:

1. That "Parkland Acquisition Fund (Electoral Area F) Expenditure Bylaw No. 1282, 2002" receive three readings.
2. That "Parkland Acquisition Fund (Electoral Area F) Expenditure Bylaw No. 1282, 2002" having received three readings, be adopted.

CARRIED

**MacMillan Park in Cathedral Grove.**

MOVED Director Westbrook, SECONDED Director Sherry, that the update report on the Western Canada Wilderness Committee request to the Board on the proposed expansion of MacMillan Provincial Park be received for information.

CARRIED

MOVED Director Holdom, SECONDED Director Haime,:

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

CARRIED

**Community Parks Local Service Amendment Bylaw No. 805.03 – Area G and Bylaw No. 804.02 – Area F.**

MOVED Director Westbrook, SECONDED Director Sherry,:

1. That "Electoral Area 'G' Community Parks Local Service Requisition Amendment Bylaw No. 805.03, 2002" be given three readings and forwarded to the Inspector of Municipalities for approval.
2. That "Electoral Area 'F' Community Parks Local Service Requisition Amendment Bylaw No. 804.02, 2002" be given three readings and forwarded to the Inspector of Municipalities for approval.

CARRIED

**ENVIRONMENTAL SERVICES**

**LIQUID WASTE MANAGEMENT**

**Newcastle Island – Transfer of a Fee Simple Interest to the City of Nanaimo.**

MOVED Director Rispin, SECONDED Director Sherry, that the Board approve the transfer of "That part of Newcastle Island, Nanaimo District, shown outlined in red on Plan 1172 RW" to the City of Nanaimo.

CARRIED

**SOLID WASTE MANAGEMENT**

**Amendments to Water, Sewer, Garbage and Recycling Collection User Fee Rates.**

MOVED Director Krall, SECONDED Director Sherry,:

1. That "Regional District of Nanaimo French Creek Sewer Specified Area Regulation and Rates Amendment Bylaw No. 422.09, 2002" be introduced for first three readings.  
That "Regional District of Nanaimo French Creek Sewer Specified Area Regulation and Rates Amendment Bylaw No. 422,09, 2002" having received three readings be adopted.
2. That "Regional District of Nanaimo Nanoose Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 524.11, 2002" be introduced for first three readings.  
That "Regional District of Nanaimo Nanoose Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 524.11, 2002" having received three readings be adopted.
3. That "Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.07, 2002" be introduced for first three readings.  
That "Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.07, 2002" having received three readings be adopted.
4. That "Regional District of Nanaimo Surfside Properties Water Specified Area Regulations and Rates Amendment Bylaw No. 700.08, 2002" be introduced for first three readings.  
That "Regional District of Nanaimo Surfside Properties Water Specified Area Regulations and Rates Amendment Bylaw No. 700.08, 2002" having received three readings be adopted.
5. That "Regional District of Nanaimo Arbutus Park Estates Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 726.08, 2002" be introduced for first three readings.

That "Regional District of Nanaimo Arbutus Park Estates Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 726.08, 2002" having received three readings be adopted.

6. That "Regional District of Nanaimo Madrona Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 727.08, 2002" be introduced for first three readings.

That "Regional District of Nanaimo Madrona Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 727.08, 2002" having received three readings be adopted.

7. That "Regional District of Nanaimo Fairwinds Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 764.10, 2002" be introduced for first three readings.

That "Regional District of Nanaimo Fairwinds Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 764.10, 2002" having received three readings be adopted.

8. That "Regional District of Nanaimo Fairwinds Sewerage Specified Area Regulations and Rates Amendment Bylaw No. 765.08, 2002" be introduced for first three readings.

That "Regional District of Nanaimo Fairwinds Sewerage Specified Area Regulations and Rates Amendment Bylaw No. 765.08, 2002" having received three readings be adopted.

9. That "Regional District of Nanaimo West Bay Estates Water Local Service Area Regulations and Rates Amendment Bylaw No. 815.06, 2002" be introduced for first three readings.

That "Regional District of Nanaimo West Bay Estates Water Local Service Area Regulations and Rates Amendment Bylaw No. 815.06, 2002" having received three readings be adopted.

10. That "Regional District of Nanaimo Wall Beach Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 886.05, 2002" be introduced for first three readings.

That "Regional District of Nanaimo Wall Beach Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 886.05, 2002" having received three readings be adopted.

11. That "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.03, 2002" be introduced for first three readings.

That "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.03, 2002" having received three readings be adopted.

12. That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.05, 2002" be introduced for first three readings.

That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.05, 2002" having received three readings be adopted.

CARRIED

**Illegal Dumping Prevention Program – Penalties and Program Publicity.**

MOVED Director Westbrook, SECONDED Director Sherry, that the Board receive the 2002 Illegal Dumping Program – Penalties and Program Publicity report for information and that as suggested by MWLAP Conservation Officer Service and the RDN Bylaw Enforcement staff, a letter not be sent to AVICC recommending a \$2,000 minimum fine for illegal dumping.

CARRIED

**UTILITIES/ENGINEERING**

**Morningstar Streetlighting LSA Boundary Amendment Bylaw No. 869.02 – Area G.**

MOVED Director Holme, SECONDED Director Korpan, that "Morningstar Streetlighting Local Service Area Boundary Amendment Bylaw No. 869.02, 2002" be introduced and read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED

**San Pareil Water Supply LSA Rates & Regulations Amendment Bylaw No. 1172.01 – Area G.**

MOVED Director Holme, SECONDED Director McNabb,:

1. That "San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.01, 2002" be introduced and read three times.
2. That "San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.01, 2002" be adopted.

CARRIED

**CORPORATE SERVICES**

**ADMINISTRATION**

**Recovery of Feasibility Study Costs for New Services.**

MOVED Director Holdom, SECONDED Director Haime,:

1. That "Electoral Area A Feasibility Study Fund Bylaw No. 1271, 2002" be introduced for three readings.  
That "Electoral Area A Feasibility Study Fund Bylaw No. 1271, 2002" having received three readings be adopted.
2. That "Electoral Area B Feasibility Study Fund Bylaw No. 1272, 2002" be introduced for three readings.  
That "Electoral Area B Feasibility Study Fund Bylaw No. 1272, 2002" having received three readings be adopted.
3. That "Electoral Area C Feasibility Study Fund Bylaw No. 1273, 2002" be introduced for three readings.  
That "Electoral Area C Feasibility Study Fund Bylaw No. 1273, 2002" having received three readings be adopted.
4. That "Electoral Area D Feasibility Study Fund Bylaw No. 1274, 2002" be introduced for three readings.  
That "Electoral Area D Feasibility Study Fund Bylaw No. 1274, 2002" having received three readings be adopted.
5. That "Electoral Area E Feasibility Study Fund Bylaw No. 1275, 2002" be introduced for three readings.

That "Electoral Area E Feasibility Study Fund Bylaw No. 1275, 2002" having received three readings be adopted.

6. That "Electoral Area F Feasibility Study Fund Bylaw No. 1276, 2002" be introduced for three readings.

That "Electoral Area F Feasibility Study Fund Bylaw No. 1276, 2002" having received three readings be adopted.

7. That "Electoral Area G Feasibility Study Fund Bylaw No. 1277, 2002" be introduced for three readings.

That "Electoral Area G Feasibility Study Fund Bylaw No. 1277, 2002" having received three readings be adopted.

8. That "Electoral Area H Feasibility Study Fund Bylaw No. 1278, 2002" be introduced for three readings.

That "Electoral Area H Feasibility Study Fund Bylaw No. 1278, 2002" having received three readings be adopted.

9. That "School District 68 Feasibility Study Fund Bylaw No. 1279, 2002" be introduced for three readings.

That "School District 68 Feasibility Study Fund Bylaw No. 1279, 2002" having received three readings be adopted.

10. That "School District 69 Feasibility Study Fund Bylaw No. 1280, 2002" be introduced for three readings.

That "School District 69 Feasibility Study Fund Bylaw No. 1280, 2002" having received three readings be adopted.

11. That "Electoral Areas (All) Feasibility Study Fund Bylaw No. 1281, 2002" be introduced for three readings.

That "Electoral Areas (All) Feasibility Study Fund Bylaw No. 1281, 2002" having received three readings be adopted.

MOVED Director Holme, SECONDED Director Westbroek, that this item be referred to the next Ideas and Updates meeting.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Lantzville Parks & Open Space Advisory Committee.**

MOVED Director Haime, SECONDED Director McNabb, that the minutes of the Lantzville Parks & Open Space Advisory Committee meetings held November 26, 2001 and January 7, 2002 be received for information.

CARRIED

MOVED Director Haime, SECONDED Director McNabb, that the Board of the Regional District of Nanaimo write to the BC Assets and Land Corporation to expand on the rationale for the lands and request reconsideration for a portion of DL 105 to be provided for a staging area for recreational opportunities within the Lantzville Foothills.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Lee, England, re Construction of an IcePlex at Arbutus Meadows – Nanoose Bay – Area E.**

MOVED Director Holme, SECONDED Director Westbrook, that this item be referred to staff and that a report on the proposal be prepared for the Board.

CARRIED

**IN CAMERA**

MOVED Director Holme, SECONDED Director Westbrook, that pursuant to Section 242.2(I)(h) of the *Local Government Act* the Committee proceed to an In Camera meeting to consider a matter of potential litigation.

CARRIED

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Quittenton, that the meeting terminate.

CARRIED

TIME: 8:43 PM

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CHAIRPERSON





Oceanside Development & Construction Association  
P.O. Box 616, Parksville, BC V9P 2G7

REGIONAL DISTRICT OF NANAIMO			
FEB - 4 2002			
CHAIR	<input checked="" type="checkbox"/>	GMCRS	<input type="checkbox"/>
CAO	<input checked="" type="checkbox"/>	GMDS	<input checked="" type="checkbox"/>
GMCRS	<input checked="" type="checkbox"/>	GMES	<input checked="" type="checkbox"/>

January 31, 2002

Board of Directors  
Regional District of Nanaimo  
P.O. Box 40  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Dear Regional Board of Directors,

**RE: Growth Management Plan Consultant**

It has come to our attention that the RDN Growth Management Plan consultant, Ken Balmer of Rethink, is based out of Alberta. In our struggling economy the past few years, we expect our governing bodies to lead the way and hire locally, when taxpayers' money is being spent.

We therefore would like clarification of the following:

1. Was the Growth Management Plan consultant position put out for tender?
2. What is the taxpayers' cost for the Growth Management Plan consultant?
3. Has the RDN received British Columbia grant monies to hire a consultant?

Our association has a mandate for this coming year to encourage the Central Vancouver Island business community to hire locally and as such we would like to encourage the area governments to take a similar position.

Yours truly,

Egon Kuhn  
President

Helen Sims  
Vice President

Rob Hill  
Secretary

Michelle Jones  
Treasurer

c.c. Premier Gordon Campbell  
The Honourable Judith Reid, MLA Nanaimo-Parksville  
Gillian Trumper, MLA Alberni-Qualicum  
Mr. Kelly Daniels, Chief Administrative Officer

RECOMMENDATION: THAT THE ATTACHED REPORT FORM THE  
BASIS OF A RESPONSE TO THE OCEANSIDE  
DEV. AND CONSTRUCTION ASSOCIATION

Col. Corres. ✓

17



REGIONAL DISTRICT OF NANAIMO			
FEB 18 2002			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	

**MEMORANDUM**

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

**DATE:** February 8, 2002

**FROM:** Christina Thomas  
Senior Planner

**FILE:** 6780 30

**SUBJECT: GROWTH MANAGEMENT PLAN REVIEW PROJECT CONSULTANT**

---

**PURPOSE**

To provide information about the selection of the RETHINK GROUP as a consultant for the Growth Management Plan Review Project.

**BACKGROUND**

The Oceanside Development and Construction Association requested clarification regarding the selection of the RETHINK GROUP as consultants for the Growth Management Plan Review Project (*see Attachment 1*). This report responds to the request.

The RETHINK GROUP was selected as a 'standing' consultant for the Regional District on matters pertaining to strategic planning and public processes in 1993. Since this time the RETHINK GROUP has worked with the Regional Board in 1993, 1996, and 2001 to develop strategic plans for the Regional District and to develop public consultation strategies for the organization. In addition, the RETHINK GROUP assisted with Board and Municipal Council workshops on decision making related to the formulation of the Growth Management Plan in 1996.

The RETHINK GROUP was selected because of their reputation, knowledge and proven ability in helping organizations develop vision, strategic focus, goals, related strategy and implementation plans across Canada in many local government and non-government organizations. At that time the RETHINK GROUP was selected in 1993 a branch of the company was based in Vancouver and Victoria. The RETHINK GROUP is now based in Calgary and Ladysmith. The Ladysmith base was established in the summer of 2001. The company is in the process of establishing Ladysmith as its primary base.

Given that the RETHINK GROUP is a 'standing' consultant for strategic planning and public process matters, the services required were not put out to tender and the firm was contracted to complete work associated with the public consultation component of the Growth Management Plan Review.

The Regional Board approved a budget of \$188,000, over two years, for the Growth Management Plan Review Project, not including office expenses and staff time. The Regional District of Nanaimo received a provincial grant in the amount of \$80,000 for the Growth Management Plan Review Project. This grant provides partial (50% or less) funding for the project. The remainder of the project is funded through the Regional Development Services function.

The RETHINK GROUP was contracted to provide \$35,000 worth of services in Phase II of the Growth Management Plan Review, from September to December 2001. A contract for their work in Phase III of the project is valued at \$30,000.

#### ALTERNATIVES

1. To receive this report for information.
2. To reconsider the selection of the RETHINK GROUP as a 'standing' consultant to the Regional District on strategic planning and public consultation matters.

#### SUMMARY

Information is provided regarding the selection of the RETHINK GROUP to undertake work associated with the Growth Management Plan Review, in response to a request from the Oceanside Development and Construction Association. The RETHINK GROUP was retained to provide assistance with the consultation component of the Growth Management Plan Review, as they are the Regional District's 'standing' consultant for Board-related strategic planning and public consultation processes.

#### RECOMMENDATION

That the report on consulting services related to the strategic planning and consultation aspects of the Growth Management Plan Review be received for information.

*Christina Thomas*

Report Writer

*N. Lomelly*

General Manager Concurrence

*Daniel*

CAO Concurrence



UNION OF  
BRITISH  
COLUMBIA  
MUNICIPALITIES

Suite 60  
5551 Shellbridge Way  
Victoria  
British Columbia  
Canada V8X 2W9  
06.270.8226  
ax 604.270.9116  
email: ubcm@vicnet.gov.bc.ca

RESIDENT  
MAYOR  
JANE CUNNINGHAM

EXECUTIVE DIRECTOR  
RICHARD TAYLOR

November 27, 2001

Councillor Mary Ashley  
AVICC President  
c/o Municipal House  
545 Superior Street  
Victoria, BC  
V8V 1X4

Dear Councillor Ashley:

**RE: AREA ASSOCIATION COMMENTS ON BCEN COOPERATION AGREEMENT**

At the 2001 UBCM Convention, nine Agreements were presented to Convention delegates for consideration at which time all were endorsed except for one which was referred to Area Associations for consideration. The purpose of this letter is to ask your Area Association to formally consider this matter and respond to UBCM.

In accordance, with UBCM policy, the membership was notified in July that Agreements were being sought with specific groups. As well, each of these Agreements was circulated to the membership prior to the Convention as part of Policy Book 1; with the exception of the Department of Environment Agreement and the revised Environment Protocol which were included in Policy Book 2. Policy Book 1 was mailed out to members on September 7, 2001.

During Wednesday morning's policy session the following resolution was put forward to the membership:

*THEREFORE BE IT RESOLVED that UBCM enter into cooperation agreements with:*

- Federal Department of Environment
- Federal Department of Indian and Northern Affairs

*AND BE IT FURTHER RESOLVED that UBCM enter into cooperation agreements with:*

- BC Environmental Network
- First Nations Summit
- Health Association of BC
- BC School Trustees Association
- BC Association of Police Boards
- Lands Advisory Board, BC Chiefs

*AND BE IT FURTHER RESOLVED that UBCM reaffirm the revised Protocol on Principles for Sharing Environmental Responsibilities.*

REGIONAL DISTRICT OF NANAIMO		
FEB - 5 2002		
CHAIR		GMCrs
CAO		GMDS
GMCmE		GMES
C. J. [Signature]		
Correspondence		

10-20

At the Convention, delegates chose to consider each agreement individually and endorsed all of them, with the exception of the BC Environmental Network agreement. Delegates supported a motion to have this agreement referred to each of the Area Associations for their consideration and comment.

**In keeping with that direction, please find attached a copy of the proposed BCEN Agreement. On behalf of the UBCM Executive, we would appreciate your assistance in reviewing this agreement with your membership at your spring meeting and providing us with your Association's recommendation and comments.**

We thank you in advance for your assistance in this matter.

Sincerely,



Hans Cunningham  
President

12/11/2004



## **PROTOCOL ON CONSULTATION AND COOPERATION**

Between the  
**UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM)**  
and the  
**BRITISH COLUMBIA ENVIRONMENTAL NETWORK (BCEN)**

### **WHEREAS:**

1. A sustainable environment is essential to the economic and physical health of all communities in BC;
2. A healthy environment and a sustainable economy are interdependent;
3. The BCEN represents, in an organized manner, 250 grassroots groups from across the province and gives voice to a wide range of environmental issues;
4. The environment of BC is affected by a wide variety of activities, some of which fall within the mandate of local government regulation and policy;
5. The environment requires stewardship to protect the biodiversity within this province;
6. The BCEN and local government have common interests in the maintenance and conservation of the environment; and
7. Negotiation and mutual respect are fundamental to ensure the sustainability of our land, air and water resources.

### **THEREFORE:**

This Protocol represents a commitment by the BCEN and the UBCM to work together to achieve the province-wide benefits of sustainable environmental health.

### **PRINCIPLES:**

The following principles pertain to this Protocol and the actions arising from the Protocol. These principles are:

- Mutual respect for each agency's mandates, policies and areas of jurisdiction and that the Protocol does not fetter the individual mandates of the parties;

- Co-operation in the development and distribution of information;
- Harmonization of projects or initiatives to maximize efficiency and effectiveness; and
- Acknowledgment that a healthy environment is fundamental to a healthy economy.

**GENERAL OBJECTIVES:**

The BCEN and the UBCM have the following mutual objectives:

- Promote understanding of the role of environmental groups and local government in a province-wide context;
- Discuss aspects of the regulatory setting to better reflect the interests of the environment and the general health of communities;
- Provide notice of actions to achieve changes in provincial policy and regulations; and
- Identify policy decisions that include both employment opportunities and environmental protection for the benefit of communities.

**IMPLEMENTATION:**

The BCEN and the Union of British Columbia Municipalities agree to establish a joint working group to further the objectives stated in this agreement. The joint working group will meet from time to time to review joint initiatives and projects as well as the general progress on goals and objectives.

**TERM OF THE PROTOCOL:**

The Parties may agree to amend or terminate this Protocol at any time. The term of this Protocol shall be two years from the date of signing unless otherwise amended.

**COMMITMENT:**

In witness of this Agreement the parties have executed this Protocol on Consultation and Cooperation at Vancouver on September 27 , 2001.

***SIGNED on behalf of the BC ENVIRONMENTAL NETWORK by:***

---

**David Cadman**  
Chair

***SIGNED on behalf of the UNION OF BRITISH COLUMBIA MUNICIPALITIES by:***

---

**Jim Abram**  
President

---

**Robert Hobson**  
Chair, Environment Committee

**PAGE**  
83



Royal  
Canadian  
Mounted  
Police

Gendarmerie  
royale  
du  
Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Unclassified

Your File    *Voire référence*

Our File    *Notre référence*

Operations NCO  
Oceanside Detachment  
727 West Island Highway,  
Parksville, B.C.  
V9P 1B9

Directors  
Regional District of Nanaimo

2002-02-06

**Re: Arrowsmith Search and Rescue  
Request for Support of Building Addition**

Thank you for all your previous support of the Arrowsmith Search and Rescue organization.

This extremely important community search group has performed invaluable aid to our community and the police. We would not be able to do our respective jobs of public safety without the services of Arrowsmith Search and Rescue.

I now understand that Arrowsmith Search and Rescue is launching on a major initiative to build a renovation attached to the Coombs-Hilliers Fire Hall that would house there equipment and search bus. This is most definitely a worthwhile and necessary step to ensure the future effectiveness of this vital community volunteer organization.

Oceanside Detachment fully supports the need for the above initiative and fully supports the standing of Arrowsmith Search and Rescue within our community. Please do all that you can to support this organization in its efforts to protect the community they serve.

Yours truly,

Sgt. Randy CHURCHILL  
Operations NCO  
Oceanside Detachment  
(250) 954-2961



February 7, 2002

File: 1180-37-01

To: GREATER VANCOUVER REGIONAL DISTRICT MUNICIPALITIES

BY EMAIL

Dear Sir or Madam:

Re: *Provincial Government's Cancellation of the Subsidy for Seniors' Transit Passes on TransLink*

The City Council at its regular meeting of Monday, February 4, 2001 unanimously endorsed the following resolution:

**"WHEREAS**, due to specific physical limitations and income limitations, senior citizens have limited access to transportation;

**AND WHEREAS** studies have shown that the mobility derived from access to transportation is an important determinant of health and well being amongst senior citizens;

**AND WHEREAS** senior citizens are a large and important part of the community of the City of North Vancouver;

**THEREFORE BE IT RESOLVED THAT** the City of North Vancouver record its opposition to the Provincial Government's cancellation of the subsidy for seniors' transit passes on TransLink and its support for the continuation of this benefit;

**AND FURTHER BE IT RESOLVED THAT** the City of North Vancouver write to our local M.L.A. Katherine Whittred, North Vancouver-Lonsdale, and to M.L.A.'s, Daniel Jarvis, North Vancouver-Seymour, and Ralph Sultan, West Vancouver-Capilano, seeking their assistance in achieving this goal;

**AND THAT** our local M.L.A. Katherine Whittred, North Vancouver-Lonsdale, and M.L.A.'s, Daniel Jarvis, North Vancouver-Seymour, and Ralph Sultan, West Vancouver-Capilano, be requested to respond to this request;

**AND THAT** this resolution be circulated to all Greater Vancouver Regional District municipalities."

Original signed by:

B.A. Hawkshaw  
City Clerk CMC

cc F.A. Smith, Director, Community Development  
L. Orr, Social Planner  
C. Kathler, Social Planner

<b>REGIONAL DISTRICT OF NANAIMO</b>			
FEB - 7 2002			
<b>CHAIR</b>		<b>GMCrs</b>	
<b>CAO</b>		<b>GMDS</b>	
<b>GMCm8</b>		<b>GME8</b>	
			Calk ✓

**PAGE**  
25

February 7, 2002

File: 1085-03-N9-01

To: UNION OF BRITISH COLUMBIA MUNICIPALITIES

BY EMAIL

Dear Sir or Madam:

Re: *Audio Book Services*

The City Council at its regular meeting of Monday, February 4, 2001 unanimously endorsed the following resolution:

**"WHEREAS** Audio Book Services, provided by libraries throughout the Province of British Columbia, play a critical role to the community of persons with visual disabilities who are not able to read regular print materials;

**AND WHEREAS** the Provincial Government has announced that it will no longer fund the \$380,000.00 for this program;

**THEREFORE BE IT RESOLVED THAT** the North Vancouver City Council urge the Provincial Government not to implement this cut, as an action of this kind would have a deleterious effect on the unsighted users of this program and would result in further downloading to local governments who fund local libraries;

**AND FURTHER THAT** a copy of this motion be circulated to the Union of British Columbia Municipalities, other municipalities throughout British Columbia and to our local M.L.A. Katherine Whittred, North Vancouver-Lonsdale, and to M.L.A.'s, Daniel Jarvis, North Vancouver-Seymour, and Ralph Sultan, West Vancouver-Capilano."

Original Signed by:

B.A. Hawkshaw  
City Clerk CMC

cc J. Watkins, Chief Librarian

<b>REGIONAL DISTRICT OF NANAIMO</b>			
FEB - 7 2002			
<b>CHAIR</b>		<b>GMCrS</b>	
<b>CAO</b>		<b>GMDS</b>	
<b>GMCmS</b>		<b>GMES</b>	
<i>Colin</i>			

RECEIVED

FEB 19 2002

REGIONAL DISTRICT  
of NANAIMO

John C. Van Beek  
5716 Heather Place  
Nanaimo BC  
V9T 5N7  
Jan 18, 2002

Re The E & N Right of Way

To the Regional District of Nanaimo

Mr Chairman and Members of the Board,

Because of my concern re the above, I feel that I need to convey this to you.

I am very pleased that the City of Nanaimo has taken the first steps to save the RoW inside the city limits.

Now I am hoping that the RDN will take similar action.

We have here a world class asset. If this corridor were to be converted for the use of cyclists and hikers it would draw them from near and far. To be able to cycle from Victoria to Port Alberni and Courtenay would just be fantastic. I have also written to the Minister of Transport (provincial) on this.

Have you been in contact with the ministry and the other regional districts involved?

Hoping you will be <sup>able to</sup> answer some of my questions,  
Yours,





REGIONAL DISTRICT OF NANAIMO		
FEB 14 2002		
CHAIR		GMCRS
CAO		GMDS
CMO		GMES

**MEMORANDUM**

**TO:** Stan Schopp  
Manager, Building Inspection Services

**DATE:** February 11, 2002

**FROM:** Allan Dick  
Senior Building Inspector

**FILE:** 3810-20

**SUBJECT:** Local Government Act - Section 700 - Contravention of Bylaw  
Meeting Date - February 26, 2002

**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 'A'**

1. Owners Name: *Paul Von Baich and Marie Paradis*  
 Legal Description: *Lot 15, Sections 18 and 19, Range 2, Plan VIP67150, Cedar District*  
 Street Address: *2395 Lindsey Road*

**Summary of Infraction:**

January 17, 2002 - occupied without an occupancy permit; owner informed of occupancy requirements  
 January 18, 2002 - inspector attempted to do status inspection  
 January 20, 2002 - letter faxed to RDN from owner requesting a meeting  
 January 21, 2002 - owner cancelled appointment  
 February 4, 2002 - status inspection; occupancy not approved; final inspection shows 21 deficiencies, many relate to health and safety  
 February 8, 2002 - owners met with Manager and Senior Inspector; 700 filing process explained. Owner will continue to work on completion of projects addressing health and safety issues first.

2. Owners Name: *Michael Radcliffe and Rebecca Schickerowsky*  
 Legal Description: *Lot 4, Section 1, Range 7, Plan 28685, Cedar District*  
 Street Address: *3537 Whiting Way*

**Summary of Infraction:**

January 18, 2002 - stop work posted  
 January 18, 2002 - letter sent certified mail; stop work  
 January 23, 2002 - owner contacted office and requested 60 days to remove structure. Filing process to be initiated, as structure is unsafe. Owner informed of 700 process.

3. Owners Name: **Brooke Porter and Nicole Velkjar**  
Legal Description: **Lot 2, Section 19, Range 2, Plan VIP67150, Cedar District**  
Street Address: **1380 Kurtis Crescent**

**Summary of Infraction:**

December 20, 2001 – letter sent; occupancy required  
January 16, 2002 – 2nd letter sent; occupancy required  
February 7, 2002 – Several health issues exist. Senior Inspector attempted to contact owner; phone no longer in service, Telus unable to provide new number.

4. Owners Name: **George Maibach**  
Legal Description: **Lot 1, Section 17, Range 7, Plan VIP67939, Cranberry District**  
Street Address: **1933 Balsam Road**

**Summary of Infraction:**

December 5, 2001 – recreational vehicles with several additions occupied as dwelling units; letter sent to owner requesting removal of units as no building permit can be issued for recreational vehicles as SFDs.  
December 22, 2001 – attended site with BEO and confirmed bylaw contravention.  
February 4, 2002 – no change; report for removal on February 26, 2002 Committee agenda

**Electoral Area 'B'**

1. Owners Name: **Erich and Ruth Hoffmann**  
Legal Description: **Lot 41, Section 12, Plan 23190, Gabriola Island**  
Street Address: **896 Pat Burns Avenue**

**Summary of Infraction:**

January 17, 2002 – accessory building built prior to Building Bylaw; completed as dwelling unit in mid 1990's without a building permit. Owner intend to resolve in near future by decommissioning to accessory use and building a new dwelling unit.

**Electoral Area 'E'**

1. Owners Name: **Philip Perry**  
Legal Description: **Lot 4, District Lots 30 and 78, Plan 22994, Nanoose District**  
Street Address: **3393 Dolphin Drive**

**Summary of Infraction:**

December 4, 2001 – letter sent; final inspection of renovations, roofing and deck required  
December 27, 2001 – 2nd letter sent certified mail; final inspection required  
January 8, 2002 – verification of certified mail received  
February 7, 2002 – Senior Inspector contacted owner; final inspection booked for February 11, 2002

2. Owners Name: **Howard and Judith Goebel**  
Legal Description: **Lot 18, Block A, District Lot 38, Plan 10777, Nanoose District**  
Street Address: **1397 Marina Way**

**Summary of Infraction:**

January 16, 2002 – letter sent certified mail; occupancy required  
January 16, 2002 – occupancy will not be granted until cabin (BP 23080) has been demolished  
January 22, 2002 – verification of certified mail received  
January 2002 – owner met with Manager and committed to the removal of the second dwelling unit within three months. Buildings will not meet Building Code spatial separation requirements until structure demolished.

3. Owners Name: **Blaire and Elaine Duke**  
Legal Description: **Lot D, District Lot 51, Plan 7705, Nanoose District**  
Street Address: **2020 Seahaven Road**

**Summary of Infraction:**

June 1, 2000 – letter sent; call for inspections for large addition occupied without final inspection

September 28, 2001 – letter sent; permit expired

December 27, 2001 – no response from owner; 2nd letter sent; pre-enforcement

January 3, 2002 – left message with owner's father to contact office; no response

January 7, 2002 – left 2nd message to contact office; no response

January 10, 2002 – verification of certified mail received

February 7, 2002 – Senior Inspector attempted to contact owner; left message with brother-in-law to contact office

February 11, 2002 – no response from owner

**Electoral Area 'G'**

1. Owners Name: **Reginald Todd**  
Legal Description: **Lot 22, District Lot 49, Plan 32604, Nanoose District**  
Street Address: **1221 Ormonde Road**

**Summary of Infraction:**

December 4, 2001 – letter sent; call for inspections on conversion of garage to den. No call for inspection in two years.


December 27, 2001 – letter sent; permit expired – no activity

January 16, 2002 – no response from owner - letter sent certified mail; pre-enforcement

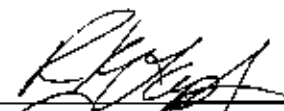
February 7, 2002 – Senior Inspector attempted to contact owner; no answer, no machine


**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

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

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

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

**COMMENTS:**

devsvs/reports/2002/3810-20-Section700 February.doc



REGIONAL DISTRICT OF NANAIMO		
FEB 18 2002		
CHAIR		GMCrS
CAO		GMDS
GMCmS		GMES
		<i>Call</i>
DATE: February 15, 2002		

**MEMORANDUM**

**TO:** Bob Lapham  
General Manager, Development Services

**FROM:** Stan Schopp  
Manager of Inspection/Enforcement

**SUBJECT:** Liquor License Increased Occupancy Capacity Application – Wheat Sheaf Hotel  
Lot A, Section 14, Range 1, Cedar District, Plan VIP67433  
Electoral Area A - 1866 Cedar Road

**PURPOSE**

To provide a resolution on an application to the Liquor Control and Licensing Branch (LCLB) regarding increases in occupancy capacity of a licensed establishment in response to the Liquor Control Board bulk capacity increase process.

**BACKGROUND**

The Liquor Control and Licensing Branch (LCLB) has implemented a capacity increase bulk process, whereby the current licensed establishments may apply, on a one-time basis, to increase their seating capacity to either 150% of their existing licensed capacity or to a maximum occupancy by floor area, whichever is less. The Regional Board is requested to provide a resolution supporting or opposing the requested capacity increase.

The Wheat Sheaf Hotel, located at 1866 Cedar Road, has made application for increased occupancy (see Attachment No. 1). A staff review of this application is attached as Schedule No. 1.

According to the LCLB, this facility is currently operating at a licensed capacity of 68. The maximum allowed capacity under current LCLB regulations is 102. However, the LCLB recognizes this is an estimate only and actual capacities would also be subject to occupancy limitations as determined by local fire or building officials. Based on calculations provided by the Building Inspection Department, the Maximum Occupancy Load could allow for 113 patrons. Therefore, a resolution from the RDN Board indicating support for or opposition to an increase in capacity to the maximum allowed under the Maximum Occupancy Load can be considered for this application.

**ALTERNATIVES**

1. To approve the application for increased capacity subject to the applicant meeting zoning, building inspection and official community plan bylaw requirements.
2. To not approve the application for increased capacity.

**LAND USE IMPLICATIONS**

Changes in maximum capacity allowed by the LCB require consideration of official community plan provisions, land use contract requirements, zoning, development permit areas, and building inspection provisions. The specifics for the subject facility are outlined below.

**PAGE 31**

### *Wheatsheaf Inn*

The Wheat Sheaf Inn is zoned Commercial 5 (CM5), which allows for uses currently occupying the site. The Cedar Village & Cedar Commercial/Industrial Properties Development Permit Area does affect the subject property. This Development Permit Area is intended to provide guidelines for the form and character of commercial, industrial and multi-family residential development. While the increase in occupancy may not require a development permit, any exterior changes to the property (including revisions to parking) may require a development permit.

The maximum occupancy that could be considered relative to the building and zoning regulations is for 113 patrons. If this occupancy was approved by the LCB the existing parking for 83 cars is considerably more than the number required pursuant to the zoning regulations. As the property is within a building inspection area, any renovations or additions to the establishment would require building permits. Further, any amendments to the site layout may require an application for a development permit.

### SUMMARY/CONCLUSIONS

The Liquor Control and Licensing Branch (LCLB) has requested that the RDN Board provide a resolution supporting or opposing the request for capacity increase as received from the Wheat Sheaf Hotel.

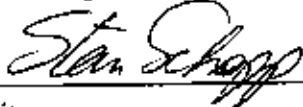
A review of the Wheat Sheaf Inn examined parking requirements, building code requirements and occupancy capacity. Staff note that current parking amenities are adequate, but any changes to the establishment or site may require building permits, development permits, or consideration of official community plan requirements. While approval in principle for increased capacity is recommended, approval should be contingent upon the applicant's completion of RDN zoning, building inspection and official community plan bylaw requirements.

### VOTING

All Directors - one vote.

### RECOMMENDATION

That the application for an increase in occupancy capacity, as submitted by the Wheat Sheaf Inn, legally described as Lot A, Section 14, Range 1, Cedar District, Plan VIP67433, be supported, subject to the applicants meeting all zoning, building inspection and official community plan bylaw requirements.

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

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

  
\_\_\_\_\_  
CAO Concurrence

### COMMENTS:

devsvs/reports/2001/4320 50 se liquor capacity increase.doc



**Schedule No. 1  
Facility Description**

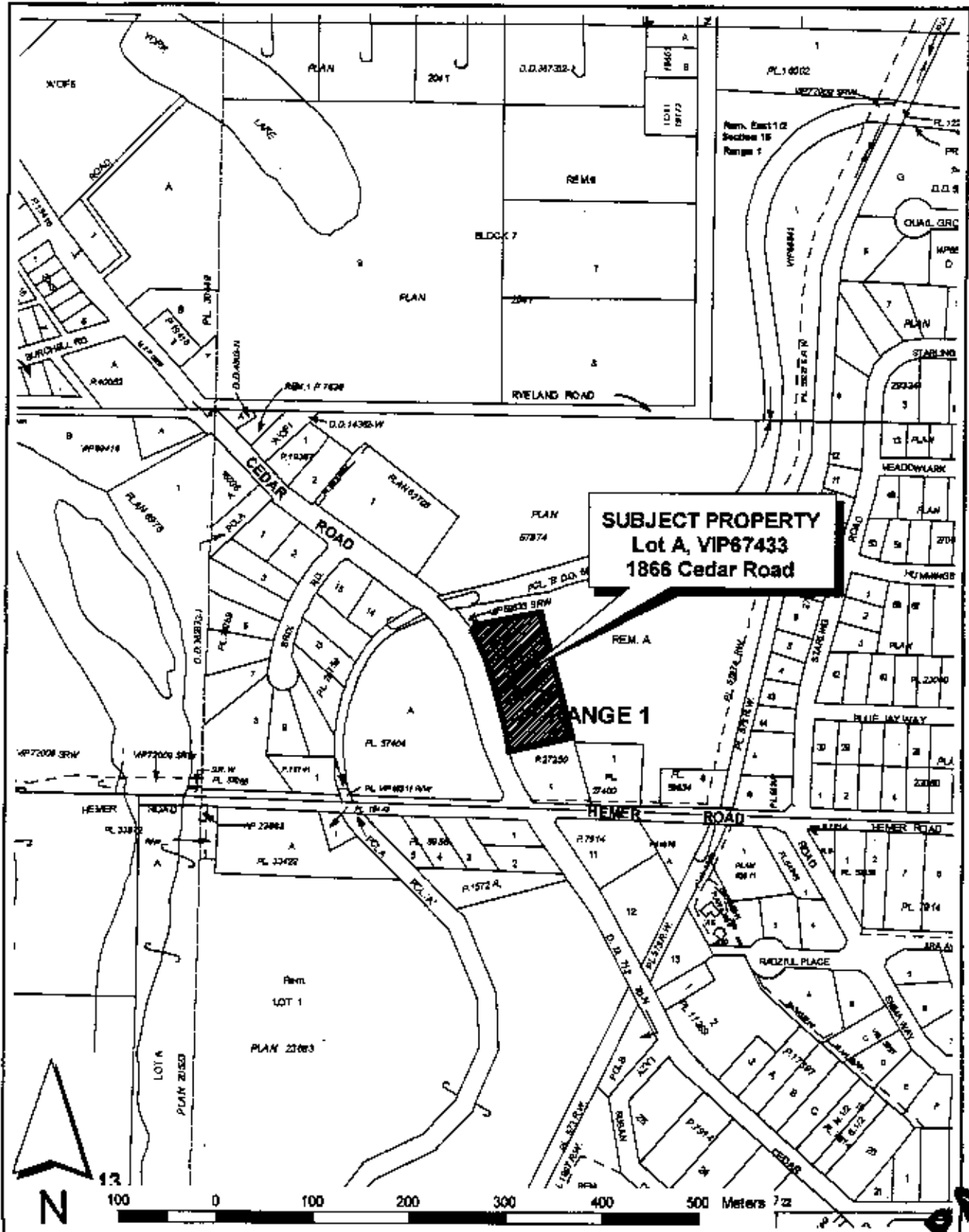
**Wheat Sheaf Inn**

Electoral Area:	A		
OCP Designation:	Cedar Village Centre		
Zoning:	Commercial 5 (CM5)		
Permitted Uses:	Hotel, Resort Condominium Unit, Marina, Neighbourhood Pub, Public Assembly Use, Recreation Facility, Residential Use, Restaurant, Resort Vehicle Park, Tourist Information Booth, Tourist Store		
Current Uses on Site:	Neighbourhood Pub, Tourist Store (Cold Beer & Wine), Residential		
Capacity Increase Requirements:	Interior Seating Area:	136 m <sup>2</sup> (1,464 ft <sup>2</sup> )	
	Exterior Seating Area:	None	
	Building Code Maximum Occupant Load:	113 persons	
	Potential Washroom Requirements:	3 water closets (female)	
	<i>(for Allowable Additional Capacity of 147)</i>	1 water closets and 1 urinal (male)	
	Current Washrooms Provided:	3 water closets (female)	
		1 water closet and 3 urinals (male)	
	<b>Potential Exit Requirements:</b>	2 Exits	
	Current Exits Provided:	3 Exits	
	<b>Other Potential Requirements:</b>	Exit Signs	
		Panic Hardware on Front and Side Doors	
Parking Requirements:	Neighbourhood Pub:	1 per 3 Seats	
	Retail, Tourist or Convenience Store:	1 per 15 m <sup>2</sup> floor area	
	Single Dwelling Unit:	2 per dwelling unit	
	Disability Spaces:	Requires 1	
	Loading Spaces:	Requires 1	
LCLB Current Licensed Capacity	68	Current Available Parking:	≈ 82
LCLB Maximum Capacity:	102	Maximum Parking Requirements:	50
LCLB Capacity by Floor Area:	54		
<b>Est. Allowable Additional Capacity:</b>	<b>0</b>	<b>Parking Requirements for Allowable Additional Capacity:</b>	<b>39</b>
Development Permit Areas:	Cedar Village & Cedar Commercial/Industrial Properties		
Other:	Subject to Development Permit No. 61 for Kitchen Addition to Pub		
	Subject to Development Permit No. 9508 for Boundary Adjustment		
	Subject to Development Permit No. 0112 for Fascia Sign Construction		
	Subject to Covenant for Vegetation Removal		
	Subject to Covenant for Floodplain and Setbacks from Watercourses		

**Building Inspection Comments**

1. There is a potential occupant load increase from 68 to 113 maximum occupants.
2. The current number of washroom facilities and exits is adequate.
3. It is recommended the exit width, exit signage, and panic door hardware be reviewed by the Local Area Fire Commissioner.
4. No building permit for additional works is required unless the property owner is proposing renovations to accommodate additional occupants.

Attachment No. 1  
Subject Property Map  
Wheat Sheaf Hotel





REGIONAL DISTRICT OF NANAIMO			
FEB 18 2002			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	
		<i>Cow</i>	<input checked="" type="checkbox"/>

## MEMORANDUM

**TO:** Pamela Shaw  
Manager of Community Planning

**DATE:** February 18, 2002

**FROM:** Susan Cormie  
Senior Planner

**FILE:** 3320 30 17900

**SUBJECT:** Request for Relaxation of the Park Land Provision Requirement  
Applicant: WR Hutchinson, BCLS on behalf of A. Long  
Electoral Area 'C', Myles Lake Road

### PURPOSE

To consider a request for relaxation of the park land provision in conjunction with a 7-lot bare land strata subdivision.

### BACKGROUND

The applicant's agent, WR Hutchinson, BCLS, has requested that dedication of Crown Land of Myles Lake and the granting of a public easement be accepted in place of providing park land dedication or cash in-lieu-of park land as part of a 7-lot bare land strata subdivision proposal for a 15.2 hectare property located on Myles Lake Road within Electoral Area 'C' and legally described as The East 20 Chains of Section 9, Range 2, Cranberry District (*see Attachment No. 1 for location*).

The subject property, which includes the lake bed, is currently split zoned Rural 1 (RU1) and Water 1 (WA1) and is within Subdivision District 'D' pursuant to the Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987. The applicant is proposing to subdivide the parent parcel into 7 bare land strata lots, some which will be 2.0 ha or less in size. Therefore, the provisions for park land pursuant to the *Local Government Act* are applicable. The proposal will be able to meet the minimum parcel size requirements pursuant to the parcel averaging provision of the *Bare Land Strata Regulations* (*see Attachment No. 2 for proposed subdivision*). All parcels are proposed to be serviced by individual private septic disposal systems and individual private wells.

#### *Park Land Requirements*

Pursuant to Section 941 of the *Local Government Act*, where parkland is a requirement at the time of subdivision the RDN can require the owner to:

- a. Provide 5% of the gross site area as park land; or
- b. Pay cash in-lieu-of providing park land; or
- c. Provide a combination of both park land with the balance of 5% given in cash.

The Arrowsmith Benson - Cranberry Bright Official Community Plan Bylaw No. 1148, 1999 specifies that park land may be considered at the time of subdivision subject to meeting criteria set out in the Plan.

The criteria includes that park land would be desirable where the land meets one or more criterion such as the land contains environmentally sensitive lands and the land improves access to a river or lake.

The applicant is proposing that the Return to Crown of the Lake and the granting of an easement in order to access the lake be accepted in lieu of providing cash or park land dedication or a combination of both. The area of land involved for the proposed easement is 3490 m<sup>2</sup> or 2.2% of total parcel area. The maximum amount of land the Regional District may require is up to 5% of the total parcel area.

## ALTERNATIVES

1. To accept the request to waive the park land requirement in place of dedicating Myles Lake as Crown Land and providing an easement for access to the Lake in the location as proposed by the applicant.
2. To deny the request to accept the proposal as submitted by the applicant and require the applicant to pay 5% cash in-lieu-of dedicating park land.

## DEVELOPMENT IMPLICATIONS

### *Subdivision / Access to Lake Implications*

The applicant, as part of the subdivision process, is Returning to Crown the Bed of Myles Lake in order to meet environmental and fisheries concerns. No public access to the lake is being required as part of the subdivision. The strip of property, offered by the applicant to provide access to Myles Lake, is over a portion of the proposed common property access to the subdivision and an existing statutory right-of-way held by the City of Nanaimo for public works purposes. Over the existing statutory right-of-way, there is an existing access road to the lake. However, the right-of-way and road crosses between the subject property and the neighbouring parcel. Therefore, a portion of the existing trail would not be usable by the public as it is on the neighbouring property. As a result, construction of a portion of the trail would be required to permit public access to the lake. The lakeshore itself, at the proposed access point, is not conducive to public access as the shore is marshy and contains large areas of vegetation. There is no opportunity to establish a staging area next to the lake and there is no area available for parking vehicles or unloading canoes or other small boats. In addition, due to the active beaver population the last few years, the level of the lake fluctuates constantly.

### *Official Community Plan Implications*

The applicant, as part of the subdivision requirements, is providing covenants for protection of the environmentally sensitive areas as well as Returning to Crown Myles Lake. The OCP recommends that park land is desirable where land includes environmentally sensitive lands and access to a river or lake may be improved. In this case, Myles Lake is being Returned to the Crown as part of the subdivision, therefore as the lake is being protected under the Crown, dedication of park land is not necessary. Access to the lake is difficult as there is no defined shoreline with the lake containing large areas of vegetation.

### *Park and Recreation Implications*

Parks and Recreation staff has reviewed this request for park land and do not support access being provided to Myles Lake due to the difficulty of providing a useable public access and the lack of a staging area. Staff noted that the surrounding area is rural and the need for a community park in the immediate area is not great.

## SUMMARY

This is a request to relax the park land requirement pursuant to Section 941 of the *Local Government Act* as part of a 7-bare land strata lot subdivision development. Pursuant to the Arrowsmith Benson – Cranberry Bright Official Community Plan Bylaw No. 1148, 1999, the Regional District may consider parcels as containing potential park land if one or more specific criteria can be met. In this case, the Bed of Myles Lake is being Returned to the Crown.

Staff has examined the proposal, as submitted by the applicant to provide an easement to the lake for public access, and have found that it is not conducive to public access as the shoreline is marshy and contains large areas of vegetation. In addition, there is no opportunity for a staging area to the lake nor is parking available. It is noted that the applicant would prefer that the RDN accept the access easement in lieu of the park land requirement to save the cost of paying cash-in-lieu of park land however, as a result of the limited value of the access to the RDN, staff recommend Alternative No. 2 to request cash in-lieu-of park land dedication.

## RECOMMENDATION

That the request to provide an easement for the purposes of providing public access to Myles Lake instead of providing park land or cash in conjunction for the proposed subdivision of The East 20 Chains of Section 9, Range 2, Cranberry District be refused and that the applicant be required to pay 5% cash in-lieu-of park land pursuant to section 941 of the *Local Government Act*.

*Susan Cormie*

Report Writer

*[Signature]*

General Manager Concurrence

*[Signature]*

Manager Concurrence

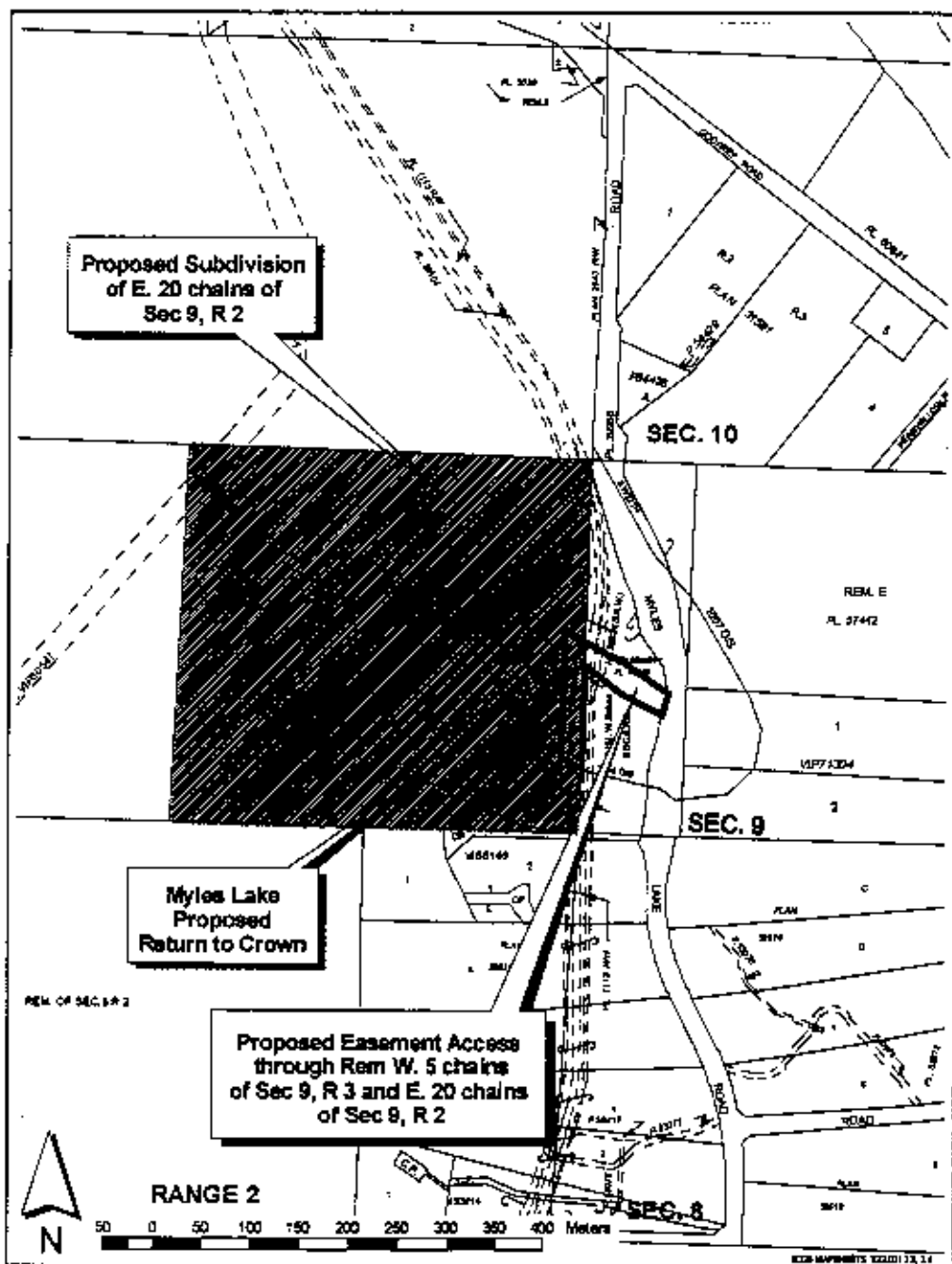
*[Signature]*

CAO Concurrence

## COMMENTS:

*davsvs/report/2002/park mr 3320 30 17900 Myles Lake.doc*

**ATTACHMENT NO. 1**  
**Subject property**

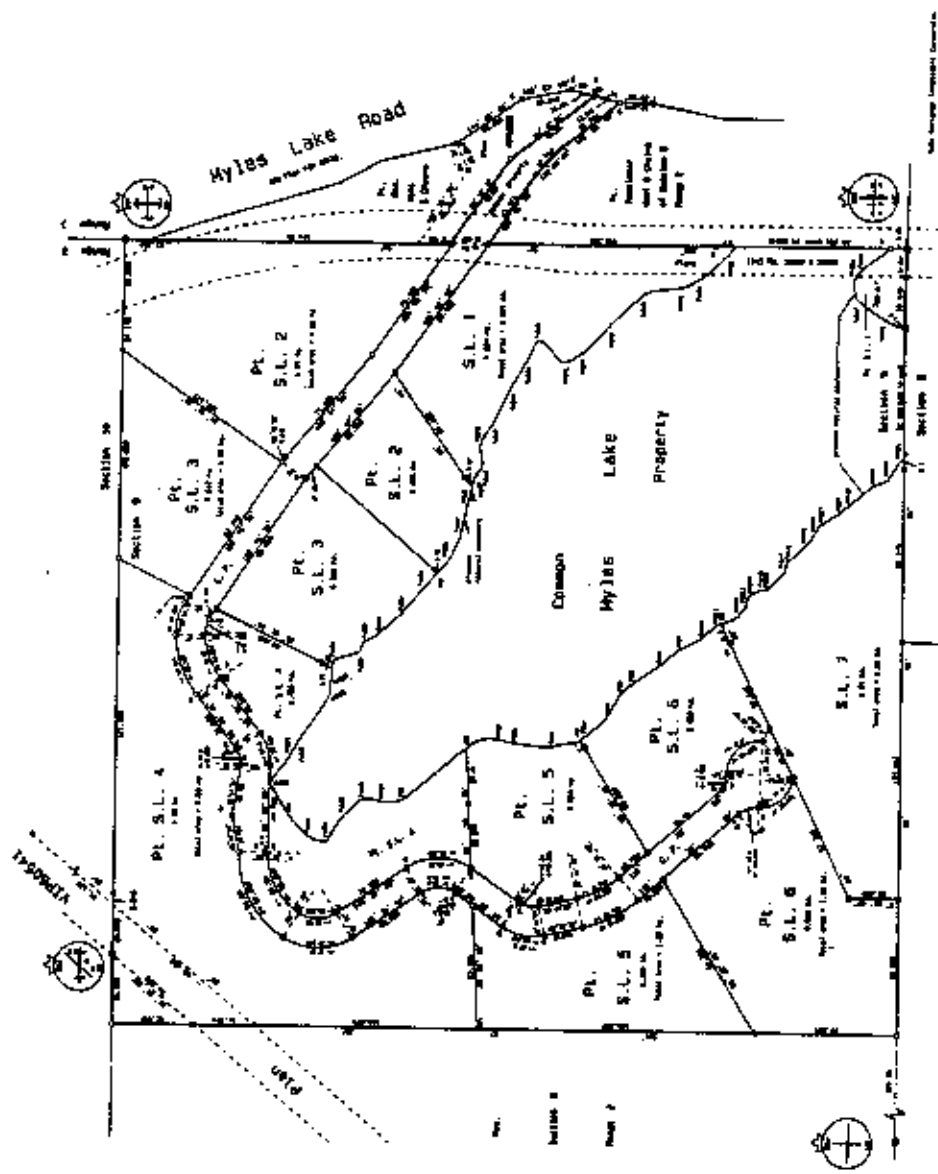


ATTACHMENT NO. 2

PLAN OF PROPOSED SUBDIVISION  
(as submitted by applicant)

Site Land Strata Plan of Lot A, Section 9,  
Ranges 2 & 3, Cranberry District, Plan V/P

- LEGEND
- Proposed Subdivision Boundary
  - Proposed Lot Boundary
  - Proposed Right-of-Way Boundary
  - Proposed Easement Boundary
  - Proposed Utility Boundary
  - Proposed Access Road
  - Proposed Watercourse
  - Proposed Fencing
  - Proposed Boundary
  - Proposed Boundary
  - Proposed Boundary





REGIONAL DISTRICT OF NANAIMO	
FEB 18 2002	
MEMORANDUM	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
<i>Collin</i>	
DATE:	

TO: Pamela Shaw  
Manager, Community Planning

February 15, 2002

FROM: Geoff Garbutt  
Senior Planner

FILE: 6410 01 RAIL

SUBJECT: E&N Railway Closure and OCP/Zoning Bylaw Impacts

### PURPOSE

To provide an overview of the zoning and OCP designations for the E&N rail corridor in the RDN and further, to identify OCP policies and implications as they relate to the possible future sale and development of the corridor.

### BACKGROUND

In November 2001, Rail America announced that it was suspending service on both the freight line linking Port Alberni and passenger service linking Victoria to northern Vancouver Island. Rail America has been operating the rail service since 1998 when it purchased the E&N Railway from Canadian Pacific. Based on information received by the RDN, Rail America operates the rail service and owns the rail right-of-way for the Port Alberni line, while on the Victoria to Courtenay line it leases the rail line from Esquimalt and Northern Railway Company, which is a subsidiary of Canadian Pacific.

The railway corridor is approximately 30 metres wide and runs through the Regional District of Nanaimo for approximately 90 km along the coast and for approximately 16 km west towards Port Alberni through Electoral Area 'F'. As a result of the potential change in use, approximately 318 ha of land in the Regional District could be affected. The railway corridor is currently divided into parcels as established by the original District Lot boundaries that were surveyed with the railway. There are 37 parcels situated within 6 electoral areas ranging from approximately 0.3 ha to 16.6 ha. Several of these parcels are likely further subdividable in accordance with the existing zoning regulations.

Currently, the E&N railway corridor is not specifically designated for transportation uses in any of the Regional District Official Community Plans and it is typically split zoned along the centre of the rail line reflecting adjacent zones.

Since the announcement in November of 2001, a number of communities affected by this announcement have taken steps, through land use regulations, to ensure that the E&N corridor continues to function as a transportation corridor. The fear that has been raised in many communities is that the E&N rail line will be sold and this historic railway corridor will cease to exist. Recently, the City of Nanaimo, City of Parksville and Town of Qualicum Beach have looked at amending the land use regulations for the rail line to ensure that it is protected as a transportation corridor. Further, these municipalities are considering means to ensure that parcel consolidation with adjacent lands could not proceed. RDN senior staff met, along with Qualicum Beach, Parksville and Nanaimo staff, with representatives of Rail America on February 13, 2002 to discuss issues related to the future use of the corridor and potential changes in zoning. Representatives of Rail America indicated that they see the corridor as an asset and would be interested disposing of this asset by selling portions of the corridor to adjacent landowners or other parties.



## ALTERNATIVES

1. Consider amending Official Community Plan designations and zoning for the E&N rail line to ensure that the past use of the land as a transportation corridor is recognized.
2. Do not consider amending Official Community Plan designations and zoning for the E&N rail line.

## LAND USE IMPLICATIONS

Schedule 1 (*attached*) provides an overview of the Official Community Plan designations and zoning for the E&N railway corridor through the Electoral Areas in the Regional District of Nanaimo. The sections include a summary of relevant Official Community Plan policies as well as an assessment of opportunities and implications as to the role the E&N corridor in the Electoral Areas.

## OFFICIAL COMMUNITY PLAN IMPLICATIONS

None of the Official Community Plans in the Regional District that include portions of the E&N rail line have land use designations that separately identify the E&N rail line for specific uses. As identified in the Land Use Implications section, there are however, a number of policies in place that provide direction as to the function of the lands as a transportation corridor throughout the Regional District. In order to implement these policies, the majority of the E&N rail corridor the section within Electoral Area F must be redesignated to reflect the current transportation use. It is noted that the Area F OCP allows land to be zoned according to its existing use despite the OCP designation. Specific amendment to 7 Official Community Plans is required.

An Official Community Plan provides direction and guidance for the future development of lands in a community, including the provision of efficient transportation linkages. Land use planning principles identify the importance of linking land use, community development and the efficient movement of goods, services and people in a comprehensive way. Designating the E&N railway line in the OCP's for these communities will protect this corridor for future transportation uses and support development of communities and nodes in the Region.

## ZONING IMPLICATIONS

As identified in the Land Use Implications section, the E&N rail line does not have comprehensive zoning applied throughout the region. The current zoning includes primarily Resource Management, Rural and Residential zoning with small pockets of Industrial and Commercial zones. In order to restrict the use of the E&N rail line to transportation uses, the entire E&N rail corridor must be zoned to reflect the current transportation use. Currently, RDN Zoning Bylaw 500 and the proposed Zoning Bylaw for Electoral Area 'F' do not have an appropriate zone to apply to this use and a new institutional zone must be created.

## PUBLIC CONSULTATION IMPLICATIONS

To date, the public through various community meetings and the media have voiced their displeasure with the notion of losing the E&N Rail service throughout the Regional District. Some Electoral Area Directors have also received comments from the public supporting the retention of both passenger service and the use of the E&N rail line as a transportation corridor. The Regional District has not formally consulted with the public or the owners of the E&N rail line as to the future use of this corridor. In order to amend the OCPs and zoning for the rail line, the public, agencies, adjacent landowners, and the rail line owners must be consulted according to a consultation plan. (*see Attachment No. 1*).

## FINANCIAL IMPLICATIONS

No new costs beyond those that would be required to notify and consult with the public would be incurred by the consideration of these Official Community Plan and zoning amendments.

## LEGAL IMPLICATIONS

Based on information from the RDN's Solicitor, the E&N rail line is governed by the Federal *Railway Act* and as such land use regulations contained in the Official Community Plan and Zoning amendments cannot outline or include restrictions as to how the rail line is operated. However, land use regulations can outline the types of uses permitted on the lands affected by the OCP/Zoning. In this case, the rail line can be designated 'Institutional' or 'Transportation Corridor' and may be zoned for Railroad uses only.

## VOTING


All Directors vote – one vote, except Electoral Area 'B'

## SUMMARY/CONCLUSIONS

Most OCPs in the Regional District identify the E&N railway as a transportation feature and some OCPs, including those for Area E, Englishman River in Area G and Area H, speak directly to the rail line and include policies that encourage expanded future use of the railway as a service to the community. None of the OCPs speak to, or have policy that contemplates the closure of the railway or the possible alternatives for the use of the land. The E&N is an uninterrupted linear linkage that could provide future alternatives for greater mobility within individual electoral areas and the region as a whole. Protecting this corridor also has the potential to support many of the parks and recreation and transportation policies in the OCPs and goals outlined in the RDN Growth Management Strategy. Due to the range of zones and OCP designations that split the E&N rail line a comprehensive approach to land use regulation will be required to ensure that the corridor continues to function as a continuous linear transportation route throughout the region. Therefore staff recommends that common OCP designations and zones be applied to the existing railway corridor recognizing the existing use and to maintain the transportation corridor.

## RECOMMENDATIONS

1. Amend the Electoral Area 'A', Electoral Area 'C', Electoral Area 'D' Lantzville, Electoral Area 'E', Electoral Area 'G' Englishman River, Electoral Area 'G' French Creek, and Electoral Area 'H' Official Community Plans to designate the E&N rail line as Institutional.
2. Amend Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 and Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285 to zone the E&N rail line as Institutional to allow for the railway use only.
3. That the Ministry of Transportation be requested to approach the owners of the E&N railway to discuss alternatives and possible partnerships for the acquisition of the entire railway corridor to provide future opportunities to use the land as a transportation corridor.

  
per Report Writer

  
General Manager Concurrence

  
fe Manager Concurrence

  
CAO Concurrence

## COMMENTS:

devsvs/reports/2002/6410 00 RAIL fe EN railway policies

**Schedule 1**

**1. Electoral Area 'A' OCP – Adopted 2001**

- E&N rail line runs along western edge of Electoral Area 'A' for approximately 8.6 km and the corridor is designated:

km	OCP Designation(s)	Zoning
0.00 – 0.80	Rural Resource	RU-4
0.80 – 1.10	Rural	RU-4
1.10 – 1.14	Cassidy Light Industrial	RS-2 (W)/IN-2 (E)
1.14 – 1.54	Cassidy Light Industrial	RU-4 (W)/IN-1 (E)
1.54 – 1.76	Rural	RU-4 (W)/RS-2 (E)
1.76 – 1.93	Cassidy Light Industrial	PU-1 (W)/CM-2 (E)
1.93 – 2.34	Rural	RS-2 (W)/RU-4 (E)
2.34 – 3.50	Industrial (W)/Rural Resource (E)	RU-4
3.50 – 3.67	Rural Resource (W)/Rural (E)	RC-1 (W)/RU-4 (E)
3.67 – 4.20	Rural Resource (W)/Rural (E)	RM-1 (W)/RU-4 (E)
4.20 – 4.50	Industrial (W)/Rural (E)	IN-2 (W)/RU-4 (E)
4.50 – 5.00	Rural	RM-1 (W)/RU-4 (E)
5.00 – 5.30	Rural (W)/Rural Residential (E)	RM-1 (W)/RU-4 (E)
5.30 – 5.46	Rural Resource (W)/Rural Residential (E)	RU-4 (W)/RS-2 (E)
5.46 – 8.06	Rural (W)/Rural Residential (E)	RU-4 (W)/RS-2 (E)
8.06 – 8.19	Electoral Area C - Not in EA 'A' OCP	
9.19 – 8.58	Rural	RU-4 (W)/RS-2 (E)

OCP Policy Statements

- Section 4 – Improving Mobility - Background section identifies E&N Railway ROW as a transportation corridor
- Section 6 – Parks and Recreation - Objective #5, Develop a Plan Area Wide trail system linking Trans Canada Trail with Provincial Parks, Community Parks, the Nanaimo River, other trails and the waterfront
- Section 6 – Parks and Recreation - Policy #4, OCP calls for acquisition of parkland to support the development of a Parks Master Plan will consider lands that provide linkages to natural corridors including historical railways (9 criteria in total)

Opportunities and Implications

At the time of adoption, there was no indication that the E&N line would not be operating and therefore its eventual use was not considered. The rail line represents a significant opportunity for a north-south linear corridor linking trail networks along natural corridors that run east-west to the waterfront.

**2. Electoral Area 'C' Arrowsmith Benson – Cranberry Bright OCP – Adopted 1999**

- E&N rail line runs along southeastern edge of Electoral Area 'C' between the City of Nanaimo and Electoral Area 'A' in for approximately 0.13 km. Starting in the southern portion of the area the corridor is designated Resource for 0.13 km and is zoned RU-4 on the west side of the corridor and RS-2 on the east side of the corridor.

OCP Policy Statements

The E&N railway corridor is not addressed in the OCP.

**3. Electoral Area 'D' East Wellington – Pleasant Valley OCP – Adopted 1998.**

The E&N rail line does not run through the East Wellington – Pleasant Valley OCP Plan Area.

**4. Electoral Area 'D' Lantzville OCP – Adopted 1995.**

- E&N rail line runs through the centre of Electoral Area 'D' for approximately 6.5 km (with 1.4 km in First Nations Reserve). Starting in the western portion of the area the corridor is designated:

Total km <sup>1</sup>	Km <sup>2</sup>	OCP Designation(s)	Zoning
27.7 – 29.49	0.00 – 1.79	Suburban Residential	RS-1
29.49 – 30.26	1.79 – 2.56	Suburban Residential	RS-1 (S)/IN-1 (W)
30.26 – 30.58	2.56 – 2.88	Rural	RU-1 (S)/IN-1 (W)
30.58 – 30.92	2.88 – 3.22	Rural	RU-1
30.92 – 31.12	3.22 – 3.42	Rural	RS-1
31.12 – 31.95	3.42 – 4.25	Suburban Residential	RS-1
31.95 – 33.37	4.25 – 5.67	<i>First Nations Reserve Lands - Not in OCP</i>	
33.37 – 34.20	5.67 – 6.50	Estate Residential	RS-1

<sup>1</sup> Approximate distance from RDN Boundary in South

<sup>2</sup> Approximate distance from Electoral Area Boundary in South

OCP Policy Statements

- Section 1 – Broad Community Objectives - #10 – Encourage the development of a complete community where the provision of institutional uses, commercial services, recreational needs and open space areas are readily accessible to all residents
- Section 6 – Parks and Open Space – plan focuses on the need for additional parkland in several areas including linear walking trails and open space. Objectives in this Section outline a commitment to establish a comprehensive parks and open space network providing linkages between existing open space, residential neighbourhoods, the village core and other areas. E&N corridor is not included in the Pedestrian Movement Network diagram but represents a core route throughout the Electoral Area.
- Section 8 – Transportation Objectives include to provide for transportation linkages which assist in creating a unified community of Lantzville through pedestrian and vehicular linkages

Opportunities and Implications

At the time of adoption, there was no indication that the E&N line would not be operating and therefore its eventual use was not considered. Because the rail line runs through the centre of the Electoral Area, a

**PAGE**  
44

significant opportunity exists to use the corridor to facilitate the development of the linear open space plans for Lantzville that are identified in the OCP.

#### 5. Electoral Area 'E' Nanoose Bay OCP – Adopted 1998

- E&N rail line runs along the coast and then through the centre of Electoral Area 'E' for approximately 11 km. Starting in the southern portion of the area the rail line is designated:

Total km <sup>1</sup>	Km <sup>2</sup>	OCP Designation(s)	Zoning
34.20 – 35.00	0.00 – 0.80	Rural Residential	RS-1
35.00 – 37.20	0.80 – 3.00	Resource	RM-3
37.20 – 37.95	3.00 – 3.75	Rural Residential	RS-1
37.95 – 38.13	3.75 – 3.93	Rural Residential (S)/Rural (N)	RS-1 (S)/RC-1 (N)
38.13 – 38.30	3.93 – 4.10	Rural Tourist (S)/Rural (N)	CM-5 (S)/RC-1 (N)
38.30 – 38.55	4.10 – 4.35	Rural Residential	RS-1 (S)/RU-5 (N)
38.55 – 38.77	4.35 – 4.57	Rural Residential (S)/Resource (N)	RS-1 (S)/ES-1 (N)
38.77 – 38.83	4.57 – 4.63	Rural Tourist (S)/Rural Residential (N)	CM-1 (S)/RS-1 (N)
38.83 – 38.89	4.63 – 4.69	Rural Residential	RS-1
38.89 – 38.97	4.69 – 4.77	Rural Residential (S)/Resource (N)	RS-1 (N)/RU-5 (N)
38.97 – 39.34	4.77 – 5.14	Resource	RU-5
39.34 – 40.06	5.14 – 5.86	Rural Residential (S)/Red Gap Village (N)	RS-1
40.06 – 40.32	5.86 – 6.12	Rural Residential	RS-1
40.32 – 40.56	6.12 – 6.36	Rural Residential	PU-1 (S)/RS-1 (N)
40.56 – 40.65	6.36 – 6.45	Rural Residential	RS-1
40.65 – 43.25	6.45 – 9.05	Resource	RU-5
43.25 – 43.36	9.05 – 9.16	Rural	RU-5
43.36 – 44.77	9.16 – 10.57	Resource	RM-3
44.77 – 44.97	10.57 – 10.77	Resource	RU-5

<sup>1</sup> Approximate distance from RDN Boundary in South

<sup>2</sup> Approximate distance from Electoral Area Boundary in South OCP Policy Statements

#### OCP Policy Statements

- Goal 4 – Protecting the Natural Environment, Section 4.5 Greenways – The OCP identifies the importance of the greenways concept where parks trails, private greenspaces, water front areas or the ocean are all used to provide opportunities for pedestrian linkages in areas never before considered. Section includes a policy statement to encourage and support community greenways projects.
- Goal 5 – Improving Mobility, General Objective to provide opportunities for people to use “non-automobile alternatives” for transportation within Nanoose and between Nanoose and surrounding communities.
- Goal 5 – Section 5.2 Transit Mode – Section identifies importance of E&N rail line for daily passenger service with two ‘flag stops’ at Red Gap and the Rocking Horse Ranch areas. Objective in Section 5.2 supports the use of passenger rail transportation between the Red Gap Village area and Nanaimo and Parksville. Policy in Section 5.2 supports the use of E&N Railway as a means of transportation between nodal areas.

- Goal 7 – Parks and Recreation – policy section highlights the need for parklands to expand greenways forming interconnected natural corridors to link neighbourhoods, recreation areas and services.

### Opportunities and Implications

The Nanoose OCP clearly recognizes the importance of the E&N passenger service and stresses the importance of creating greenways as linear pedestrian linkages. At the time of adoption, there was no indication that the E&N line would not be operating and therefore its eventual use was not considered. Because the railway runs through the nodal centre of the Electoral Area and residential development areas, a significant opportunity exists to use the corridor to facilitate the development of the linear greenways envisioned in the OCP.

### 6. Electoral Area 'F' OCP – Adopted 1999

- E&N rail line runs throughout the entire Electoral Area for approximately 32 km. Starting in the southern portion of the area the corridor is designated:

Total km <sup>1</sup>	Km <sup>2</sup>	OCP Designation(s)	Zoning
1.60 – 2.01	0.00 – 0.41	Industrial	I-3 (W)/I-3 (e)
2.01 – 2.21	0.41 – 0.61	Industrial	I-3 (W)/I-2 (e)
2.21 – 2.40	0.61 – 0.80	Industrial	I-2 (W)/T-1 (e)
2.40 – 2.52	0.80 – 0.92	Industrial	I-3 (W)/T-1 (e)
2.52 – 3.50	0.92 – 1.90	Industrial	I-2 (W)/I-1 (e)
3.50 – 4.05	1.90 – 2.45	Industrial	I-1
4.05 – 4.99	2.45 – 3.39	Resource	FR-1
4.99 – 6.22	3.39 – 4.62	Resource	A-1
6.22 – 6.75	4.62 – 5.15	Rural	R-1
6.75 – 6.84	5.15 – 5.24	Rural Residential	T-1
6.84 – 7.37	5.24 – 5.77	Rural	R-1
7.37 – 7.48	5.77 – 5.88	Commercial Mixed-Use (W)/Resource (E)	C-2 (W)/FR-1 (E)
7.48 – 7.59	5.88 – 5.99	Commercial Mixed-Use (W)/Resource (E)	R-3 (W)/FR-1 (E)
7.59 – 7.68	5.99 – 6.08	Commercial Mixed-Use (W)/Resource (E)	C-3 (W)/FR-1 (E)
7.68 – 8.29	6.08 – 6.69	Commercial Mixed-Use (W)/Resource (E)	R-3 (W)/FR-1 (E)
8.29 – 10.83	6.69 – 9.23	Resource	A-1
10.83 – 11.38	9.23 – 9.78	Commercial Mixed-Use (W)/Resource (E)	R-3 (W)/A-1 (E)
11.38 – 11.55	9.78 – 9.95	Commercial Mixed-Use (W)/Resource (E)	C-3 (W)/A-1 (E)
11.55 – 11.68	9.95 – 10.08	Commercial Mixed-Use (W)/Resource (E)	S-1 (W)/A-1 (E)
11.68 – 11.71	10.08 – 10.11	Commercial Mixed-Use (W)/Resource (E)	P-1 (W)/A-1 (E)
11.71 – 11.76	10.11 – 10.16	Commercial Mixed-Use (W)/Resource (E)	MHP-1 (W)/A-1 (E)
11.76 – 11.89	10.16 – 10.29	Commercial Mixed-Use (W)/Resource (E)	R-3 (W)/A-1 (E)
11.89 – 12.12	10.29 – 10.52	Commercial Mixed-Use (W)/Resource (E)	C-1 (W)/A-1 (E)
12.12 – 12.32	10.52 – 10.72	Resource	T-1 (W)/A-1 (E)
12.32 – 14.08	10.72 – 12.48	Resource	A-1
14.08 – 15.64	12.48 – 14.04	Rural Residential	R-2
15.64 – 15.80	14.04 – 14.20	Rural Residential (W)/Resource (E)	R-2 (W)/FR-1 (E)

PAGE  
46

Total km <sup>1</sup>	Km <sup>2</sup>	OCP Designation(s)	Zoning
15.80 – 15.97	14.20 – 14.37	Park (W)/Resource (E)	P-1 (W)/FR-1 (E)
15.97 – 19.47	14.37 – 17.87	Park	P-1
19.47 – 19.84	17.87 – 18.24	Resource	P-1
19.84 – 20.15	18.24 – 18.55	Resource	FR-1
20.15 – 20.47	18.55 – 18.87	Tourist Commercial	RC-2
20.47 – 27.42	18.87 – 25.82	Resource	FR-1
27.42 – 28.21	25.82 – 26.61	Park	P-1
28.21 – 29.05	26.61 – 27.45	Rural	R-1
29.05 – 33.57	27.45 – 31.97	Resource	FR-1

<sup>1</sup> Approximate distance from E&N ROW where line splits from coast to Port Alberni

<sup>2</sup> Approximate distance from Electoral Area Boundary in South *OCP Policy Statements*

*OCP Policy Statements*

- Section 1 – Community Values – Section identifies the need to create an integrated park and trail system.
- Section 6 – Parks, Trails and Recreation – Policies in section call for promotion of integrated trail and park system that links area with balance of RDN and Clayoquot Regional District including Cameron Lake Area.

*Opportunities and Implications*

The E&N corridor plays a prominent role in Electoral Area 'F' linking the three nodal areas (Bellevue-Church Rd., Coombs and Hilliers) on the Alberni Highway and continuing on to the Cameron Lake Provincial Park. At the time of adoption, there was no indication that the E&N line would not be operating and therefore its eventual use was not considered. However, the OCP policies identify the need for integrated linkages and the rail line has the potential to provide an alternative route between the nodal areas for pedestrians, cyclists, equestrian users as well as providing access to the north side of Cameron Lake.

**7. Electoral Area 'G' Englishman River OCP – Adopted 1991**

- E&N rail line runs through the centre of Englishman River OCP Area along the Vancouver Island Highway No. 19 for approximately 5.5 km and the corridor is designated:

Total km <sup>1</sup>	Km <sup>2</sup>	OCP Designation(s)	Zoning
44.97 – 46.67	0.00 – 1.70	Resource Management	RM-1
46.67 – 48.43	1.70 – 3.46	<i>City of Parksville - Not in OCP</i>	
48.43 – 49.73	3.46 – 4.76	Rural Residential	RU-1
49.73 – 50.54	4.76 – 5.57	Rural Residential (S)/Rural (N)	RU-1

<sup>1</sup> Approximate distance from RDN Boundary in South

<sup>2</sup> Approximate distance from Electoral Area Boundary in South

*OCP Policy Statements*

The E&N Railway is not addressed in this OCP

**8. Electoral Area 'G' French Creek OCP – Adopted 1998**

**PAGE**  
47

- E&N rail line runs along inland edge of Electoral Area 'G' for approximately 9.5 km. Starting in the eastern portion of the area the corridor is designated:

Total km <sup>1</sup>	Km <sup>2</sup>	OCP Designation(s)	Zoning
50.54 – 51.76	0.00 – 1.22	Rural	RU-1
51.76 – 52.27	1.22 – 1.72	<i>City of Parksville - Not in OCP</i>	
52.27 – 52.30	1.72 – 1.75	<i>Industrial (Rail Line splits South to Port Alberni)</i>	IN-1
52.30 – 53.83	1.75 – 3.28	Rural	RU-1
52.27 – 52.77	1.72 – 2.22	Industrial	IN-1
52.77 – 53.35	2.22 – 2.80	Rural	RU-1
53.35 – 54.13	2.80 – 3.58	<i>City of Parksville - Not in OCP</i>	
54.13 – 58.10	3.58 – 7.55	Rural	RU-1
58.10 – 59.24	7.55 – 8.69	Rural	RU-1 (s)/RS-1(N)
59.24 – 60.04	8.69 – 9.49	<i>Rural (Adjacent to Town of Qualicum Beach)</i>	RU-1

<sup>1</sup> Approximate distance from RDN Boundary in South

<sup>2</sup> Approximate distance from Electoral Area Boundary in South

*OCP Policy Statements*

- Section 2 – Protecting the Natural Environment, Section 2.4 Greenways – The OCP identifies the importance of the greenways concept where parks trails, private greenspaces, water front areas or the ocean are all used to provide opportunities for pedestrian linkages. Section includes a policy statement to encourage and support community greenways and a priority in the OCP is to link the recreational corridor adjoining the E&N railway.
- Section 6.1 – Parks and Recreation – policy section highlights the need to acquire parklands to expand greenways forming linkages to natural corridors, neighbourhoods, recreation areas and services.
- Section 8 – Improving Mobility – OCP establishes a Transportation and Mobility Plan that identifies a trail network adjacent to the entire E&N rail line throughout the Electoral Area. Policy 8.1.3 calls for continued passenger service and highlights the importance of service to residents.
- Section 8.2 – Bikeways and Trails – policy supports creation of linear corridor connection for pedestrians and cyclists on public ROW adjoining E&N rail line.

*Opportunities and Implications*

The French Creek OCP clearly recognizes the importance of the E&N railway for both passenger service and linear pathways. Because the rail line acts as a north-south spine linking nodal, residential and open space areas, a significant opportunity exists with the closure of the E&N to use the corridor to facilitate the development of the linear greenways envisioned in the OCP.



9. Electoral Area 'H' Shaw Hill - Deep Bay OCP - Adopted 1996

- E&N rail line runs through the length of Electoral Area 'H', just inland of the east coast for approximately 19 km. Starting in the southern portion of the area the corridor is designated:

Total km <sup>1</sup>	Km <sup>2</sup>	OCP Designation(s)	Zoning
65.17 - 65.55	0.00 - 0.38	Rural	RU-1
65.55 - 65.94	0.38 - 0.77	Resource Management	RU-1
65.94 - 67.07	0.77 - 1.90	Rural	RU-1
67.07 - 67.15	1.90 - 1.98	Rural	RS-6 (S)/RU-1 (N)
67.15 - 67.32	1.98 - 2.15	Rural	RU-1
67.32 - 67.40	2.15 - 2.23	Rural (S)/Rural Residential (N)	RU-1 (S)/RS-2 (N)
67.40 - 67.54	2.23 - 2.37	Rural (S)/Rural Residential (N)	RU-1 (S)/RS-6 (N)
67.54 - 68.18	2.37 - 3.01	Rural (S)/Rural Residential (N)	RU-1 (S)/RS-2 (N)
68.18 - 68.44	3.01 - 3.27	Rural Residential	RS-2
68.44 - 68.59	3.27 - 3.42	Rural Residential (S)/Industrial (N)	RS-2 (S)/IN-2 (N)
68.59 - 68.67	3.42 - 3.50	Rural Residential	RS-2
68.67 - 69.11	3.50 - 3.94	Rural	RU-1 (S)/PU-1 (N)
69.11 - 73.59	3.94 - 8.42	Rural	RU-1
73.59 - 73.77	8.42 - 8.60	Rural (S)/Rural Residential (N)	RU-1 (S)/RS-2 (N)
73.77 - 74.09	8.60 - 8.92	Rural (S)/Rural Residential (N)	RU-1
74.09 - 75.46	8.92 - 10.29	Rural	RU-1
75.46 - 75.60	10.29 - 10.43	Rural	RU-1 (S)/RS-2 (N)
75.60 - 76.21	10.43 - 11.04	Village Centre	RS-2
76.21 - 76.53	11.04 - 11.36	Village Centre	RS-2 (S)/IN-1 (N)
76.53 - 76.83	11.36 - 11.66	Village Centre	RU-1
76.83 - 76.94	11.66 - 11.77	Resource Management	RU-1
76.94 - 77.19	11.77 - 12.02	Resource Management	RM-1
77.19 - 77.54	12.02 - 12.37	Village Centre	RM-1
77.54 - 77.83	12.37 - 12.66	Village Centre	IN-2 (S)/RS-2 (N)
77.83 - 77.90	12.66 - 12.73	Village Centre	RU-1 (S)/RS-2 (N)
77.90 - 78.37	12.73 - 13.20	Village Centre	RU-1
78.37 - 78.41	13.20 - 13.24	Village Centre	CM-5
78.41 - 78.49	13.24 - 13.32	Village Centre	RU-1
78.49 - 79.17	13.32 - 14.00	Village Centre	RM-1 (S)/PU-1(N)
79.17 - 80.06	14.00 - 14.89	Rural	RU-1
80.06 - 80.14	14.89 - 14.97	Resource Management	RM-1
80.14 - 80.89	14.97 - 15.72	Rural	RU-1
80.89 - 81.54	15.72 - 16.37	Resource Management (S)/Rural Resid. (N)	RU-1 (S)/ RS-2 (N)
81.54 - 82.34	16.37 - 17.17	Rural (S)/Rural Residential (N)	RU-1 (S)/ RS-2 (N)
82.34 - 82.58	17.17 - 17.41	Rural (S)/Rural Residential (N)	RC-1 (S)/ RS-2 (N)
82.58 - 83.03	17.41 - 17.86	Rural (S)/Rural Residential (N)	RU-1 (S)/ RS-2 (N)
83.03 - 83.45	17.86 - 18.28	Village Centre	RS-2
83.45 - 83.83	18.28 - 18.66	Village Centre	CM-2 (S)/RS-2 (N)

Total km <sup>1</sup>	Km <sup>2</sup>	OCP Designation(s)	Zoning
83.83 – 84.00	18.66 – 18.83	Village Centre	PU-1 (S)/RS-2 (N)
84.00 – 85.03	18.83 – 19.86	Rural Residential	RS-2
85.03 – 87.02	19.86 – 21.85	Rural (S)/Rural Residential (N)	RU-1 (S)/ RS-2 (N)
87.02 – 87.14	21.85 – 21.97	Rural (S)/Rural Residential (N)	PU-1 (S)/ RS-2 (N)
87.14 – 87.26	21.97 – 22.09	Rural Residential	RS-2
87.26 – 87.89	22.09 – 22.72	Rural (S)/Rural Residential (N)	RU-1 (S)/ RS-2 (N)
87.89 – 87.99	22.72 – 22.82	Resource Management (S)/Rural Resid. (N)	RM-1 (S)/ RS-3 (N)
87.99 – 88.87	22.82 – 23.70	Resource Management	RM-1 (S)/ RU-1 (N)
88.87 – 90.94	23.70 – 25.77	Resource Management	RM-1

<sup>1</sup> Approximate distance from RDN Boundary in South

<sup>2</sup> Approximate distance from Electoral Area Boundary in South

#### OCP Policy Statements

- Section 7.4 – Public Transportation – each Village Node includes a ‘flag stop’ for rail passenger service and the OCP includes Objective 7.4.1 to encourage the continuation of railway transportation services in the Plan area.
- Section 7.4.2 – Public Transportation – policy that RDN will support the development of commuter rail stations as part of the 3 Village Centres.

#### Opportunities and Implications

As in other Electoral Areas, this OCP was drafted recognizing the existence of E&N rail service through the area but the future use of the ROW was not considered specifically. The Shaw Hill – Deep Bay OCP clearly recognizes the importance of the E&N railway for both passenger service and encourages its future development for commuter service associated with nodal development. All 3 Nodal areas in the Electoral Area are linked by the corridor and with the discontinuation of passenger service, the rail line acts as a spine linking nodal, residential and open space areas, a significant opportunity exists with the closure of the E&N to use the rail line to facilitate the development of a linear linkage for the outlying residential areas and the nodal areas envisioned in the OCP. In addition, with the potential for community infrastructure in the 3 nodal areas, the rail line represents a community development opportunity that would support increased densities for these areas.

## **Proposed Consultation Strategy** *for an Amendment to the* **Official Community Plans for Electoral Area's 'A', 'C', 'D', 'E', 'G' and 'H'**

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### **Background**

The purpose of this Consultation Strategy is to provide the Board with an approach for consulting with the public, agencies and interest groups on a proposal to amend the land use designation for the E&N rail line within the Electoral Areas A, C, D, E, G and H Official Community Plan areas.

Recent amendments to the *Local Government Act* (Section 879) require that local governments, when considering an amendment to an official community plan, must provide for 'one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.'

The Consultation Strategy outlined below outlines a means for assessing the impact that the change in the E&N rail line designation will have on individual landowners, landowners of properties adjacent to the railway, community groups, provincial agencies, and local governments.

### **Goals of the Consultation Strategy**

The overall goal of the Consultation Strategy is to respond to community concerns voiced to the RDN Board regarding the future use of the E&N rail line. Comments have been received indicating that the rail line should be preserved as a complete transportation corridor throughout the Region and that the opportunity to use the rail line for a future transportation route should be protected.

A second, but equally important goal is to ensure that all interested individuals, organizations, and agencies with an interest in the corridor are meaningfully and adequately consulted on the proposed change to the seven Official Community Plans that address portions of the E&N railway corridor.

It should be noted that this amendment is not intended to initiate a full-scale review of any of the Electoral Area's Official Community Plans. Instead, the amendment is specific to the future use of the E&N railway corridor throughout the various Official Community Plan areas.

### **Method**

In response to comments received from the public, RDN Municipalities and other Vancouver Island Municipalities, the RDN Board has directed staff to make the necessary amendments to the Official Community Plans with respect to the designation of the E&N rail line.

Due to the nature of this amendment, the RDN Board has considered the potential impacts of amending the land use designation of the E&N rail line and referrals will be sent to the following agencies, organizations, local governments, community groups, and individuals:

- Land Reserve Commission;
- Ministry of Community, Aboriginal and Women's Services;
- Ministry of Transportation;
- Ministry of Sustainable Resource Management;
- City of Nanaimo;
- City of Parksville;

- Town of Qualicum Beach;
- Cowichan Valley Regional District;
- Regional District of Alberni-Clayoquot;
- Comox-Strathcona Regional District;
- Snuneymuxw First Nation;
- Nanoose First Nation;
- Qualicum First Nation;
- School District No. 68;
- School District No. 69;
- Rail America; and
- CP Rail.

Contact with members of the public or other agencies will be provided through:

- ongoing advertisements and information; and
- a public hearing on the proposed amendment.

### **Outcomes and Products**

The intent of consultation process is first, to effectively engage all interested parties to assess the impact and appropriateness of amending the E&N rail line to 'Institutional' throughout the Regional District of Nanaimo and second, to meet all regulatory requirements established by the *Local Government Act*.

### **Schedule**

<b>Date 2002</b>	<b>Action</b>
March 12	▪ Report to RDN Board requesting 1 <sup>st</sup> reading on proposed OCP Amendment
March	▪ Referrals to government agencies, adjacent municipalities and regional districts
March	<ul style="list-style-type: none"> <li>▪ Advertise OCP Amendment and comment sheet in area newspapers</li> <li>▪ Post OCP Amendment and comment sheet on RDN Website</li> <li>▪ Set up meeting between Senior RDN Staff and Rail America and CP Rail to discuss amendment</li> </ul>
April	▪ Report to Committee of the Whole on public and referral comments; recommending 2 <sup>nd</sup> reading for Amendment Bylaw
May	▪ Report to RDN Board reporting on public and referral comments; recommending 2 <sup>nd</sup> reading for Amendment Bylaw
Late May	▪ Notification of Public Hearing
Early June	▪ Public Hearing held pursuant to Sections 890 and 892 of the <i>Local Government Act</i>
June	▪ Report to RDN Board on Public Hearing and requesting consideration of 3 <sup>rd</sup> reading for Amendment Bylaw
June	▪ Referral to Ministry of Community, Aboriginal and Women's Services requesting approval of Amendment Bylaw
July	▪ Report to RDN Board requesting consideration of 4 <sup>th</sup> reading and adoption ( <i>pending receipt of approval from Ministry of Community, Aboriginal and Women's Services</i> )

## **Resources**

Existing staff resources will: administer all components of the official community plan bylaw amendment process including, graphics, mapping, the public information meeting and public hearing processes.

## **Budget**

Staff time budgeted as part of regular work program in 2002 Development Services Department Budget. Total cost of mapping services, public information meeting, public hearing, mailings, advertising, and meeting room rentals estimated at approximately \$3,500.00.

## **Monitoring and Evaluation**

The process will be evaluated pursuant to the successful completion of the consultation requirement specified in the *Local Government Act*.



REGIONAL DISTRICT OF NANAIMO			
FEB 18 2002			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	
CofW.			

## MEMORANDUM

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

**DATE:** February 15, 2002

**FROM:** Mike Donnelly  
Manager of Transportation Services

**FILE:** 8700-20

**SUBJECT:** Green Wharf Landing

### PURPOSE

To update the Board on recent developments regarding the Green Wharf Landing.

### BACKGROUND

At the regular Board meeting of January 8, 2002 a report was presented on the status of the Green Wharf Landing facility on Gabriola Island. The following resolutions were passed.

*"That the Public Works and Government Services offer to extend the temporary lease of Green Wharf Landing from January 1, 2002 to March 31, 2002 to the Regional District of Nanaimo be accepted and,*

*That the Regional District request a formal written position from the BC Assets and Lands Corporation regarding their position and conditions required for a transfer of the wharf."*

The temporary lease has now been extended to March 31, 2002. As well the written position from the BC Assets and Lands Corporation has been received (please see copy attached).

The BC Assets and Lands Corporation letter is consistent with their stated position that the lease transfer from Public Works & Government Services Canada (PW&GSC) could not be accomplished without upland owner consent. The upland owner has stated that they do not wish to grant that consent.

Recently, information has been passed on to the Regional District of Nanaimo via the office of the Manager of the Real Estate Advisory Service for PW&GSC in Vancouver. They have verbally informed us that a moratorium has been placed on the demolition of the facility by PW&GSC. While no further information is available at this time PW&GSC has advised the RDN that a further extension of the temporary lease for six months would be considered.

### ALTERNATIVES

1. Apply for a six-month extension of the temporary lease for the Green Wharf Landing facility.
2. Do not apply for an extension.

### FINANCIAL IMPLICATIONS

There are no financial implications associated with the extension or non-extension of the lease.

### CITIZEN IMPLICATIONS

PW&GSC has modified its position enough that a moratorium has now been placed on the demolition of this wharf. Citizens of Gabriola and Mudge Islands who are concerned for the wharf facilities future will be encouraged by this move.

### SUMMARY/CONCLUSIONS

In response to the resolutions passed by the Board at the January 8<sup>th</sup>, 2002 meeting the temporary lease for the Green Wharf Landing facility was extended by three months to March 31<sup>st</sup>, 2002. As well, a written position was obtained from BC Assets and outlining their requirement for upland owner consent for the transfer of the water lot lease from the Federal to Regional District of Nanaimo jurisdiction.

PW&GSC has informed the RDN that a moratorium has been placed on the demolition of this facility. Discussions with representatives indicate that a six-month extension of the lease would be considered while further information becomes available.

### RECOMMENDATIONS

That the Regional District of Nanaimo request from Public Works and Government Services Canada an extension of the temporary lease of the Green Landing Wharf from March 31, 2002 to September 30<sup>th</sup>, 2002 and,

That the Regional District request a written updated position from Public Works & Government Services Canada on the status of the Green Landing Wharf.

*for* M. Parlone  
Report Writer

A. [Signature]  
General Manager Concurrence

*for* M. Parlone  
Manager

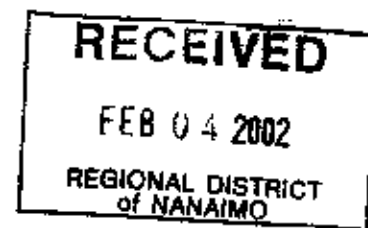
[Signature]  
C.A.O. Concurrence

COMMENTS:



**British Columbia  
Assets & Land Corporation**

An agency of the government of British Columbia



January 28, 2002

File: 0197151

Neil Connelly  
General Manager, Community Services  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo BC V9T 6N2

Dear Neil Connelly:

Re: Green's Landing Wharf

Thank you for your letter of January 17, 2002. As we discussed in our meeting with the Regional District of Nanaimo and Public Works Canada, in August 2001, the wharf and float configuration at Green's Landing, infringes on the riparian rights of access held by the upland owner. British Columbia Assets and Land Corporation (BCAL) cannot issue a lease or licence for a facility that will infringe on the upland owner's riparian rights without the written consent of the owner. This is a legal requirement, not merely a policy issue.

In order for BCAL to issue a *Land Act* tenure to the Regional District of Nanaimo for the wharf, please provide us with a letter from the upland owner stating that they have no objections to BCAL's issuance of a tenure for a period of up to 30 years. Please note, a letter of consent is only valid for so long as the upland does not change hands. Should the property be sold, the new owner is not bound by the consent granted by the previous owner and could require the wharf to be removed.

For long-term security the Regional District should either negotiate with the upland property owner to register a riparian easement for the foreshore, purchase a strip of upland along the waterfront, or expropriate a portion of the property. As an alternative, if the Ministry of Transportation, or the Regional District, is able to obtain a court ruling on the status of the road, then the wharf could be reduced in size and realigned so that there is no infringement on the riparian rights. British Columbia Assets and Land Corporation would then be able to offer a long-term lease for the wharf.

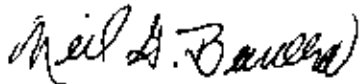
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**PAGE**  
51



I hope that this letter will clarify the BCAL's position for the Regional Board members. Please contact me at (250) 741-5652 if you have any questions.

Yours truly,



Neil Banera  
Regional Manager



REGIONAL DISTRICT OF NANAIMO			
FEB 18 2002			
CHAIR		GMCrs	
CAO		GMDS	
PLANS		GMES	
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**MEMORANDUM**

**TO:** Kelly Daniels  
Chief Administrative Officer

**DATE:** February 18, 2002

**FROM:** Neil Connelly  
General Manager, Community Services

**FILE:** 2240-20-CED

**SUBJECT:** Cedar Heritage Centre – Funding Request

**PURPOSE**

To consider two funding requests from the Cedar School and Community Enhancement Society for a playground project and building upgrades to the Old Cedar School.

**BACKGROUND**

In 2000, the Regional District entered into an Agreement with School District 68 to lease the Old Cedar School for community purposes. At the same time, an Agreement was reached with the Cedar School and Community Enhancement Society (CSCES) to allow for their management of the facility. Funding to the total of \$53,000 was provided by the Regional District from the Area 'A' Community Parks function and a grant-in-aid to assist the Society in renovating the building.

Work on the building interior and exterior has progressed throughout 2001 and the Society is close to obtaining a final occupancy permit to allow for its use by a variety of community groups. In order to complete the building upgrade project, the Society is requesting a one-time grant of \$38,000 and an additional contribution of \$15,500 for a pre-school playground project. Letters that outline the two requests are attached and project budget and supporting information is to be circulated separately by CSCES.

**(a) Building Upgrade**

The Society references an amount of \$136,943 which has been invested in the building and highlights the efforts of volunteers in completing the work on the building to date. Budget information provided outlines a current capital deficit of \$28,951 and various capital expenditures required for 2002. The Society's Bingo License is utilized to cover facility-operating expenses. The project summary outlines the various activities and programs for various age groups that are proposed for 2002 in the facility.

(b) Playground

The playground structure is proposed to be located adjacent to the heritage centre and is intended for younger children. It includes play equipment, fencing and a concrete tricycle track and has a total project cost of \$30,937. The request for funding of \$15,500 is intended to cover one-half of the total project cost and, in particular, the installed play systems structure.

**ALTERNATIVES**

1. Approve the two funding requests at a total cost of \$53,500.
2. Approve funding of \$15,500 for the playground structure and decline funding of \$38,000 for the heritage building.
3. Approve the \$38,000 funding request for the building upgrade and decline the \$15,500 for the playground structure.
4. Consider a funding arrangement that provides for a loan component. One option would provide for a \$15,500 grant for the playground project and a \$38,000 loan for the building upgrade, under terms to be specified in an agreement between the two parties.

**FINANCIAL IMPLICATIONS**

The source of funding available for consideration for the proposed projects is the Electoral Area 'A' Community Parks function. The 2002 provisional budget provided for a \$75,000 tax requisition, \$62,065 in expenditures and a \$165,955 surplus at the end of the year.

Total funding approval would reduce the accumulated surplus by \$53,500 to \$103,890 or to \$150,955 for Alternative 2 or \$127,955 for Alternative 3. Alternative 4 provides for \$15,500 for the playground structure which represents one-half of its total cost and would require that the \$38,000 be repaid as a loan. An agreement would need to be entered into with the Society to provide for annual repayments of \$9,500 over four years, with interest as specified in the terms of the Agreement.

**CONCLUSIONS**

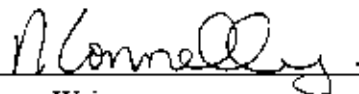
The Cedar School and Community Enhancement Society, since 2000 has had an Agreement with the Regional District to manage the Old Cedar School facility for community purposes. The Society has requested funding of \$15,500 to assist with a \$31,000 playground structure project for younger children. Funding of \$38,000 has also been requested to assist in completing required building upgrades to allow for the facility to be fully functional and accessible. Alternative funding scenarios from the Area 'A' Community Parks function have been outlined, if the requests were to be favourably considered and received.

Given the previous funding provided by the Regional District in 2000, staff recommend Alternative 4 which would provide \$15,500 as one-half of the playground project request and \$38,000 as a loan to be repayable by the Society over four years.

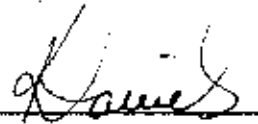
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**RECOMMENDATION**

That the Regional District enter into an Agreement with the Cedar School and Community Enhancement Society to provide for \$15,500 in funding as a grant for the proposed playground project and a \$38,000 loan for the completion of the building upgrades of the Cedar Heritage Centre.



Report Writer



CAO Concurrence

COMMENTS:



## School and Community Enhancement Society



1644 MacMillan Rd Nanaimo BC V9X 1L9 • Ph:(250)722-2100 • Fax:(250)722-2173 • Email:cedarheritage@shaw.ca

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February 7<sup>th</sup>, 2002

Mr George Holme, Mr. Elliott, and Directors of the RDN  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Lantzville, B.C., V0R 2H0

### Re Application for Cedar Heritage Centre Grant:

The Cedar School and Community Enhancement Society is requesting a one-time grant of \$38,000 to complete the upgrade of Cedar Heritage Centre now appraised at \$320,000.

The objective of the Society is to provide a Community Centre at the least possible cost for Regional District residents, this includes the qualification that children's programs such as Brownies, 4H etc. must be made available at rates the residents can afford.

In 2000-2001 the Society raised, with the help of the Foundations, RDN, Business, and donations, the amount of \$136,943.32, which we have invested in the building, plus thousands in volunteer time. There is currently a capital deficit of \$28,951.16 on the building. There are some important upgrades still to be completed such as insulation, automatic door opener, double glazed windows, etc. Insulation and double glazed windows will cut down on the cost of heating the centre.

The Society has received a Bingo License, which will cover the operating expenses and provide some portable equipment. We are not allowed to cover capital costs under our Bingo License.

Our objective in establishing this centre is to provide a recreation and learning area while creating a safer community by encouraging low cost programs for young people. With a lack of recreation, our area has more teen problems than most other areas. At this time there are few other vehicles to reverse this trend other than the Cedar Heritage Centre.

We appreciate the opportunity to submit our request for this one time grant of \$38,000 and would like to express our gratitude for your past assistance.

Yours sincerely

*Shelagh W. Gourlay*

Shelagh W. Gourlay  
Chairman

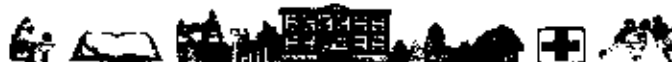
*Norma Czerny*

Norma Czerny  
Treasurer

**PAGE**  
*61*

# CEDAR

## School and Community Enhancement Society



### Cedar Heritage Centre Project Summary

The Cedar Heritage Centre project saved the original North Cedar School on MacMillan Road from demolition by School District # 68 to make it available for community use. This request for financial assistance is to eliminate the current deficit from capital improvements incurred upgrading this Community Building to obtain an occupancy permit. Our 1921 building has had washrooms added and been transformed into a facility to be used by all, particularly those who cannot afford to travel into Nanaimo. The old School, which was considered worthless, is now appraised at \$320,000.00. It has three big classrooms and a divided basement suitable for storage.

This district has no community facilities other than a Firehall, and a large Community Hall set up as a theatre and occupied by the Yellowpoint Drama Club. There is great need for a centrally located structure for other activities and services in the community.

The Cedar Heritage building is part of the Growth Management Plan (GMP) of the Cedar node as envisioned by the Regional District of Nanaimo and is to be found on page 12 of the 2000 Annual Report. The GMP states, "These nodes should be complete communities, not just dense residential developments. They should contain all the elements for a healthy, functioning community".

We are a not-for profit Society (S-37396) and as such have a charity number 89006 9222 RR0001 as issued by the Canada Customs and Revenue Agency under paragraph 149 (1)(f) of the Income Tax Act. Our purpose is to offer programs, open and operate a Community Centre for all citizens of the community and to provide a Community Internet Access Site for this rural area. The Society has provided these services in whatever buildings were available at the least possible cost since its inception as it is non funded and exists on grants and donations with volunteer help. There were no spaces available on an ongoing basis so we have endeavoured to save this old school for community use.

The community is 20 minutes south of Nanaimo by car, has a population base of 3,708 people within the 25 square mile Cedar node, and over 7,000 persons in the area, with 50% under the age of 35 (RDN Electoral Area Stats, 4/98). Many of the wonderful facilities built in Nanaimo are relatively unavailable to our young people because of transportation limitations. Cedar had a 15.7% growth from 1991 to 1996 and more growth is expected. Poverty is such that Cedar has all three of its schools on school meal programs. The elderly residents are unable, unless they can drive, to access the social and recreational facilities of Nanaimo, as it is too long a day by bus for them.

The Centre will provide a home for fun Friday evening youth drop-in activities that have been held in various locations over the last three years. There is a computer and Internet site for anyone who needs to use or learn this modern technology. We hope to have Brownies and Guides, Women's Institute, Artists, music for preschoolers, fitness classes, 4H, Thai Chi, and many more community groups accessing our two big classrooms and computer centre, as well as have little children climbing the preschool structure and riding their tricycles on the cemented track.

To this end we are requesting a one-time grant of \$38,000.00 to complete the building upgrades.

The Cedar School and Community Enhancement Society appreciates your interest and participation in this project and we invite you to come, visit us, observe our progress and use our community facility.

*Shelagh W. Gourlay*

Shelagh W. Gourlay, Chairman  
February 8, 2002

*Norma Czerny*

Norma Czerny, Treasurer

## Cedar Heritage Centre Capital Expenditures and Forecast

### Costs to Acquire the Building

Change of Work Order to School District #68	\$ 32,225.14
Professional Fees for Re-Design of Parking & Drainage	9,090.85

### Building and Property Improvements 2000

Roof, gutters, exterior painting, belly board, landscaping	35,416.40
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### Contracts for Renovations 2001

Repair and finish to match the rear of the building, Construct walls and ceiling of washrooms, etc.	13,370.39
Supply of washroom partitions	1,336.96
Supply of new Exterior Handicapped door	1,506.46
Repair/replace front concrete stairs	2,353.14
Complete front entry, soffits, handrails, etc	2,987.73
Construct recessed French door entrances to 2 classrooms	2,173.83
Furnace Balancing – Duct Cleaning	2,568.00
Supply and install 3 new windows in computer room	1,772.88
Battleship linoleum patches supplied and installed	2,694.26

### Additional Materials for 2001 Construction

Includes electrical fixtures, sinks and faucets, grab bars, Washroom exhaust fans, French doors and frames, paint, Tool and equipment rentals, etc	6,998.49
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### Rear Concrete Deck and Handicapped Ramp

43,877.83

\$ 158,372.36

### Capital Short-falls and Projected Expenditures 2002

Balance owing on Handicapped Ramp	\$20,000.00
Short term loans	5,000.00
Repay Play-structure Donation	3,000.00
Electrical wiring, heat duct repairs and misting	2,133.58
Insulating of ceiling spaces	1,498.00
Replace balance of single pane glazing	8,000.00
Automatic opener device for handicapped door	2,708.64
Old copper plumbing pipe replacement	
Remaining Capital Expenditures for Building Upgrade	<u>\$42,340.22</u>

### Grant Requested February 2002

**\$38,000.00**

**Cedar Heritage Centre  
2002 Projected Budget**

**Capital Accounts Payable**

Short Term Loans	\$ 5,000.00
Balance On Handicapped Ramp	20,000.00
Donation to Play structure repayable	3,000.00
Electrical work for occupancy	1,224.08
Heating Duct repairs & misting	909.50
Total	<u>\$30,133.58</u>

**2002 Proposed Capital Expenditures**

Replace Old Copper Plumbing Pipes (few pipes – need estimate)	
Insulation in Ceiling Space (currently none – needed to save fuel)	\$ 1,498.00
Pre-school Climbing Structure (part of completion of landscaping)	15,616.93

**Income for 2002**

2002 Year- to-date donations from Community	
Post-dated cheques	\$ 55.00
Women of the Moose	500.00
Nexen	1000.00
Pope & Talbot	2000.00

Requests for funding still outstanding

RDN of Pre-school Climbing Structure	\$ 15,616.93
Various service clubs	

**Operating Budget 2002 covered by Bingo License of \$ 18,000 for 2002**

Cedar Heritage Centre	Phone \$65/month	\$ 780.00
	Towel Service \$15/2weeks	390.00
	Electricity est. \$300/month	3,600.00
	Heating Fuel est. w/o insulation	5,200.00
Cedar Community Internet Access Centre – a potential source of revenue		
	Phone \$65/month	\$ 780.00
	Cable service \$70/month	840.00

Estimated Total Operating Expense      \$ 11,590.00

Prepaid expenses – Alarm monitoring \$321.00 and insurance \$915.00 for the year

*Norma Czerny*

Compiled by:

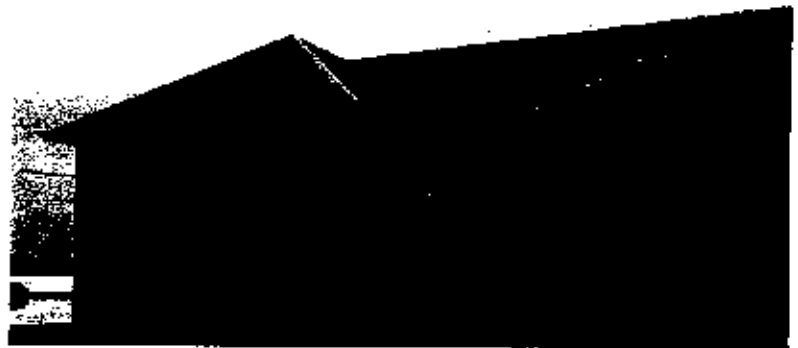
Norma Czerny, Treasurer, Cedar School & Community Enhancement Society 02/04/02



July & August 2000  
were spent  
converting this...



...Into this.



*North Cedar Elementary School, May 2000*



*Cedar Heritage Centre, September 2001.*

Included in the process was:

- A new roof
- Sewer system
- Exterior paint job  
(including batten boards)
- Asphalt surfaced yard  
removed, burned,  
planted, and turfed,  
complete with  
irrigation system
- New stoop roof and  
cement stairs

at a cost of \$75,411.08 plus  
donated materials and  
many volunteer hours.

# CEDAR School and Community Enhancement Society



1644 MacMillan Road  
Nanaimo, B.C., V9X 1L9  
October 4<sup>th</sup>, 2001

The Board  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Lantzville, B.C., V0R 2H0

Attention Mr. Elliott and Directors of the RDN,

The purpose of my request to the Regional District of Nanaimo is for a contribution of \$15,500.00 for a preschool playground structure, 9 inches of pea gravel for a ground cover within the 29 by 25 foot space, a surrounding walk (minimum of 5 feet wide), to be erected on the site adjacent to the Cedar Heritage building in the Node of Cedar and fenced for the safety of the children. The fenced play area is major feature in the unfinished parts of the landscape plans. The concrete tricycle track would be part of the sidewalk construction project.

Approximately two years ago, the young parents of our district made a request to Area A Parks Committee of the RDN for a centrally located preschool playground. At that time there appeared to be no suitable location for such a project. Since then, the Community, with the help of the RDN, have managed to save the North Cedar School now called the Cedar Heritage Centre. There is room on the property for such a structure. A site drawing is enclosed. The young parents have held raffles to collect money for the equipment. Their funds will go to site preparation, concrete forms, and fencing.

On behalf of the Society, I arranged to get four quotes from various playground equipment companies. I have shown these drawings to the Child Development Centre, the young parents, and the Parks Committee. All three groups declared the Canadian Playsystems structure suitable and desirable. The dimensions, drawings, and warranty of this structure are enclosed. The 725 square feet under the structure will be covered with 9 inches of pea gravel. This apparatus will be surrounded by a concrete path for tricycles, as there are no sidewalks in Cedar for young children. Cedar has a very young population with over 50% of its citizens under the age of 35 (RDN Electoral Area Stats, 4/98). There is a great need for this playground area for young children with toilet facilities available in close proximity. The Cedar Enhancement Society is responsible for building washroom facilities in the Cedar Heritage Centre for the children and others.

The Cedar School and Community Enhancement Society is a registered, non-profit, non-funded society (S-37396) with Charity Number 89006 9222 RR0001. The purpose of the Society is to supply leadership, act as a catalyst in the development of facilities and programs, and form partnerships with existing community groups for the betterment of the community. The Society was incorporated in 1997 (following a community survey in the spring of 1997) to assist in meeting the needs of our community, particularly children and their families.

The Cedar School & Community Enhancement Society and the parents and young children in Cedar would greatly appreciate your help with this important project. We look forward to hearing from you.

Yours sincerely

*Shelagh W. Gourlay*

Shelagh W. Gourlay (Chairman)  
Cedar School and Community Enhancement Society  
Phone/Fax 722-3637  
Email [jsgourlay@nisa.net](mailto:jsgourlay@nisa.net)

Please find enclosed, site plan, and support letters from Cedar Playtime, Parks, and Child Development

Cc. Mr. Kelly Daniels

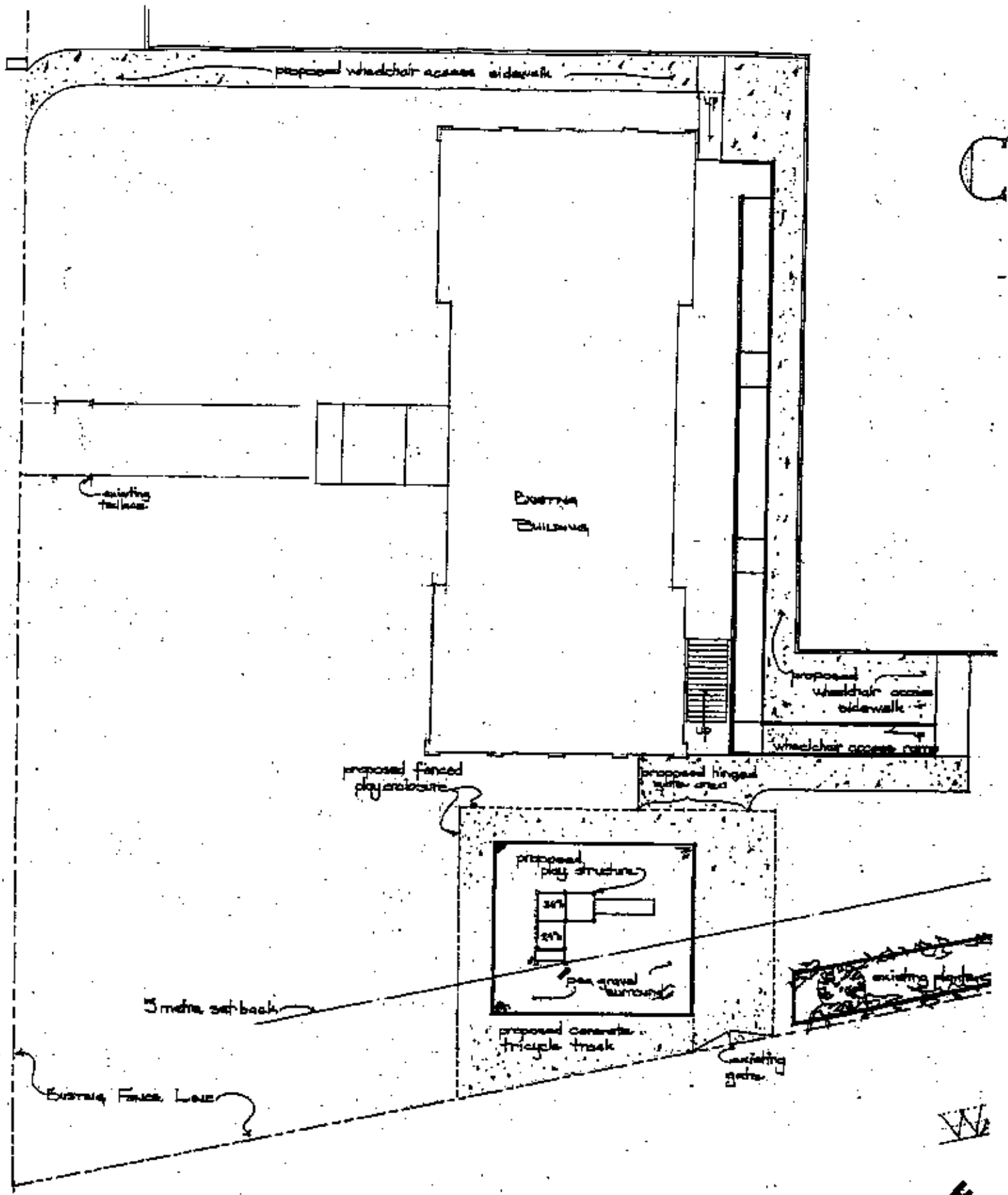
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## Cedar Heritage Centre

### Preschool Playground Project Pricing

#### Projected Costs:

Installed Playsystems Structure	\$ 14,387.93
Concrete Surround	2,750.00
Pea Gravel delivered by Hub City	400.00
Fencing Materials, including gates	900.00
Concrete sidewalks for wheelchairs	3,500.00
Labour for site preparation, Other Landscaping materials and Machinery rentals	9,000.00
	<hr/>
Total Projected Costs	\$ 30,937.93



C



REGIONAL DISTRICT OF NANAIMO		
FEB 18 2002		
CHAIR		GMCrs
CAO		GMDS
GMCmS		GMES

MEMORANDUM

**TO:** Kelly Daniels  
Chief Administrative Officer

**DATE:** February 18, 2002

**FROM:** Neil Connelly  
General Manager, Community Services

**FILE:**

**SUBJECT:** Park System Plan Amendment

### PURPOSE

To provide for amendments to the Parks System Plan to recognize recent regional park acquisition initiatives and to update the Plan.

### BACKGROUND

In November 1995, the Board adopted Bylaw No. 921 which for purposes of the *Park Regional Act*, approved the Parks System Plan as the "Official Regional Park Plan of the Regional District of Nanaimo." The Plan had been developed after two years of study and public consultation and formal approval by the then Minister of Environment, Lands and Parks. Plan implementation was advanced in 1998 with the Board's approval of a seven-year regional park acquisition program.

With the recent acquisition of the Home Lake Regional Park and the pending transaction with the Coastal Community Credit Union (CCCU) regarding the acquisition of property as a regional and community park on Gabriola Island, it has been identified that the two properties need to be included in the Parks System Plan. This ensures, in accordance with the *Act*, that the parks, which are to be managed under the Regional Parks function and budget, are referenced as official parks in the Parks Systems Plan.

In addition, the Parks Plan can be further updated by adding specific reference to the four other existing regional parks. The Nanaimo River and the Little Qualicum River Regional Parks are currently referenced in the Plan in a general way as it relates to potential park opportunities along the two river corridors. The Benson Creek Falls and Beachcomber regional parks are also recognized in the 1995 Plan but not specifically referred to as regional parks.

The attached Bylaw Amendment will add a new Section 9 to the Plan that outlines the status of the above six parks as regional parks. As an amendment to the Parks System Plan, the Bylaw will also require the approval of the Minister of Water, Land and Air Protection.

### ALTERNATIVES

1. That Bylaw No. 921.01 be given three readings and be forwarded to the Minister of Water, Air and Land Protection for approval.

2. That amendments to the Parks Plan to recognize recent regional park acquisition initiatives not be undertaken.

#### FINANCIAL IMPLICATIONS

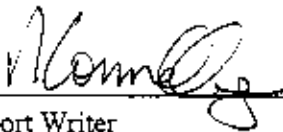
There are no direct financial implications associated with the Parks Plan amendment, outside of the acquisition and future operating and management costs specific to each park.

#### SUMMARY

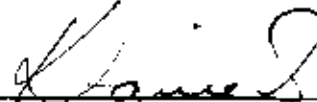
Recent regional park acquisition initiatives have generated the need to undertake amendments to the 1995 Parks System Plan. The Plan needs to refer to the Horne Lake regional park and the pending regional park on Gabriola Island to reflect their management under the regional parks function. In addition, in order to update the Plan, more specific reference is proposed to be made to the other four existing regional parks; Nanaimo River, Little Qualicum River, Benson Creek Falls and Beachcomber. In accordance with the *Park Regional Act*, Plan amendments also need to be approved by the province.

#### RECOMMENDATION

That the Official Regional Park Plan Designation Amendment Bylaw No. 921.02, 2002 be given three readings and forwarded to the Minister of Water, Air and Land Protection for approval.



Report Writer



CAO Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 921.01**

**A BYLAW TO AMEND THE  
"OFFICIAL REGIONAL PARK PLAN DESIGNATION  
BYLAW NO. 921,1994"**

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

1. Schedule A, The Regional District of Nanaimo Park System Plan, attached to and forming part of Bylaw 921 is amended by adding a new Section 9, Regional Parks.
2. This bylaw may be cited as the "Official Regional Park Plan Designation Amendment Bylaw No. 921.01, 2002."

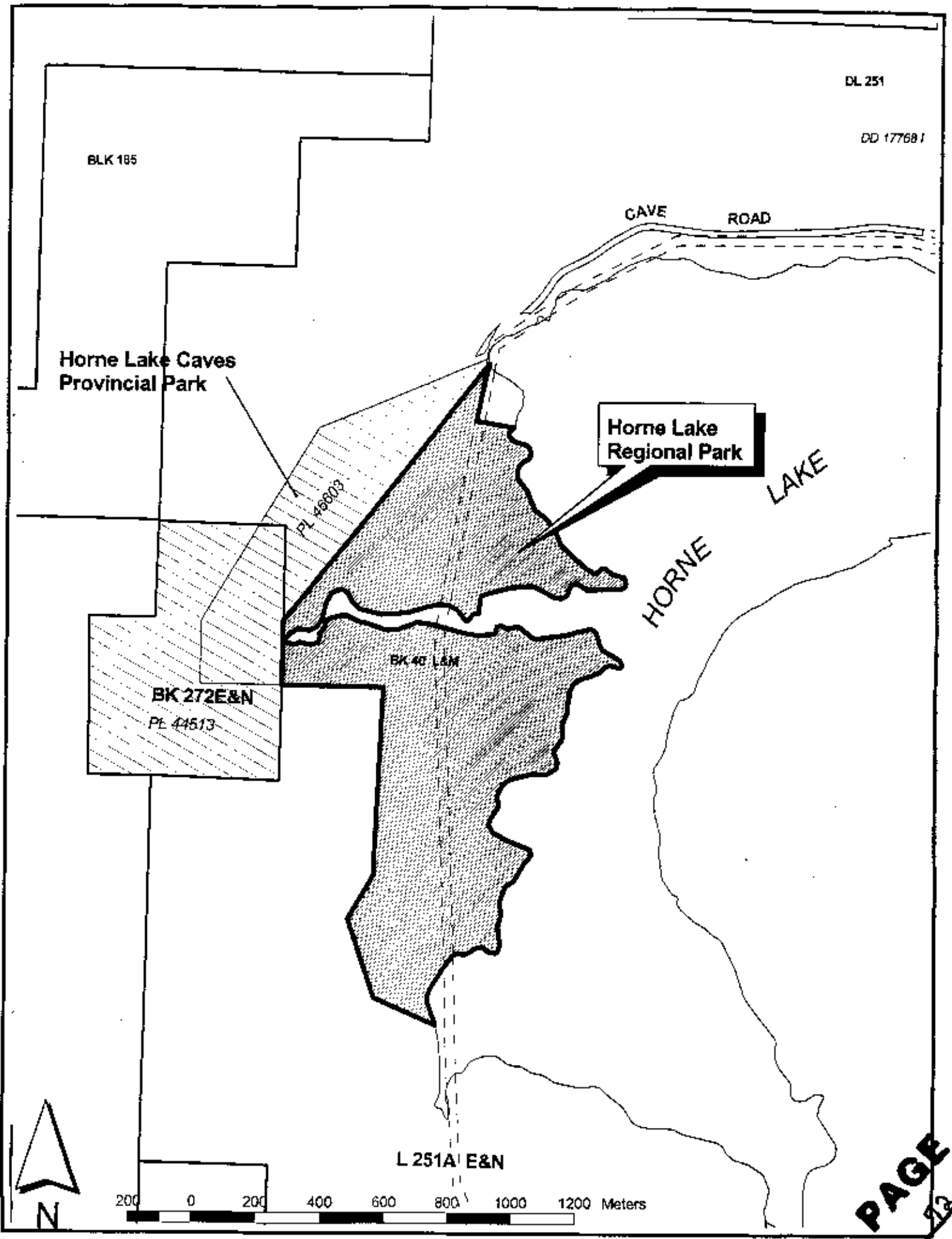
Introduced and read three times this 12<sup>th</sup> day of March, 2002.

Received approval by the Minister of Water, Land and Air Protection this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

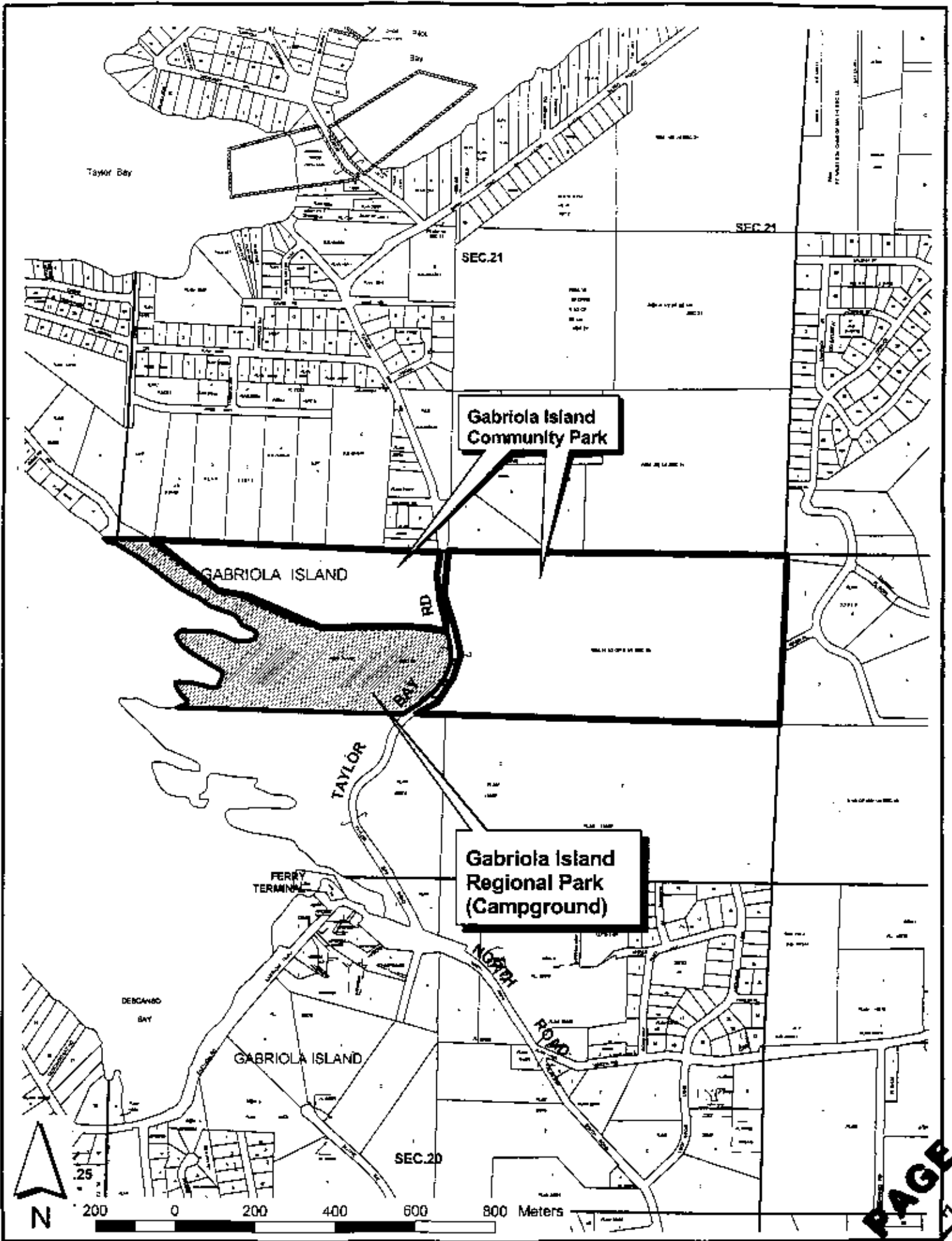
Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

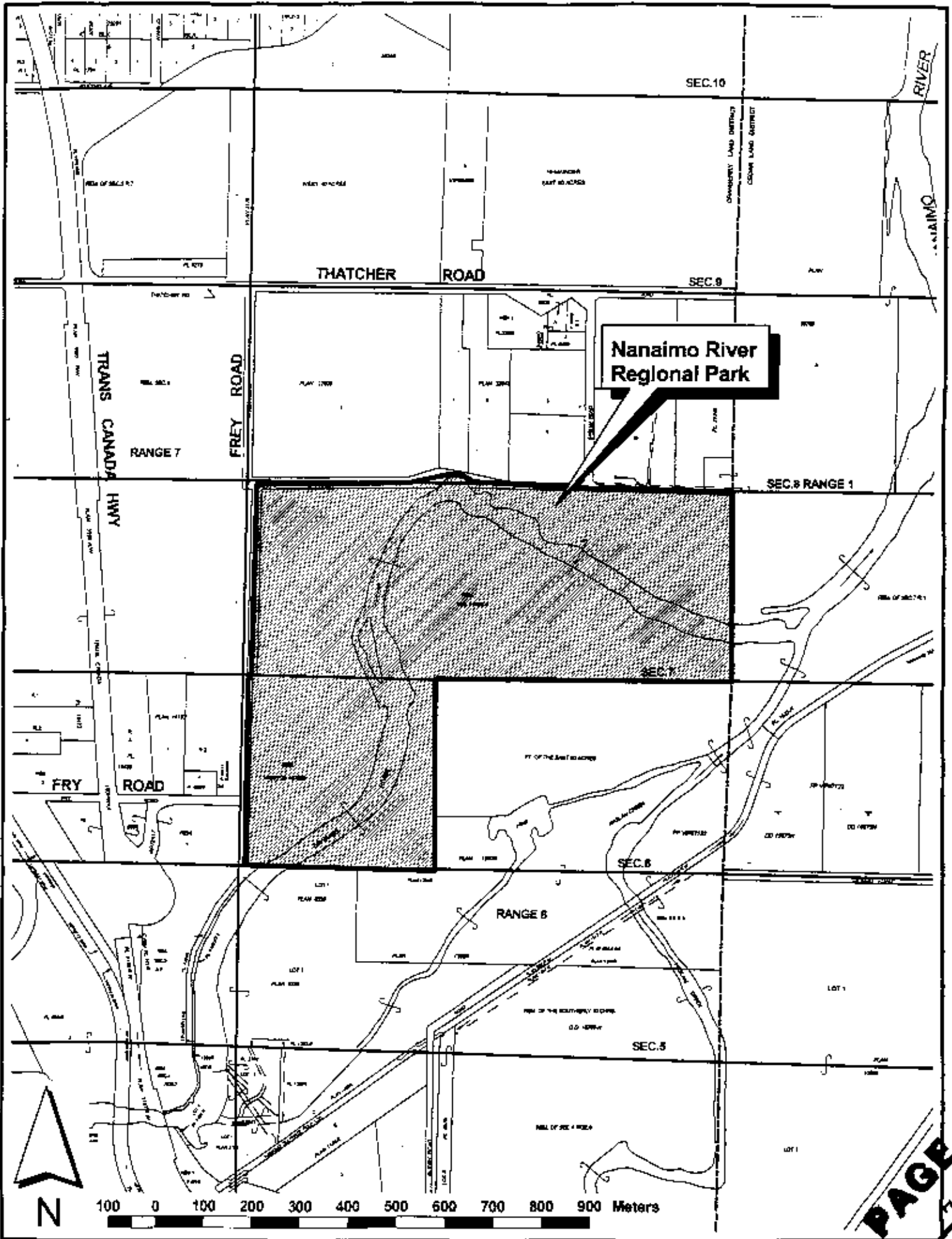
\_\_\_\_\_  
CHAIRPERSON

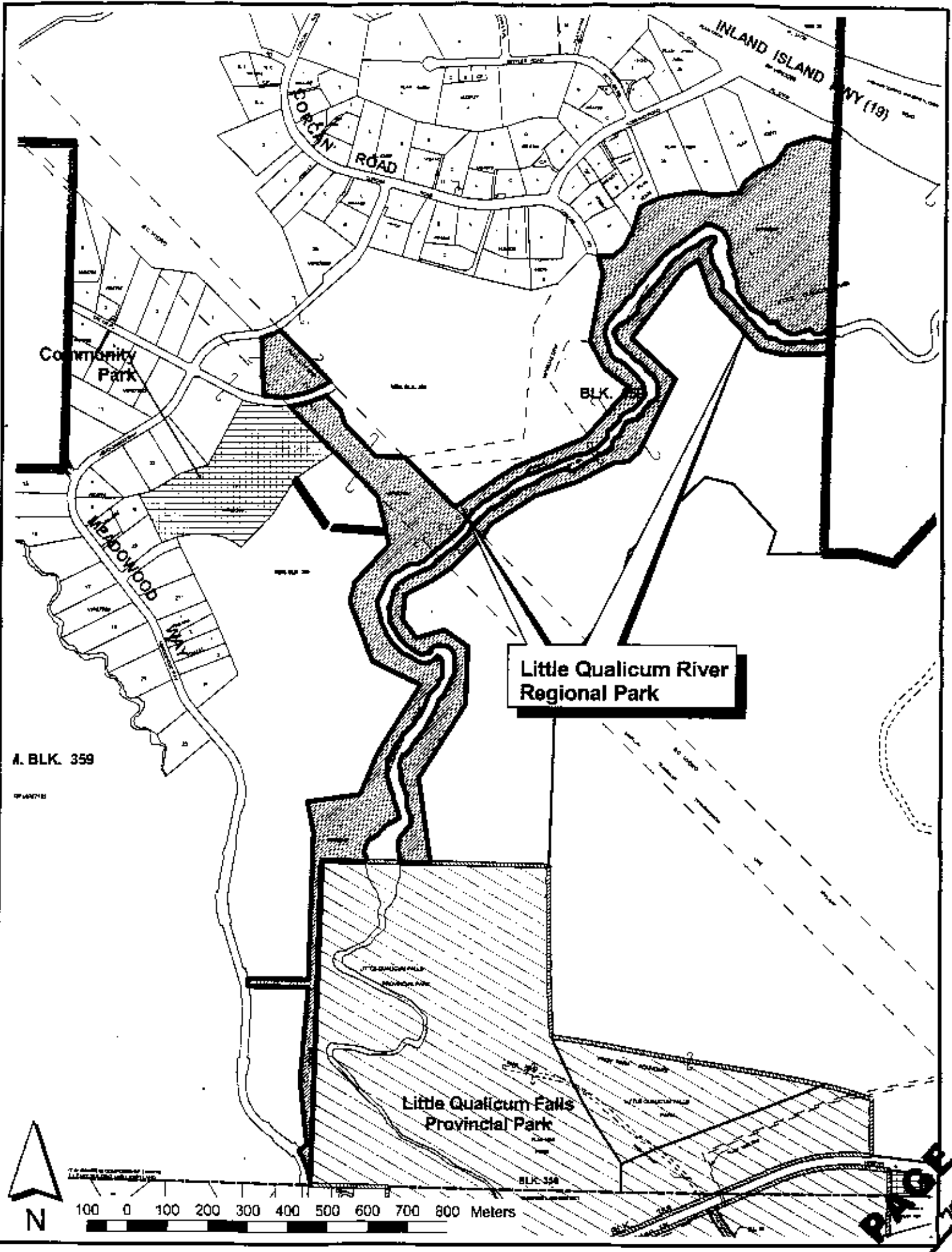
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GENERAL MANAGER, CORPORATE SERVICES



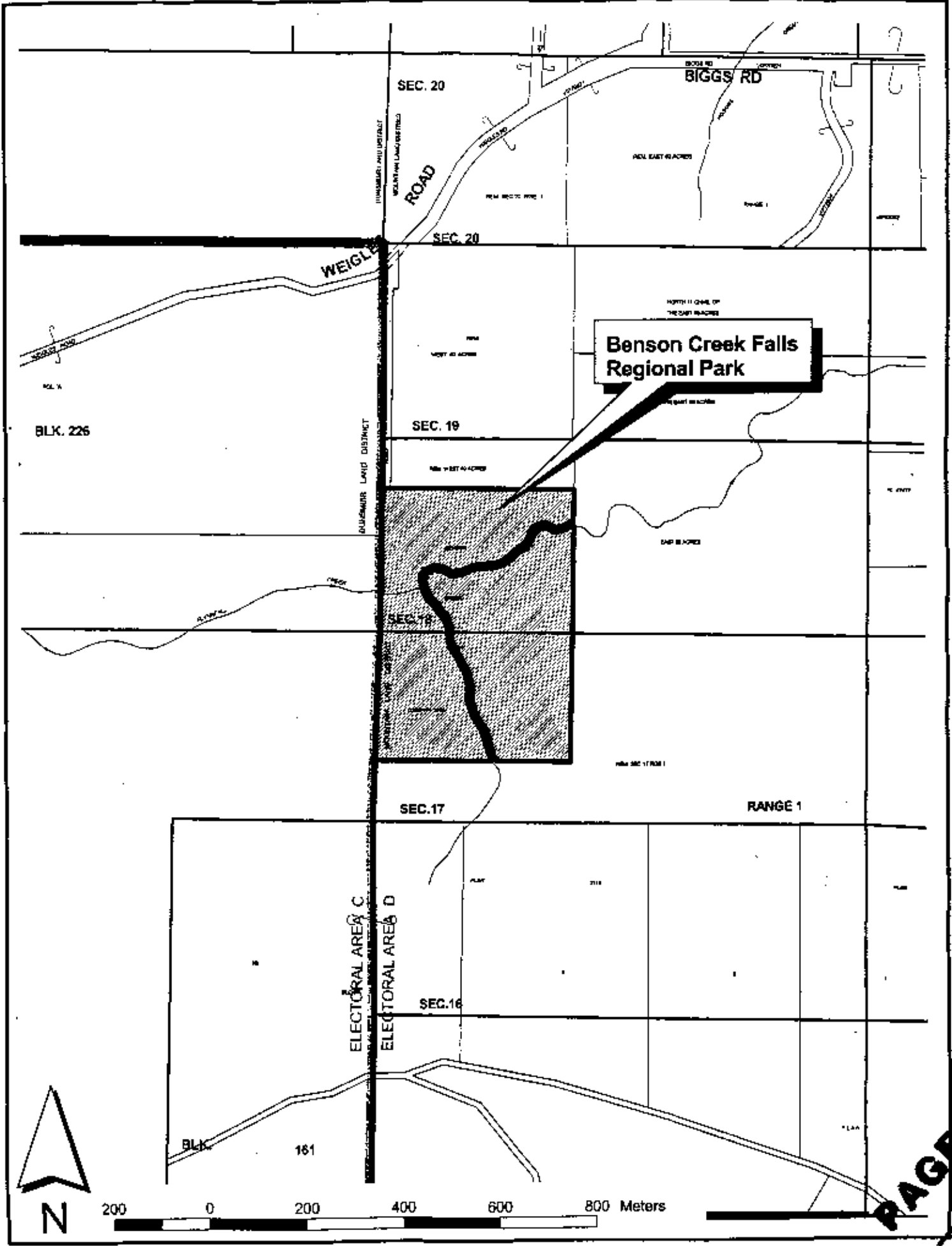








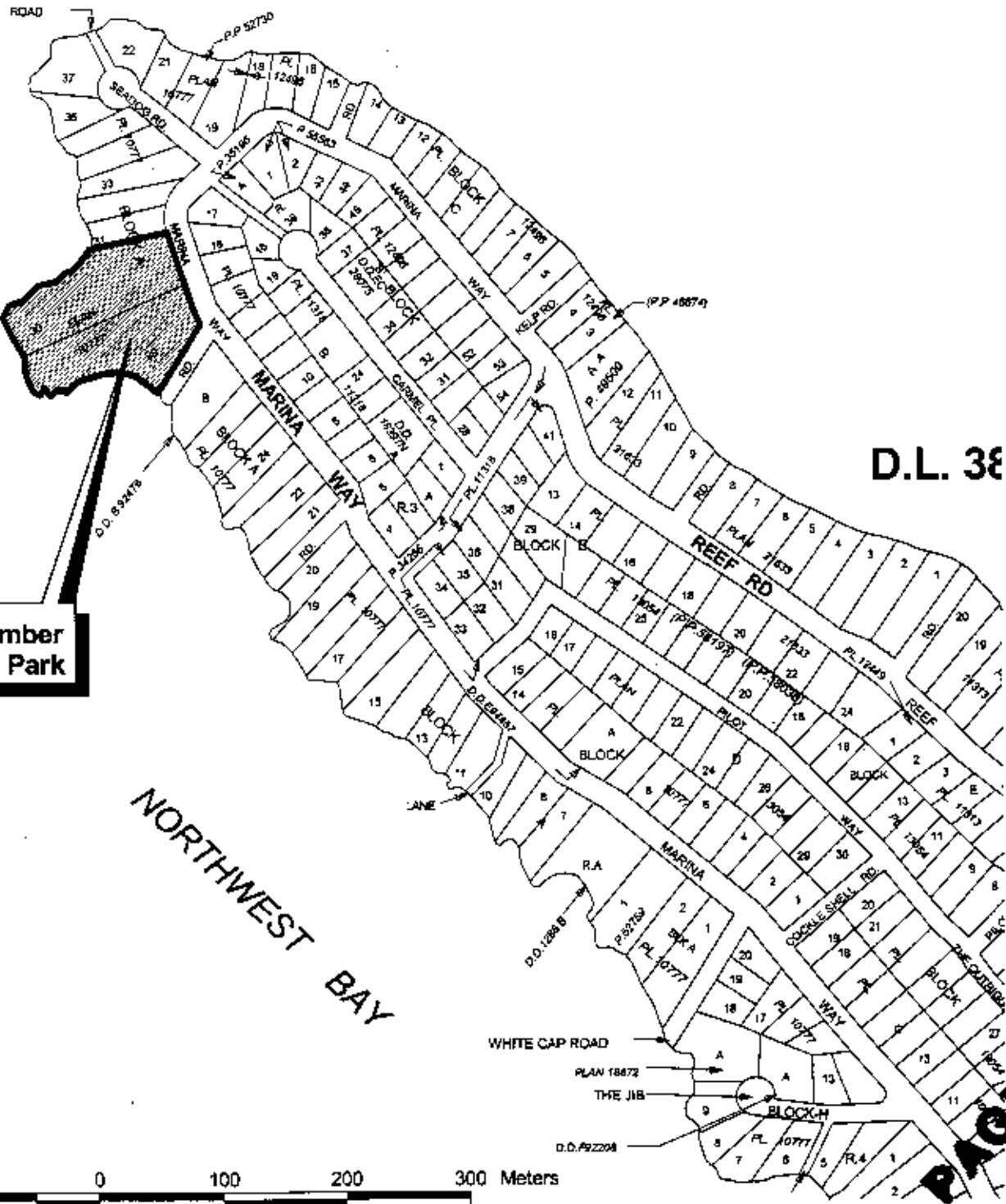
PAGE 13



**Benson Creek Falls  
Regional Park**

# STRAIT OF GEORGIA

COTTAM POINT



D.L. 38

**Beachcomber Regional Park**

NORTHWEST BAY

WHITE CAP ROAD

PLAN 18672

THE JIB

D.D. P.2204

**PAGE 17**





REGIONAL DISTRICT OF NANAIMO			
FEB 18 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	

MEMORANDUM

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

**DATE:** February 12, 2002

**FROM:** Jeff Ainge  
Parks Coordinator

**FILE:** 6140-01 G

**SUBJECT:** Revised Terms-of-Reference for Area 'G' Parks, Recreation and Greenspaces Advisory Committee

**Purpose:**

To provide information and a recommendation regarding the revision of the Area 'G' Parks, Recreation and Greenspaces Advisory Committee's Terms-of-Reference.

**Background:**

- The Regional District currently has four Electoral Area Parks Advisory Committees as follows:
- o Electoral Area 'A' Parks, Recreation and Greenspaces Advisory Committee, established in 1996;
  - o Lantzville Parks and Open Space Advisory Committee (in conjunction with Lantzville Improvement District), established in 2000;
  - o Nanoose Bay Parks and Open Space Advisory Committee (Electoral Area 'E') established in 2001; and,
  - o Electoral Area 'G' Parks, Recreation and Greenspaces Advisory Committee, established in 1999.

These four advisory committees provide an opportunity for parks issues to be discussed at a community level, provide for community involvement in the implementation of parks plans and operational initiatives, and provide for parks related community concerns to be channelled to the Board by way of committee minutes and resolutions.

The two most recently established committees, Lantzville and Nanoose Bay, have similar mandates and terms-of-reference resulting from the development of respective Parks Plans. The remaining two committees, Area 'A' & Area 'G' have a less formal structure, and include recreation services within their mandates necessitating a review of their terms-of-reference.

Staff presented amended terms-of-reference to the Area 'A' Committee at their regular meeting on January 17, 2002, and to the Area 'G' committee at their regular meeting on February 7, 2002. The Area 'A' committee deferred consideration of the proposed amendments to a later meeting date. The Area 'G' committee passed the following resolution at its February 7, 2002 meeting:

*MOVED C. Young, SECONDED B. Coath that the revised terms-of-reference for the Electoral Area 'G' Parks and Open Space Advisory Committee be approved, and that a call for members to the Area 'G' Committee be made with the Board appointments having staggered terms set for the first year.*

The revisions to the Terms-of-Reference for an Area 'G' Parks and Open Space Advisory Committee are as follows:

- Removing the component of Recreation from the committee's advisory mandate. Recreation services are provided by the Recreation and Parks Department, and community input is available as part of the District 69 Recreation Commission mandate. Membership of the committee includes a representative of the District 69 Recreation Commission.
- Renaming the committee as the "Electoral Area 'G' Parks and Open Space Advisory Committee".
- Establishing new meeting procedures to allow for quarterly meetings, or meetings to be scheduled at the Chair's discretion.
- Revising the committee's responsibilities and operating procedures to reflect the change in name and mandate.
- Advertising for a new committee membership due to recent resignations, and include staggered terms of appointment for the first year.

**Alternatives:**

1. Approve the revised Terms-of-Reference as provided.
2. Not approve the revised Terms-of-Reference at this time and provide alternative direction.

**Financial Implications:**

There are no direct financial implications pertaining to the servicing of this committee.

The current terms-of-reference refer to the allocation and administration of an annual grant received from the District 69 Recreation Commission for unspecified recreation and parks projects. The District 69 Recreation Commission is currently considering revisions to its grant allocation program. Small projects supported by the Parks and Open Space Advisory Committee, or the project proponents will have the opportunity to apply directly to the District 69 Recreation Commissions Grants-in-Aid program for project grants.

**Citizen Implications:**

Continuation of these committees provides the residents of those communities the opportunity to present ideas and discussion points to staff, the Electoral Area Director, and the Board. Revising the terms-of-reference will enhance the procedures and clarify the responsibilities for the volunteer committee members, as well as clarify the committees' roles to residents.

**Summary:**

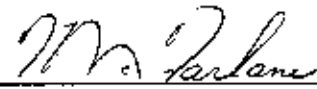
The Terms-of-Reference for the Parks Advisory Committee currently operating in Electoral Area 'G' require updating in order for the Committee to function effectively. Proposed revised Terms-of-Reference are attached. This committee, along with the Parks and Open Space Advisory Committees operating in Lantzville and Nanoose Bay, provides opportunities for community residents to be actively involved in parks management, and for parks related community concerns to be channelled to the Board by way of committee minutes and resolutions.

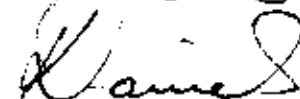
**Recommendation:**

That the revised Terms-of-Reference for the Electoral Area 'G' Parks and Open Space Advisory Committees be approved, that the current Board appointments to the Committee be dissolved, and that a call for members to the new Area 'G' Committee be made with the Board appointments having staggered terms set for the first year.

*for*  
  
\_\_\_\_\_  
Report Writer

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

*for*  
  
\_\_\_\_\_  
Manager

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

COMMENTS:



**Electoral Area 'G'**  
**Parks and Open Space Advisory**  
**Committee**

**Terms of Reference**

**Purpose:**

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

**Membership:**

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

**Procedures:**

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

**Responsibilities:**

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

**Financial Considerations:**

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

**Reporting and Authority:**

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



REGIONAL DISTRICT OF NANAIMO			
FEB 18 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	

MEMORANDUM

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

**DATE:** February 18, 2002

**FROM:** Jeff Ainge  
Parks Coordinator

**FILE:** 6140-01 'A'

**SUBJECT:** Trail Study for Electoral Area 'A'

**PURPOSE**

To consider approval of Terms of Reference for an Electoral Area 'A' Community Trail Study and Project Committee.

**BACKGROUND**

The Electoral Area 'A' Parks, Recreation and Greenspaces Advisory Committee has been active as an advisory committee to the Regional Board since late 1996. During that time the members of the committee have assisted and advised the Regional District in a number of park and trail initiatives, most notably the Morden Colliery Trail development and the acquisition of the new Nanaimo River Regional Park.

At its May 17, 2001 meeting, the members present passed the following resolution:

*MOVED D. Williamson, SECONDED J. Burgess that staff develop a terms-of-reference for an Area A trail plan.*

At subsequent meetings it was agreed that a community trail study would be more appropriate than a trail plan at this time. This discussion culminated at the January 17, 2002 meeting with the following resolution:

*MOVED D Williamson, SECONDED L. Aldcroft that staff move ahead with implementing the Terms of Reference for the Community Trails Study in Electoral Area 'A'.*

Electoral Area 'A' has only seven community parks, two of which form portions of the Morden Colliery Trail. Committee members felt that planning for improved community parks and greenspace could best be achieved through the revised Official Community Plan. Their interest in a community trails study is fuelled in part because of the community's interest in the Morden Colliery Trail. Other contributing factors include the proximity of a number of City of Nanaimo completed and planned trails; the rural road network used by non-motorized commuters and recreationists; the lack of non-motorized links between neighbourhoods and existing parks; and the opportunity to connect to the Trans-Canada Trail.

Such a study proceeds toward accomplishing the Regional Board's desire for trail planning in the southern electoral areas (District 68). A trails study for the electoral area will require a project committee to assist staff and a consultant (a project committee terms-of-reference is attached), and a project terms-of-reference to guide the study itself (attached).

### **ALTERNATIVES**

1. To approve the project-committee terms-of-reference and the project terms-of-reference for a community trail study to be undertaken in Electoral Area 'A'.
2. To not approve the project-committee terms-of-reference and the project terms-of-reference for a community trail study to be undertaken in Electoral Area 'A' and provide alternate direction.

### **FINANCIAL IMPLICATIONS**

The 2002 provisional budget for the Electoral Area 'A' Community Parks function has \$15,000 allocated to complete this study and retain an experienced trails planning consultant.

### **INTERGOVERNMENTAL IMPLICATIONS**

A trails study provides an opportunity to research and acknowledge links to neighbouring jurisdictions. In this instance Electoral Area 'C', the City of Nanaimo, the Town of Ladysmith, and Electoral Area 'H' of the Cowichan Valley Regional District all offer opportunities for trail links with Electoral Area 'A' (RDN).

### **CITIZEN IMPLICATIONS**

The project-committee terms-of-reference provides for the involvement of Electoral Area 'A' residents and members of the Parks, Recreation and Greenspaces Advisory Committee. There will be a significant consultation component in such a project, with the objective of gathering input from electoral area residents. The project-committee will be required to assist the consultant and staff with promoting the project, gathering information, and representing the trails study and the planning process within their communities. The process is scheduled to take four months to complete.

The revised draft Official Community Plan for Area 'A' speaks to the need for improved trail connections and better knowledge of trail opportunities.

### **SUMMARY**

The Electoral Area 'A' Parks, Recreation and Greenspaces Advisory Committee resolved at its May 17, 2001 meeting, and at the January 17, 2002 meeting that staff proceed with implementing terms-of-reference for a community trails study. Such a study will be useful in guiding longer term trail planning within the electoral area and achieving some of the Official Community Plan objectives. Terms-of-reference to guide the project, and terms-of-reference for a project committee, have been prepared. The 2002 provisional budget for Area 'A' has allocated \$15,000 to retain a consultant to undertake a trails study.

**RECOMMENDATION**

That the Terms of Reference for an Electoral Area 'A' Community Trail Study and Project Committee be approved.

*for*  
\_\_\_\_\_  
Report writer

*for*  
\_\_\_\_\_  
Manager

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

\_\_\_\_\_  
CAO Concurrence

COMMENTS:

**Regional District of Nanaimo  
Recreation and Parks Department**

**Terms of Reference  
for  
Community Trails Study for Electoral Area 'A'**

**1.0 Background**

The Regional District of Nanaimo Board provided direction for work to be undertaken to prepare a Community Trails Study for Electoral Area 'A'. Electoral Area 'A' is a largely rural area to the south of the City of Nanaimo, with a population of approximately 6,260 (*Area A OCP, 2001, p2*) spread over 51.5 km<sup>2</sup>. The recently enacted Official Community Plan for Electoral Area 'A' (Bylaw 1240, 2001) includes objectives and policies pertaining to the development of an Electoral Area-wide trail system; the completion of a trail study will be an important first step in attaining the OCP objectives.

**2.0 Project Description**

Consulting services are required by the Regional District to undertake a Community Trails Study that will include research into existing trails (formal and informal) and possible links and connections within and outside of the study area, preparation of a written report and accompanying maps (where appropriate), and presentations to the public and local Parks Advisory Committee. At all times, the sensitivity of private lands will be ensured, and the Consultant will make no commitments on behalf of the Regional District pertaining to land acquisition for trail purposes. The successful proponent will work with Regional District staff and appointed Project Committee members to undertake the study.

**3.0 Project Objective**

The key objective of the project is to provide an overview of existing and potential community trail links that could form a community trails network in Electoral Area 'A', and to recommend steps that could be undertaken to advance such a trail network. The study will also identify potential links to trails in neighbouring jurisdictions, and offer suggestions to make those links a reality. At all times, the sensitivity of private lands will be ensured, and the Consultant will make no commitments on behalf of the Regional District pertaining to land acquisition for trail purposes.

Deliverables will include ten (10) hard copies of the study report, including any maps and graphic resources, and the full study report including maps and graphic resources on Compact Disk in a Microsoft Word or Adobe Acrobat format.

**4.0 Scope of Work**

The Consultant conducting the work will need to address the following major issue areas and address the items listed for each issues:

*Existing trails*

There are limited formal trails within the study area, most notably the Morden Colliery Trail (for which a management plan was prepared in 1998). An inventory of formal and informal trails used by the public is required.

#### *Neighbouring jurisdictions*

There are a variety of trails or potential connection points in the neighbouring jurisdictions of Electoral Area 'C', City of Nanaimo, Town of Ladysmith, and Cowichan Valley Regional District. An inventory of those trails is required.

#### *Potential trail corridors*

Identification of potential trail corridors, including roadside trails, and incorporating existing trails and park resources (where practical and appropriate) is required and recommendations for prioritising trail development.

#### *Constraints*

Identification of constraints to a trail network is required, and could include such items as private land, river and highway crossings, roadside shoulder restrictions and Ministry of Transport design specifications, or sensitive environmental features.

#### *Community input*

Through the recent Official Community Plan process (undertaken by the Regional District's Development Services staff) a variety of trails feedback was gathered. In the course of this study additional consultation is required to gather information, and to gauge support for a trail network concept.

#### *Other issues*

During the course of the project other issues requiring investigation may be identified.

### 5.0 Approach

The approach to undertaking the project work should include:

1. Provide for input from the Community Trail Study Project Committee and allow for review of draft and final reports by the Committee. A minimum of three Committee meetings is anticipated.
2. Involve consultation with Regional District of Nanaimo staff, and staff of neighbouring jurisdictions where trail linkages are possible.
3. Provide for input from recognised trail user groups as method of gathering information on existing trail locations.
4. Allow for public input on the community trail network concept and other information provided by the consultant. It may involve a public open house meeting(s) or other forms of public consultation.

### 6.0 Project Schedule

A draft report should be completed within three months of project initiation with the final study to be completed one month thereafter. A specific timeline for the project activities and meeting schedule with the Project Committee and the specific work program which outlines the various tasks will need to be prepared as part of the project initiation.

### 7.0 Level of Effort and Budget

The overall budget allocated for the work must not exceed \$15,000, including all fees, disbursements, expenses, and taxes. Expenditure of project funds should generally reflect the following priorities of the Regional District:

- 30% Background, existing informal and formal trails inventory, project context.
- 35% Identification and assessment of potential trail corridors, identification of opportunities and constraints and recommendations for trail development.
- 20% Public consultation.
- 15% Production and presentation of final study to Project Committee and staff.

### 8.0 Proposal Content

Proposal content should include sections that address:

1. Experience in trail planning within a municipal or regional district context.
2. Understanding of the project.
3. Ability and experience in working with committees, interest groups, and the public.
4. The proposed work plan and schedule for the project.
5. Details of key project staff who will work on the project and their related experience.
6. Other project references.
7. Proposed cost and fee basis, along with anticipated schedule of invoicing.

Consultants in their submissions should provide a listing of the various tasks and costs related to different components of their proposal.

### 9.0 Consultant selection and Project Management

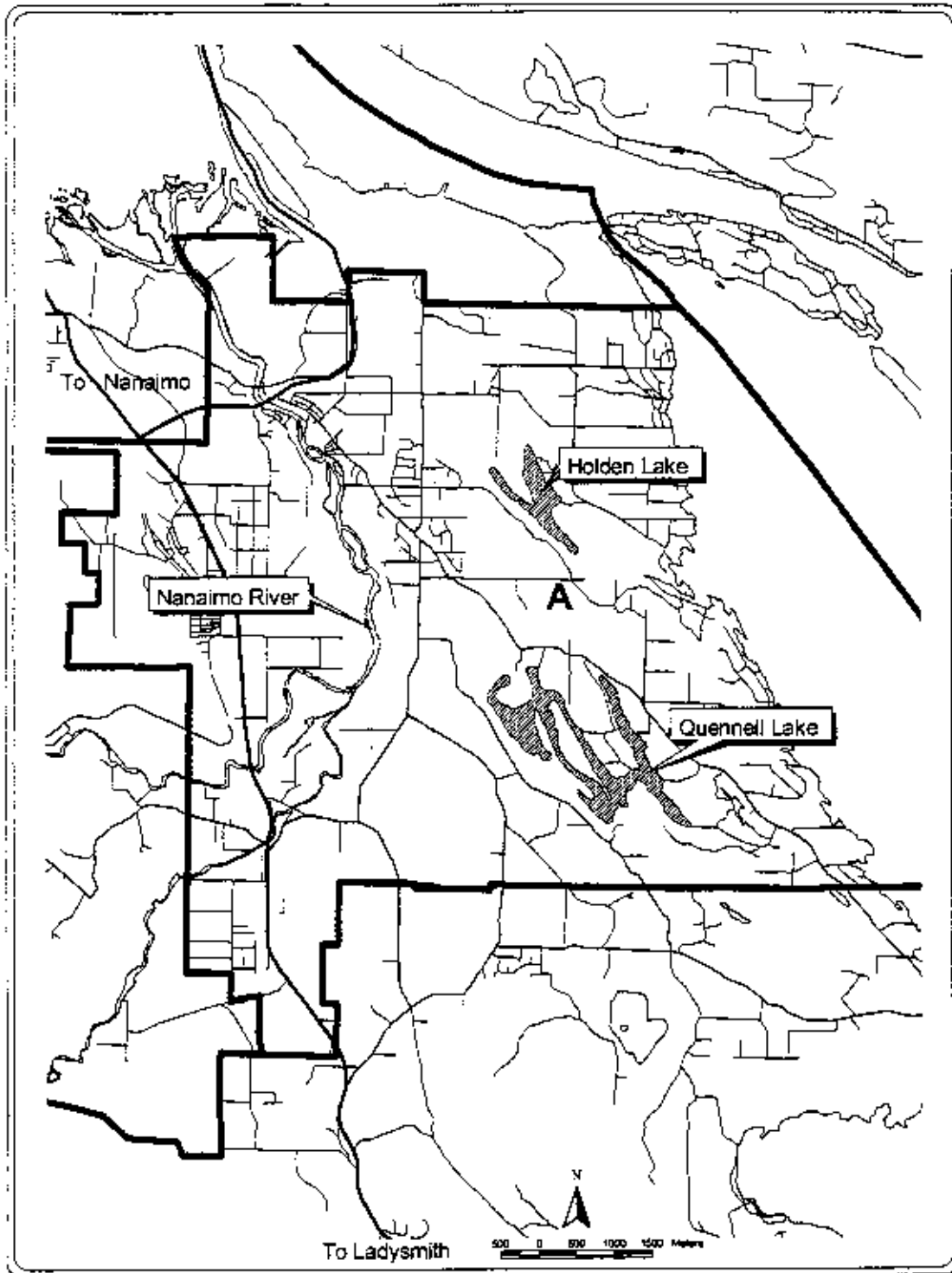
Regional District staff and the Electoral Area 'A' Parks, Recreation and Greenspace Advisory Committee shall review the proposals and staff shall retain the successful consultant on behalf of the Regional District. A contract for services shall be signed with the successful consultant.

Proposal review criteria will focus on consultant qualifications, experience, cost, and the proposed work plans and the identification of the consultant who will provide the best combination of service, technical expertise, and value. The Regional District's Parks Coordinator (or his designate) will serve as the primary project contact and will coordinate communications, technical assistance and related administrative support activities as required.

Attached: *Electoral Area 'A' context map*



## Electoral Area 'A'



**Regional District of Nanaimo  
Recreation and Parks Department**

**Electoral Area 'A' Community Trails Study  
Project Committee Terms-of-Reference  
January 2002**

**1.0 Scope of Work**

The scope of work of the Electoral Area 'A' Community Trails Study Project Committee is to assist in the preparation of a community trails study for Electoral Area 'A' of the Regional District of Nanaimo by providing advice and assistance with respect to inventorying existing trails, identifying potential future trail corridors and linkages, and through involvement in the public consultation process.

**2.0 Establishment of the Project Committee**

The Community Trails Study Project Committee for Electoral Area 'A' will be established by the Regional Board to work with a retained consultant and staff to undertake a Community Trails Study. As this study is primarily focussed on gathering information and providing recommendations for a specific electoral area, a public notice will invite applications from residents of Electoral Area 'A' who may wish to serve on the Committee. Applications will be submitted to the Board Selection Committee, which will review the applications and provide recommendations for appointments to the Regional Board.

Membership of the Committee shall consist of:

- a. Electoral Area 'A' Director or his designate;
- b. Four current members of the Electoral Area 'A' Parks, Recreation and Greenspace Advisory Committee;
- c. Two residents of Electoral Area 'A' at large.

The RDN Recreation and Parks Manager will act as Project Administrator and a RDN Recreation and Parks Department staff member will act as Project Coordinator and Committee facilitator.

**3.0 Anticipated Commitment**

Involvement of Project Committee members is likely to entail attendance at a minimum of three meetings, participation with public and interest group consultation, and attendance at a public information meeting.

**4.0 Resources**

An experienced trails consultant will be retained for this project. Staff resources will be provided in a support and administrative role.

## 5.0 Objectives

The Committee objective is to assist in the preparation of a Community Trails Study that incorporates the following:

- a. Inventory of existing formal and informal trails within Electoral Area 'A', and identify trail linkages to neighbouring jurisdictions;
- b. Identification and assessment of potential trail corridors, identification of opportunities and constraints and recommendations for trail development;
- c. Public consultation during the preparation of the study as well as presentation of a final community trail network concept.

## 6.0 Operating Guidelines

The Consultant, in consultation with RDN staff, is responsible for setting the work plan for this project. All work associated with production of written and graphic materials, draft and final reports, and preparing information for presentation at public and interest group meetings, is the responsibility of the Consultant.

RDN staff will be responsible for providing administrative support, coordinating the Committee's involvement, and assisting the consultant and project Committee as required throughout the project.

The project Committee is responsible for assisting the Consultant and staff to meet the objectives (see above) and for presenting the final study to the Electoral Area 'A' Parks, Recreation and Greenspace Advisory Committee.

The completed study will be brought forward to the Regional Board for consideration.

## 7.0 Timing

The Electoral Area 'A' Community Trails Study should be complete within four months of commencement.

## 8.0 Budget

Funding has been allocated as part of the 2002 Electoral Area 'A' Community Parks Provisional Budget.



REGIONAL DISTRICT OF NANAIMO			
FEB 18 2002			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	

**MEMORANDUM**

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

**DATE:** February 12, 2002

**FROM:** Jonathan Lobb  
Parks Technician

**FILE:**

**SUBJECT:** Park Inspection Policy

**Purpose:**

To establish the Regional District of Nanaimo's policy for the inspection and documentation of Community and Regional Parks and Trails for the purposes of increasing public safety and minimizing liability.

**Background:**

The Regional District does not currently have a formal policy outlining risk management practices to employ in park operations, nor does it have a policy establishing a schedule of inspections of park properties and amenities. The Municipal Insurance Association has recommended to staff that the Regional District should adopt a Park Inspection Policy to assist in maintaining parks and trails to a safe standard and to assist in the documentation of hazardous situations. The key to such a policy's implementation is the documentation of inspections, hazards, and their remediation.

Due to the high degree of natural elements within parks, and given the level of use that some of the parks receive, there is the chance that mishaps and accidents may occur resulting in legal action. It is important to enlist the assistance of a park inspection and documentation policy to aid the Regional District should legal action take place as a result of an accident.

Playgrounds managed as part of the Regional District's park system are currently inspected on a quarterly basis. Inspections are documented and follow the standards set out by the Canadian Standards Association (CSA-Z614-98).

The condition of amenities and the natural features (i.e.: hazard trees) in the Regional District's parks are currently observed and identified by staff during site visits. These cursory inspections, together with calls from the public, continue to be the only method staff have of identifying risk within our parks. Without a Board approved policy to dictate the frequency and scope of all inspections, in the event of litigation our current inspection regimen may be seen by the courts as insufficient.

The attached policy provides for routine inspections of all community and regional parks and trails at a frequency below that of many larger urban jurisdictions, but is achievable within the current operating abilities.

**Alternatives:**

1. To approve the Regional District of Nanaimo Park Inspection Policy as provided.
2. To not approve the adoption of the Regional District of Nanaimo Park Inspection Policy and provide alternative direction.

**Financial Implications:**

There will be no notable increase in staff time required to implement the inspection policy and document site inspections.

In the event of legal action, documented inspections and a Park Inspection Policy are likely to be the best defense. Savings from avoiding the premium increases that can follow large settlement payouts to claimants are potentially high (premiums are adjusted based on a three year claim history and as a result, may not be witnessed for a couple of years).

The Regional District's premiums to the Workers Compensation Board could benefit with the reduced risk to staff during maintenance or development work in parks due to the fact that hazards are identified, documented and attended to.

**Intergovernmental Implications:**

In situations where the Regional District develops amenities on Crown lands in partnership with various provincial ministries or federal departments, those agencies would prefer that the Regional District inspection routine be better documented and include these amenities (i.e.: interpretive display on BC Parks property at the Morden Colliery trailhead or a trail at a Ministry of Transportation and Highways beach access).

**Citizen Implications:**

The public that uses our parks system will benefit from the implementing of this policy. A higher frequency of inspections and documentation of inspections will translate into faster remedial action in hazardous situations and reduced risk to park users.

**Summary:**

Currently, there is no Board approved policy establishing a schedule of inspections of park properties and amenities owned and/or managed by the Regional District of Nanaimo. With the adoption of a Park Inspection Policy, the Regional District will lower the amount of risk exposure from potential legal action in regards to property damage or personal injury at park sites. A Park Inspection Policy would effectively guide the Regional District in efforts to provide a safe and enjoyable experience for the public using parks. Implementation of the proposed Park Inspection Policy can be accomplished within current resource levels.

**Recommendation:**

That the Park Inspection Policy be approved.

*for*           M. Parkane            
Report Writer

          Almond            
General Manager Concurrence

*for*           M. Parkane            
Manager

          Danie            
C.A.O Concurrence

COMMENTS:

# REGIONAL DISTRICT OF NANAIMO

## POLICY

SUBJECT: <i>Park Inspection Policy</i>	POLICY NO:
	CROSS REF.:
EFFECTIVE DATE:	APPROVED BY:
REVISION DATE:	PAGE 1 of 3

### PURPOSE

To establish the Regional District of Nanaimo's policy for the inspection and documentation of Community and Regional Parks and Trails for the purposes of increasing public safety and minimizing liability.

### DEFINITIONS

**Park:** Includes all Community and Regional Parks and Trails within the RDN's inventory. Also includes sites that may or may not be owned by the Regional District of Nanaimo where the RDN has a management responsibility for an amenity on that site. For example: a pedestrian bridge that makes up part of a district trail system, constructed by the RDN but located on Crown Land.

**Amenity:** A structure or constructed item for which the RDN has some form of management responsibility; whether it be for its maintenance, replacement, or inclusion under our liability insurance coverage.

**Special Events:** (from RDN Policy A1-11) A special event is a public ceremony involving official participation by elected officials and/or Administration of the Regional District of Nanaimo. These events could include, but are not limited to: official openings, commemorative events, volunteer appreciation activities, sod turnings, etc.

### POLICY

It is the objective of the RDN to maintain our parks to a level that includes consideration for safety, health and control of property damage. To accomplish this objective, parks must be inspected on a regular basis and these inspections must be documented. The goal of the inspection is to identify potential risk situations or hazards that are present so that staff may take preventive or remedial action as appropriate to reduce the hazards. Where a hazard cannot be removed or dealt with immediately, the hazard is still documented so that it may receive attention or remediation at the earliest possible date. It is recognized that budget constraints may affect the level of remediation and the response time. Hazards may be dealt with in order of their severity and not necessarily the order in which they were identified. Reporting forms are to be reviewed on a monthly basis, with the goal of ensuring that all identified hazards are abated as soon as possible.

It is not feasible to inspect every park within the Regional District on an annual basis. Therefore, priorities must be to target high-risk or high-use locations for more frequent inspection. The following schedule is advised:

- Each park and trail in the RDN's park inventory is to be inspected once every three years. This includes Community and Regional Parks and Trails sites, whether developed or undeveloped, with the exception of trails or user accessible areas that occur in back country or wilderness settings. In these lesser-accessed locations, park users are assumed to expect any natural conditions they may encounter, including, but not limited to: falling trees or limbs, rock fall, landslide, wild animal encounter and floods.

These inspections will include walking through all pedestrian accessible areas of the site (less the exceptions noted above) and noting any hazards that may be present. The inspection form gives a listing of items to observe. Small and undeveloped community park properties may be inspected from a vehicle, with attention paid to any dead or hazardous trees, potential fire hazards or other safety concerns.

- Playgrounds are considered to be both high-use and high-risk locations and shall be inspected quarterly.
- Sports Fields shall be inspected twice per year. This will typically occur at the beginning and the end of the core user-season.
- Less thorough inspections of parks should also be carried out and documented during the site visits that occur in the course of routine operations. These inspections will only cover the area of the park in the visible vicinity that the site visit occurs (i.e.: a visit to Benson Creek Falls Regional Park to install an entrance gate will not require inspection of the park's entire trail network).
- Prior to a *special event* being held within an RDN park, an inspection is to be completed.
- Inspections for hazard trees are to be included as part of park inspections. While it is recognized that trees may fall and cause damage, it is not possible to observe or inspect every tree within the RDN's park inventory on any schedule. Hazard trees will be watched for in the field during site visits. Hazard trees that are identified and are within striking distance of people or property will be assessed for the level of risk that they represent. If considered to be high risk, they will be removed as work schedules or budgets permit.

All park inspections are to be documented in their respective log forms. Examples of forms are attached, and include:

- Community and Regional Park and Trail Inspection (General)
- Playground Inspection
- Sports Field Inspection
- Community Park Monitoring (for completion and submission by contractors)

The respective inspection forms will be created for new parks and amenities as they are acquired. Forms completed by staff and contractors are to be filed with the Parks function and will be converted to a digital record when such a system exists.



## RESPONSIBILITIES

The Recreation and Parks Department is responsible and accountable for establishing and maintaining standards of park property maintenance, ensuring that hazards are guarded against or eliminated, and directing the inspection of park property.

Staff are responsible for performing park inspections diligently, accurately documenting site visits and any hazards present, and bringing noted hazards to the attention of supervisors for consideration of remedial action. Once a hazard has been identified, staff are responsible for providing intermediate remedial or preventive action to prevent future loss or damage if practical.

### Operational Considerations:

- In addition to any barriers or cordoned off areas around suspected or potential hazards, signs may be utilized to advise the public of the hazard. This may be of particular value in situations where the hazard may not be abated in a timely manner.
- Purchase orders can be used in conjunction with inspection logs to document site visits, the presence of contractor(s) or staff at a park site on a given date, and work ordered or completed.
- Park stewards, volunteers and/or contractors may be relied upon to periodically report park conditions to staff. This will be particularly useful in monitoring locations that staff are unable to visit frequently.
- Inspection forms are to be kept in department vehicle(s).
- Park inspections may be used to identify maintenance or development needs that fall outside the range of routine operating budgets so that they may be budgeted for.
- In addition to staff inspections, ground and turf conditions on sports fields can be monitored by coaches, field users, and the contractor responsible for mowing the turf. The mowing contractor will be instructed to report any unsafe conditions noted to the Recreation and Parks Department.
- It shall be noted that staff, while experienced and capable, may sometimes be unable to determine whether or not certain electrical, mechanical, plumbing equipment, or structural components are hazardous. In the event staff suspect that one of the above items hazardous, a supervisor will be notified and, if the situation requires, the area will be cordoned off or otherwise labeled so as to warn the public of the hazard. Following this, qualified personnel may be retained to inspect or remedy the problem.



# Playground Inspection Form

**Boulton Community Park (G-10)**

## EQUIPMENT

ITEM	Swing, Belt	Slide	Climbers	Spring Toys (2)	General Site Conditions
Chains					
S-Hooks					
Seats					
Hanger bearings					
Stability in ground/tilting					
Exposed concrete					
Entanglement points					
End/centre fittings					
Support bars/Legs					
Fastening points					
Sharp edges/points					
Nuts & Bolts					
Ground clearance					
Protrusions					
Protective surfacing material/Borders					
Equipment spacing/No-encroachment					
Debris/Broken glass					
Paths					
Signs					
✓ Condition: Satisfactory					
✗ Condition: Attention required					
DATE COMPLETED					
ACTION TAKEN					

Inspected By:	
Date:	NOTES:
Time:	

# Sports Field Inspection

## Rollo McClay Community Park (B-14)

ITEM	OK	Comments
<b>FIELDS</b>		
Turf: Debris on field, raised or damaged sprinkler heads, severe divots or trip hazards		
Backstop: stability in ground, loose fasteners, cracked metal		
Home plate/backstop playing area: free of glass and debris		
Base lines and diamond: free of glass and debris		
Soccer goal posts: secure seams/joints, anchors secured in ground ( <i>inspector to tip goal over if not anchored</i> )		
Bleachers: sharp edges, stability, loose fasteners, cracked or damaged components		
Fences: stability, secured to post or backing		
<b>BUILDING</b>		
Doors: secure on hinges, locked		
Washrooms: vandalism, broken components, mirrors, water or waste on floor		
Storage Room: tidiness, spills on floor, garbage can		
Pump room: damage or signs of tampering on tank and components, water on floor, chlorinator functioning, tidiness		
<b>GENERAL SITE CONDITIONS</b>		
Paths and walkways: free of debris, holes, overhanging branches, trees		
Signs: vandalism, legibility		
Parking lot: free of debris, tire hazards, overhanging branches, trees		
✓ = Condition: Satisfactory X = Attention required		
DATE COMPLETED		
ACTION TAKEN		

Inspected By:	
Date:	NOTES:
Time:	

**COMMUNITY PARK MONITORING REPORT (to be completed by contractor)**

Item	Killer Whale Lookout		Tashteego		Blue Heron		Rollo McClay	
	OK	Needs Attention	OK	Needs Attention	OK	Needs Attention	OK	Needs Attention
Vandalism or damage to beach access stairs								
Debris/broken glass								
Vandalism or damage to signs								
Access paths- drainage, surfacing, overall condition								
Hazard trees- hanging or broken branches, leaning, damage to stem/roots								
Benches/picnic tables								
Vandalism/Damage to fencing								
Vandalism or damage to buildings								
Other concerns								

Date Completed: \_\_\_\_\_ Time: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Comments: \_\_\_\_\_



REGIONAL DISTRICT OF NANAIMO			
FEB 18 2002			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	
		Col	✓

**MEMORANDUM**

**TO:** Kelly Daniels  
Chief Administrative Officer

**DATE:** February 18, 2002

**FROM:** Neil Connelly  
General Manager, Community Services

**FILE:**

**SUBJECT:** Gabriola Island Regional and Community Park Acquisition

**PURPOSE**

To approve an Agreement with the Coastal Community Credit Union for the acquisition of a 153 acre parcel on Gabriola Island for a community and regional park.

**BACKGROUND**

In May 2001, the Board approved the development of an "option to purchase" Agreement with the Coastal Community Credit Union (CCCU) to provide for the acquisition of their Gabriola Island campground and land holding for regional park purposes. It provided one year for the Regional District to finalize the terms of the acquisition including such matters as a tax credit and payment strategy. In November 2001 a successful community park referendum was held on Gabriola Island to advance the acquisition through a combined community park and regional park initiative. An Agreement has now been completed with the Credit Union, with the assistance of the solicitors for both parties. It addresses a number of items related to the acquisition.

(a) Tax Credit

The proposal provided for the Regional District to recognize a \$824,000 tax credit for the property which was appraised at \$1,824,000. This has been achieved through an approach under Section 99(1)(h) of the *Land Title Act*, which allows for the Credit Union to donate a portion of the property with an assigned value of \$824,000 for public park purposes. It will be identified on a reference plan as part of the campground portion of the property which was appraised at a value of \$1.2 million. The attached map outlines the regional park or campground portion of the property and the community park area which is the balance of the parcel.

(b) Payment Schedule

The proposed payment terms provide for the \$1 million cost to be equally split between the Area 'B' community parks function over a period of six years. In the first year each function will provide \$100,000 with the \$800,000 balance to be split at \$80,000 from each function for the next five years.

(c) Other Items

Other items in the Agreement include the provision for the CCCU to be recognized in some form for their part in the creation of the park, the need for the Regional District to include the property in the Parks System Plan (addressed in a separate report) and a completion date prior to May 8, 2002.

**ALTERNATIVES**

1. Approve the Agreement for the property acquisition from the CCCU under the terms outlined.
2. Not approve the Agreement and provide for adjustments to the terms of the property acquisition.

**FINANCIAL IMPLICATIONS**

The \$1 million purchase is proposed to be funded equally from the Area B Community parks function and the regional parks function over a period of six years. The annual payments after the initial payment of \$200,000 in the Spring of 2002 will be \$160,000 and will run without interest from 2003 to until 2007. During that period each of the two functions will contribute \$80,000 each year. Funding from the community parks function will be generated from Borrowing Bylaw No. 1258 which was adopted by the Board in December 2001, after the referendum. Regional Park funding will draw from the \$200,000 reserve funds that are included as a component of the \$400,000 annual budget for the function.

Other costs associated with the transaction include a net 3% GST payment, with the potential for a further reduction to zero on the campground portion of the property. Survey costs for the reference plan are estimated to be in the \$5,000 to \$10,000 range and there will be various legal costs associated with the Agreement preparation and the registration of the transaction.

**INTERGOVERNMENTAL IMPLICATIONS**

Prior to the completion date, it is necessary for the Regional District to designate the regional park in its Park System Plan and receive the approval of the Minister of Water, Land and Air Protection. This is achieved through a Bylaw Amendment which is addressed in a separate report.

**CITIZEN IMPLICATIONS**

The CCCU has agreed to manage the campground for the 2002 season. There will be a need in the Fall for the Regional District to make its own caretaker arrangements for the 2003 season.

**SUMMARY/CONCLUSIONS**

An Agreement between the Coastal Community Credit Union and the Regional District has been developed to provide for the acquisition of their 153-acre parcel on Gabriola Island for a regional and community park. The Agreement addresses the terms for the equal payments over a period of six years from both the regional parks and the Area 'B' community parks functions. Other items in the Agreement refer to the Regional District's need to amend the Parks System Plan and to provide for recognition to the

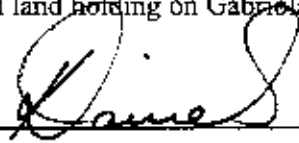
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Credit Union for their role in creating the park and their donation equivalent to \$824,000 out of the \$1.824 million appraised value of the property.

**RECOMMENDATION**

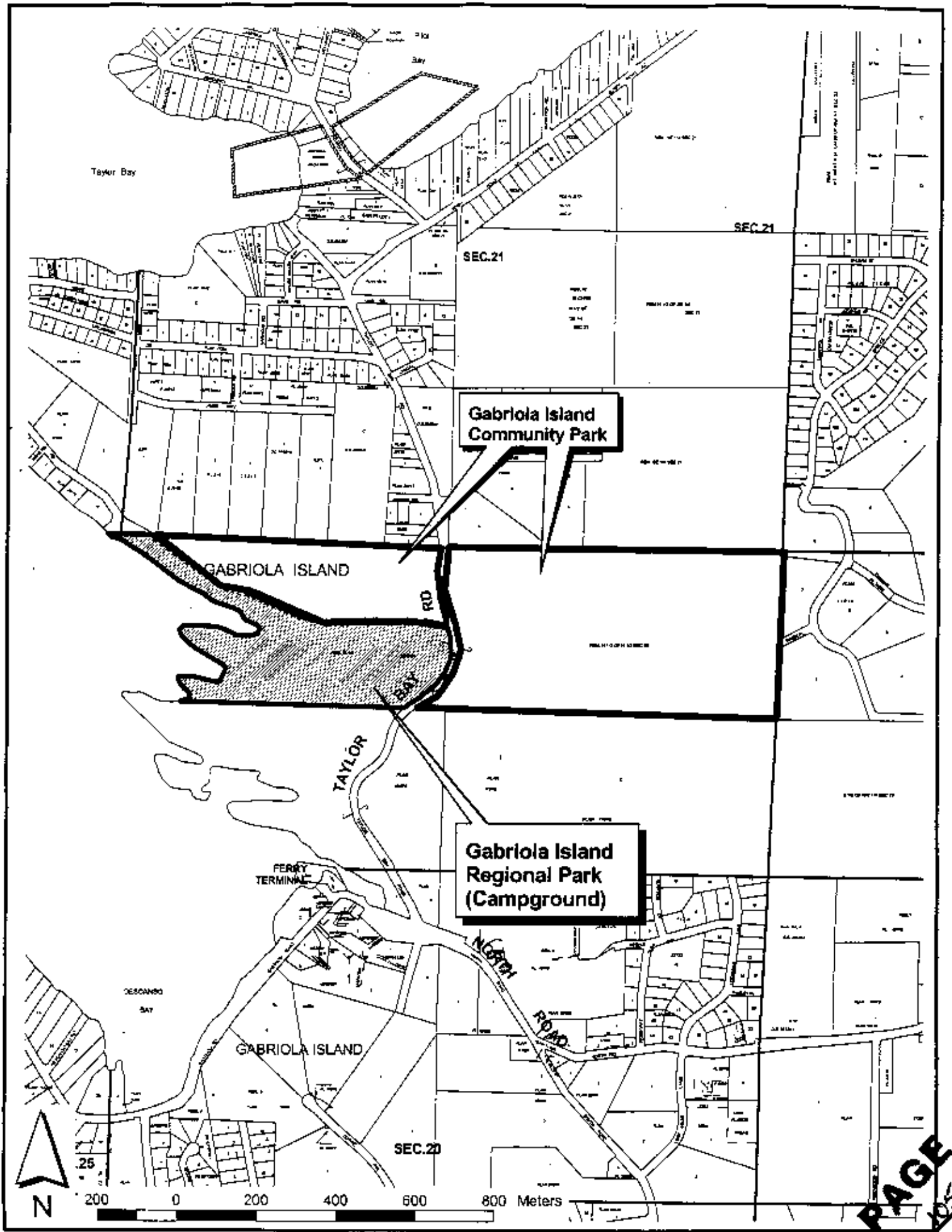
That the Regional District approve the Agreement, under the terms outlined, with the Coastal Community Credit Union for the acquisition of their campground and land holding on Gabriola Island for community and regional park purposes.

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

  
\_\_\_\_\_  
CAO Concurrence

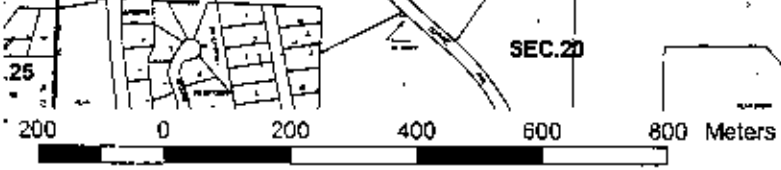
COMMENTS:





Gabriola Island  
Community Park

Gabriola Island  
Regional Park  
(Campground)





FEB 18 2002

CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	
<i>C. of W.</i>			

**MEMORANDUM**

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

**DATE:**

February 15, 2002

**FROM:** Mike Donnelly  
Manager of Transportation Services

**FILE:**

**SUBJECT:** BC Transit - Service Hours Reduction

**PURPOSE**

To bring to the Board's attention BC Transit's requirement to reduce conventional transit service hours in 2002 and the departments plans to adjust service in response.

**BACKGROUND**

Nanaimo Regional Transit recently received information from BC Transit outlining the need to reduce conventional Transit service hours in all of the Province's Transit systems by 1.5%. This reduction is to take affect April 1<sup>st</sup>, 2002, the beginning of BC Transit's fiscal year and will be reflected in the Annual Operating Agreement that will be forwarded by BC Transit once their budgeting is approved. The Provincial Government has frozen funding at the existing level for BC Transit. There is no service reduction required for HandyDART. A copy of their letter is attached.

Currently annual service for the entire Nanaimo Regional conventional transit system equals 98,200 hours. This includes a full year of service complete with the additional service added last August. BC Transit's reduction of 1.5% will therefore total 1,473 hours. Changes in service will be prepared and will be introduced in late June of 2002, complete with a new Riders Guide.

In order to accommodate the reduction in cost sharing for those hours, a review is being carried out to determine where best to eliminate service. Areas where route productivity is below average will be considered first for reductions. It is anticipated that those service reductions can be done so that Transit ridership is not unduly affected.

**ALTERNATIVES**

1. Receive this report for information.

**FINANCIAL IMPLICATIONS**

The costs associated with the reduced hours of service total \$58,629. Using the cost sharing level of 46.69%, BC Transit's cost-sharing commitment will be reduced by \$27,374. This reduction in cost sharing will be reflected in modifications to the 2002 annual budget to reflect the reduced revenues and expenditures associated with the service reductions.

**CITIZEN IMPLICATIONS**

Service reductions will be necessary to accommodate the 1,473 hours of reduced service. RDN staff and BC Transit staff have met to discuss areas where service modifications can be considered. While reductions in service must be introduced carefully to reduce the impact on the public there may be some opportunities to change service in minor ways that will benefit the user.

**SUMMARY/CONCLUSIONS**

BC Transit has mandated a 1.5% reduction in service hours for the Nanaimo Regional Transit System in order to meet their budget-funding freeze. This change represents 1,473 hours per year. The current service level is at 98,200 hours.

The reduction in hours of service will be applied to areas that will be least felt by the public. Work has begun on determining those service areas that may be modified with the intention of introducing those changes in late June of 2002.

**RECOMMENDATION**

That the report on conventional Transit service reductions as required by BC Transit be received for information.

*for* Mr. [Signature]  
Report Writer

[Signature]  
General Manager Concurrence  
[Signature]  
C.A.O. Concurrence

COMMENTS:



January 22, 2002

**To:** Municipal Partners and Operating Company Managers  
**From:** Steve New, Vice President, Municipal Systems Program  
**Subject:** 2002/03 Budget Information Update

I am writing with an update on the 2002/03 provincial budget development process for transit. The final outcome will not be announced until the budget is tabled in the legislature on February 19, 2002 but I can relay what is known at this time.

As described in my November 2001 memo, Annual Operating Agreement (AOA) budgets have been negotiated under a funding scenario with a "frozen" provincial share of funding. In other words, the same provincial funds are budgeted next year as in the current year. The results of this work show that all existing handyDART services and all but 1.5% of existing conventional transit services can be delivered under this scenario.

The Province of BC has announced last week that seniors will no longer be eligible for BC Bus Passes, effective January 1, 2003 (note: there is no change for calendar 2002). Seniors represent about half of the existing BC Bus Passes administered by the Ministry of Human Resources. BC Transit staff are evaluating the impact of this change on individual transit systems and will contact you directly with this information.

We will continue to take a proactive approach and prepare AOAs under these scenarios in order to present agreements for local government approval in March. If adjustments are required under a different budget I will advise you as soon as the information is available on February 19, 2002.

BC Transit staff will work with you to achieve a service and funding package for 2002/03. Your Planner will provide you with budget details for your transit system and work with local government partners on any service or fare adjustments that will be required. Also, please contact me if you have any questions on this matter.

Yours truly,

Steve New  
Vice President  
Municipal Systems Program



REGIONAL DISTRICT OF NANAIMO		
FEB 18 2002		
CHAIR		GMCrS
CAO		GMDS
GMCmS		GMES
		<i>(cd)</i>

MEMORANDUM

**TO:** Neil Connelly  
General Manager - Community Services      **DATE:** February 15, 2002

**FROM:** Mike Donnelly  
Manager of Transportation Services      **FILE:**

**SUBJECT:** Proposed Transit Fleet Changes for 2002

**PURPOSE**

To bring forward proposed Transit fleet modifications for 2002.

**BACKGROUND**

Fleet purchasing is carried out by BC Transit with buses being leased to individual systems as required. This system allows for multiple purchases thus reducing overall costs for the provision of vehicles. BC Transit also provides fleet support services through bulk purchase of fuel, provision of regular inspections, development of fleet maintenance standards and fleet planning.

The Nanaimo Regional Transit fleet is made up of 38 buses of various types. Currently 70% of the fleet is accessible with the remaining vehicles being older non-accessible models. The Regional District of Nanaimo has committed to moving forward to provide a fully accessible fleet over time. The Transit Business Plan goal is to have a 90% accessible fleet by 2003.

In order to work towards this goal 18 months ago BC Transit ordered six new Dennis Dart Low Floor buses for service in the Nanaimo Regional Transit system. Two of these buses were provided for in the 2001 budget and delivery of those two units was taken in January of this year. The remaining four buses are slated for delivery this spring. Funding for these additional units has been included in the 2002 Annual Budget. With these new buses the fleet accessibility will move from 70% to 80%.

The four new buses will replace older units that have reached the end of their serviceable life. Two units are 20 years old and two are 28 years old. Replacement of these units at this time is important in order to reduce maintenance and fuel costs and to increase fleet reliability. The replacement buses for these older units are the last of the series that will be ordered by BC Transit for 3 to 5 years. Provincial funding for BC Transit has been frozen and as a result BC Transit does not anticipate available funding for vehicle replacement for that period. Should the four older units not be replaced the fleet maintenance budget will be affected as all units will require major work within that time period that would not normally be economically feasible on units of this age.

The benefits of having the new units will include enhanced accessibility and comfort for customers, improved fuel efficiency, reduced emissions, reduced maintenance costs, increased scheduling efficiency and increased mechanical reliability. The units are also less obtrusive in the communities they serve as they are smaller and produce less noise. Due to the nature of scheduling the fleet these buses will be in service throughout the regional transit area.

### ALTERNATIVES

1. To include the four planned replacement transit buses for 2002.
2. Do not include the four planned replacement Transit buses for 2002.

### FINANCIAL IMPLICATIONS

Replacing the four older Transit buses in 2002 would generate the budgeted cost of \$70,938. Keeping the four older buses would cost \$34,854 for the year. This cost comparison is based on fuel costs, lease fees and estimated major repairs. The costs shown reflect the net cost to the RDN after cost sharing with BC Transit. The net additional cost to the RDN would be \$36,084. However, it is recognized that over the next five years, the older buses will require significant expenditures for major repairs.

### CITIZEN IMPLICATIONS

Existing and potential Transit users will see improved accessibility on Transit as a significant step. Enhanced reliability of the new buses, reduced size and less noise and a significant improvement in comfort will provide broader benefits to the community as well.

### SUMMARY/CONCLUSIONS

Fleet development planning indicates the need to replace four older buses with four new buses that provide improved accessibility to the community. This replacement is in line with recommendations made in the 1998 Transit Business Plan and work towards the goal of a 90% accessible fleet by 2003.

Overall costs for these units in 2002 after lease, fuel and major repair costs are taken into account will be \$36,084 that has been included in the Annual Budget for 2002.

### RECOMMENDATION

That four new replacement Dennis Dart Buses be approved for delivery from BC Transit in 2002.

*for* *J. D. Kelane*  
Report Writer

*M. Connelly*  
General Manager Concurrence  
*R. [Signature]*  
CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO			
JAN 28 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	

**MEMORANDUM**

**TO:** Carol Mason  
General Manager, Corporate Services

**DATE:** January 23, 2002

**FROM:** Maureen Pearse  
Manager, Administrative Services

**FILE:**

**SUBJECT:** Islands Trust - Election Services Agreement

**PURPOSE**

To consider a request from the Islands Trust to enter into an Election Services Agreement with the Regional District of Nanaimo for the purpose of conducting the Local Trustee elections on Gabriola Island (Electoral Area 'B') in November 2002.

**BACKGROUND**

The Islands Trust has approached the Regional District of Nanaimo requesting that the Board consider renewing its Election Services Agreement with the Islands Trust for the purpose of conducting the Trustee elections on Gabriola Island (Electoral Area 'B') in November 2002. The Regional District has conducted Islands Trust elections for a number of years. In 1996, the Regional District formalized this arrangement with the Islands Trust by approving an agreement similar to the one attached to this report. The agreement was developed in accordance with Section 40(2) of the *Local Government Act* and Section 9(1) of the *Islands Trust Act*, which authorizes regional districts and Islands Trusts to enter into agreements with other government agencies to conduct elections on their behalf. The local trustee election taking place in November 2002 will be held concurrent with the local government elections and may include an Electoral Area 'B' Director election. An agreement has been prepared which outlines the terms and conditions upon which the Regional District would consider conducting the Islands Trust election on the Trust's behalf.

**ALTERNATIVES**

1. Enter into an agreement with the Islands Trust to conduct the Trustee election on Gabriola Island on their behalf.
2. Do not enter into an agreement with the Islands Trust and require the Trust to conduct their own election.

## FINANCIAL IMPLICATIONS

If the Regional District enters into an agreement with the Islands Trust for the November local government elections, the agreement can establish in advance the terms and conditions under which an election will be conducted on behalf of the Trust. Specifically, Schedule 'A' of the proposed agreement provides a detailed breakdown of the anticipated costs associated with conducting an election on Gabriola Island. The budget assumes the participation of the Regional District of Nanaimo, School District No. 68 and the Islands Trust. The projected cost to the Islands Trust is anticipated to be \$8,240 assuming three participants, and would cover the costs for advertising, rental expenses, ballots, election officials, supplies, legal and administration. Given that the three separate jurisdictions may be conducting a vote in November, some economies of scale could be achieved by having one government agency coordinating all three elections.


If the Regional District does not enter into an agreement with the Islands Trust, the Trust would be responsible for conducting their own trustee elections on Gabriola Island. However, if individual elections are required for both the Regional District Director and the local trustees, this alternative would be more expensive to both parties given the potential requirement to duplicate voting place rentals, election officials and/or other related costs.

## CONCLUSIONS

The Regional District has been approached by Islands Trust and been asked to conduct their Trustee elections in November 2002, which will coincide with our local government elections and may include an election for the Electoral Area 'B' Director. Given that the Regional District may be required to conduct its own local government elections in November, the added responsibility of including the Islands Trust elections within this task is not considered significant, provided that the costs are borne equally among the participants. If no Electoral Area Director election is required, the Islands Trust would bear the entire cost of the Regional District's portion of the November elections. The terms and conditions of the agreement have been presented to the Islands Trust and they have agreed to these terms, subject to Regional District Board concurrence.

## RECOMMENDATION

That the Chairperson and General Manager, Corporate Services be authorized to sign the 2002 Election Services Agreement between the Regional District of Nanaimo and the Islands Trust for the purpose of conducting the November 2002 Gabriola Island local trustee election on behalf of the Islands Trust.

  
\_\_\_\_\_  
Manager

  
\_\_\_\_\_  
GM Corporate Services

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



## 2002 ELECTION SERVICES AGREEMENT

This Agreement made this 18 day of December, 2001 

BETWEEN:

**ISLANDS TRUST**  
2nd Floor, 1627 Fort Street  
Victoria, B.C.  
V8R 1T8

(the "Islands Trust")

AND:

**REGIONAL DISTRICT OF NANAIMO**  
6300 Hammond Bay Road  
P.O. Box 40  
Lantzville, B.C.  
V0R 2H0

(the "Regional District")

WHEREAS the Regional District is authorized under Section 40(2) of the *Local Government Act* and the Islands Trust is authorized under Section 6(4) of the *Islands Trust Act* to enter into an Agreement to permit the Regional District to conduct an election for the Islands Trust in conjunction with the Regional District election in November 2001.

AND WHEREAS the Regional District has agreed to provide the Islands Trust with the services described in Schedule 'A' to this Agreement on a contractual basis upon the terms and conditions contained in this Agreement;

NOW THEREFORE, the parties to this Agreement, in consideration of the covenants contained in this Agreement, and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree as follows:

### 1.0 SERVICES

1.1 The Regional District will conduct, on behalf of the Islands Trust, the election for the local trustees of Gabriola Island in conjunction with the Regional District election for the electoral area director for Electoral Area 'B' (Gabriola Island).

### 2.0 TERM

2.1 The term of this Agreement is for the period commencing September 1, 2002 and terminating on December 31, 2002.

**3.0 REIMBURSEMENT**

- 3.1 The Islands Trust must reimburse the Regional District for all expenses incurred by the Regional District in providing the services under this Agreement, including without limiting the generality of the foregoing, the expenses listed at the rates set out in Schedule 'A'.
- 3.2 The Regional District will submit an invoice to the Islands Trust for expenses and the Islands Trust must, immediately upon receipt of the invoice, pay or cause to be paid the amount of the invoice no later than ten (10) business days after receipt of the invoice.
- 3.3 Where an expense is incurred by the Regional District in relation to the election, which is partly attributable to the Islands Trust election and partly to the Regional District election, the Regional District must apportion the cost between the Islands Trust and the Regional District.

**4.0 DUTY TO ASSIST**

- 4.1 The Islands Trust must cooperate and provide all reasonable assistance to the Regional District to enable it to carry out the services to be provided under this Agreement.

**5.0 ASSIGNMENT**

- 5.1 Neither this Agreement nor any right, benefit or obligation conferred or imposed under this Agreement is assignable in whole or in part, whether by operation of law or otherwise, by either party without the prior written consent of the other party.

**6.0 TERMINATION**

- 6.1 Either party may terminate this Agreement on or before September 1, 2001 upon thirty days written notice to the other party, if unforeseen circumstances make either party unable to comply with the terms of this agreement.

**7.0 POST ELECTION**

- 7.1 Following the election, the Regional District must provide reasonable assistance to the Islands Trust in the conduct of any defense to a legal challenge to an election, but the Islands Trust will be responsible for paying all legal costs of such defense.

**8.0 WAIVER**

- 8.1 One party's failure at any time to require the other party to perform an obligation under this Agreement does not affect the right to require performance of that obligation in the future. One party's waive of a breach of any provision of this Agreement is not a waiver or modification of that provision or of any other right under this Agreement.



**SCHEDULE 'A'**

**A. SERVICES**

- (1) The Regional District will conduct, on behalf of the Islands Trust, the election for the local trustees for Gabriola Island including, without limiting the generality of the foregoing, the registration of electors, the arrangements for a voting station, the appointment of presiding election officials and election officials, the publication and posting of statutory notices, the printing of ballots, the holding of advance and special voting opportunities, the conduct of voting, the counting of the votes on ballots, and the delivery of election materials to the Chief Election Officer.
- (2) The services to be provided by the Regional District under this Agreement do not include any services which may only be exercised by bylaw or resolution of the Islands Trust Council.

**B. ISLANDS TRUST EXPENSES**

(1) Estimate of Reimbursable Expenses	Islands Trust Portion
(a) Voting Place Rentals	\$ 275
(b) Ballots	\$ 400
(c) Election Supplies - Signage	\$ 165
(d) Elections Staff	\$ 600
(e) Islands Trust Advertising	\$ 3,500
(f) Legal Advice	<u>\$ 500</u>
<b>SUBTOTAL</b>	<b>\$ 5,440</b>
(2) Administration Costs (5% of Overall Election Budget)*	
(Includes overhead charge to cover costs of general stationary, mileage, election forms, telephone charges, courier charges, facsimiles and RDN Chief Election Officer and administrative staff time.)	
(g) Administration Charge	<u>\$ 2,800</u>
<b>TOTAL ISLANDS TRUST COST</b>	<b>\$ 8,240</b>

\* If an election is not required for Islands Trust, the administration charge shall be reduced from 5% to 2% of the Regional District's Overall Election Budget (Administration Charge: \$1,120).



REGIONAL DISTRICT  
OF NANAIMO

FEB 19 2002

CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	

MEMORANDUM

TO: C. Mason  
General Manager, Corporate Services

DATE

February 15, 2002

FROM: M. Pearse  
Manager, Administrative Services

FILE:

SUBJECT: RDN General Local Election Bylaw No. 1292

**PURPOSE**

To amend the General Local Election Bylaw to include the provision for the use of voting machines.

**BACKGROUND**

In 1993, the Board adopted "Regional District of Nanaimo General Local Election Bylaw No. 904". This bylaw provides for various procedures and requirements to be applied in the conduct of local government elections and other voting. There is no provision in the bylaw for the use of voting machines.

While the District has no plans to use voting machines at the present time, the inclusion of the provision would allow for the possible use of voting machines in future elections. The City of Nanaimo, the City of Parksville and the Town of Qualicum Beach all make use of voting machines during their elections. There may be opportunities in the future to rent voting machines for the larger voting places in RDN elections or, alternatively, to combine the joint use of voting machines with other jurisdictions in such instances as referendums. Since the provision for the use of voting machines must be established by bylaw, it is being recommended that the bylaw be amended to allow for this provision.

**ALTERNATIVES**

1. That the RDN General Local Election Bylaw be amended to provide for the use of voting machines.
2. That the RDN General Local Election Bylaw not be amended at this time to provide for the use of voting machines.

**FINANCIAL IMPLICATIONS**

There are no financial implications to amending the bylaw to provide for the provision of the use of voting machines. If the District was to consider buying or renting voting machines in the future, a report would be prepared for the Board's consideration outlining the cost implications.

## CONCLUSIONS

In 1993 the Board adopted "Regional District of Nanaimo General Local Election Bylaw No. 904" which provides for various procedures and requirements to be applied in the conduct of elections. There has been discussion with respect to the possible use of voting machines in future elections, however, it was noted that in order to use voting machines, the RDN Election Bylaw would need to contain that provision. Staff are recommending that a bylaw be established to provide for the use of voting machines in the event that the District wishes to pursue that option. Staff are recommending that if the Board wishes to add this provision that Bylaw No. 904 be repealed and replaced with a new bylaw.

## RECOMMENDATION

1. That "Regional District of Nanaimo General Local Election Bylaw No. 1292, 2002" be introduced and read three times.
2. That "Regional District of Nanaimo General Local Election Bylaw No. 1292, 2002" be adopted.

  
Report Writer

  
G.M. Concurrence

  
C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1292

A BYLAW TO PROVIDE FOR THE DETERMINATION  
OF VARIOUS PROCEDURES FOR THE CONDUCT OF  
LOCAL GOVERNMENT ELECTIONS AND OTHER VOTING

WHEREAS under the *Local Government Act* the Board of the Regional District of Nanaimo may, by bylaw determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS the Board wishes to establish various procedures and requirements under that authority;

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

1. **DEFINITIONS**

In this bylaw:

“**Election**” means an election for the number of persons required to fill a local government office.

“**General Voting Day**” means:

- a) for a general local election, the third Saturday of November in the year of the election;
- b) for other elections, the date set under Sections 37(5), 38(3) or 142(5) of the *Local Government Act*;
- c) for other voting, the date set under Section 162 of the *Local Government Act*.

“**Local Government**” means:

- a) in relation to a municipality, the Council; and
- b) in relation to a regional district, the Board.

2. **AUTOMOTATED VOTE COUNTING SYSTEM**

a) **Definitions**

In this section, all definitions shall be in accordance with the *Local Government Act*, except for the following:

“**Acceptable Mark**” means a completed oval which the Vote Tabulating Unit is able to identify, and which has been made by an elector in the space provided on the Ballot opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting question.

**"Automated Vote Counting System"** means a system that counts and records votes and processes and stores election results and which is comprised of the following:

a Vote Tabulating Unit, which rests on a Ballot box and Portable Ballot Boxes into which voted Ballots are deposited where a Vote Tabulating Unit is not functioning or is not being used; such Ballots to be counted after the close of voting day.

**"Ballot"** means a single automated Ballot card designed for use in an Automated Vote Counting System, which shows the names of all of the candidates for each of the offices, and all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

**"Ballot Return Override Procedure"** means the use, by an election official, of a device on a Vote Tabulating Unit, which causes the unit to accept a Returned Ballot.

**"Chief Election Officer Portfolio"** means all election materials that must be kept for public inspection for 30 days after the declaration of the official election results as set out in Section 150.3 of the *Local Government Act*.

**"Election Headquarters"** means the Regional District of Nanaimo Office at 6300 Hammond Bay Road, Nanaimo, BC.

**"Memory Card"** means the storage device which stores all the permanent results for the Vote Tabulating Unit.

**"Portable Ballot Box"** means a Ballot box which is used at a voting place where a Vote Tabulating Unit is not being used or is not functioning.

**"Register Tape"** means the printed record generated from a Vote Tabulating Unit at the close of voting on general voting day which shows the number of votes for each candidate for each of the offices and the number of votes for and against each bylaw or other matter on which the assent of the electors is sought.

**"Returned Ballot"** means a voted Ballot which was inserted into the Vote Tabulating Unit by the elector but which was not accepted and which was returned to the elector with an explanation of the Ballot marking error which caused the Ballot not to be accepted.

**"Secrecy Sleeve"** means an open-ended folder or envelope used to cover Ballots to conceal the choices made by each elector.

**"Vote Tabulating Unit"** means the device into which voted Ballots are inserted and which scans each Ballot and records the number of votes for each candidate and for and against each other voting question.



b) **Use of Voting Machines**

The Regional Board hereby authorizes the conducting of general local elections and other voting in the Regional District using an Automated Vote Counting System.

c) **Automated Voting Procedures**

1. Prior to issuing a Ballot to an elector, the presiding election official will, if requested, provide a demonstration to an elector of how to vote using an Automated Vote Counting System.
2. Upon completion of the voting demonstration, if any, election officials shall determine that the elector is:
  - (i) qualified to vote in the election; and
  - (ii) completes the voting book as required by the *Local Government Act*and provide a Ballot to the elector and a secrecy sleeve, if so requested.
3. The elector may vote only by making an acceptable mark on the Ballot beside the name of each candidate of choice up to the maximum number of candidates to be elected for each office and beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
4. Once the elector has finished marking the Ballot, the elector must place the Ballot into the secrecy sleeve, if applicable, proceed to the Vote Tabulating Unit and, under the supervision of the election official in attendance, insert the Ballot directly from the secrecy sleeve, if applicable, into the Vote Tabulating Unit without the acceptable marks on the Ballot being exposed.
5. If, before inserting the Ballot into the Vote Tabulating Unit, an elector determines that he has made a mistake when marking a Ballot or if the Ballot is returned by the Vote Tabulating Unit, the elector may request a replacement Ballot by advising the election official in attendance.
6. Upon being advised of the replacement Ballot request, the presiding election official or alternate presiding election official shall issue a replacement Ballot to the elector, mark the Returned Ballot "spoiled" and shall retain all such spoiled Ballots separately from all other Ballots and they shall not be counted in the election.
7. If the elector declines the opportunity to obtain a replacement Ballot and has not damaged the Ballot to the extent that it cannot be reinserted into the Vote Tabulating Unit, the election official shall, using the Ballot return override procedure, reinsert the Returned Ballot into the Vote Tabulating Unit to count any acceptable marks which have been made correctly.

8. Any Ballot counted by the Vote Tabulating Unit is valid and any acceptable marks contained on such Ballots will be counted in the election subject to any determination made under a judicial recount.
9. Once the Ballot has been inserted into the Vote Tabulating Unit and the unit indicates that the Ballot has been accepted, the elector must immediately leave the voting place.
10. During any period that a Vote Tabulating Unit is not functioning, the election official supervising the unit shall insert all Ballots delivered by the electors during this time into a Portable Ballot Box, provided that if the Vote Tabulating Unit becomes operational or is replaced with another Vote Tabulating Unit the Ballots in the Portable Ballot Box are, as soon as reasonably possible, removed by the election official supervising the unit and inserted into the Vote Tabulating Unit to be counted.
11. Any Ballots which were temporarily stored in a Portable Ballot Box which are returned by the Vote Tabulating Unit when being counted, shall, through the use of the Ballot return override procedure and under the supervision of the presiding election official, be reinserted into the Vote Tabulating Unit to ensure that any acceptable marks are counted.

d) **Advance and Special Voting Opportunity Procedures**

1. A Portable Ballot Box shall be used at all advance and special voting opportunities.
2. The presiding election official shall proceed in accordance with sections 5(c)(2), 5(c)(3), 5(c)(4) and 5(c)(5) of this bylaw so far as applicable, except that the voted Ballots shall be deposited into a Portable Ballot Box supplied by the presiding election official.
3. At the close of the advance and special voting opportunities, the presiding election official shall ensure that the Portable Ballot Box is secured when not in use and shall seal the Portable Ballot Box and return it together with all other election materials to the custody of the Chief Election Officer.

e) **Procedures After the Close of Voting on General Voting Day**

After the close of voting on general voting day, the presiding election official shall:

1. ensure that all Portable Ballot Boxes used in the election, including the Portable Ballot Boxes used in the advance and special voting opportunities, are opened and the Ballots inserted into the Vote Tabulating Unit;
2. secure the Vote Tabulating Unit so that no more Ballots can be inserted;
3. generate three copies of the register tape from the Vote Tabulating Unit;

4. account for the unused, spoiled and voted Ballots and place them, packaged and sealed separately, into an election materials box along with one copy of the register tape;
5. complete the Ballot account and place one copy into the election materials box;
6. seal the election materials box;
7. place the voting books, the original copy of the Ballot account, a copy of the register tape and all completed administrative forms into the Chief Election Officer Portfolio; and
8. deliver one copy of the register tape along with the Vote Tabulating Unit to the Chief Election Officer at election headquarters.

f) **Recount Procedure**

If a recount is required it shall be conducted under the direction of the Chief Election Officer using the Automated Vote Counting System and generally in accordance with the following procedure:

1. the Memory Card of the Vote Tabulating Unit used will be cleared;
2. all Ballots will be removed from the sealed Ballot boxes; and
3. all Ballots, except spoiled Ballots, will be reinserted in the Vote Tabulating Unit under the supervision of the Chief Election Officer.

3. **REQUIRED ADVANCE VOTING OPPORTUNITIES**

- a) As required under Section 97 of the *Local Government Act*, the following required advance voting opportunities are established for each election, to be held in advance of general voting day for each election:

- (i) one on the 10<sup>th</sup> day before general voting day from 8:00 a.m. to 8:00 p.m.; and
- (ii) one on the 3<sup>rd</sup> day before general voting day from 8:00 a.m. to 8:00 p.m.

4. **SPECIAL VOTING OPPORTUNITIES**

- a) The Chief Election Officer is authorized to establish the date and voting hours and the place where special voting opportunities are to be conducted.

5. **REPEAL**

"Regional District of Nanaimo General Local Election Bylaw No. 904, 1993" is hereby repealed.

6. **CITATION**

This bylaw may be cited for all purposes as "Regional District of Nanaimo General Local Election Bylaw No. 1292, 2002".

Introduced and read three times this 12th day of March, 2002.

Adopted this 12th day of March, 2002.

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CHAIRPERSON

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GENERAL MANAGER, CORPORATE SERVICES



REGIONAL DISTRICT OF NANAIMO			
FEB 14 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
[Signature]			
		DATE:	February 14, 2002

MEMORANDUM

TO: Carol Mason  
General Manager of Corporate Services

DATE: February 14, 2002

FROM: N. Avery  
Manager of Financial Services

FILE:

SUBJECT: Annual Report of Directors' and Committee Members' Remuneration and Expenses

PURPOSE

To present a schedule listing the remuneration and expenses paid on behalf of elected members and committee members in 2001.

BACKGROUND

Section 814(7) of the Local Government Act requires that at least once a year report listing the amount of remuneration and expenses paid to a Board or committee member be prepared and considered by the Board. The attached report has been prepared from the 2001 audited records of the District. Copies of the listing are to be made available to the public from the date of consideration for a period of one year. A charge may be made to the public for a copy of the report.

Remuneration rates are established by an independent committee, following Board policy, for the three year period between elections. Current remuneration rates were by recommended and established in 1999. Remuneration includes an annual base remuneration for regular Board and Standing Committee meetings, plus per diems for additional select committees, advisory committees and public hearings/information meetings attended. The District's remuneration bylaw provides that one third of remuneration amounts paid to Board members or their alternates is a tax-exempt allowance for the purposes of carrying out their duties as an elected member. The District also reimburses members for mileage, ferry fares, business meals, fax machine telephone line costs, internet service costs and attendance at the annual UBCM, AVICC and FCM conventions.

The basic annual remuneration rates for 2001 are as follows:

Member	Base Remuneration	Allowance	Total
Municipal Director	\$7,823		\$7,823
Electoral Area Director	\$7,823	\$1,894	\$9,717
Chairperson	\$7,823	\$10,602	\$18,425
Other Public/Advisory Committee Meetings	\$60 per meeting attended		\$60 per meeting attended

The amount expended for Board remuneration and expenses was about 7% higher than in 2000 (2000 - \$191,238, 2001-\$205,633). Additional travel costs were incurred for three Electoral Area directors (Areas F,G and H) to attend a conference on Biosolids Treatment and to send two members (Chair and City of Nanaimo) to receive a special FCM (Federation of Canadian Municipalities) study grant presentation in Halifax.

**ALTERNATIVES**

There are no alternatives to this provision of the Act.

**FINANCIAL IMPLICATIONS**

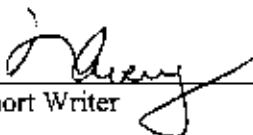
There are no financial implications. The report is available at a cost of \$1.00 at the Regional District offices.

**SUMMARY/CONCLUSIONS**


The attached remuneration and expense report is submitted in compliance with Section 814(7) of the *Local Government Act*.

**RECOMMENDATION**

That the 2001 report on remuneration and expenses for Board and committee members be received.

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

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

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

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO  
REPORT OF DIRECTORS AND COMMITTEE MEMBERS REMUNERATION & EXPENSES FOR 2001**

Area	Name	Remuneration			Out of Pocket Expenses Reimbursed		Total		
		Taxable Payroll	Exempt Allowance	Total 2001	2001	2000	2001	2000	
2001 Board E (Board/Chair)	Holme, G.	\$ 13,683.27	\$ 6,941.53	\$ 20,824.90	\$ 7,682.31	\$ 4,352.13	\$ 28,507.21	\$ 24,426.11	
	Ellis, L.	\$ 7,327.99	\$ 3,653.99	\$ 10,981.98	\$ 749.60	\$ 1,615.65	\$ 11,741.58	\$ 12,590.87	
	Sperling, B.	\$ 6,637.99	\$ 3,318.99	\$ 9,956.98	\$ 2,324.69	\$ 1,267.48	\$ 12,201.67	\$ 10,802.70	
	Hamilton, E.	\$ 7,931.32	\$ 3,965.66	\$ 11,896.98	\$ 2,540.23	\$ 2,345.05	\$ 14,437.21	\$ 14,671.07	
	Holme, D.	\$ 6,917.99	\$ 3,458.99	\$ 10,376.98	\$ 549.90	\$ 2,760.65	\$ 10,926.88	\$ 12,426.67	
	McLaren, J.	\$ 7,437.99	\$ 3,718.99	\$ 11,156.98	\$ 5,020.90	\$ 3,690.57	\$ 18,177.88	\$ 13,936.59	
	Stanhope, J.	\$ 8,611.32	\$ 4,305.66	\$ 12,916.98	\$ 7,569.30	\$ 6,415.34	\$ 20,486.20	\$ 17,601.36	
	Quillen, R.	\$ 7,317.99	\$ 3,658.99	\$ 10,976.98	\$ 7,717.18	\$ 4,246.43	\$ 18,694.16	\$ 14,192.45	
	Korpan, G.	\$ 5,215.25	\$ 2,607.63	\$ 7,822.88	\$ 185.93	\$ 386.10	\$ 8,008.81	\$ 8,095.10	
	Sherry, L.	\$ 6,841.92	\$ 3,420.96	\$ 10,262.88	\$ 1,939.44	\$ 765.19	\$ 12,202.32	\$ 10,874.19	
	McNabb, L.	\$ 5,835.25	\$ 2,917.63	\$ 8,752.88	\$ 274.20	\$ 385.14	\$ 9,027.08	\$ 8,934.14	
	Nanaimo	\$ 5,215.25	\$ 2,607.63	\$ 7,822.88	\$ 830.38	\$ 144.19	\$ 7,822.88	\$ 7,853.19	
	Nanaimo	\$ 5,295.25	\$ 2,647.63	\$ 7,942.88	\$ 7,099.00	\$ 109.65	\$ 8,773.26	\$ 7,818.65	
	Nanaimo	\$ 5,215.25	\$ 2,607.63	\$ 7,822.88	\$ 7,709.00	\$ 109.65	\$ 7,822.88	\$ 7,818.65	
	Parksville	\$ 5,455.25	\$ 2,727.63	\$ 8,182.88	\$ 1,033.81	\$ 1,423.71	\$ 9,216.69	\$ 9,732.71	
	Qualicum Beach	\$ 5,335.25	\$ 2,667.63	\$ 8,002.88	\$ 1,503.41	\$ 1,554.75	\$ 9,506.29	\$ 9,463.75	
		\$ 110,474.53	\$ 55,237.27	\$ 165,711.80	\$ 39,921.26	\$ 31,591.68	\$ 205,633.08	\$ 191,238.20	
	Board Alternates	Kreiberg, H.	\$ 100.00	\$ 50.00	\$ 150.00	\$ 23.60	\$ -	\$ 173.60	\$ -
		Grand, P.	\$ 50.00	\$ 25.00	\$ 75.00	\$ -	\$ -	\$ 75.00	\$ -
Howardson, J.A.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Ruitenbeek, H.		\$ -	\$ -	\$ -	\$ 53.76	\$ -	\$ 53.76	\$ 75.00	
Young, M.		\$ 340.00	\$ 170.00	\$ 510.00	\$ -	\$ -	\$ 510.00	\$ -	
Jepson, R.		\$ 250.00	\$ 125.00	\$ 375.00	\$ -	\$ -	\$ 375.00	\$ -	
English, J.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Pullen, J.		\$ 100.00	\$ 50.00	\$ 150.00	\$ 59.20	\$ 14.17	\$ 209.20	\$ 14.17	
Klee, M.		\$ 200.00	\$ 100.00	\$ 300.00	\$ 132.80	\$ 60.80	\$ 432.80	\$ 60.80	
Pipes, J.		\$ 240.00	\$ 120.00	\$ 360.00	\$ 423.70	\$ 191.52	\$ 783.70	\$ 191.52	
Cantelon, R.		\$ 600.00	\$ 300.00	\$ 900.00	\$ 7.41	\$ -	\$ 907.41	\$ 975.00	
Beech, T.		\$ 300.00	\$ 150.00	\$ 450.00	\$ 7.41	\$ -	\$ 457.41	\$ 600.00	
Lance, S.		\$ 300.00	\$ 150.00	\$ 450.00	\$ -	\$ -	\$ 450.00	\$ -	
Demmon, F.		\$ 200.00	\$ 100.00	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ -	
Banks, J.		\$ -	\$ -	\$ -	\$ 192.00	\$ 60.04	\$ 252.04	\$ 210.04	
Kruyl, A.		\$ 2,930.00	\$ 1,465.00	\$ 4,395.00	\$ 899.88	\$ 431.68	\$ 5,294.88	\$ 1,331.68	
		\$ -	\$ -	\$ -	\$ 788.00	\$ 2,236.27	\$ 3,024.27	\$ 3,458.21	
Other Committees		B. of Variance	\$ -	\$ -	\$ -	\$ 265.44	\$ 232.94	\$ 265.44	\$ 232.94
		B. of Variance	\$ -	\$ -	\$ -	\$ 144.40	\$ 153.72	\$ 144.40	\$ 153.72
	GMP Perf Review	\$ -	\$ -	\$ -	\$ 127.88	\$ -	\$ 127.88	\$ -	
	Perf Review	\$ -	\$ -	\$ -	\$ -	\$ 138.32	\$ -	\$ 138.32	
	Perf Review/D69 Rec/Nan Parks	\$ -	\$ -	\$ -	\$ 177.58	\$ 671.00	\$ 177.58	\$ 671.00	
	D69 Recreation	\$ -	\$ -	\$ -	\$ -	\$ 133.00	\$ -	\$ 133.00	
	D69 Recreation	\$ -	\$ -	\$ -	\$ -	\$ 133.00	\$ -	\$ 133.00	
	D69 Recreation	\$ -	\$ -	\$ -	\$ -	\$ 133.00	\$ -	\$ 133.00	
	D69 Recreation	\$ -	\$ -	\$ -	\$ -	\$ 538.00	\$ -	\$ 538.00	
	Spokane in Aid/IGI Recreation	\$ -	\$ -	\$ -	\$ 72.70	\$ 103.29	\$ 72.70	\$ 103.29	
	\$ -	\$ -	\$ -	\$ 788.00	\$ 2,236.27	\$ 3,024.27	\$ 3,458.21		
<b>TOTAL</b>	\$ 113,404.53	\$ 56,702.27	\$ 170,106.80	\$ 41,608.16	\$ 34,586.16	\$ 211,715.96	\$ 196,932.68		



REGIONAL DISTRICT OF NANAIMO			
FEB 14 2002			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	
		<i>Cow</i>	

**MEMORANDUM**

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

**DATE:** February 14, 2002

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

**FILE:**

**SUBJECT:** Arrowsmith Search & Rescue – Addition to Coombs-Hilliers Fire Department Hall

**PURPOSE:**

To seek approval in principle to a building addition to the Coombs-Hilliers firehall #2, to house equipment and training facilities for the Arrowsmith Search & Rescue organization.

**BACKGROUND:**

The Arrowsmith Search & Rescue organization has approached the Directors of the Coombs-Hilliers Fire Department requesting support to attach a building addition to firehall #2, which would enable Search & Rescue to consolidate the storage of their equipment. The addition would serve as a permanent base at which Search & Rescue would train members as well as acting as a rest station during rescue operations.

The preliminary proposal is to attach a 1,952 square foot addition to the hall, which is approximately 2,400 square feet, almost doubling the size of the building footprint. The addition would share a common wall, however there would be no access point into the firehall and the addition would have separate connections for hydro utilities. Arrowsmith Search & Rescue would cover all costs of construction through fundraising and volunteer efforts. An agreement would be developed between the Regional District on behalf of the Coombs-Hilliers Volunteer Fire Department to address liability and property insurance and access to the property.

The Coombs-Hilliers Volunteer Fire Department has advised the Regional District that they support the proposal.

The firehall sits on Crown Land which was granted to the Regional District "for so long as the land is used for firehall site purposes". This means that, should an alternate use be made of the property, the Crown could activate a reverter clause which would return the property to the Crown – ending access not only to Search & Rescue, but also to the fire department. Accordingly, our legal counsel advises that given the very specific nature of the Crown grant, that we should seek permission for the addition of Search & Rescue to the property.



**ALTERNATIVES:**

1. Support the proposal for a building addition of approximately 1,950 square feet to the Coombs-Hilliers firehall #2, for the purposes of providing a permanent equipment and training base for the members of Arrowsmith Search & Rescue.
2. Do not support the proposal.

**FINANCIAL IMPLICATIONS:**

Alternative 1

There are no construction related financial implications with respect to the addition. Other items such as property and liability insurance coverage and use of common utilities would be negotiated so as to mitigate any operating costs to the fire department.

Alternative 2

There would be no financial implications for the Regional District under this alternative. There may be some financial implications for Arrowsmith Search & Rescue – they identify equipment damage and deterioration due to lack of proper storage are concerns for them.

**OTHER COMMENTS:**

The siting of the addition on the property has been very briefly reviewed with Planning staff and no concerns are evident either with setbacks or zoning.

Prior to commencing construction, staff recommend seeking permission from the Province for the amended use of the site. Assuming that permission is granted, staff recommend that the building plans be reviewed by our Building Inspection department for recommendations and comments with regard to the construction of the addition. Staff consider it critical that the Regional District be involved with approving the plans for the construction of the addition – its size and direct attachment to the firehall create significant property and liability conditions which cannot be ignored.

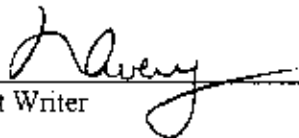
**SUMMARY/CONCLUSIONS:**


The Arrowsmith Search & Rescue organization has received support from the Board of the Coombs-Hilliers Volunteer Fire Department to construct an addition to their firehall #2. The addition would approximately double the size of the firehall footprint and would provide a permanent office, equipment storage, radio room and training facility for Search & Rescue. The firehall property belongs to the Regional District under a Crown grant with a reverter clause requiring “for so long as the land is used for firehall site purposes”. Legal counsel advises seeking permission to amend the site use to accommodate search & rescue activities. The size and attachment to the firehall raise significant property and liability concerns which should not be ignored. Therefore, assuming permission is granted, staff recommend that the construction plans and construction progress be reviewed and inspected by Building Inspection staff.

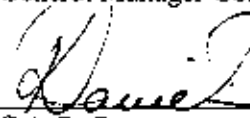
Staff recommend support in principle for the project with the recommendations outlined above.

**RECOMMENDATIONS:**

1. That the Regional Board support in principle the request from the Arrowsmith Search & Rescue organization to construct an office, equipment storage and training facility as an addition to the Coombs-Hilliers firehall #2.
2. That correspondence be sent to the Province seeking permission to amend the use of the site to accommodate premises for the Arrowsmith Search & Rescue organization.
3. That should permission be granted, the construction plans be reviewed and construction progress be inspected by the Regional District Building Inspection department.

  
Report Writer

  
General Manager Concurrence

  
C.A.O. Concurrence

**COMMENTS:**



## **COOMBS-HILLIERS VOLUNTEER FIRE DEPT.**

P.O. BOX 40, COOMBS, B.C. VOR 1M0

February 9, 2002

**Regional District of Nanaimo,  
6300 Hammond Bay Road,  
P.O. Box 40,  
Lantzville, B.C. VOR 2H0**

**Dear Sir or Madam:**

**The directors of the Coombs Hilliers Volunteer Fire Department, after discussion with the firefighters, accept the proposal of the Arrowsmith Search and Rescue to construct an addition to the Coombs Hilliers Fire Hall # 2 , located on Alberni Highway just west of Hilliers Road.**

**We have examined the preliminary plans of the addition which will house the headquarters bus and the equipment trailer as well as other search and rescue equipment . We feel that this would be a good solution to the risk damage to this vital equipment due to poor storage.**

**Yours truly,**

**Nancy Korman, Secretary  
Coombs Hilliers Volunteer Fire Department**



**ARROWSMITH SEARCH & RESCUE**

Box 256, Coombs, BC  
V0R 1M0

Tel: (250) 951-0304 Fax: (250) 248-5690

email: [kneden@macn.bc.ca](mailto:kneden@macn.bc.ca)

web site: [www.macn.bc.ca/~asdr](http://www.macn.bc.ca/~asdr)

**RECEIVED**

FEB 12 2002

REGIONAL DISTRICT  
of NANAIMO

February 12, 2002

Board of Directors  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC

Dear Members of the Board,

Arrowsmith Search & Rescue is submitting a proposal in principle, in order to obtain permission to construct an addition to the Coombs-Hillers Fire Hall #2, located on the Alberni Highway just West of Hillers Road. A preliminary plan of the addition is attached for reference, and as expected, would be built to code. A.S.A.R. would provide the funding for the completion of the addition, with the expectation that it would become our permanent base of operations.

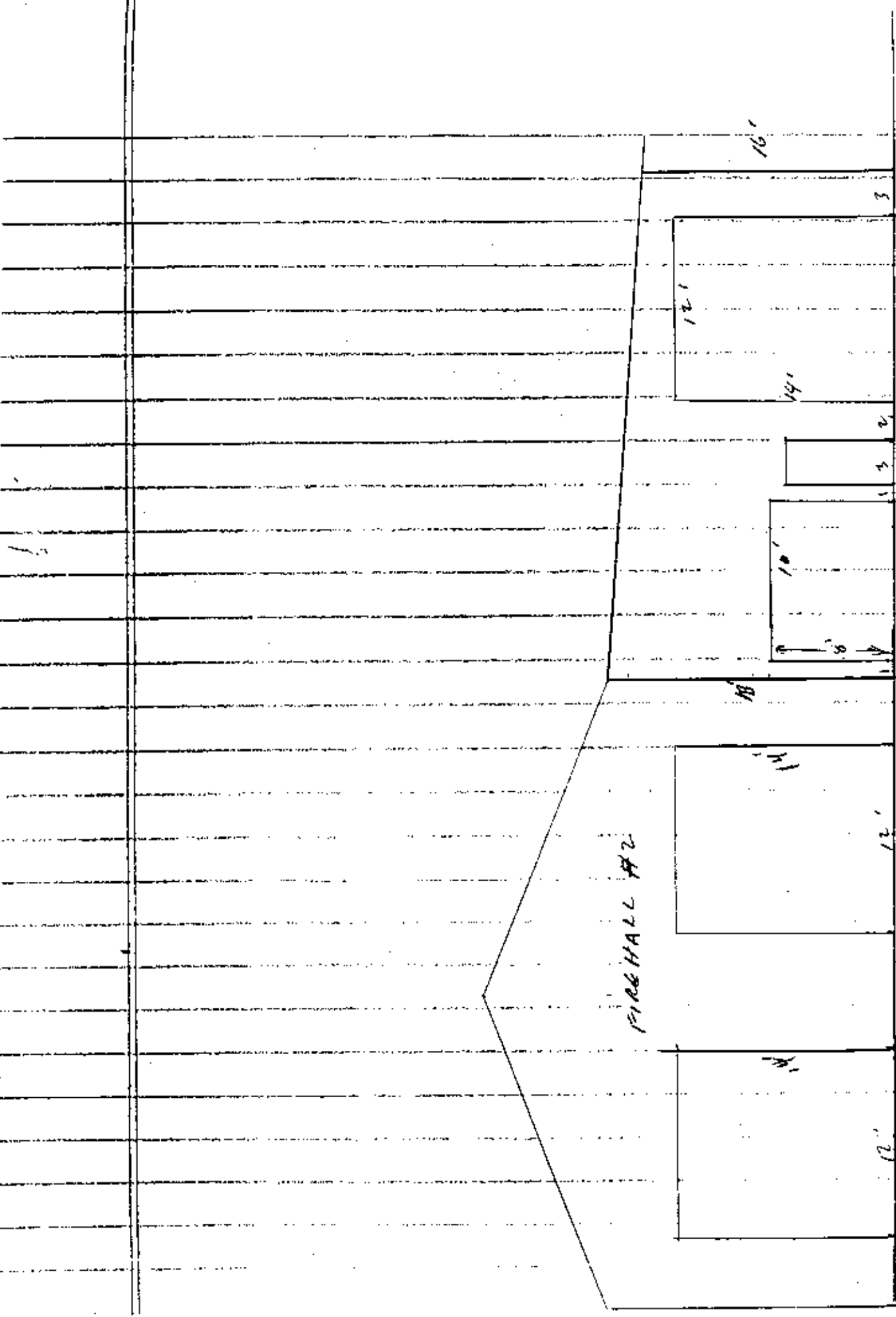
A.S.A.R. requires a Hall in which to store the headquarters bus and equipment trailer, as well as many pieces of equipment stored at various locations (members homes). This hall would also serve as space for the cleaning and maintenance of equipment, a training facility and a rest area for searchers. A.S.A.R. desperately requires this facility as currently all equipment is located in the bus and trailer which are parked in a members' driveway, subjecting them all weather conditions, including theft. Our concern is that the conditions under which the equipment is presently stored, will lead to the breakdown of vital equipment such as radios and put us in a position of not having equipment in proper working order, when the need arises. A variety of scenarios have been reviewed, unfortunately, we have not been able to come up with a solution at this time.

Your affirmative response is eagerly awaited as we can then proceed with official plans and set our fundraising goals.

Your truly,

Nick Hall, President,  
Arrowsmith Search & Rescue

**PAGE**  
**132**

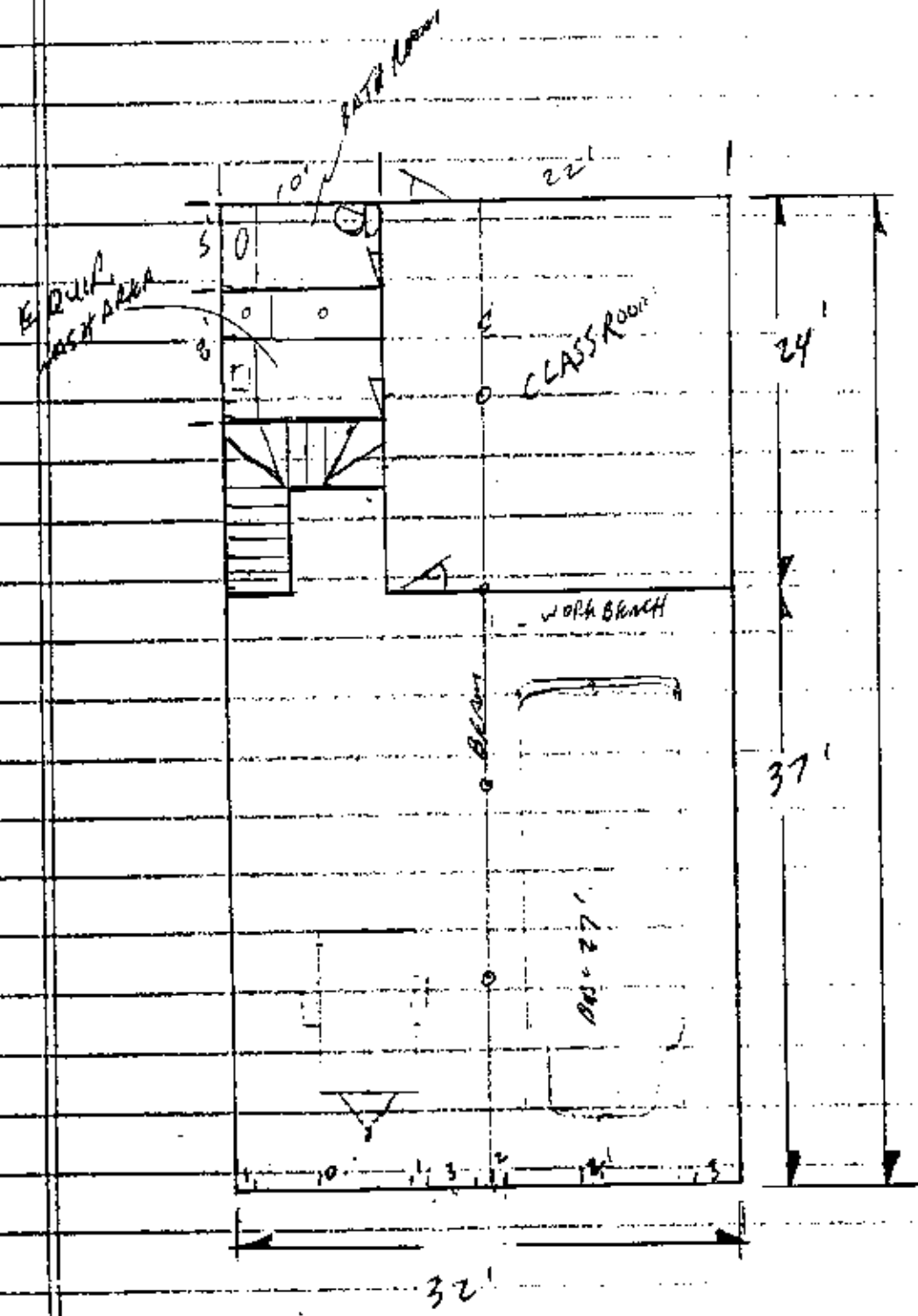


FIREHALL #2

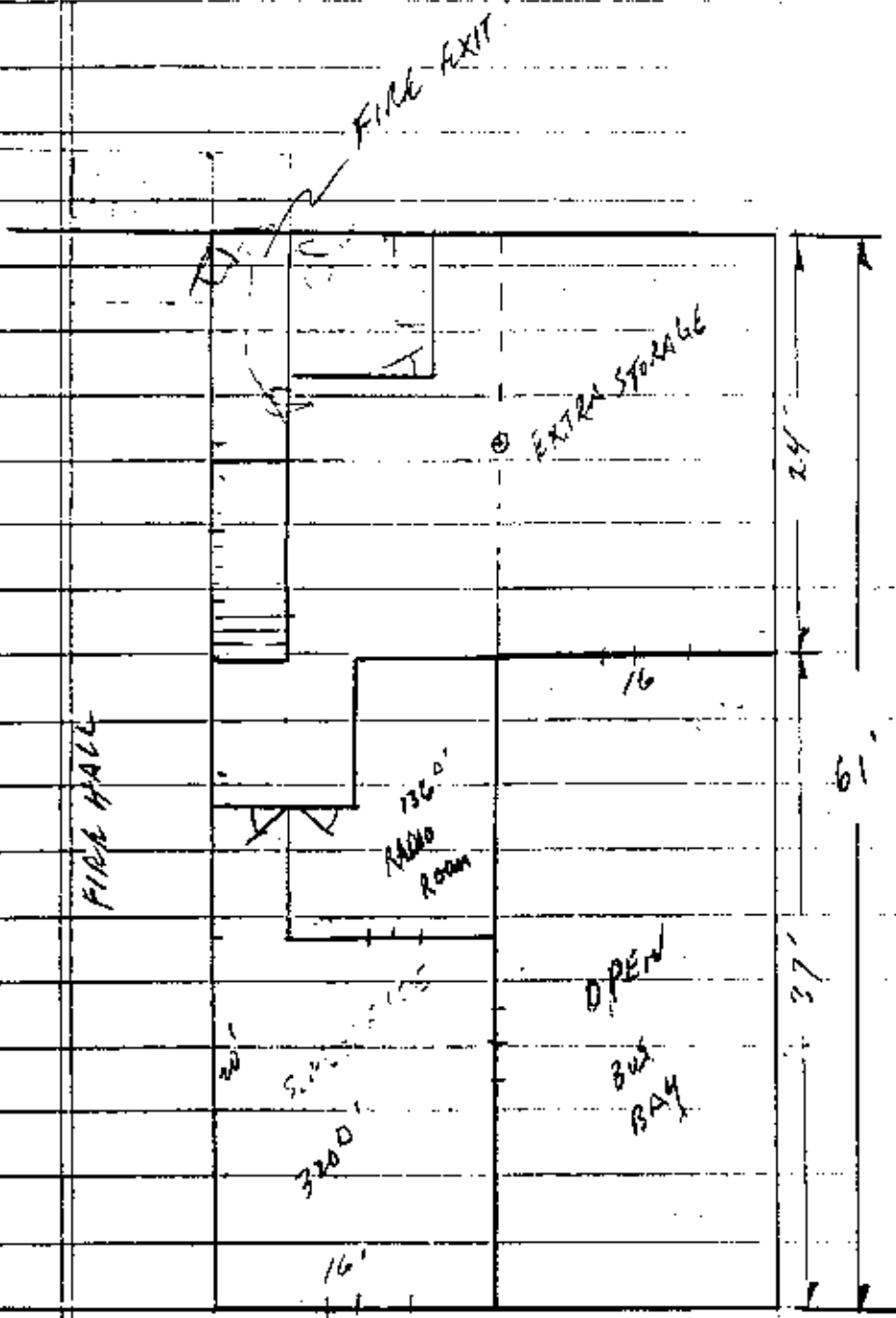
SCALE 1/8" = 1'

WEST VIEW

scale 3/32" = 1'



252  
15

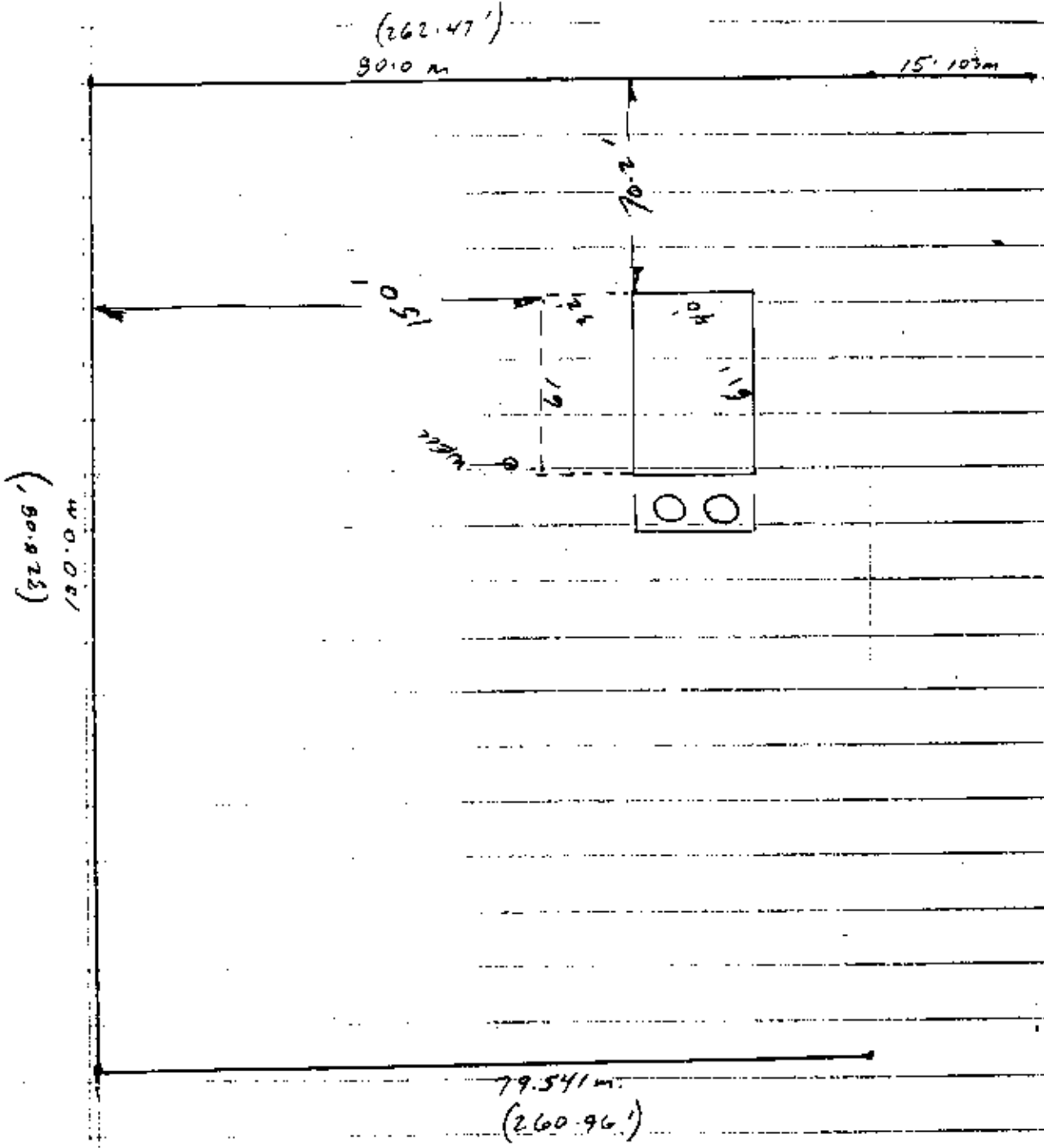


UPPER FLOOR

SCALE  $\frac{3}{32} = 1'$

SURVEY 3/16 = 10'

# SITE PLAN.









REGIONAL DISTRICT OF NANAIMO			
FEB 14 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
		<i>Call</i>	<input checked="" type="checkbox"/>

MEMORANDUM

TO: Dennis Trudeau  
Manager Liquid Waste Department

DATE: February 13, 2002

FROM: Sean De Pol  
Engineering Technologist

FILE: 5340-01

SUBJECT: 2000 ANNUAL REPORT ON THE LIQUID WASTE MANAGEMENT PLAN

PURPOSE

To receive the 2000 Annual Report on the Liquid Waste Management Plan.

BACKGROUND

The 2000 Annual Report on the Liquid Waste Management Plan (Attachment 1) provides an assessment of the progress made towards the Plan vision and goals. Progress towards attainment of the goals of the Plan must be monitored and reported annually in accordance with section 5.2 of the Plan. The report summarizes the development/implementation of the RDN's source control, volume reduction, stormwater management and odour control programs. In addition, progress on expansions and upgrades of the treatment plants and related infrastructure are also reported on.

A Plan Monitoring Committee monitors progress in implementing the Plan. The Committee reports its findings to the Board by means of the annual report. The Committee consists of the following members:

- Director Sherry, Chair
- Dave Anderson (business)
- George Legg (public north)
- David Coomb (Health)
- Bob Weir (TQB)
- Scott Crane (CON)
- Peter Wightman (MOT)
- Director Stanhope, Vice Chair
- Charles Gahr (public south)
- Ron Membry (environment)
- Helen Roberge (MWLAP)
- Gary O'Rourke (COP)
- Egon Kuhn (Development Association)
- Al Magnan (DFO)

Some of the key achievements for 2000 include:

- Chemical Enhanced Primary Treatment pilot study to improve effluent quality at the GNPCC;
- An increase in compliance with the standards for Total Suspended Solids and Biological Oxygen Demand in the effluent discharged from the sewage treatment plants;
- Initiated user pay for trucked liquid waste;
- Completed comprehensive study of land based sewage disposal problem areas within the RDN;
- Reduced the number of odour complaints received at the FCPCC - from 227 in 1999 to 83 in 2000;
- Established a Liquid Waste Management Plan Monitoring Committee.

The Liquid Waste Management Plan is intended to have a 20-year life span. It is therefore expected that the Plan's vision and goals will be achieved gradually, over a 20-year period.

## ALTERNATIVES

1. To receive the 2000 Annual Report on the Liquid Waste Management Plan.
2. To not receive the 2000 Annual Report on the Liquid Waste Management Plan.

## LIQUID WASTE MANAGEMENT PLAN IMPLICATIONS

The 2000 Annual Report on the Liquid Waste Management Plan is intended to assist the Regional District and its partners in their work to manage liquid waste related issues. It can be used to raise awareness about the Plan, and what needs to be done to implement it. It may also help to identify programs and policies that need to be created or modified, where resources need to be allocated, and how individual behaviors or perceptions need to change.

## SUMMARY

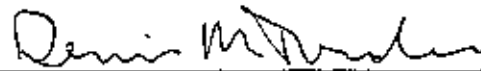
The 2000 Annual Report on the Liquid Waste Management Plan provides the Plan Monitoring Committee's assessment of progress towards the attainment of the Plan vision and goals. Overall the report indicates that the region is progressing toward protecting the environment from the impact of development.

## RECOMMENDATION

That the 2000 Annual Report on the Liquid Management Plan be received.



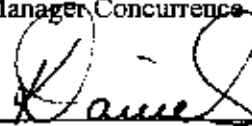
Report Writer



Manager Concurrence



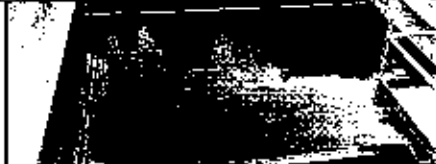
General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

# 2000 Annual Report on the Liquid Waste Management Plan



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

For more information about our Liquid  
Waste Management Program:

Phone: 390-6560 or 954-3792 or  
1-877-607-4111

Fax: 250-390-1542

Web: [www.rdn.bc.ca](http://www.rdn.bc.ca)

E-mail [envsrv@rdn.bc.ca](mailto:envsrv@rdn.bc.ca)

## INTRODUCTION

Growth and development within the Regional District of Nanaimo increased by over 50 percent between 1981 and 2000, from 79,506 to 134,929 residents. The population of the Regional District continues to grow at a steady pace, and is forecasted to do so well into the future. The Regional Growth Management Plan (RGMP) forecasts a population of more than 190,000 residents will live in the District by 2020.



Future development constantly presents infrastructure and environmental concerns for existing sewage services. In 1993, the Regional District of Nanaimo Board of Directors responded to these concerns by authorizing a regional liquid waste project that resulted in the adoption of the Liquid Waste Management Plan (LWMP) in 1997. In January 1999 the Ministry of Environment approved the LWMP, allowing the District to begin implementation of various programs and capital projects outlined in the plan.

## KEY ELEMENTS OF THE LIQUID WASTE MANAGEMENT PLAN

The objective of the Regional District of Nanaimo's LWMP is the establishment of a region-wide long range (20 years and beyond)

strategy that will provide a comprehensive approach to managing liquid waste reduction, treatment, utilization and disposal.

"...Regional District of Nanaimo's LWMP is the establishment of a region wide long range strategy..."

The Liquid Waste Management Plan includes several key actions that will be undertaken by the District, its member municipalities, private businesses, community organizations and non-profit organizations:

- 1 Stormwater Management Program
- 2 Source Control Program
- 3 Volume Reduction
- 4 Biosolids Management
- 5 Odour Control and Reduction
- 6 Servicing for Rural Areas
- 7 Service Areas (extending services as per LWMP)
- 8 Pollution Control Facilities Operational Performance
  - a. FCWPCC
  - b. GNWPCC
  - c. DPWPCC
  - d. NWPPC

## WORKING TOWARDS IMPLEMENTING THE GOALS OF LIQUID WASTE MANAGEMENT PLAN

### Stormwater Management Program

The LWMP identifies stormwater initiatives for the RDN. These initiatives include confirmation of the RDN's role in coordinating stormwater activities in the district, inventory of discharges to the storm drain system, development and promotion of educational material on stormwater practices, the creation of local service areas where necessary to facilitate management of stormwater facilities, and undertaking measures to protect watershed, aquifer and beach areas.

Upon approving the RDN LWMP, the Ministry of Water Land and Air Protection advised the RDN that the stormwater management program should be expanded to address protection of environmentally sensitive habitats, best management practices and stormwater management bylaws. The LWMP identified some of the inventory and educational initiatives taking place in 1998-99, and funds were budgeted accordingly; unfortunately, due to the timing for approval of the plan and lack of clear guidance on developing the components of a stormwater strategy, the work was deferred.

#### *What has been accomplished?*

The ministry is currently undertaking a project to develop a Stormwater Management Planning Guidebook and Draft RDN Stormwater Management Plan. The RDN, Environment Canada through the Georgia Basin Ecosystem Initiative and the Ministry of Community Aboriginal and Women Services are partners in this project.

The Guidebook will provide sufficient guidance to successfully select and implement an effective yet affordable Stormwater Management Plan. The Draft RDN Stormwater Management Plan will

outline and prioritise the issues, identify practical options and include recommendations, which if adopted by the

"The Draft RDN Stormwater Management Plan will outline and prioritize the issues..."

RDN Board, would be acceptable to MWAP for inclusion in the RDN's LWMP.

#### *Where do we go from here?*

The RDN will continue performing their responsibilities as a member of the Steering Committee for the Stormwater Management Planning Guidebook and Draft RDN Stormwater Management Plan. By participating in this project, the RDN will benefit with the completion of a ministry approved Stormwater Management Plan. The Stormwater Management Planning Guidebook and "final draft" of the RDN Stormwater Management Plan are scheduled to be complete by spring 2002.



*Storm triggered flood*

## Source Control Program

Source control is a pollution prevention strategy aimed at reducing the amounts of chemical contaminants discharged to sewers. A source

“...low cost, effective means of reducing contaminant levels...”

control program provides a low-cost, effective means of reducing contaminant levels in sewage by preventing them from entering the waste stream in the first place.

The LWMP's Source Control Program includes the preparation and adoption of a *District Sewer Use Bylaw* to regulate the release of wastewater into the sanitary sewer systems. The program will also include the development of an *Education Program* to support the bylaw and to inform both rural and urban residents within the District on the need and importance of effective source controls both at home and in the work place. Some of the initial tasks stated in the LWMP to be undertaken to commence the source control program include:

- A cost benefit study to evaluate the merits of various source control program elements and to prioritize recommended program elements
- Inventory non-domestic discharges to sewer systems
- Monitor discharges to characterize wastewater
- Following inventory and monitoring programs determine contaminant limits to be contained in bylaws/codes of practice
- Development of educational material to support bylaw/codes of practice and to advise on the importance of source control measures

## *What has been accomplished?*

A cost benefit study to evaluate the merits of source control program elements and prioritized recommended program elements was completed June 1998. The objective of this report was to review source control initiatives in other jurisdictions, review the operation of the Regional District of Nanaimo's sewage collection and treatment systems and effluent/biosolids quality and to identify opportunities for the beneficial introduction of the source control program. Based on this review, source control program elements will be evaluated and prioritized in order to make recommendations for the implementation of a source control program in the Regional District of Nanaimo.

One of the recommendations of the cost benefit study was to conduct an inventory of Commercial and Institutional (C&I) operations discharging into the RDN's sanitary sewer. In accordance with this recommendation, an inventory of wastewater quantity and quality for the major C&I operations within the RDN was conducted. The completed inventory established the concentration of contaminants from the individual business sectors, which was then compared to the actual contaminant levels, found in the biosolids and effluent. Levels of BOD, TSS and mercury in the effluent and biosolids occasionally exceeded the Ministry regulations and guidelines. According to the conducted inventory, the dental sector is the principal discharger of mercury and restaurant industry is the principal dischargers of TSS and BOD. As a result these two industries will be the initial focus of the source control program.

To help with the source control program, liaisons with knowledgeable representatives of other jurisdictions (CRD, King County, Toronto, GVRD, Montreal) have been established. These liaisons will provide information on successful and unsuccessful source control regulatory strategies, educational approaches and data collection and management programs.

*Where do we go from here?*

## Review source control initiatives

- Confirm target levels for mercury and fats, oils and greases
- Further examine if other contaminants require a reduction in discharge concentration

## Investigate strategies for meeting targets

- Report to LWPMC
- Review Source Control studies from GVRD and CRD
- Liaison with the Dental Association and the Restaurant Association
- Consult with other jurisdictions
- Examine industry solutions (mercury separators, grease traps)

## Develop program –work plan

- Codes of practice
- Develop educational programs\*
- Source Control Bylaw
- Consult with other jurisdictions
- Develop inventory of Businesses (dental and restaurant)

## Implement Strategy

- Meet with dentists and restaurant owner/operators and supply pertinent source control information
- Address identified problem offices or restaurants
- Recognize compiling businesses

*Performing Laboratory Analysis at FCPCC*

\*The education component of the source control program will emphasize waste

reduction through source reduction and in process recycling, rather than treatment, disposal, or recycling of waste products. It should be clarified that particular waste disposal practices, which were acceptable in the past, might now be unacceptable in light of increased understanding of long-term environmental consequences.

**Residential**

The only means available to the RDN for controlling residential discharges is education. The District strives to educate residents about the impact of their product and equipment choices and to inform them about environmentally friendly waste management practices.

In 2000 the RDN began distributing the 'Sewage News', an information brochure aimed at advising residents of environmentally responsible practices for septic system use. These brochures have been distributed at open houses, to community groups, and on request. Similar information will be created for residences on sanitary sewer at the end of 2001.

**Septage Receiving**

Trucked liquid waste comes from residences not connected to the sanitary sewer system (i.e., houses with septic or holding tanks that require periodic cleaning) and from some commercial and industrial operations.

On April 1<sup>st</sup>, 2000, the District implemented a new pricing strategy for septage. This pricing strategy will continue being phased in over the next year to ensure complete cost recovery and to stop 'out of district' waste.

A sampling program at Chase River and the French Creek septage receiving sites is currently in effect to determine the concentration of septage received and whether prohibited waste is being illegally disposed.



### Volume Reduction Program

In order to reduce the quantity of flow that enters the sewage collection system, the District will develop a volume reduction program to control inflow and infiltration (I&I) in the sewer system and to reduce water use within buildings.

The LWMP program elements include the following initiatives:

- Establish a committee to coordinate and oversee all water conservation activities within the District
- Undertake a cost benefit study
- Continuation and expansion of ongoing I&I programs within Nanaimo, Parksville and Qualicum Beach
- Install flow monitoring equipment at the Lee Road Pump Station to allow I&I analysis in the French Creek area
- Continuation of flow analysis in the District's interceptor sewer system
- Initiation of a comprehensive I&I investigation and analysis study program by the City of Nanaimo in its sewer collection system
- Enhance the District's existing water conservation education program

#### *What has been accomplished?*

A study has been completed that assesses wet weather flows within the Greater Nanaimo Service Area and provides initiatives that will enable the district to work towards developing an asset management plan and rehabilitation strategy for the collection system.

To date, the following has been completed as part of the Regional District's Volume Reduction Program:

- Install flow monitoring meter at Chase River Pump Station

- Install a flow monitoring meter at Departure Bay Pump Station

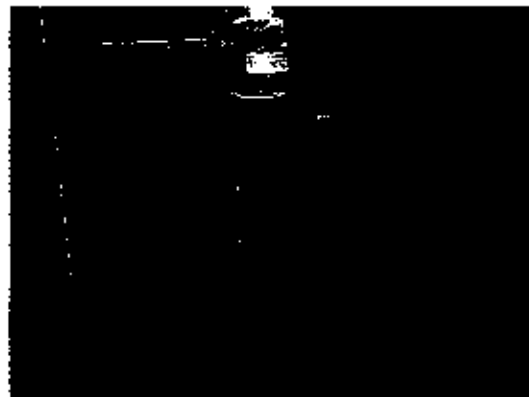
In addition, educational material has been developed that promotes the use of low flush toilets.

#### *Where do we go from here?*

In 2001, the following Volume Reduction Projects are proposed:

- Upgrade flow monitoring at GNPCC
- Install a flow meter at North Slope Trunk Sewer
- Video inspection and assessment of interceptor/trunk sewers (Stage 1)

Once these projects are complete, we can develop a hydraulic model for the sewer system, which will assist the RDN in completing a cost-benefit analysis of conveying I&I within the system versus treatment.



*Weir with ultrasonic sensor at French Creek*

## Biosolids Management

The RDN LWMP states:

'The District will continue to investigate and promote additional opportunities for the environmentally responsible use of biosolids including educational and marketing programs.'

### *What has been accomplished?*

A public information meeting was held on September 7, 2000 for potential biosolids users, including woodlot owners, agricultural operators and gravel pit owners, to assess local interest in



*Organically rich Biosolids*

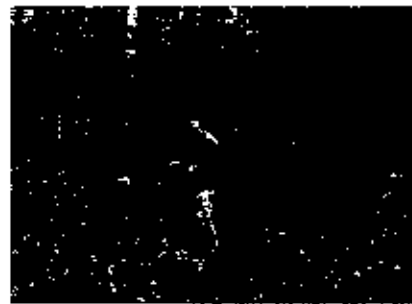
recycling. The meeting concluded with six property owners/operators expressing interest in using biosolids. An article about the meeting in a local newspaper generated interest from two more property owners.

All eight properties were assessed for suitability based on environmental considerations such as proximity to water and sensitive areas, and logistical considerations such as storage and accessibility. Three properties were recommended for inclusion in the first year of a two-year pilot project. Many of the other properties are or could be suitable for biosolids applications in subsequent years provided some modifications to current land management are completed.

The RDN Board expressed concerns over water quality protection and resolved to allow biosolids to be landfilled or composted until further information could be presented on the safety of biosolids land application.

### *Where do we go from here?*

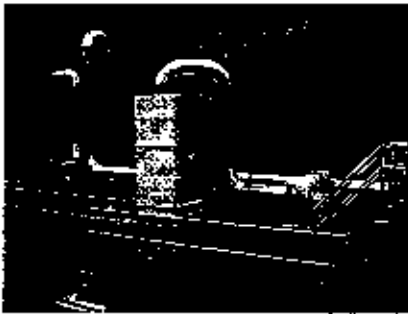
1. An RFP will be prepared for the composting of biosolids for a 12-month term. Bidders will be required to compost biosolids to a biosolids growing media standard as per the Province's Draft Organic Matter Recycling Regulation.
2. Public education opportunities will be in the form of open houses in the fall of 2001. Tours of the Malaspina Woodlot and presentations on agricultural applications are planned. Attendees will be polled for their opinion on the safety of biosolids reuse.
3. The RDN Board members will have opportunities to attend biosolids conferences and visit other biosolids recycling programs.
4. A review of options for managing biosolids will be presented to the Environmental Services Committee in 2002.



*Trees fertilized with biosolids in 1992, Malaspina woodlot*

## Odour

The FCPCC provides a secondary treatment for municipal sewage from properties within the French Creek Sewer Service Area. The newly expanded plant has doubled its capacity and significantly improved the quality of its effluent and biosolids. However, further work was required to address odour problems associated with both the plant's initial design and its subsequent upgrading and expansion.



*French Creek Chemical Scrubber*

The Liquid Waste Management Plan committed the District, when feasible, to eliminate odours emitted from present and future wastewater treatment plants. In September 1999, the Regional District prepared an Odour Reduction Strategy for the French Creek Pollution Control Centre. This document set out:

- procedures for monitoring and reporting odour complaints received at the FCPCC;
- testing of the plant's foul air system and air sampling program;
- consultation with residents bordering the FCPCC to review odour issues;
- the terms of reference for the Odour Control Peer Review Group; and
- production of an annual report on odour control measures taken and their results.



*French Creek Biofilter*

### *What has been accomplished?*

Extensive odour control measures have been undertaken at the FCPCC over the past four years. These include covering or enclosing odour-generating areas of the plant, adding bioscrubbers, biofilters and using ozone. In 2000, due to concerns about remaining odours, the RDN installed a chemical scrubber to control odours from the FCPCC's biosolids processing and septage receiving areas. At a cost of \$190,000, this unit has been effective in controlling sulfur compounds such as hydrogen sulfide and mercaptans, which cause "rotten egg" type odours. In 2000, the total number of odour complaints received at the FCPCC dropped to 83 from 227 in 1999.

### *Where do we go from here?*

Much progress has been made in reducing odours emanating from the FCPCC. Future odour control plans include improvements to the septage receiving facility, chemical scrubber ductwork, and a plant facility audit. RDN staff will continue to monitor odour control effectiveness to ensure that impacts on neighbourhoods adjacent to the plant are minimized.

In addition to odour control plans at FCPCC, strategies are also being developed to reduce odours at the Nanoose, Greater Nanaimo and Duke Point Water Pollution Control Centres as well as at all pump stations.

## Rural Areas

The RGMP goal of protecting rural areas from urban type development is supported in the LWMP.

One of the LWMP goals is to protect rural areas from urban type development while



ensuring that the environment and public health of the district is addressed.

### *What has been accomplished?*

A study has been completed that identifies areas throughout the RDN that exhibit on-site sewage disposal problems. Throughout the Regional District of Nanaimo, on-site sewage failures have been a concern due to the impact they may have on public health and the environment. Regional District of Nanaimo staff established liaisons with the Ministry of Environment and the Central Vancouver Island Health Region to identify and rate "problem" areas within the Regional District of Nanaimo. Forty-Seven sites within the rural areas were identified. A matrix was developed to rank each of the identified areas by examining 11 different criteria; these criteria relate to the suitability of an area for on-site disposal and the sensitivity of the area and its surroundings related to the environment and the local residents. A priority ranking was established using this matrix to help decide which areas should be addressed and in what order. The top ranked area is a site on Gabriola Island.

The RDN Board subsequently supported submitting an application to the Ministry of Municipal Affairs for a planning grant of \$15,000 to determine the best options for addressing the on-site sewage disposal problems of this site.

### *Where do we go from here?*

If the grant is approved, a study will commence. The study will assess options for the site. These may include:

1. Community collection and on-site disposal system
2. Connection to an existing sewage collection and disposal system
3. Improve the existing on-site systems on an individual basis
4. Do nothing

The formation and results of the study will be reviewed by staff to determine whether this process is a supportable strategy for addressing problem on-site sewage disposal areas in the future. It is anticipated that some of the results of, and strategies established by, the first study would be applicable to subsequent future studies of other problem areas.



**Service Areas**

Capital projects for the Greater Nanaimo, French Creek, Nanoose Bay and Duke Point Service areas that will serve the urbanized development within the District are described in this section. The capital costs for these projects apply to the trunk sewers, the interceptor sewers, the treatment facilities and the reuse/disposal facilities that will be constructed by the District as the Plan is implemented.

**Recently Completed Upgrades and Repairs**

Greater Nanaimo

- Major repairs performed on #2 digester
- Chase River Pump Station pump replacement and odour control improvements
- Chemical Enhanced Primary Treatment Pilot Study
- Annual sediment tank refurbishing
- Air vent maintenance
- Wellington Pump Station pump replacement
- Chase River Pump Station and Departure Bay Pump Station control upgrades
- Five Finger Outfall inspection

- Chase River building expansion and pump upgrade
- Air vent installation on land portion of outfall
- Lowered explosive limit for gas monitoring alarm system

French Creek

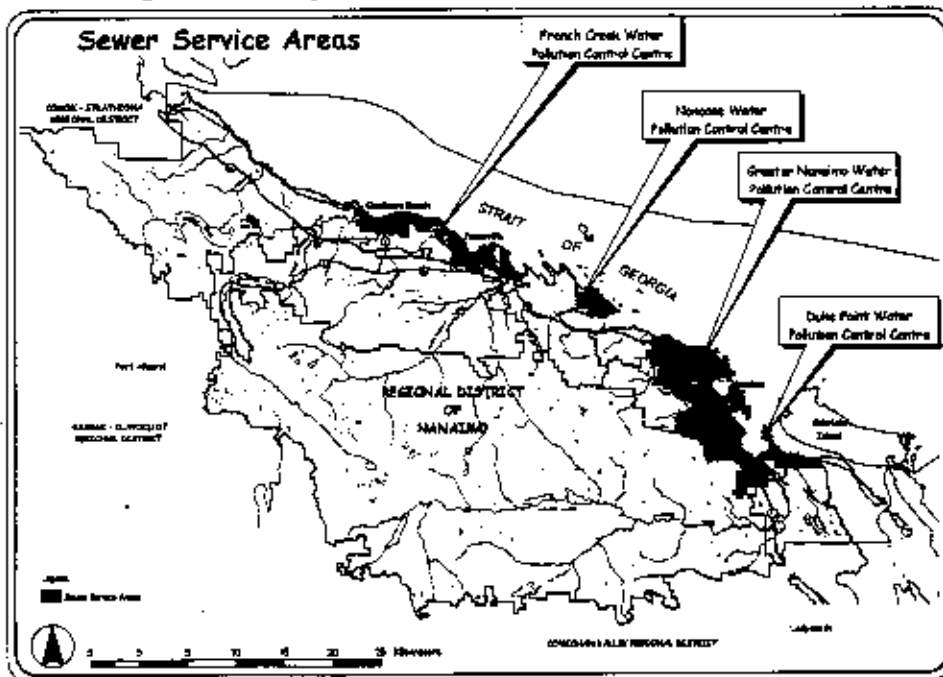
- Chemical scrubber installed to alleviate odour issues
- Annual sediment tank refurbishing
- Replacement of the Qualicum flow meter and installation of sensor cable
- Roto-strainer relocated
- Qualicum flow meter installed
- Washroom/shower on site at the FCPCC
- Service garage at Fairwinds Treatment Plant

Duke Point

- Expansion assessment to address increasing flows
- Cedar Secondary School connected to treatment plant September 2000

Nanoose

- Installation of standby genset
- Optimization study of facility
- Storage shed for treatment plant facility chemicals



## Planned Upgrades and Repairs

### Greater Nanaimo

- Chase River genset replacement
- Biogas system upgrading detailed design
- Odour control stage I – belt filter press
- Headworks upgrade – detailed design
- Outfall detailed design for land portion
- Construction of septage receiving facility
- Odour management audit
- Sludge heating and Bio-gas heating system upgrade plan
- #1 Digester cleaning, repair and maintenance
- Chase River chemical storage & injection system installation

### French Creek

- Polymer system upgrade
- Hall Road and Lee Road Pump Station control upgrade
- Replace aging belt filter press with biosolids centrifuge
- Replace Hall Road pump and kiosk
- Perform independent facility audit

### Duke Point

- Installation of influent flowmeter
- Installation of air compressor and air operated valves
- Residential areas adjacent to the Cedar Secondary School will connect to the treatment plant over the next several years
- As flows increase, a second pair of Sequencing Batch Reactor Basins will be added

### Nanoose

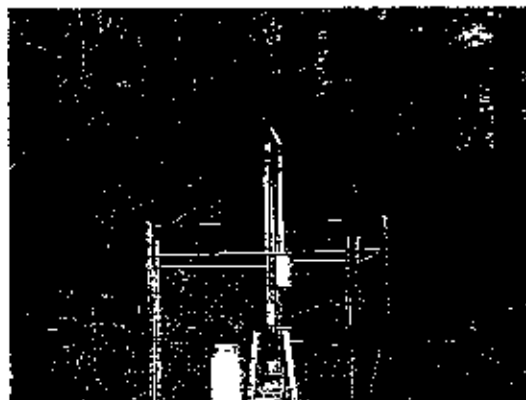
- Study to be conducted to address effluent quality issues
- Optimization study of facility
- Construction of standby generator set

## Provincial/Federal Grant applications

Applications have been submitted to the Canadian/British Columbia infrastructure program for the following projects:

- Greater Nanaimo Pollution Control Centre upgrade of anaerobic sludge digestion biogas system - \$3,017,000
- French Creek Pollution Control Centre upgrade biosolids dewatering equipment - \$870,000
- Southern Community Septage Receiving Facility to allow the discharge of septage into the existing RDN collection system
- Planning Grant to determine the best options for addressing the on-site sewage disposal problems on an area of Gabriola Island - \$15,000

At this time, no decisions on applications to the program have been made but some initial decisions are expected by August 2001.

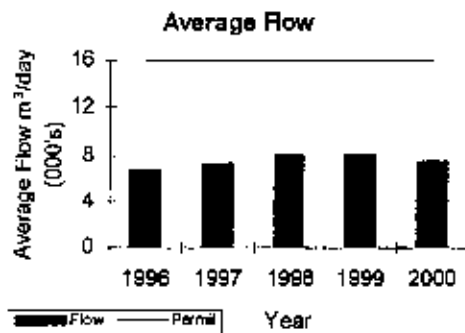


*Digestion bio-gas flair off*

**French Creek Pollution Control Centre (Secondary Treatment)**

Flow Monitoring

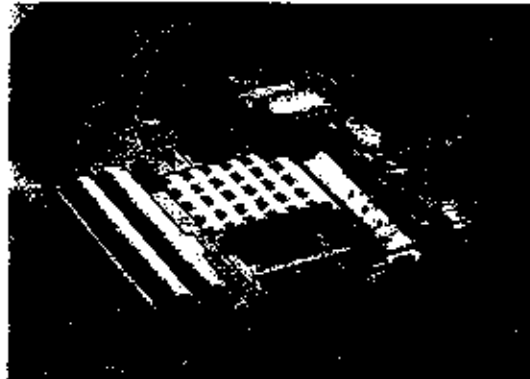
The maximum flow discharged from the FCPCC for 2000 was recorded as 10,204 m<sup>3</sup>/d occurring on January 16<sup>th</sup>. This maximum flow is below the permit maximum allowable flow (16,000 m<sup>3</sup>/d) therefore no excursions were recorded for the year. The average daily flow rates for the past five years are summarized in the graph below:



Total Suspended Solids (TSS)

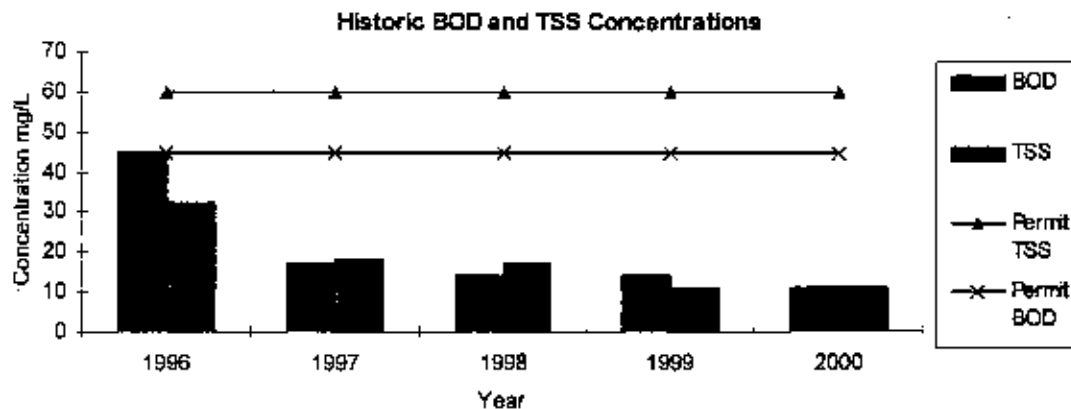
The average daily TSS concentration in the influent for 2000 was 260 mg/L. Following treatment, the average daily TSS concentration was reduced to 10.9 mg/L resulting in a reduction rate of 96%.

*French Creek Pollution Control Centre*



5-Day Biological Oxygen Demand (BOD<sub>5</sub>)

The average daily BOD<sub>5</sub> concentration in the influent for 2000 was 166.9 mg/L. Following treatment, the average daily BOD<sub>5</sub> concentration was reduced to 11.3 mg/L resulting in a reduction rate of 93%.

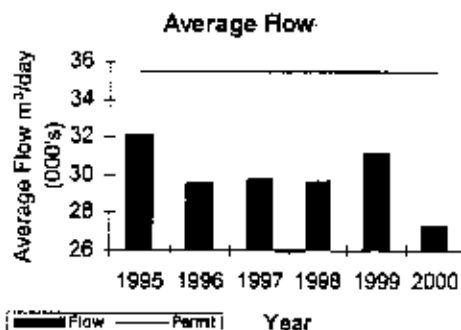


**BOD<sub>5</sub> and TSS concentrations over the last five years**

## Greater Nanaimo Pollution Control Centre (Primary Treatment)

### Flow Monitoring

Flows from the Greater Nanaimo treatment plant never exceeded the permit discharge limit of 35,433m<sup>3</sup>/day for the year. The average daily flows in the past six years are summarized in the graph below:



### 5-Day Biochemical Oxygen Demand (BOD<sub>5</sub>)

In 2000, the effluent from the GNPCC was in compliance with the permit limit of 130 mg/L for BOD<sub>5</sub> with the exception of 25 days, representing a 93% rate of compliance. The average daily BOD<sub>5</sub> concentration in the influent was 164 mg/L. The BOD<sub>5</sub> concentration in the effluent was 97 mg/L, which resulted in a 41% reduction of BOD<sub>5</sub>. Staff have recently completed a study

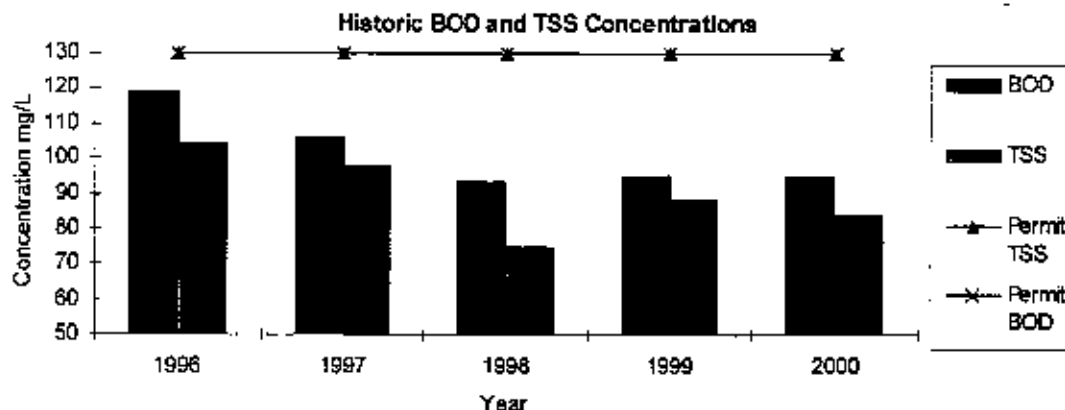
involving chemical enhanced primary treatment which may be used to help improve future effluent quality.

### Total Suspended Solids (TSS)

The effluent from the GNPCC was in compliance with the permit limit of 130 mg/L for TSS on all but 12 days in 2000 on which TSS results were obtained. This represents a 97% rate of compliance. The average daily TSS concentration for the influent was 235 mg/L and effluent was 87 mg/L resulting in a 63% reduction. As previously mentioned RDN staff plan to implement chemical enhancing treatment techniques that should improve effluent quality.



*Greater Nanaimo Pollution Control Centre*



**BOD<sub>5</sub> and TSS concentrations over the last five years**



**Nanoose Pollution Control Centre**

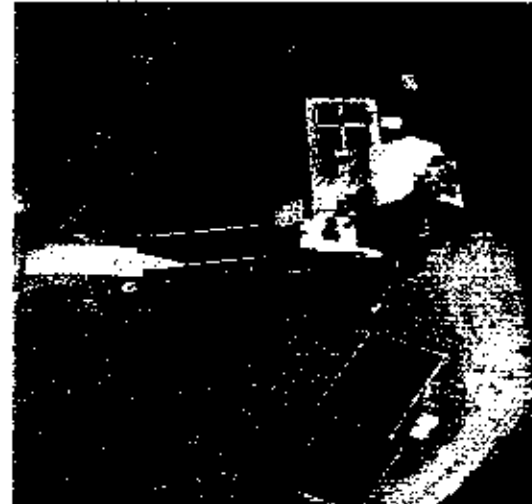
**Flow Monitoring**

The maximum daily flow discharged from the NPCC for 2000 was recorded as 200.9 m<sup>3</sup>/d. This maximum flow is below the permit's maximum allowable flow (2,270 m<sup>3</sup>/d) therefore no excursions were recorded for the year.

**5-Day Biochemical Oxygen Demand**

In 2000, the effluent from the NPCC was in compliance with the permit limit of 100 mg/L for BOD with the exception of 7 samples, representing an 86% rate of compliance. The average daily BOD<sub>5</sub> concentration of the influent for 2000 was 134 mg/L and the effluent concentration was 84 mg/L, which resulted in a 37% reduction of BOD<sub>5</sub> following treatment.

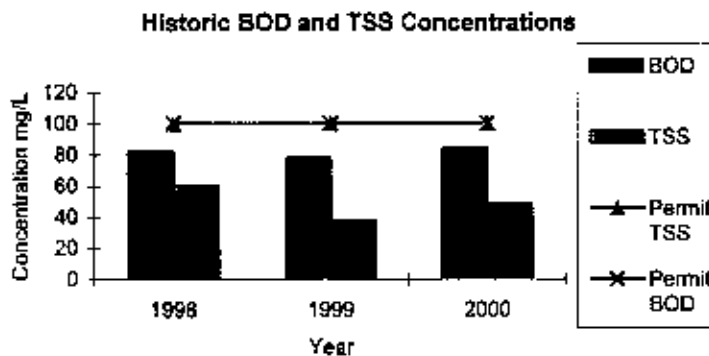
influent for 2000 was 156 mg/L and the effluent concentration was 50 mg/L, which resulted in a 68% reduction of TSS following treatment.



*Nanoose Pollution Control Centre*

**Total Suspended Solids (TSS)**

In 2000, the effluent from the NPCC was in compliance with the permit limit of 100 mg/L TSS with the exception of 1 sample, representing a 98% rate of compliance. The average daily TSS concentration of the



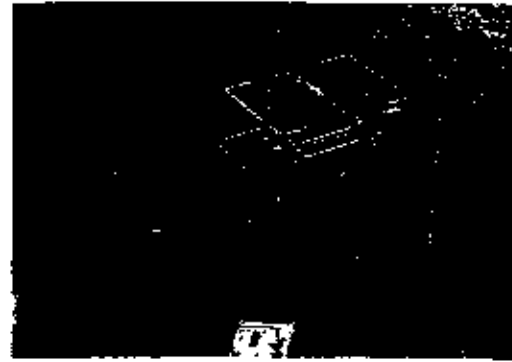
## Duke Point Pollution Control Centre

### Flow Monitoring

The average daily flow discharged from DPPCC was calculated to be 269 m<sup>3</sup>/d. This maximum flow is below the permit's maximum flow of 910 m<sup>3</sup>/d therefore no excursions were recorded for 2000.

### 5-Day Biochemical Oxygen Demand

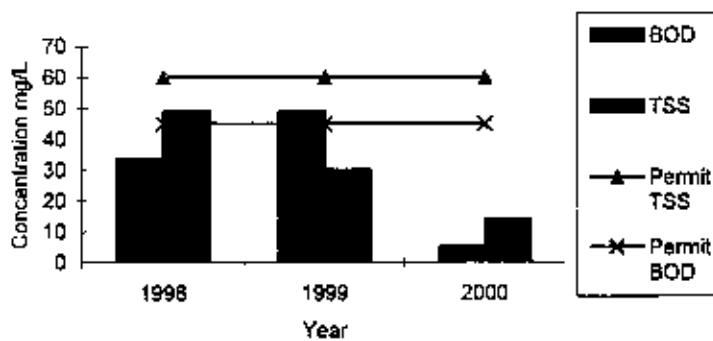
In 2000, the effluent from the DPPCC was in compliance at all times with the permit limit of 45 mg/L BOD<sub>5</sub>, when discharges were less than 45 m<sup>3</sup>/d. DPPCC was also in compliance with the permit limit of 30 mg/L BOD<sub>5</sub>, when discharges were greater than 45 m<sup>3</sup>/d. The average daily BOD<sub>5</sub> concentration of the influent for 2000 was 158 mg/L; and the effluent concentration was 5 mg/L, which resulted in a 97% reduction of BOD<sub>5</sub> following treatment.



*Duke Point Pollution Control Centre*

In 2000, the effluent from the DPPCC was in compliance at all times with the permit limit of 60 mg/L TSS, when discharges are less than 45 m<sup>3</sup>/d. DPPCC was also in compliance with the permit limit of 30 mg/L TSS, when discharges are greater than 45 m<sup>3</sup>/d. The average daily TSS concentration of the influent for 2000 was 124 mg/L; and the effluent concentration was 14 mg/L, which resulted in an 89% reduction of TSS following treatment.

Historic BOD and TSS Concentrations



## SUMMARY

As a requirement of our Waste Discharge Permit, samples are taken of effluent discharged from our sewage treatment facilities. Overall effluent quality for 2000 has improved in comparison to past years. Samples from FCPCC and DPPCC have achieved a 100% rate of compliance and samples from GNPCC and NPCC have achieved a 96.5% and 94.7% rate of compliance, respectfully. The GNPCC plans to enhance the treatment process with chemical additives. Staff continues to ensure that each of the liquid waste facilities are properly maintained and operating efficiently in order to be in compliance with all regulations.



REGIONAL DISTRICT OF NANAIMO			
FEB 14 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
			DATE

**MEMORANDUM**

**TO:** J. Finnie  
General Manager, Environmental Services

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

**SUBJECT:** Amendment to Northern Community Sewer Service Area to Remove Overlap re: Fairwinds Sewer Service Area

**PURPOSE:**

To obtain approval for "Regional District of Nanaimo Northern Community Sewer Local Service Area Boundary Amendment Bylaw 889.20, 2002".

**BACKGROUND:**

The apportionment formula in the Northern Community Sewer service area was changed following the Regional Services Review (2000). Those parts of School District 69 which cannot be serviced at present by the French Creek treatment plant pay a combination of user fees and property taxes to cover the costs of treating septage which is delivered to the plant.

Within Electoral Area E, which is a non-benefiting area, the Fairwinds development is serviced by the Fairwinds (Nanoose) wastewater treatment plant. Under the Northern Community Sewer formula this area is contributing by way of property taxes for the treatment of septage at the French Creek treatment plant. It was staff's intention to correct this overlap once the Regional Services Review bylaw adjustments had been concluded. Bylaw 889.20 presented with this report, reduces the non-benefiting area of Electoral Area E by excluding the Fairwinds Sewer Service Area.

**ALTERNATIVES:**

1. Introduce Bylaw 889.20 for first three readings.
2. Amend the boundaries to be removed and give three readings to an amended bylaw.
3. Do not proceed.

**FINANCIAL IMPLICATIONS:**

Alternative 1

The removal of the Fairwinds Sewer Service Area will increase the taxation portion of costs to the non-benefiting areas by about .52 cents - from \$8.68 to \$9.20 per \$100,000. The impact is minimal and eliminates a certain historical duplication of taxation for these properties.

Alternative 2

Reducing or increasing the excluded area is not supported by any factual basis and staff do not recommend this alternative.

Alternative 3

Leaving the Fairwinds Sewer Service Area as part of the non-benefiting area would mean those properties will contribute to the net costs of septage treatment at the French Creek treatment when in fact no septage from Fairwinds is treated by the French Creek plant.

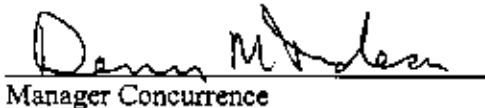
**SUMMARY/CONCLUSIONS:**

Staff are proposing a boundary amendment to the non-benefiting area in Electoral Area E (Nanoose) to remove properties inside the Fairwinds Sewer Service Area. The Fairwinds Sewer Service Area supports a standalone wastewater treatment plant. By being counted as part of the non-benefiting area it is contributing to the costs to treat septage at the French Creek plant when no septage from the service area is delivered to the plant. The financial impact to the remaining Electoral Areas is minor – amounting to about .52 cents per \$100,000.

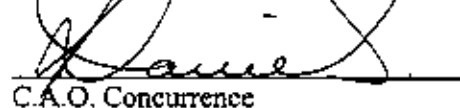
**RECOMMENDATION:**

That "Regional District of Nanaimo Northern Community Sewer Local Service Area Boundary Amendment Bylaw No. 889.20, 2002" be introduced for first three readings and be forwarded to the participants for consent.

  
Report Writer

  
Manager Concurrence

  
General Manager Concurrence

  
C.A.O. Concurrence

**COMMENTS:**

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.20

A BYLAW TO AMEND THE RDN  
NORTHERN COMMUNITY SEWER  
LOCAL SERVICE AREA BYLAW

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

AND WHEREAS the Board wishes to amend the boundaries of the non-benefitting area by excluding a portion of Electoral Area 'E';

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

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

1. This bylaw may be cited for all purposes as the "Regional District of Nanaimo Northern Community Sewer Local Service Area Boundary Amendment Bylaw No. 889.20, 2002".
2. The boundaries of the non-benefitting area in Electoral Area 'E' shall exclude those properties within the boundaries of the Fairwinds Sewerage Service Area as amended from time to time.
3. Schedule 'D' attached hereto outlines those properties to be excluded from the Non-Benefitting area in Electoral Area 'E' and shall form a part of this bylaw.

Introduced and read three times this \_\_\_\_ day of \_\_\_\_\_, 2002.

Received the approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2002.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2002.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
GENERAL MANAGER, CORPORATE SERVICE

**PAGE**  
**157**



REGIONAL DISTRICT OF NANAIMO			
FEB 14 2002			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	

MEMORANDUM

**TO:** Dennis Trudeau  
Manager, Liquid Waste

**DATE:** February 12, 2002

**FROM:** Sean De Pol  
Engineering Technologist

**FILE:** 5340-04

**SUBJECT:** Liquid Waste Management  
Regional District of Nanaimo Sewer Local Service Area  
Source Control Bylaw

**PURPOSE**

To present a source control bylaw for regulating the discharge of waste into sewage facilities operated by the Regional District of Nanaimo.

**BACKGROUND**

On January 8, 1998 the Lieutenant Governor in Council designated the Regional District of Nanaimo as a sewage control area under Section 22 of the Waste Management Act.

The RDN sewage control area includes industrial, institutional, commercial and residential properties within the Electoral Areas A, B, C, D, E, F, G, H, the Town of Qualicum Beach, the City of Parksville and the City of Nanaimo. The RDN receives liquid waste from these areas in the form of septage from homeowners on septic systems, sewage from municipal and regional collection systems and pump and haul waste from pump and haul permit holders.

The RDN is responsible for operating four wastewater treatment plants: Duke Point Pollution Control Centre (DPPCC); Greater Nanaimo (GNPCC); Nanoose (NPCC) and French Creek (FCPCC) and the supporting trunk sewers. The treatment plants are designed to process residential strength sewage; higher contaminant levels or volumes could necessitate upgrading of the existing pollution control facilities, risk non-compliance with existing Waste Management Permits from the Ministry of Water Land and Air Protection and cause deterioration in quality of biosolids resulting in restricted disposal options.

One of the key action items identified in the Liquid Waste Management Plan is the implementation of a source control program. The main goal of the source control program is to ensure that the liquid waste discharges to our facilities can be treated and will not pose environmental concerns. An important step in this process is to adopt a source control bylaw, which would give the RDN legal authority to regulate the quality and quantity of wastewater discharged into sewer systems connected to sewage facilities operated by the RDN.

The objectives of the proposed bylaw are:

- the effective protection of the receiving environment, public health and safety, wastewater collection and treatment facilities, the quality of biosolids, and treatment processes;
- to provide consistent regulations throughout the RDN;
- to provide guidance for future industrial and commercial development with respect to wastewater treatment requirements;
- to promote good waste management practices.

The proposed bylaw was designed to meet these objectives through the use of precise definitions, a consistent set of regulations and built in flexibility. The proposed bylaw allows for the inclusion of new sewer systems without requiring changes to the bylaw.

In support of a source control bylaw, Associated Engineering's report "RDN Biosolids Management Strategy Review" recommends that 'The RDN should investigate means to reduce biosolids metals concentrations, perhaps through a combination of improved source control bylaws and additional public, commercial and industrial education'. The potential of this bylaw is identified in Dayton & Knight's January 1997 review of source control programs in North America. This study reports, "metal concentrations in the biosolids produced at local wastewater treatment plants were reduced by up to 76% following the implementation of discharge regulation."

In addition to improving the quality of biosolids, a region wide source control bylaw also creates a 'level playing field' for users throughout the district. Currently there are four different source control bylaws within the RDN; Town of Qualicum Beach, City of Parksville, City of Nanaimo and Duke Point, whereas source control bylaws do not exist for areas such as French Creek and Nanoose. As a result, discharge limits can vary greatly from location to location, creating an opportunity for polluters to avoid source control.

In 1998 a source control bylaw was adopted for the Duke Point Sewer Local Service Area. This bylaw was adopted to protect the DPPCC and the receiving environment against deleterious discharges from industrial and commercial sources. The Duke Point Source Control bylaw's regulation encourages responsible sewer use practices and provides guidance with respect to wastewater treatment requirements.

Soon after the implementation of the Duke Point Source Control Bylaw a fish processing firm advised the RDN that their operation would shortly begin discharging high volumes and concentrations of untreated waste into the DPPCC. With a source control bylaw in place for the Duke Point Local Service Area, the RDN was able to establish discharge limits, require pre-treatment of waste and impose user fees. If discharges had occurred without pre-treatment, an extensive upgrade of the existing pollution control centre may have been required.

The region wide bylaw that is being proposed is modeled after the DPPCC source control bylaw. The bylaw is comprehensive, current, and addresses local concerns particular to the RDN and member municipalities. Further, the bylaw is consistent with and is designed for adoption under Section 23 of the B.C. Waste Management Act.

#### **ALTERNATIVES**

1. Adopt a source control bylaw which would give the Regional District the ability to regulate the quality and quantity of waste discharged to wastewater treatment plants within the RDN.
2. Do not adopt a source control bylaw.

## FINANCIAL IMPLICATIONS

### Alternative 1

Administering a source control bylaw for the RDN can be undertaken by existing staff.

The bylaw will assist in limiting contaminant levels in biosolids. The RDN will be paying \$45.00 per tonne for the composting of GNPPC biosolids providing the quality of the biosolids does not deteriorate. If the quality does deteriorate biosolids may have to be handled at the landfill at the cost of \$105.00 per tonne, or an additional \$96,000/year.

In addition, cost saving can be achieved through reduced loading and contamination levels, which may delay expansion of the existing pollution control facilities.

### Alternative 2

Not adopting a source control bylaw could require costly upgrading of pollution control facilities to meet Waste Management Permit requirements, or elevated disposal costs associated to biosolids.

## INTERGOVERNMENTAL IMPLICATIONS

The implementation of source control within the RDN will be consistent with our Liquid Waste Management Plan.

Representatives from each of the member municipalities sat on the Liquid Waste Advisory Committees that helped develop the plan and now sit on the LWMP Monitoring Committee. Meetings with these representatives have been held to specifically discuss source control, the proposed bylaw and program implementation.

The RDN will continue its consultation with our municipal partners during the implementation of our source control program.

## SUMMARY/CONCLUSIONS

A source control bylaw for the Regional District of Nanaimo Local Service Area will enable the District to control wastewater discharges to the treatment plant facilities, which will reduce contaminant loadings, resulting in improved protection of sewage collection and treatment systems, the receiving environment, public/worker health and safety and effluent/biosolids quality. The bylaw would also adhere to the principles of the Source Control Program as outlined in the Regional District's Liquid Waste Management Plan.

The proposed bylaw is modeled after the Duke Point Pollution Control Centre's source control bylaw, using precise definitions, a consistent set of regulations, and built-in flexibility. This flexibility allows for the addition of new wastewater treatment facilities without requiring changes to the bylaw. In addition the bylaw is comprehensive, current, and addresses local concerns particular to the RDN and member municipalities. Further, the bylaw is consistent with and is designed for adoption under Section 18 of the B.C. Waste Management Act.

It should be noted that this bylaw is intended to address industries discharging high concentrations and volumes of sewage into our facilities, it is not intended to impact domestic sources of sewage.

Upon adoption of the proposed region wide source control bylaw, the Duke Point Source Control Bylaw will become redundant and should be repealed.



**RECOMMENDATION**

1. That "Regional District of Nanaimo Sewer Use Regulatory Bylaw No. 1225, 2002" be introduced and read three times.
2. That "Regional District of Nanaimo Sewer Use Regulatory Bylaw No.1225, 2002" having received three readings be adopted.

*for* B. E. Jackson  
Report Writer

~~per~~ per. Dennis Tremblay  
Manager Concurrence

[Signature]  
General Manager Concurrence

[Signature]  
C.A.O. Concurrence

**COMMENTS:**

## REGIONAL DISTRICT OF NANAIMO

### BYLAW NO. 1225

#### A BYLAW TO REGULATE THE DISCHARGE OF WASTE INTO ALL SEWERS CONNECTED TO SEWAGE FACILITIES OPERATED BY THE REGIONAL DISTRICT OF NANAIMO

**WHEREAS** the Regional District of Nanaimo has established the "Regional District of Nanaimo Local Service Area" for the operation and maintenance of the collection, conveyance, treatment and disposal of sewage within the Regional District of Nanaimo Sewage Service Areas;

**AND WHEREAS** under Section 23 of the Waste Management Act, where a Regional District exercises a power to provide a service related to the disposal of treatment of sewage, the Board of the Regional District may make bylaws respecting the direct or indirect discharge of wastes into any sewer or drain connected to a sewage facility operated by the Regional District;

**AND WHEREAS** the Lieutenant Governor in Council has designated the Regional District of Nanaimo as a Sewage Control Area under Section 22 of the Waste Management Act and the Regional District of Nanaimo has appointed a Sewage Control Manager and Municipal Sewage Control Officers;

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

1. **Application**

This bylaw applies to discharges of waste into any sewer or drain connected to a sewage facility operated by the District.

2. **General**

- (1) No person shall hinder or prevent the Manager or a bylaw enforcement officer from entering any premises or from carrying out his or her duties with respect to the administration of this bylaw.
- (2) Nothing in this bylaw shall be interpreted as relieving a person discharging waste from complying with Federal, Provincial and local government enactments governing the discharge of waste into sewers.
- (3) Where the Board has authority to direct that a matter or thing be done by a person, the Board may also direct that, if the person fails to take the required action, the matter or thing shall be done at the expense of the person in default in accordance with Sections 269 and 794(5) of the Local Government Act. If action in default is taken, the Board may recover the expense from the person, together with costs and interest at the rate prescribed under Section 11(3) of the Taxation (Rural Area) Act, in the same manner as municipal taxes.
- (4) The schedules annexed hereto shall be deemed to be an integral part of this bylaw.
- (5) If any provision of this bylaw is found to be invalid by a court of competent jurisdiction it may be severed from the bylaw.

(6) The headings in this bylaw are inserted for convenience of reference only.

3. **Citation**

This bylaw may be cited for all purposes as "Regional District of Nanaimo Sewer Use Regulatory Bylaw No. 1225, 2002".

4. **Definitions**

The following terms, words and phrases when used in this bylaw shall have the meanings set forth in this section, whether appearing in capital or lower case form. If not defined below, the words and phrases used in this bylaw shall have their common and ordinary meanings to the degree consistent with the technical subjects in this bylaw.

"**Air**" means the atmosphere but, except in a sewer or a sewage facility or as the context may otherwise require, does not include the atmosphere inside a constructed enclosure that is not open to the weather.

"**Air Contaminant**" means any substance or odour whether gaseous, liquid, solid or a combination that is emitted into the air and that:

- (a) injures or is capable of injuring the health or safety of a person,
- (b) injures or is capable of injuring property or any life form,
- (c) interferes or is capable of interfering with visibility,
- (d) interferes or is capable of interfering with the normal conduct of business,
- (e) causes or is capable of causing material physical discomfort to a person, or
- (f) damages or is capable of damaging the environment.

"**Application**" means a request for one of the following:

- (a) a Waste Discharge Permit;
- (b) to amend, add or delete a term or condition of a Waste Discharge Permit;
- (c) to change the activity that is the subject of a Waste Discharge Permit;
- (d) to renew a Waste Discharge Permit;
- (e) an authorization.

"**Authorized**" or "**Authorization**" means the authorization in writing by a Manager or an Officer upon such terms and conditions as specified therein;

"**Biomedical Waste**" means biomedical waste as defined in "Guidelines for the Management of Biomedical Waste" established by the Canadian Council of Ministers of the Environment (CCME) and dated February 1992.

**"Biosolids"** means treated municipal wastewater sludge that meets quality criteria for beneficial use as a fertilizer or soil amendment product.

**"Board"** means the Board of the District.

**"BOD"** means biochemical oxygen demand, being the quantity of oxygen utilized in the biochemical oxidation of organic substances under standard laboratory procedures in 5 days at 20 degrees Celsius expressed in milligrams per litre, as determined by the appropriate procedure in Standard Methods;

**"Carpet Cleaner Waste"** means a combination of water carried liquid and solid wastes generated by carpet or furniture cleaning, that is collected in a mobile holding tank or is discharged to a sewer, septic tank, or holding tank.

**"Chlorinated Phenols"** means the chlorinated derivatives of phenols specified in Schedule "B" and as determined by the appropriate procedure described in Standard Methods in procedures authorized by the Manager.

**"COD"** means chemical oxygen demand, being a measure of the oxygen equivalent of the organic matter content of a sample that is susceptible to oxidation by a strong chemical oxidation, as determined by the appropriate procedure in Standard Methods.

**"Combined Sewer"** means a sewer designed for the collection and transmission of uncontaminated water, wastewater, and storm water.

**"Composite Sample"** means a sample of waste which is composed of equivalent portions of a specified number of grab samples collected manually or automatically at the same sampling point, at specified times or flow intervals during a specified sampling period.

**"Contaminant"** means any substance, whether gaseous, liquid, or solid, whether dissolved or suspended, or any wastewater quality parameter that, when present above a certain concentration in wastewater:

- (a) injures or is capable of injuring the health or safety of a person;
- (b) injures or is capable of injuring property or any life form;
- (c) interferes or is capable of interfering with the proper operation of a sewer or sewage facility;
- (d) causes or is capable of causing material physical discomfort to a person; or
- (e) damages or is capable of damaging the environment.

**"Discharge"** means to directly or indirectly introduce a substance into a sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying, or by any other means.

**"District"** means the Regional District of Nanaimo.

**"Domestic sewage"** means sanitary waste produced on a residential property.

**"Domestic waste"** means sanitary waste or the water-carried wastes from drinking, culinary purposes, ablutions, laundering or food processing which is produced on a **residential property** and is discharged directly or indirectly into a sewer connected to a sewage facility operated by the District.

**"Enactment"** means any applicable act, regulation, bylaw, order, or authorization, by a federal, provincial, regional, municipal government or their authorized representatives.

**"Grab sample"** means a sample of waste collected at a particular time and place.

**"High Volume Discharge"** means any discharge of non-domestic waste into a sewer in excess of 10 cubic metres per day or 300 cubic metres over any consecutive 30 day period but not including water from a pool.

**"Improvement District"** means an improvement district incorporated under the Local Government Act.

**"Load"** means the total mass of a contaminant or waste discharged per unit time.

**"Local Service Area"** means the "Sewer Local Service Area" as established under Section 798(1)(a) of the Local Government Act in the Regional District of Nanaimo.

**"Manager"** means the Sewage Control Manager of the District.

**"Monitoring Point"** means an access point to a sewer, private drainage system, or other sewer for the purpose of:

- (a) measuring the rate of flow or volume of wastewater being discharged from a premises;
- (b) collecting representative samples of wastewater being discharged from a premises.

**"Municipality"** means any participating member city, town, district, or other incorporated area of the Regional District of Nanaimo incorporated as a municipality or the Regional District of Nanaimo itself.

**"Non-domestic Waste"** means all waste except domestic waste, trucked waste, sanitary waste, storm water, and uncontaminated water.

**"Officer"** means a Municipal Sewage Control Officer appointed by the Board.

**"Oil and Grease"** means an organic substance or substances recoverable by procedures set out in Standard Methods or procedures authorized by the Manager and includes, but is not limited to, hydrocarbons, esters, fats, oils, waxes, and high-molecular weight carboxylic acids.

**"Order"** means an order issued by the Manager.

**"Owner"** means any person who is registered under the Land Title Act as the owner of land, or any other person who is in lawful possession of land or who is in lawful possession or occupancy of any buildings situated on the land.

**"PCB"** means any monochlorinated, dichlorinated, or polychlorinated biphenyl or any mixture that contains one or more of these.

**"Pesticides"** means pesticides regulated under the Pesticide Control Act of British Columbia.

**"pH"** means the expression of the acidity or basicity of a solution as defined and determined by the appropriate procedure described in Standard Methods.

**"Phenols"** means the hydroxy derivatives or aromatic hydrocarbons as determined by the appropriate procedure described in Standard Methods.

**"Polynuclear Aromatic Hydrocarbons (PAH)"** mean the aromatic hydrocarbon specific in Schedule 'B' and as determined by the appropriate procedure described in Standard Methods or in procedure authorized by the Manager.

**"Pool"** means any water receptacle used for swimming or as a bath or hot tub designed to accommodate more than one bather at a time or designed for decorative purposes.

**"Premises"** means any land or building or both or any part thereof.

**"Private Drainage System"** means a privately owned assembly of pipes, fittings, fixtures, traps and appurtenances that is used to convey wastewater, uncontaminated water, storm water, or foundation drainage to a sewer, sewage facility, or a private wastewater disposal system.

**"Prohibited Waste"** means prohibited waste as defined in Schedule 'A' of this Bylaw.

**"Radioactive Materials"** means radioactive materials as defined in the Atomic Energy Control Act of Canada and Regulations under that Act.

**"Recreational Vehicle Waste"** means domestic sewage accumulated in a holding tank in a trailer, camper, transportable housing unit, bus, aircraft, boat or houseboat.

**"Residential Property"** means a property which is used primarily for the purpose of residence by persons on a permanent, temporary or seasonal basis.

**"Restricted Waste"** means restricted waste as defined in Schedule 'B' to this bylaw.

**"Sanitary Sewer"** means a sewer which carries sanitary waste or wastewater but which is not intended to carry stormwater or uncontaminated water.

**"Sanitary Waste"** means waste that contains human feces, urine, blood or body fluids originating from plumbing fixtures or other sources.

"**Seawater**" means water including any water from the marine environment.

"**Sewage Control Manager**" means a sewage control manager appointed by the Regional District of Nanaimo, or a person appointed by the Board as his or her deputy, under the Waste Management Act.

"**Sewage Facility**" means works owned or otherwise under the control or jurisdiction of the District that gathers, treats, transports, stores, utilizes or discharges waste.

"**Sewer**" means all pipes, conduits, drains, and other equipment and facilities, owned or otherwise under the control or jurisdiction of the District for the purpose of providing sewage treatment and disposal service within the Local Service Area, for collecting, pumping, and transporting wastewater either to a sewage facility, or otherwise and includes all such pipes, conduits, drains, and other equipment and facilities which connect with those of the District or one or more municipalities.

"**Sharps**" means hypodermic needles, hypodermic syringes, blades, broken glass, and any devices, instruments or other objects which have acute rigid corners, edges or protuberances.

"**Sludge**" means wastewater containing more than 0.5% total solids.

"**Special Waste**" means Special Waste as defined in the Waste Management Act.

"**Special Waste Regulation**" means the Special Waste Regulation as amended from time to time enacted pursuant to the Waste Management Act.

"**Special Waste Regulation Leachate Quality Criteria**" means the contaminant concentrations for leachate set out in Schedule '4' of the Special Waste Regulation, as amended from time to time.

"**Spill Reporting Regulation**" means the Spill Reporting Regulation as amended from time to time enacted pursuant to the Waste Management Act.

"**Standard Methods**" means the latest edition of "Standard Methods for the Examination of Water and Wastewater" jointly prepared and published from time to time by the American Public Health Association, American Water Works Association, and the Water Pollution Control Federation.

"**Storm Sewer**" means a sewer for the collection and transmission of stormwater, or uncontaminated water.

"**Stormwater**" means water resulting from natural precipitation from the atmosphere and which is intended to be transported in a storm sewer or a combined sewer.

"**Substance**" includes any solid, liquid, or gas.

"**Suspended Solids**" means the portion of total solids retained by a filter, as determined by the appropriate procedure in Standard Methods.

"**Trucked Liquid Waste**" means any waste that is collected and transported from the site where the waste originated by means other than discharge to a sewer including, but not limited to, holding tank waste, septic tank waste, chemical toilet content, oil and grease from interceptors or traps, and other sludges of organic or inorganic origin.

"**Trucked Liquid Waste Bylaw**" means the District's Trucked Liquid Waste Disposal Bylaw No. 988 or most current version.

"**Uncontaminated Water**" means any water excluding stormwater but including cooling water and water from municipal waterworks or a private water supply to which no contaminant has been added as a consequence of its use, or to modify its use by any person.

"**Waste**" means any substance whether gaseous, liquid or solid, that is or is intended to be discharged or discarded, directly or indirectly, to a sewer or sewage facility.

"**Waste Discharge Permit**" means a Waste Discharge Permit issued by a Manager under this bylaw.

"**Waste Management Act**" means the Waste Management Act of the Province of British Columbia or any legislation that replaces the Waste Management Act.

"**Wastewater**" means the composite of water and water-carried wastes from residential, commercial, industrial or institutional premises or any other source.

"**Wastewater Sludge**" means the removed material resulting from chemical treatment, coagulation, flocculation, sedimentation, flotation, or biological oxidation of wastewater.

"**Water**" includes sea water, surface water, groundwater and ice.

"**Watercourse**" means:

- (a) a river, stream, creek, waterway, lagoon, lake, spring, swamp, marsh, or other natural body of water; or
- (b) a canal, ditch, reservoir, or other man-made surface feature whether it contains or conveys water continuously or intermittently.

"**Waterworks**" means any works owned or otherwise under the control or jurisdiction of the District or one or more of its member municipalities or an Improvement District that collects, treats, transports, or stores drinking water.

"**Works**" includes:

- (a) a drain, ditch, sewer or waste disposal system including a sewage treatment plant, pumping station or outfall;
- (b) a device, equipment, land or a structure that:
  - (i) measures, handles, transports, stores, treats or destroys waste or a contaminant; or
  - (ii) introduces waste or a contaminant into the environment;
- (c) an installation, plant, machinery, equipment, land or a process that causes or may cause a release of a contaminant into the environment or is designed or used to measure or control the introduction of waste into the environment or to measure or control a contaminant;



- (d) an installation, plant, machinery, equipment, land or a process that monitors or cleans up a contaminant or waste.

5. **Discharges to Sewers**

- (1) No person shall directly or indirectly discharge or allow or cause to be discharged into a sewer connected to a sewage facility operated by the District within the Local Service Area:
- (a) Any **Prohibited Waste**, as described in Schedule 'A';
  - (b) Any **Restricted Waste**, as described in Schedule 'B' unless that person:
    - (i) has first obtained a Waste Discharge Permit or Authorization.
  - (c) Any **High Volume Discharge** unless that person:
    - (i) has first obtained a Waste Discharge Permit or Authorization.
  - (d) Any non-domestic waste from a **Discharging Operation** of with an S.I.C. listed in Schedule 'D' of this bylaw unless that person:
    - (i) has first obtained a Waste Discharge Permit or Authorization.
  - (e) Any **Uncontaminated Water** in a volume greater than 2.0 cubic metres per day without prior authorization from the Manager.
  - (f) Any **Stormwater** without prior authorization from the Manager.
- (2) Subsection 5(1) does not apply to **Trucked Liquid Waste** where that person:
- (a) has first obtained a Holding Tank Sewage Disposal Permit as required according to the Sewage Disposal Bylaw; and
  - (b) the Trucked Liquid Waste is discharged at the sewage facilities designated in the Trucked Liquid Waste Disposal Bylaw and is otherwise strictly in accordance with the Trucked Waste Permit.
- (3) No person shall directly or indirectly discharge or allow or cause to be discharged into a sewer connected to a sewage facility operated by the District any water or other substance for the purpose of diluting any non-domestic waste.
- (4) A Municipality is not in violation of subsections 5(1) or 5(3) where there is a discharge contrary to one or more of those subsections by a third party without the knowledge of that Municipality into a sewer or sewage facility connected to a sewage facility operated by the District.
- (5) In order to obtain and maintain the authorization referred to in paragraph 5(1)(d), where the uncontaminated water is produced on property other than residential property or is from a source other than a waterworks, a person shall:

- (a) install and thereafter maintain at that person's expense, a meter on the water supply generating the authorized discharge; and
  - (b) supply to the Manager, by the 10th of each month, an accurate calculation of the volume of water measured pursuant to paragraph 5(5)(a).
- (6) Every person who directly or indirectly discharges waste or substances produced, treated, handled or stored on property other than residential property into a sewer connected to a "Sewage Facility" shall, as a condition of that discharge:
- (a) provide and maintain facilities to prevent accidental discharge or a discharge contrary to this bylaw or a Waste Discharge Permit or Authorization such as containment, recovery or neutralization facilities for substances which, if accidentally discharged, would constitute Prohibited or Restricted Waste;
  - (b) post, and keep posted, permanent signs in conspicuous locations on the premises displaying the name, telephone number of the person to call as prescribed in this bylaw in the event of accidental discharge of a Prohibited or Restricted Waste, and
  - (c) inform employees, who may cause or discover the discharge of Prohibited or Restricted Waste, of the notification procedures set out in Section 9 of this bylaw.
- (7) No person shall directly or indirectly discharge, or allow or cause to be discharged, any recreational vehicle waste into a sewer connected to a sewage facility operated by the District except:
- (a) with a Waste Discharge Permit, authorization or order; or
  - (b) at a sani-dump operating under a Waste Discharge Permit, Authorization or order.
- (8) No person shall directly or indirectly discharge, or allow or cause to be discharged, any carpet cleaner wastes into a sewer connected to a sewage facility operated by the District except:
- (a) at the premises where the waste was produced;
  - (b) with a Waste Discharge Permit, authorization or order; or
  - (d) at a sani-dump operating under a Waste Discharge Permit, authorization or order.

#### 6. Waste Discharge Permits and Authorizations

- (1) The Manager may, by order under Section 22 of the Waste Management Act, issue a Waste Discharge Permit or Authorization to allow a High Volume Discharge or to allow the discharge of waste other than domestic sewage upon such terms and conditions as the Manager considers appropriate for the protection of sewers, sewage facilities, human or animal health and safety, and the environment, and without limiting the generality of the foregoing, may in the Waste Discharge Permit or Authorization:
- (a) place limits and restrictions on the quantity, frequency of discharge, and nature of the waste permitted to be discharged;

- (b) require the holder of a Waste Discharge Permit or Authorization, at his or her expense, to repair, alter, remove, or add works, or construct new works to ensure that the discharge will comply with the Waste Discharge Permit or Authorization, this bylaw, and any enactment;
  - (c) require the holder of a Waste Discharge Permit or Authorization, at his or her expense, to monitor the waste being discharged under the Waste Discharge Permit or Authorization in the manner specified by the Manager and to provide information concerning the discharge as requested by the Manager including, but not limited to, routine maintenance check dates, cleaning and waste removal dates, and the means of disposal of accumulated wastes and waste treatment residuals;
  - (d) require the holder of the Waste Discharge Permit or Authorization to submit to the Manager detailed plans and operating procedures for all existing facilities installed on the premises for the purpose of preventing accidental discharge;
  - (e) require compliance by the holder of the Waste Discharge Permit or Authorization with such other enactments as the Manager considers necessary or desirable in the circumstances;
  - (f) make such other requirements as the Manager deems necessary or desirable.
- (2) Notwithstanding paragraphs 2(1)(b) and (c) a Manager may, by order under Section 22 of the Waste Management Act, require any person or any class of persons to obtain a Waste Discharge Permit or Authorization for the discharge by that person or class of persons of any non-domestic waste that is not a High Volume Discharge or a Restricted Waste.
- (3) Upon receipt of notice under Subsection 3(2) the person receiving the notice shall, within 30 days, apply for a Waste Discharge Permit or Authorization and shall provide to the Manager such information relating to the discharge of non-domestic waste by that person as the Manager may require.
- (4) The Manager may suspend or revoke a Waste Discharge Permit or Authorization for a failure to comply with the terms and conditions of the Waste Discharge Permit or Authorization or for any failure to comply with this bylaw, or any enactment applicable to the discharge of waste into a sanitary sewer connected to a sewage facility operated by the District.
- (5) (a) A Waste Discharge Permit or an Authorization may not be transferred or assigned without a Manager's consent in writing.
- (b) A Manager may withhold consent where there has been a breach of this bylaw or a condition of the Waste Discharge Permit or Authorization.
- (6) An application for a Waste Discharge Permit for a new discharge, or an amendment to an existing Waste Discharge Permit shall be made to a Manager on the form attached hereto as Schedule 'C' and shall be accompanied by such information, drawings, and specifications as may be required under Schedule 'C'.

**7. Maintenance of Works and Procedures**

- (1) It is a condition of the discharge of waste produced on property other than residential property into a sanitary sewer by a person who holds a Waste Discharge Permit or Authorization or who has received or is subject to an Order or who otherwise discharges waste that all measures be taken to keep all equipment and facilities maintained and in good repair as may be necessary to ensure compliance with the terms and conditions of this bylaw, a Waste Discharge Permit, Authorization or Order.
- (2) No person shall discharge or allow or cause to be discharged into a sewer connected to a sewage facility or into a sewage facility non-domestic waste which has bypassed any waste control works authorized and required by the Manager or which is not otherwise in compliance with this bylaw.

**8. Records Retention**

- (1) Holders of a Waste Discharge Permit or Authorization, or an Order permitting the discharge of waste produced on property other than residential property:
  - (a) shall retain and preserve for not less than six years after their creation, any records, books, documents, memoranda, reports, correspondence, and any and all summaries of such documents, relating to monitoring, sampling and chemical analysis required by the Manager, a Waste Discharge Permit, Authorization or Order;
  - (b) shall retain and preserve all records which pertain to issues which are the subject of administrative action or any other enforcement or litigation activities by the District until all enforcement activities have concluded and all periods of limitation with respect to any and all appeals have expired.

**9. Notification**

- (1) Any person who discharges waste or allows the discharge of waste into a sewer or a sewage facility in contravention of any Waste Discharge Permit, Authorization or Order or that is otherwise in contravention of this bylaw, after becoming aware of the discharge, shall stop the discharge, and after reporting the discharge in accordance with the Spill Reporting Regulation shall immediately notify:
  - (a) the Manager or an Officer by telephone and provide the information specified in subsection 9(2);
  - (b) the owner of the premises; and
  - (c) any other person whom the person reporting knows, or reasonably should know, may be directly affected by the discharge.
- (2) The Manager shall be supplied with the following information under subsection 9(1)(a):
  - (a) identification of the premises where the discharge occurred;
  - (b) location of the discharge;

- (c) name of the person reporting the discharge and telephone number, or numbers, where that person can be reached;
  - (d) date, time and duration of the discharge;
  - (e) type and concentration of all substances discharged and any known associated hazards;
  - (f) total weight or volume of the material discharged; and
  - (g) corrective action being taken, or anticipated to be taken, to control the discharge or to prevent similar discharges.
- (3) A person who discharged or allowed a discharge of waste referred to in Subsection 9(1) shall, as soon as that person becomes aware or reasonably should have become aware of the discharge, take all reasonable measures to:
- (a) confine, minimize, counteract, mitigate, remedy, and repair the effects of the discharge; and
  - (b) remove or otherwise dispose of the substance discharged in a manner consistent with this bylaw and other applicable enactments.
- (4) A person operating under an existing Waste Discharge Permit shall notify the Manager in writing not less than 90 days prior to:
- (a) commencing a new activity; or
  - (b) expanding or changing an existing activity;

which affects or may affect the average composition or the total volume of waste discharged by that person.

10. **Powers of the Manager**

- (1) The Manager or an Officer may enforce the provisions of this bylaw.
- (2) A Manager, an officer or any person authorized by a manager may at any reasonable time and upon presentation of proof of his or her identity, enter upon any property or premises in order to ascertain whether the terms of a Waste Discharge Permit, an Authorization, or an Order have been or are being complied with or the regulations of this bylaw are being observed.
- (3) Nothing in this bylaw shall be interpreted as restricting the powers of a Sewage Control Manager or an Officer under the Waste Management Act of British Columbia and Regulations.

**11. Monitoring of Discharges**

- (1) A Manager may, pursuant to Section 22 of the Waste Management Act, require that a person who is discharging any waste other than domestic sewage into a sewer shall, at his or her expense, install one or more monitoring points suitable for inspection, flow monitoring, and sample collection at locations determined by the Manager, to be constructed in accordance with plans approved by the Manager and maintained in good working order by the person.
- (2) A monitoring point required under Subsection 11(1) shall be installed in a manner so as not to be affected by any discharge of domestic waste from a premises, unless otherwise authorized by the Manager.
- (3) A monitoring point required under Subsection 11(1) shall, for the purposes of enforcing this bylaw, be deemed to be the point or points at which a discharge into a sewer or sewage facility is made.
- (4) In the absence of a monitoring point under Subsection 11(1), the point of discharge into a sewer or sewage facility shall, for the purposes of enforcing this bylaw, be the location determined by the Manager where access can be had to the waste for the purpose of sampling and flow monitoring.
- (5) Where a person is required to install a monitoring point under Subsection 11(1), and the person cannot comply with such requirement within 60 days of being notified of the requirement by the Manager the person shall, within 60 days of the notice being issued by the Manager, inform the Manager of his or her inability to install the monitoring point and the District may install or cause to be installed the monitoring point at the person's expense.
- (6) The owner of a premises shall ensure that all monitoring points, flow measuring devices and other devices specified in the Waste Discharge Permit, including water meters, are accessible for inspection by the Manager or an Officer at all times.
- (7) The Manager may require that a person who is discharging waste into a sewer undertake, at that person's expense, sampling and analysis of the waste discharged.
- (8) All sampling and analysis required by a Manager shall be carried out in accordance with methods and procedures specified in Standard Methods or in a manner specified by the Manager.
- (9) Samples, which have been collected as the result of a requirement of the Manager, shall be analyzed by an independent agency or by a laboratory authorized by the Manager.

**12. Offences and Penalties**

- (1) A person who contravenes this bylaw, a Waste Discharge Permit, Authorization or Order issued under this bylaw, or other requirement made or imposed under this bylaw, is guilty of an offence and is liable to a fine not exceeding \$10,000.

- (2) Where an offence is committed or continues for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding \$10,000, may be imposed for each day on or during which an offence occurs or continues.
- (3) Nothing in this bylaw shall limit the District from pursuing any other remedy that would otherwise be available to the District at law.

### 13. Transition

- (1) Section 5(1)(b) shall not apply to a discharge of Restricted Waste in existence on the date of enactment of this bylaw provided that within six months of the enactment of this bylaw the person discharging or allowing or causing the discharge of a Restricted Waste obtains a Waste Discharge Permit or an Authorization.
- (2) Section 5(1)(c) shall not apply to a High Volume Discharge in existence on the date of enactment of this bylaw provided that within six months of the enactment of this bylaw the person who is discharging or allowing or causing the discharge of a High Volume Discharge obtains a Waste Discharge Permit or an Authorization.

### 14. Review of Deputy Sewage Control Manager's Decision

- (1) A person affected by a decision, order or requirement of the Deputy Sewage Control Manager pursuant to Sections 5(1), 11(1), 11(2), 11(4) or 11(7) may request a review within 21 working days of delivery of the decision, order or requirement by delivery to the Manager of the Notice of Review Request in the form attached as Schedule 'E'.
- (2) The Manager may extend the time for requesting a review either before or after the time has elapsed.
- (3) The matter will be reviewed by the Manager pursuant to Section 14(7) unless the person seeking the review requests, on the form attached as Schedule 'E', that the matter be referred first to mediation.
- (4) Mediation shall be conducted by a party agreeable to the applicant and to the Manager and, if the parties cannot agree, then each party shall appoint a representative and the representatives shall jointly select a mediator.
- (5) The costs of mediation shall be borne equally by all parties involved.
- (6) If mediation does not resolve the matter in dispute, the review shall proceed to the Manager.
- (7) Upon considering the matter under review and the results of the mediation, if any, the Manager may:
  - (a) confirm, reverse or vary the decision, order or requirement under review; and
  - (b) make any decision that the Manager considers appropriate.
- (8) Any decision made by the Manager pursuant to Section 14(7) must be communicated in writing to the applicant within 10 working days of receiving the written review request or the results of the mediation.

- (9) In the event that the Manager is absent from the office due to vacation, illness, disability or other reason, a decision of the Manager may be delayed until 10 working days following the Manager's return.
- (10) The Manager may extend the time limits set out in Sections 14(8) and 14(9) for doing any of the things referred to in Section 14(7).
- (11) A request for a review does not operate as a stay or suspend the operation of the decision being reviewed unless the Manager orders otherwise.
- (12) A review under this bylaw will not prejudice any right of appeal, which a person may have under the Waste Management Act.

15. **Repeal of Regional District of Nanaimo Sewer Use Bylaw No. 1112, 1998.**

- (1) "Regional District of Nanaimo Sewer Use Regulatory Bylaw No. 1112, 1998" is hereby repealed.

Introduced and read three times this \_\_\_\_ day of \_\_\_\_\_, 2002.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2002.

\_\_\_\_\_  
CHAIRPERSON

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



\_\_\_\_\_  
Chairperson

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

## SCHEDULE 'A'

### PROHIBITED WASTE

Prohibited Waste means:

1. Special Waste

Special Waste as defined by the Waste Management Act of British Columbia and its Regulations.

2. Air Contaminant Waste

Any waste, other than sanitary waste, which by itself or in combination with another substance is capable of creating, causing or introducing an air contaminant outside any sewer or sewage facility or is capable of creating, causing or introducing an air contaminant within any sewer or sewage facility which would prevent safe entry by authorized personnel.

3. Flammable or Explosive Waste

Any waste, which by itself or in combination with another substance, is capable of causing or contributing to an explosion or supporting combustion in any sewer or sewage facility including, but not limited to gasoline, naphtha, propane, diesel, fuel oil, kerosene or alcohol.

4. Obstructive Waste

Any waste which by itself or in combination with another substance is capable of obstructing the flow of, or interfering with, the operation or performance of any sewer or sewage facility including, but not limited to earth, sand, sweepings, gardening or agricultural waste, ash, chemicals, paint, metal, glass, sharps, rags, cloth, tar, asphalt, cement-based products, plastic, wood, waste portions of animals, fish or fowl, and solidified fat.

5. Corrosive Waste

Any waste with corrosive properties which, by itself, or in combination with any other substance, may cause damage to any sewer or sewage facility or which may prevent safe entry by authorized personnel.

6. High Temperature Waste

- (a) Any waste which, by itself or in combination with another substance, will create heat in amounts which will interfere with the operation and maintenance of a sewer or sewage facility or with the treatment of waste in a sewage facility;
- (b) Any waste which will raise the temperature of waste entering any sewage facility to 40 degrees Celsius (104 degrees Fahrenheit) or more;
- (c) Any non-domestic waste with a temperature of 65 degrees Celsius (150 degrees Fahrenheit) or more.

7. Biomedical Waste

Any of the following categories of Biomedical Waste: human anatomical waste, animal waste, untreated microbiological waste, waste sharps and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group 4" as defined in Laboratory Biosafety Guidelines published by Health and Welfare Canada and dated 1990.

8. PCB's, Pesticides

Any waste containing PCB's or pesticides.

9. Miscellaneous Wastes

Any waste, other than sanitary waste, which by itself or in combination with another substance:

- (a) constitutes or may constitute a significant health or safety hazard to any person;
- (b) may interfere with any sewage treatment process;
- (c) may cause a discharge from a sewage facility to contravene any requirements by or under any B.C. Waste Management discharge permit or any other act, law or regulation governing the quality of the discharge, or may cause the discharge to result in a hazard to people, animals, property or vegetation;
- (d) may cause biosolids to fail criteria for beneficial land application use in British Columbia as set out in the draft Guidelines for the Disposal of Domestic Sludge" under the Waste Management Act prepared by the Ministry of Environment and dated March 18, 1992, or may cause the emissions from a wastewater sludge combustion facility to be out of compliance with appropriate permits, or may cause the ashes from a wastewater sludge combustion facility to be considered a Special Waste under the Waste Management Act of British Columbia.

\_\_\_\_\_  
Chairperson

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

**BYLAW NO. 1225**  
**SCHEDULE 'B'**  
**RESTRICTED WASTE**

Restricted Waste means:

I. **Specified Waste**

Any waste which, at the point of discharge into a sewer, contains any contaminant at a concentration in excess of the limits set out below. All concentrations are expressed as total concentrations which includes all forms of the contaminant, whether dissolved or undissolved. The concentration limits apply to both grab and composite samples. Contaminant definitions and methods of analysis are outlined in Standard Methods or methods specified by the Manager.

Any of the contaminants listed below in tables (a), (b) or (c) that are present in a waste at dissolved concentrations in excess of the Special Waste Regulation Leachate Quality Criteria will qualify that waste, regardless of the sampling method used, as a Special Waste.

(a) CONVENTIONAL CONTAMINANTS [mg/L]	
Biochemical Oxygen Demand (BOD)	300
Chemical Oxygen Demand (COD)	600
Oil and Grease*	100
Suspended Solids	350

Note: \* - Total oil and grease includes Petroleum Hydrocarbons (see table (b))

(b) ORGANIC CONTAMINANTS [mg/L]	
Benzene, Ethyl Benzene, Toluene, Xylenes (BETX)	1
Chlorinated Phenols	0.05
Polycyclic Aromatic Hydrocarbons (PAH)	0.05
Phenols	1
Petroleum Hydrocarbons	15

(c) INORGANIC CONTAMINANTS [mg/L]	
Arsenic (As)	0.2
Cadmium (Cd)	0.1
Chromium (Cr)	5
Cobalt (Co)	5
Copper (Cu)	1
Cyanide (CN)	1
Iron (Fe)	50
Lead (Pb)	0.5
Manganese (Mn)	5
Mercury (Hg)	0.05
Molybdenum (Mo)	5
Nickel (Ni)	1
Silver (Ag)	2
Sulphate (SO <sub>4</sub> )	1500
Sulphide (S)	1
Zinc (Zn)	3

## 2. Food Waste

Any non-domestic waste from cooking and handling of food that, at the point of discharge into a sewer, contains particles larger than 0.5 centimetres in any dimension.

3. **Radioactive Waste**

Any waste containing radioactive materials that, at the point of discharge into a sewer, exceeds radioactivity limitations as established by the Atomic Energy Control Board of Canada.

4. **pH Waste**

Any non-domestic waste which, at the point of discharge into a sewer, has a pH lower than 5.5 or higher than 11.0, as determined by either a grab or a composite sample.

5. **Dyes and Colouring Material**

Dyes or colouring materials which may pass through a sewage facility and discolour the effluent from a sewage facility except where the dye is used by the District, or one or more of its municipalities, as a tracer.

6. **Miscellaneous Restricted Wastes**

Any of the following wastes as defined in the bylaw.

- (a) seawater
- (b) PCBs
- (c) chlorinated phenols\*\*\*
- (d) pesticides
- (e) tetrachloroethylene

\*\*\* Chlorinated phenols include:

chlorophenol (ortho, meta, para)  
dichlorophenol (2,3, 2,4-, 2,5-, 2,6-, 3,4-, 3,5-)  
trichlorophenol (2,3, 4-, 2,3,5-, 2,3,6-, 2,4,5-, 2,4,6-, 3,4,5-)  
tetrachlorophenol (2,3,4,5-, 2,3,4,6-, 2,3,5,6-)  
pentachlorophenol

Schedule 'C' to accompany "Regional District of  
Nanaimo Sewer Use Regulatory Bylaw  
No. 1225, 2002"

, list any pre-

\_\_\_\_\_  
Chairperson

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

mate locations

### SCHEDULE 'C'

## WASTE DISCHARGE PERMIT APPLICATION REGIONAL DISTRICT OF NANAIMO SEWER USE BYLAW NO. 1225

ion Section is  
wage Control  
carried out by  
e Declaration

### INFORMATION SHEET

the discharge  
ation of the  
Is relevant to  
om:

Sheet is provided to assist you in the preparation and submission of an application for a permit under the Regional District of Nanaimo's Sewer Use Bylaw No. 1225. Once the completed, initial each page and sign the declaration on Page 10. To assist RDN services with the processing of the application, please make an accurate, readable and sion to the address provided below.

#### ATION FORMS

##### Information

quired under

he company name, incorporation number, type of business, and location of the business. If nness or organization has more than one site address, please copy this form and complete a application for each site.

##### ry of Effluent Discharge Characteristics

e this section to indicate discharge duration, volume, and quality.

##### of Connections

number and type of connections to sewer.

**PAGE**  
182

**PAGE**  
183

\_\_\_\_\_  
Chairperson

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

**SCHEDULE 'D'**  
**(Section 4.1 (d))**  
**NON-DOMESTIC WASTE DISCHARGERS**  
**BYLAW NO. 1225**

Dischargers of non-domestic waste from specific industrial, commercial or institutional sectors listed below are required to obtain a Waste Discharge Permit, authorization or operate under a Code of Practice for a Discharging Operation.

<b>SIC</b>	<b>Description</b>
1041	Dairy (Fluid Milk Industry)
3041	Metal Plater (Custom Coating of Metal Products Industry)
4999	Landfill (Garbage Dump Operation)

## APPLICATION FOR A WASTE DISCHARGE PERMIT

Application for a WASTE DISCHARGE PERMIT under the Regional District of Nanaimo (RDN) Sewer Use Bylaw No. 1225. This application is to be filed with the Sewage Control Manager, at the address on Page 2, not less than 90 days prior to the date for which a permit is required.

1. I, \_\_\_\_\_  
(Full name - if a company, British Columbia Registered Name)

Registered Address: \_\_\_\_\_  
\_\_\_\_\_

Incorporation Number: \_\_\_\_\_

hereby apply for a WASTE DISCHARGE PERMIT to discharge non-domestic waste into sanitary sewer from a:

\_\_\_\_\_  
(Type of Business)

Located at: \_\_\_\_\_  
\_\_\_\_\_

### 2. Summary of Wastewater Discharge Characteristics

Maximum Duration of Operation: (hours/day) \_\_\_\_\_  
(days/week) \_\_\_\_\_  
(weeks/year) \_\_\_\_\_

#### Flow

Is the Discharge greater than 300 m<sup>3</sup> in a 30 day period?: ( ) yes ( ) no

#### Frequency

Maximum discharge flow rate: \_\_\_\_\_ (m<sup>3</sup>/day)

Average daily discharge flow rate: \_\_\_\_\_ (m<sup>3</sup>/day)

Method of flow rate determination: \_\_\_\_\_

( ) measured ( ) estimated

(Note: 1m<sup>3</sup> = 220 Imperial gallons, or 264 US gallons)



**Type of Discharge**

continuous                       batch                       both

**Quality**

Use the check boxes to indicate whether any of the following types of wastes are discharged:

Flammable or explosive waste	<input type="checkbox"/> yes	<input type="checkbox"/> no
Obstructive waste	<input type="checkbox"/> yes	<input type="checkbox"/> no
Air contaminant waste	<input type="checkbox"/> yes	<input type="checkbox"/> no
High temperature waste	<input type="checkbox"/> yes	<input type="checkbox"/> no
Corrosive waste	<input type="checkbox"/> yes	<input type="checkbox"/> no
Biomedical waste	<input type="checkbox"/> yes	<input type="checkbox"/> no
Food waste	<input type="checkbox"/> yes	<input type="checkbox"/> no
Radioactive waste	<input type="checkbox"/> yes	<input type="checkbox"/> no

**Special Waste**

Does any process within the plant produce Special Waste as defined under the Special Waste Regulation of the Waste Management Act of British Columbia?

yes               no               don't know

**Wastewater Characteristics**

In the space provided below, check the appropriate box for each wastewater contaminant to dictate whether the contaminant listed is "known to be present", "suspected to be present", "suspected to be absent", or "known to be absent", in the wastewater discharge.

If a contaminant is "known to be present" or "suspected to be present", estimate the expected average and maximum daily contaminant concentrations in the spaces provided.

If wastewater discharges have been sampled and analyzed in the past, please attach examples of sampling data.

Wastewater Contaminants	Known to be present	Suspected to be present	Suspected to be absent	Known to be absent	Expected Concentration mg/L (ppm)	
					Average	Maximum
<b>Conventional Contaminants</b>						
Ammonia	( )	( )	( )	( )	_____	_____
Biochemical Oxygen Demand (BOD)	( )	( )	( )	( )	_____	_____
Chemical Oxygen Demand (COD)	( )	( )	( )	( )	_____	_____
Suspended Solids	( )	( )	( )	( )	_____	_____
Oil and Grease (total)	( )	( )	( )	( )	_____	_____
pH max _____ min _____	( )	( )	( )	( )	_____	_____
<b>Organic Contaminants</b>						
Petroleum Hydrocarbons	( )	( )	( )	( )	_____	_____
Phenols (total)	( )	( )	( )	( )	_____	_____
Phenols (chlorinated)	( )	( )	( )	( )	_____	_____
Polycyclic Aromatic Hydrocarbons (PAH)	( )	( )	( )	( )	_____	_____
PCB's	( )	( )	( )	( )	_____	_____
Pesticides	( )	( )	( )	( )	_____	_____
Benzene	( )	( )	( )	( )	_____	_____
Ethylbenzene	( )	( )	( )	( )	_____	_____

Wastewater Contaminants	Known to be present	Suspected to be present	Suspected to be absent	Known to be absent	Expected Concentration mg/L (ppm)	
					Average	Maximum
Toluene	( )	( )	( )	( )	_____	_____
Xylenes	( )	( )	( )	( )	_____	_____
Solvents (specify)	( )	( )	( )	( )	_____	_____
<b>Inorganic Contaminants</b>						
Arsenic	( )	( )	( )	( )	_____	_____
Cadmium	( )	( )	( )	( )	_____	_____
Chromium	( )	( )	( )	( )	_____	_____
Cobalt	( )	( )	( )	( )	_____	_____
Copper	( )	( )	( )	( )	_____	_____
Cyanide	( )	( )	( )	( )	_____	_____
Iron	( )	( )	( )	( )	_____	_____
Lead	( )	( )	( )	( )	_____	_____
Manganese	( )	( )	( )	( )	_____	_____
Mercury	( )	( )	( )	( )	_____	_____
Molybdenum	( )	( )	( )	( )	_____	_____
Nickel	( )	( )	( )	( )	_____	_____
Silver	( )	( )	( )	( )	_____	_____
Sulphate	( )	( )	( )	( )	_____	_____
Sulphide	( )	( )	( )	( )	_____	_____
Zinc	( )	( )	( )	( )	_____	_____
Other _____	( )	( )	( )	( )	_____	_____

3. **Number of Connections to Sewer**

a. **Sanitary Sewer**

Domestic waste only \_\_\_\_\_

Non-domestic waste only \_\_\_\_\_

Combined domestic and non-domestic waste \_\_\_\_\_

(Note connection locations on attached site plan.)

Is stormwater discharged to sanitary sewer? yes ( ) volume \_\_\_\_\_ m<sup>3</sup>/day no ( )

Is uncontaminated water discharged to sanitary sewer? yes ( ) volume \_\_\_\_\_ m<sup>3</sup>/day no ( )

(Note connection locations on attached site plan.)

b. **Storm Sewer**

Stormwater only \_\_\_\_\_

Uncontaminated water only \_\_\_\_\_

Combined stormwater and uncontaminated

water (Note connection locations on attached site plan.) \_\_\_\_\_

Is domestic waste discharged to storm sewer? yes ( ) volume \_\_\_\_\_ m<sup>3</sup>/day no ( )

(Note connection location on attached site plan.)

Is non-domestic waste discharged to storm sewer? yes ( ) volume \_\_\_\_\_ m<sup>3</sup>/day no ( )

4. **Sources of Wastewater Discharge to Sewer**

(Note location of sources and control works on attached site plan.)

SOURCE OF WASTEWATER  
(e.g. galvanizing line rinse tank)

CONTROL WORKS TREATING EACH  
SOURCE PRIOR TO DISCHARGE TO  
SEWER\*  
(e.g. Trade Waste Interceptor)

a. **Sanitary Sewer**

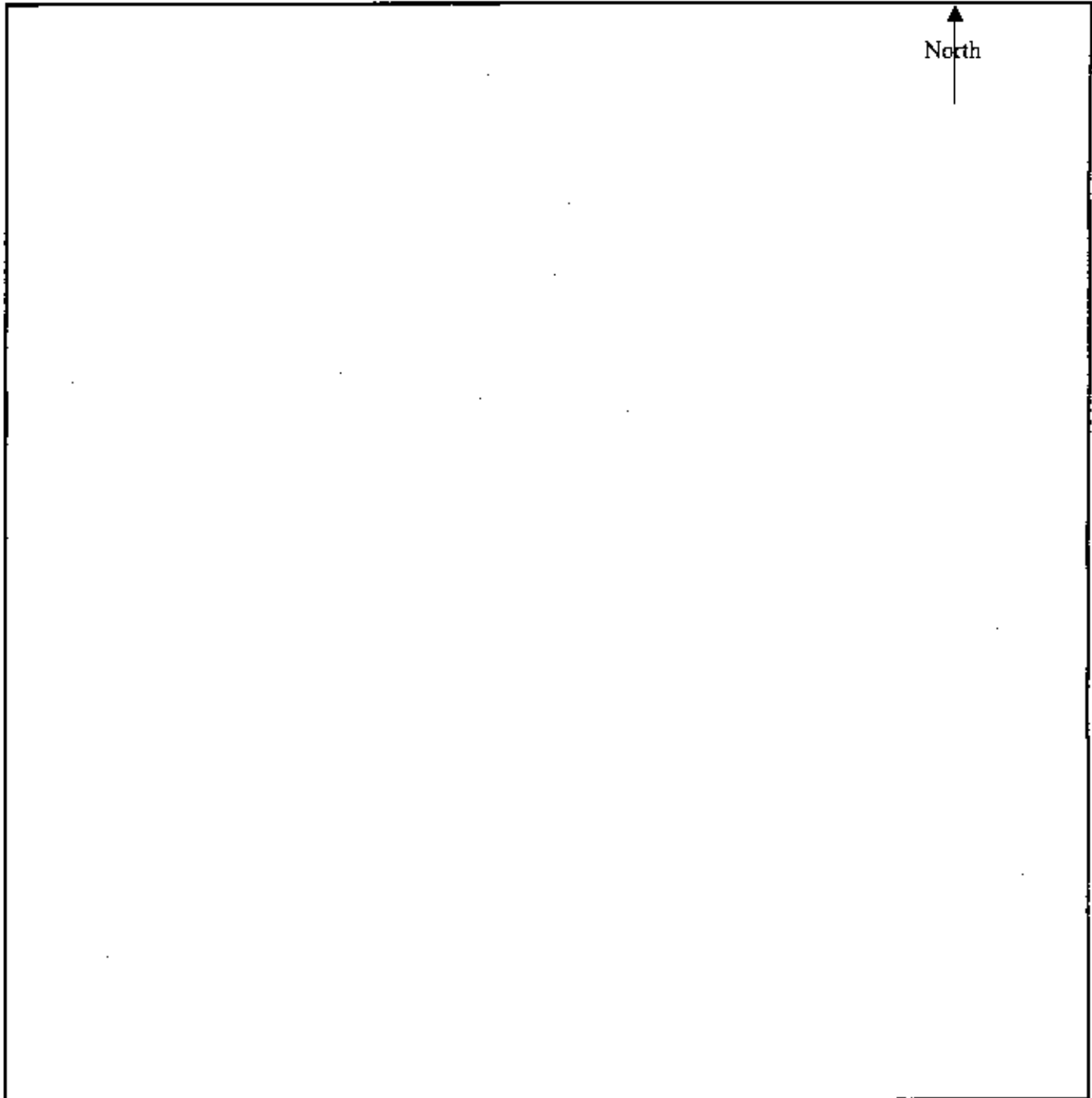
b. **Storm Sewer**

\* Control Works include: oil/water separators, grease traps, filters, electrolytic precipitators, reverse osmosis units, ion exchange units, neutralization facilities and other wastewater pre-treatment works.

5. **Site Plan**

Sketch a site plan in the area provided below or attach a site plan to this application form. The plan shall include property lines, buildings, pre-treatment works, effluent lines, sanitary and storm sewer connections, flow measuring devices, and monitoring points (or available sampling locations).

(Include approximate scale on site plan.)



North

6. Declaration

I, \_\_\_\_\_, declare that the information given on this application form is correct to the best of my knowledge.

\_\_\_\_\_ (Date) \_\_\_\_\_ (Signature of Applicant or Agent)

\_\_\_\_\_ (Title) \_\_\_\_\_ (Phone Number)

If you elect to appoint an Agent, please complete the following:

I, \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Title)

\_\_\_\_\_ (Signature)

hereby authorize \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Affiliation)

to deal with you directly on all aspects of the subject application.

\_\_\_\_\_  
Chairperson

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

**SCHEDULE 'E'**  
**(Section 14(1))**

**NOTICE OF REVIEW REQUEST**  
**BYLAW NO. 1225**

A person affected by a decision of the Deputy Sewage Control Manager may request a review by completing and submitting this form within 21 days after the decision being appealed is given.

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Describe decision to be reviewed (and attach copy of decision): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for Review Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check one of the following:

Request for Review by Sewage Control Manager       Request for Third Party Mediation

List any documentation attached.

Send to: Sewage Control Manager, Environmental Services Department,  
Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ File No. \_\_\_\_\_

NOTE: YOU MAY BE ENTITLED TO A TIME-LIMITED STATUTORY RIGHT OF APPEAL TO THE ENVIRONMENTAL APPEAL BOARD UNDER THE WASTE MANAGEMENT ACT. PLEASE CONSULT A COPY OF THAT ACT FOR FURTHER DETAILS.





REGIONAL DISTRICT OF NANAIMO	
FEB 19 2002	
CHAIR	GMCrS
CAO	GMDS
GMCrS	GMES
<i>Call</i>	

## MEMORANDUM

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<b>TO:</b>	Wayne Moorman Manager of Engineering and Utilities	<b>DATE:</b>	January 24, 2002
<b>FROM:</b>	Natalie Cielanga Engineering Technologist	<b>FILE:</b>	5500-22-FW-01
<b>SUBJECT:</b>	Utilities Fairwinds Water Specified Area Conversion to a Local Service Area and Boundary Amendment		

---

### PURPOSE

To convert the Fairwinds Water Specified Area Bylaw 753 to a Local Service Area and to amend the boundary of the Fairwinds Water Local Service Area (FWLSA).

### BACKGROUND

In 1994 the Board was presented with a report to include the Nanoose Bay Elementary School and Nanoose Bay Community Hall in the Fairwinds Water Specified Area. The Nanoose Bay Community Hall has since declined inclusion into the FWSA and the school has been connected. As a housekeeping procedure we need to amend the boundaries to include the school property into the FWLSA. The Municipal Act requires that amendments to Specified Area establishing bylaws require a conversion bylaw to create a Local Service Area (the terminology now used in Regional District legislation) at the time an amendment is made. Bylaw 1288 complies with the conversion requirements and amends the Local Service Area boundaries to include the Nanoose School property in the FWLSA.

### ALTERNATIVES

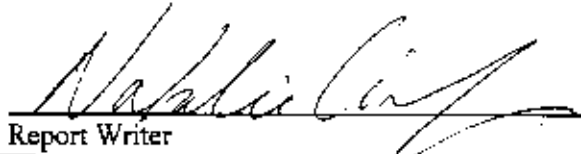
1. Convert the Fairwinds Water Specified Area to a Local Service Area and amend the boundary.
2. Do not convert the Fairwinds Water Specified Area to a Local Service Area and amend the boundary.

### FINANCIAL IMPLICATIONS

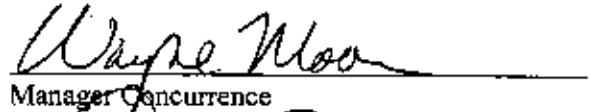
The school has been paying the metered user rate for water but has not been charged the annual parcel tax for the FWLSA. Including the school into the FWLSA will increase our parcel tax revenue \$149.50 per annum.

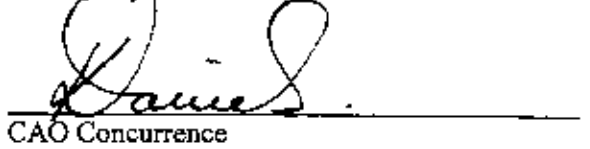
**RECOMMENDATION**

1. That "Fairwinds Water Service Area Conversion and Boundary Amendment Bylaw No. 1288, 2002", be granted first three readings, and
2. That the "Fairwinds Water Service Area Conversion and Boundary Amendment Bylaw 1288, 2002", be forwarded to the Inspector for approval.

  
Report Writer

  
General Manager Concurrence

  
Manager Concurrence

  
CAO Concurrence

COMMENTS:



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1288**

**A BYLAW TO CONVERT  
A WATER SUPPLY SPECIFIED AREA  
TO A SERVICE AREA**

WHEREAS under Section 800 of the Local Government Act, a Regional District must adopt a bylaw respecting a service which meets the requirements of Section 800.1 for an establishing bylaw;

AND WHEREAS establishing bylaws may be amended in accordance with the requirements of Section 802;

AND WHEREAS the Board of the Regional District of Nanaimo established by "Fairwinds Water Specified Area Establishing Bylaw No. 753, 1988", a specified area for the provision of a water supply and distribution system;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to convert the aforesaid specified area to a service and to extend the boundaries;

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

1. a) The boundaries of the "Fairwinds Specified Area" as established by Bylaw No. 753, are amended to include Lot A, District Lot 6, Plan VIP54061, Nanoose Land District, and there is hereby established a service for the purpose of the supply, treatment, conveyance, storage and distribution of water for that portion of Electoral Area 'E' shown outlined on Schedule 'A' attached hereto and forming part of this bylaw, to be known as the "Fairwinds Water Service Area".
2. The participant in the service established under Section 1 is a portion of Electoral Area 'E'.
3. The maximum amount that may be requisitioned under Section 803(1) for this service shall be:
  - a) the sum of Two Hundred and Thirty Five Thousand dollars (\$235,000.00); or,
  - b) the product obtained by multiplying the net taxable value of land and improvements within the service area by a property tax value rate of One Dollar and Ninety-one Cents (\$1.91) per thousand dollars of assessment.
4. The annual cost of this service may be recovered, pursuant to the Section 803 of the Local Government Act, by one or more of the following:

- a) property value taxes imposed in accordance with Division 4.3, levied and collected under Sections 806 and 806.1(a);
  - b) parcel taxes imposed in accordance with Division 4.3 to be levied and collected under Section 806 and 806.1(b);
  - c) fees and charges imposed under Section 797.2;
  - d) revenues raised by other means authorized under this or another Act;
  - e) revenues received by way of agreement, enterprise, gift, grant or otherwise.
5. "Fairwinds Specified Area Establishment Bylaw No. 753, 1988" is hereby repealed.
  6. The service area established by this bylaw may be merged with any other service area or areas for the same purpose, whether contiguous or not, in the manner provided in the Local Government Act.
  7. This bylaw may be cited as "Fairwinds Water Service Area Conversion and Boundary Amendment Bylaw No. 1288, 2002".

Introduced and read three times this \_\_\_\_ day of \_\_\_\_\_, 2002.

Received the approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2002.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2002.

\_\_\_\_\_  
CHAIRPERSON

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



REGIONAL DISTRICT OF NANAIMO			
FEB 19 2002			
CHAIR		GMCrs	
CAO		GMDS	
SMCms		GMES	
<i>Natalie</i>			
		DATE:	

MEMORANDUM

TO: Wayne Moorman  
Manager of Engineering and Utilities

FROM: Natalie Cielanga  
Engineering Technologist

SUBJECT: Utilities  
Arbutus Park Estates Water Local Service Area  
Boundary Amendment

DATE: February 8, 2002

FILE: 5500-22-AP-01

PURPOSE

To consider a boundary amendment to Bylaw 930 that established the Arbutus Park Estates Water Local Service Area.

BACKGROUND

Our mapping department recently discovered an overlap of property in both the Fairwinds Water Local Service Area (FWLSA) and the Arbutus Park Estates Water Local Service Area (see attached map). The property is not connected to either water system at the present time and is only paying a parcel tax towards the FWLSA. The property owner confirmed that they prefer that the property be in the FWLSA rather than the Arbutus Park Estates Water Local Service Area. This bylaw amendment is a housekeeping revision.

ALTERNATIVES

- 1) Do not amend the boundary.
- 2) Amend the boundary.

FINANCIAL IMPLICATIONS

There are no financial implications. The owner will continue to pay towards the FWLSA.

RECOMMENDATION

- 1. That "Arbutus Park Estates Water Local Service Area Amendment Bylaw No. 930.02, 2002" be granted first three readings, and
- 2. That the "Arbutus Park Estates Water Local Service Area Amendment Bylaw No. 930.02, 2002" be forwarded to the inspector for approval.

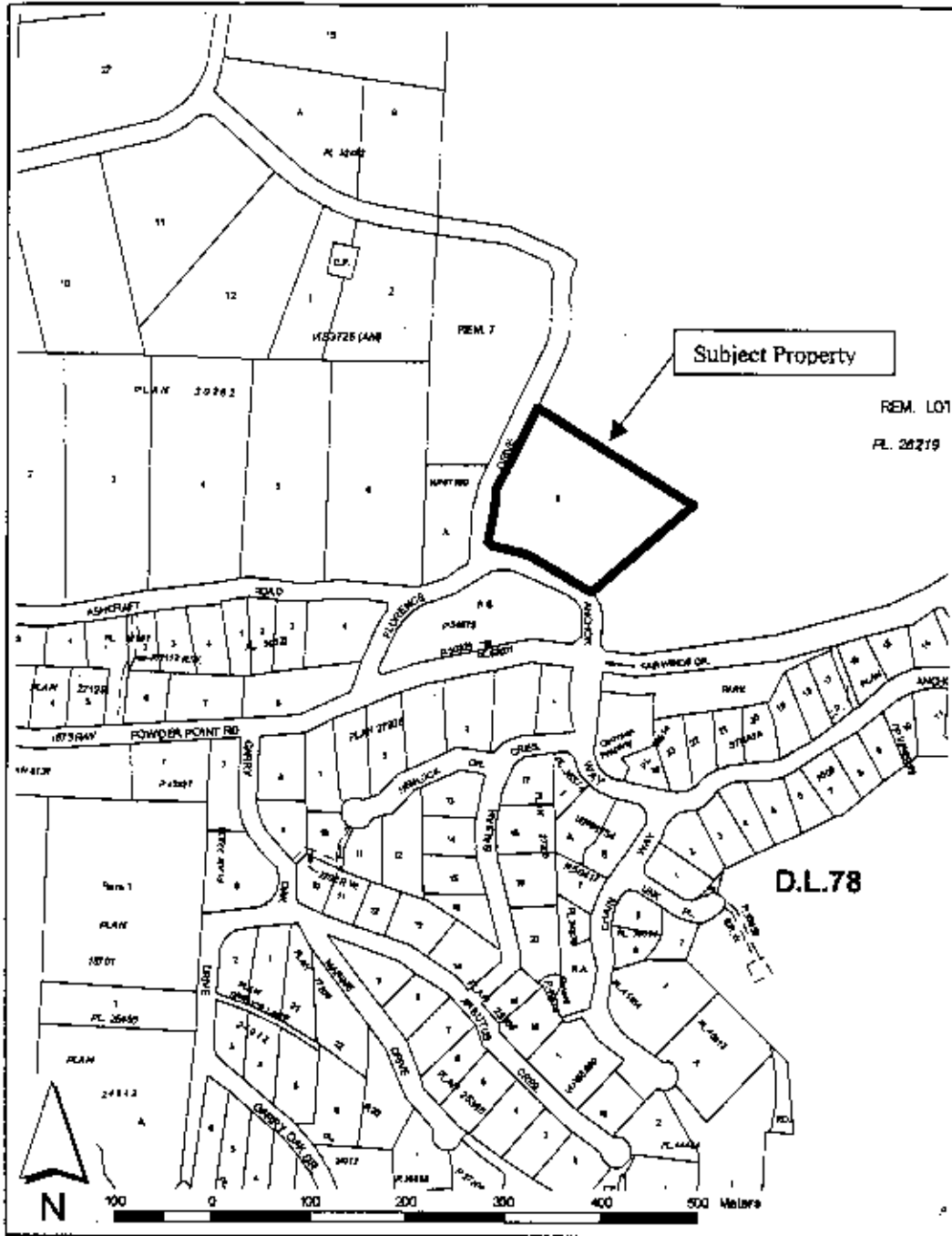
*Natalie Cielanga*  
\_\_\_\_\_  
Report Writer

*Wayne Moorman*  
\_\_\_\_\_  
Manager Concurrence

*[Signature]*  
\_\_\_\_\_  
General Manager Concurrence

*[Signature]*  
\_\_\_\_\_  
CAO Concurrence

COMMENTS:



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 930.02**

**A BYLAW TO AMEND THE BOUNDARY  
OF THE ARBUTUS PARK ESTATES  
WATER LOCAL SERVICE AREA**

WHEREAS under Section 800 of the Local Government Act, a Regional District must adopt a bylaw respecting a service which meets the requirements of Section 794 for an establishing bylaw,

AND WHEREAS establishing bylaws may be amended in accordance with the requirements of Section 802;

AND WHEREAS the Board of the Regional District of Nanaimo established by "Arbutus Park Estates Water Local Service Area Conversion Bylaw No. 930, 1994", a local service area for the provision of a water supply and distribution system;

AND WHEREAS the Board has been requested to amend the boundaries of the local service area to exclude the following property:

Lot 8, District Lot 78, Plan 30262, Nanoose Land District.

AND WHEREAS the Regional Director from Electoral Area 'E', a portion of which is the sole participant in the local service area has given consent to the amendment;

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

1. Schedule 'A' attached to and forming a part of Bylaw No. 930 is hereby repealed and replaced with Schedule 'A' attached to and forming part of this bylaw.
2. This bylaw may be cited as "Arbutus Park Estates Water Local Service Area Amendment Bylaw No. 930.02, 2002".

Introduced and read three times this \_\_\_\_ day of \_\_\_\_\_, 2002.

Received the approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2002.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2002.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
GENERAL MANAGER, CORPORATE SERVICE



# Minutes

Area A Parks, Recreation and Greenspaces Advisory Committee  
Thursday, November 15, 2001  
Cedar United Church

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

**Staff:** Jeff Ainge (RDN Parks Coordinator)

**Guests:** Vicky Suddaby, Joe Materi (Nanaimo Field Naturalists), Kerri-Lynee Wilson (Prospective new committee member)

**Absent:** Lynnette Aldcroft (in New Zealand)

**Meeting convened at 7:40 pm**

## Agenda

MOVED F. Garnish, SECONDED J. Burgess, that the Agenda be accepted.

CARRIED

**Delegation/Guests:** Vicky Suddaby update on Skateboard park. She now has over 1000 names on a petition in favour of the park. She is now working on getting letters of support from businesses, community groups and other interested parties, which Frank Garnish says are much more effective. Letters should be addressed to the Regional Board, Attn: Laurence Elliott, Director Area "A"

She has applied for a Nanaimo Foundation Grant. Looking for support to get land for skateboard park on Walsh Rd. – an acre belongs to the school board.

Laurence was asked what steps have been taken and what steps should be taken to bring about the skateboard park. He wanted to talk to the schoolboard and the RDN and get their take on the matter before saying anything.

## Adoption of minutes – October Meeting

Not available

## Business arising from Minutes:

Frank wondered if there had been any movement on the Feasibility Study Recreation Function Area "A". Jeff says he needs the minutes of the last meeting to get on with it.

## Reports

• **Director's Report:** Nothing to report

• **RDN:**

- I. Thanks to The Morden Colliery Trail (MCT) cleanup crew in Oct.
- II. Positions on the Area A committee have been advertised.
- III. Ritten Rd. Public access to Quennell Lake – it has been requested by the Ministry of Water, Land and Air Protection to gravel it and put in a barrier so cars won't get stuck in the lake and allow only "cartopper" boats access.
- IV. Backyard Biodiversity Workshop being held for those interested

**Business arising from Minutes:**

The letter to "Take 5" is not done yet.

**Reports:**

• **RDN – Jeff Ainge:**

- I. Thanks to Dave Williamson for chairing the committee over past two years.
- II. Trail Study/Terms of Reference: Jeff gave a synopsis of the Trail Study Report & Terms of Reference(s) prepared for the Committee. The Committee requested input into reviewing the proposals received from Consultants prior to the RDN awarding the job and requested the report to the Board reflect this.  
**MOVED D. Williamson, SECONDED L. Aldcroft** that staff move ahead with implementing the Terms of Reference for the Community Trails Study in Electoral Area 'A' with the one change in section 9.0 (involving the Committee in reviewing Consultants' proposals).

CARRIED

- III. Change of Committee Format: Jeff presented a report suggesting a change to the Committee's mandate (removing the recreation component), and some minor operations changes. After discussion and debate the Committee was not able to reach a conclusion. Director Elliott and the Chair will continue the discussion with the Manager of Recreation and Parks.  
It was agreed to table this item to a future meeting (April 2002).

- IV. Tree Management Policy: Jeff asked if the committee is in favour of amending the tree management policy to include altering trees for non-hazardous reasons. He outlined a request from the Nanoose area to top some trees to retain viewsapes.

**MOVED F. Garnish, SECONDED D. Williamson** that the committee is *not* in favour of amending the tree management policy to include altering trees for non-hazardous reasons.

CARRIED

• **Director's Report:**

- I. Director Elliott distributed copies of his report and provided an overview. The Director advised that a meeting with the Cedar School & Community Enhancement Society (CSCES) is planned for the following week, and that senior staff were to discuss land for skate park opportunities with School District 68. The issue of providing a voice for recreation services, and the provision of local recreation programming will continue at a staff level.

**Discussion Period:**

Vicky Suddaby questioned Director Elliott regarding the skate park proposal and the process to acquire a suitable location. The Director referred to his earlier statements, and advised that partnerships should be investigated with service organizations for funding.

**Date of next meeting:**

**MOVED L. Elliott, SECONDED F. Garnish** that the committee meets bimonthly or at the Chair's discretion.

CARRIED

The next meeting will be held March 21, 2002 at 7:30 pm. Location TBA

**Adjournment:**

**MOVED M. Honeyman, SECONDED G. Cunningham**, that the meeting be adjourned at 9:45 pm.

CARRIED

# Minutes

Area A Parks, Recreation and Greenspaces Advisory Committee  
Thursday, January 17, 2002  
Cedar United Church

**Attendance:** Dave Williamson (Chair), Judy Burgess, Laurence Elliott (Area A Director), Gay Cunningham (Secretary), Margaret Johnson, Frank Garnish, Michelle Honeyman, Lynnette Aldcroft

**Absent:** Kerri-Lynne Wilson

**Staff:** Jeff Ainge (RDN Parks Coordinator)

**Guests:** Vicky Suddaby, Joe Materi (Nanaimo Field Naturalists), Norma Czerny, Len Paranych

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**Meeting convened at 7:40 pm**

**Presentation:** Rob Fuller of Cedar View Estates and Susan Cornie, RDN Senior Planner presented Cedar View Estates' development plans for the area around the Wheatsheaf Inn and 49<sup>th</sup> Parallel Grocery store. They wanted the support of the committee regarding a road that would cross the Morden Colliery Trail near the Cedar Road entrance. After discussion on traffic calming methods, landscaping, and alternatives to a road crossing the Trail the Committee agreed to provide qualified support.

**MOVED** M. Honeyman, **SECONDED** M. Johnson that the committee support an 'agreement in principle' for a new crossing of the Morden Colliery Trail with provision that the Electoral Area 'A' Parks, Recreation and Greenspace Advisory Committee have the opportunity to review the location and design details of the proposed trail crossing.

CARRIED

**Agenda:**

**MOVED** F. Garnish, **SECONDED** L. Aldcroft, that the Agenda be accepted as amended to hold election of officers earlier in the meeting.

CARRIED

**Elections:**

- **Chair.**  
Judy Burgess was nominated by Dave Williamson-- declined the nomination.  
Dave Williamson was nominated by Margaret Johnson - declined the nomination.  
Frank Garnish was nominated by Director Elliott, accepted the nomination and elected Chairperson.
- **Secretary.**  
Gay Cunningham was nominated by Judy Burgess, accepted the nomination and elected Secretary by acclamation.

Dave Williamson agreed to remain in the Chair for the remainder of the meeting.

**Adoption of minutes – November Meeting**

**MOVED** J. Burgess, **SECONDED** M. Johnson to adopt the minutes of the Nov. 15, 2001 meeting.

CARRIED

- V. New signboard to advertise meetings and will send a letter of thanks to the Hutts at the Wheatsheaf for use of their sign
- VI. \$172,000.00 in reserve fund.
- VII. Passed additional skateboard info to Vicky
- VIII. As Jonathon is recovering from knee surgery it's hopeful he'll be able to help out at a "desk job" for a while doing signage and what have you.

• **MCT:**

- I. Successful cleanup day Oct. 20. Planning on a Spring workparty and a fall cleanup party. Cubs could help with the cleanup.
- II. Trail Study: Should the MCT subcommittee only deal with it or should the whole committee? Consensus was that the whole committee should be involved. Jeff will come up with the terms of reference *but we need to give him some direction asap.*

MOVED: F. Garnish SECONDED: M. Johnson that Committee ask Director L. Elliott to ask Regional Board to support creation of trail study in Area "A".

CARRIED

• **Chair:**

- I. Vicky and Dave will put in a letter to January "Take 5" to garner community support for the skateboard park and playground. Will also put in a thank-you letter to 49th Parallel Grocery for supplying snacks at the MCT cleanup.
- II. Dave will set a time for he and Laurence to meet with the Yons. Any committee members welcome to attend.
- III. How can we get the sign more visible at night?
- IV. Dave received a call from Brian Tutti on Fawcett Rd. regarding fixing up the Cedar boat ramp. Can we get some money from Ministry of Transport or whoever to help fix it? Jeff can supply info on how much the community has already spent on it themselves including the port-a potty. Frank pointed out that many residents don't want the ramp upgraded as there is already too much traffic there. He feels the committee shouldn't get involved, therefore Dave will pass the info supplied by Jeff to Brian to do with what he will, such as a letter that could be sent to MoTH with those figures to ask them to help with repairs
- V. Road Easement by Dave's place: Can it be used as a trail connector? Laurence says it's a gazetted road and the neighbors have tried to get the easement titled back to them unsuccessfully. Deal with it much later.

**Discussion Period:**

Laurence wants to see where the RDN and Schoolboard sit on the skateboard issue before approaching them about the Walsh Rd.

Frank reports CSCES has applied for more grants to run programs. Also mentioned the time and effort volunteers have put into the center and the RDN's contributions.

**Date of next meeting:**

January 17<sup>th</sup>, 2002 at 7:30 pm. Location TBA (Heritage school?).

**Adjournment:**

MOVED F. Garnish, SECONDED L. Elliott, that the meeting be adjourned at 9:00 pm.

CARRIED

**Minutes**  
**Electoral Area 'G' Parks, Recreation and Greenspace Advisory Committee**  
**Thursday February 7, 2002**  
**Meeting Room, District 69 Arena, Parksville**

**Attendance:** Mabel Klee  
Jacqui Thomson  
Brian Coath  
Bruce Cownden  
Alan Lamb  
Craig Young  
Joe Stanhope, Director Area 'G'

**Apologies:** Leone Kondas (resigned from Committee), Bill Reed

**Staff:** Jeff Ainge, Parks Coordinator  
Jonathan Lobb, Parks Assistant

**Delegations:** None

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

Due to the need for two Committee members to leave early, the Chair suggested switching the order of the agenda items.

**APPROVAL OF MINUTES**

MOVED M. Klee, SECONDED B. Coath that the minutes of the Electoral Area 'G' Parks, Recreation and Greenspace Advisory Committee held November 7, 2001 be approved.

CARRIED

**REPORTS**

**Amended Committee Terms-of-Reference report, and Proposed amended terms-of-reference.**

Staff reviewed the report and highlighted the proposed changes to the terms-of-reference. Discussion centred on the grant awarded the Committee by the District 69 Recreation Commission for the purposes of funding small community projects (separate from the Community Parks function operating budget). Committee members felt that the administration of the grant was an important component of the Committee's activities, and if possible should be retained. The report for the Board is to be amended to reflect this; and to reflect the Committee's desire for quarterly meetings unless the Chair calls for more.

MOVED C. Young, SECONDED B. Coath that the revised terms-of-reference for the Electoral Area 'G' Parks and Open Space Advisory Committee be approved, and that a call for members to the Area 'G' Committee be made with the Board appointments having staggered terms set for the first year.

CARRIED

**BUSINESS ARISING FROM MINUTES**

**Admiral Tryon Boulevard beach access.**

Staff reviewed the memorandum summarising the history of this property, and provided information as requested at the November 2001 meeting. The Committee discussed the importance of public consultation, and B. Coath and A. Lamb offered to work with staff in preparing a consultation strategy.

**Park Planning process.**

C. Young spoke to the need for some guidance when considering properties suitable for community park and the use of the growing acquisition reserve fund. The Committee felt that the electoral area is so widespread that a formula is needed to ensure that the reserve funds are used equitably. Staff were requested to research information contained within the various OCPs pertinent to Area 'G' that address park acquisition. Staff were also asked for information on the process required to access all or a portion of the reserve fund (especially if a referendum is required).

**REPORTS continued.**

**Staff update (verbal).**

Staff requested the opinion of the Committee with regards the RDN Tree Management Policy and the proposal (from some Nanoose Bay residents) to amend it. The Committee expressed mixed views, ranging from support for the proposed amendment contingent upon the values placed upon the park by the community, to full support for the existing policy.

Staff updated the Committee on a number of issues, including Horne Lake and Gabriola Island Regional Parks acquisitions; and the Fern Road Woods Trail opening (June 2002).

**COMMITTEE ROUND TABLE**

B. Cownden updated the Committee on progress with the boardwalk construction at the Englishman River estuary. An engineer is completing the design of the approach ramps which will make the boardwalk more accessible.

Staff responded to a question about insurance coverage for volunteers assisting with park projects.

A. Lamb questioned the need for such expensive and seemingly over-engineered bridges for the parks and trail system.

B. Coath advised that the vegetation planted in the BMX area of Columbia Drive park had either died or had been pulled up. This park is still in need of restoration and is currently receiving limited use from BMX'ers and the walking public. Mr. Coath also advised the planting project at Dalmatian Drive park was complete, with additional topsoil and plants donated. The water drainage issue of past years seems to have been remedied with the new grass and plants soaking up the water. The grant from Tree Canada Foundation had not been received; the project organizer was advised to forward final report and budget to the Foundation directly.

J. Thomson requested staff assistance with a strip of park adjacent to French Creek. Vehicles are accessing the park and dumping garbage, and it appears to be the scene of parties.

C. Young updated the Committee on the District 69 Recreation Commission's involvement with the ice arena proposals, and noted the challenges associated with the various proposals being considered.

## **INFORMATION FOR THE COMMITTEE**

### **Recreation & Parks – Year in Review 2001.**

Staff presented the Committee with a publication detailing many of the projects and highlights of the Department from 2001.

### **NEXT MEETING DATE**

Subject to the Board's approval of the amended Committee format and terms-of-reference, and the subsequent call for members and their appointment by the Board, a date was not set. The Committee indicated a meeting should be planned to occur in April.

### **ADJOURNMENT**

MOVED B. Coath, SECONDED C. Young that the meeting be adjourned at 9.09pm.

CARRIED

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Chair

## Minutes

**Nanoose Bay Parks and Open Space Advisory Committee**  
**Monday, February 11, 2002**  
**Nanoose Library Hall, Nanoose Road**

**Attendance:** Arthur Lightburn  
Carole Barker  
David Helem  
Paula Young  
Frank Van Eynde  
George Holme

**Absent:** Debbie Kuhn

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

**Meeting was called to order at 7.02 pm with Frank Van Eynde in the chair.**

### MINUTES:

MOVED G. Holme, SECONDED C. Barker that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held December 3, 2001 be approved. **CARRIED**

MOVED D. Helem, SECONDED A. Lightburn that the minutes of the Claudet Road Community Park sub-committee held January 10, 2002 be approved. **CARRIED**

### BUSINESS ARISING FROM THE MINUTES:

Staff reviewed the letter sent to Rainforest Consultants as requested by the Claudet Road Community Park Sub-Committee.

### COMMUNICATIONS & CORRESPONDENCE:

- a) Tom Hill & Lynda Scrivener, Stewart Road Nanoose Bay re Tree Modification in Community Parks.
- b) Eric Smith on behalf of NPORA re Claudet Road Park.
- c) Tony and Diane Aussem, Blueback Drive Nanoose Bay re Trimming of Trees in Parks.
- d) J. A. Lettic, Ashcraft Road Nanoose Bay, re Public Consultation and the Claudet Road community parkland.

Staff reviewed the three alternatives raised by Mr. Smith. Members of the Committee questioned whether this letter represented the views of the NPORA Executive and/or the NPORA membership. C. Barker advised that the NPORA Executive were supportive of a multi-use development at Claudet Rd Park and not supportive of solely sport field development.

MOVED G. Holme, SECONDED D. Helem that the four items of correspondence be received.

**CARRIED**



## **BUSINESS ARISING FROM CORRESPONDENCE:**

Staff were requested to respond to Mr. Smith's letter and to include the recommendations of the January 10, 2002 Claudet Rd sub-committee which refer to non-sports field options.

## **REPORTS:**

### **Beach Access Sub-Committee.**

A. Lightburn thanked staff for the laminated maps that will be used for the beach access inventory. He advised that the sub-committee would be referring to the inventory as an "access to water site" inventory, as some accesses do not lead to actual beaches. He also spoke to a discussion with a resident of Madrona Drive who lives adjacent to an access to water, and there is interest in relocating the existing trail closer to the middle of the access.

### **Claudet Road Community Park.**

Staff reviewed the action points, options and recommendations of the sub-committee as contained in the sub-committee minutes. Information on rough estimates for field lighting, and operational costs for lighting, have yet to be received. Information from Rainforest Consultants will be forwarded to the Committee when it is to hand.

A. Lightburn expressed concern that the sub-committee minutes refer to "amenities sited to allow for future sport field development" when there is clearly more community support for non-sport field development.

The four recommendations from the sub-committee minutes are:

- Request a scaled down version of the SK3 concept (non-athletic field sketch) from the Consultant, and an indication of costs associated with the implementation of the concept.
- Invite the Nanoose Lions Club to a meeting with the Nanoose Bay Parks and Open Space Advisory Committee to discuss their interest in alternative community projects (other than sports field development).
- Investigate the costs for installing lighting at the Jack Bagley sports field.
- Investigate the current maintenance standards for Jack Bagley field, and provide information on costs required to upgrade and maintain the playing surfaces there to a higher standard.

MOVED A. Lightburn, SECONDED C. Barker that the four recommendations for staff action as noted in the sub-committee minutes of the January 10, 2002 meeting be accepted by the full Committee, including the removal of the reference to allow for future sport field development. CARRIED

Staff were requested to invite the Nanoose Lions Club to an evening meeting with the Committee at the earliest opportunity to discuss development options for the Claudet Road Community Park.

### **Tree Management in Community Parks.**

The report provided by staff was discussed. T. Osborne spoke to the current lack of parks bylaws and advised that work to draft up bylaws for community and regional parks was about to get underway. Staff provided the input of the Electoral Area 'G' Parks, Recreation and Greenspace Advisory Committee who discussed the issue at their February 7, 2002 meeting (too late to be included in the written report), which

is that *"The Committee expressed mixed views, ranging from support for the proposed amendment contingent upon the values placed upon the park by the community, to full support for the existing policy"*.

MOVED G. Holme, SECONDED C. Barker that the Committee receive the report and that the RDN Tree Management Policy (C.I.1) not be amended. CARRIED

#### COMMITTEE ROUND TABLE:

- D. Helem reiterated his concern that an amendment to the Tree Management Policy would have opened the door to potential habitat destruction and been very difficult to implement.
- P. Young questioned D. Helem on an eagle tree at Dorcas Point. He provided information on the neighbours' concerns for a hazardous tree used by eagles, and the neighbours' work with BC Hydro to remove the hazard tree and to create suitable nest platforms in nearby trees.
- C. Barker requested staff investigate the sending of the agenda package by email.
- T. Osborne advised that J. Ainge (Parks Coordinator) will be on vacation in the coming month and suggested urgent items be directed to himself or Jonathan Lobb (Parks Technician).
- F. Van Eynde updated the Committee on the Home Lake Regional Park management plan committee and the planning process underway.

#### COMMITTEE INFORMATION:

Staff provided the publication "Recreation and Parks: A Year in Review - 2001" for the Committee's information. A. Lightburn congratulated staff on the work completed by the Department in the past year.

#### NEXT MEETING DATE:

The next meeting of the Committee was set for Monday April 22, 2002 to take place at 7:00pm at the Nanoose Library Hall, Nanoose Road.

#### ADJOURNMENT:

MOVED G. Holme that the meeting be adjourned at 8:00 pm.

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Chair

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

**DATE:** February 5, 2002

**FROM:** Jeff Ainge  
Parks Coordinator

**FILE:** 6300-01

**SUBJECT:** Tree Management in Community Parks

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**Purpose:**

To respond to a request to amend the Board's Tree Management in Parks Policy to allow pruning to improve views and light penetration.

**Background:**

The Regional Board at its September 9, 2001 meeting referred the issue of considering a change to the existing RDN Tree Management Policy to the Nanoose Bay Parks and Open Space Advisory Committee. This came about as a result of four delegations to the Corporate and Community Services Committee of the Board requesting a change to the policy, and one delegation opposing any policy change. All delegations lived in the vicinity of Crows Nest Lane Community Park in Nanoose Bay (Electoral Area 'E').

The current Tree Management Policy (C.1.1) (revised March 1997) provides for "*The removal or pruning of trees on District controlled parkland ... only where the trees present a danger to life and/or property or the removal or pruning is specifically authorized as part of a District authorized development project. Trees on parkland will not be removed, pruned, thinned or topped for reasons related to opening up personal views or other non-hazardous situations. The Regional District will accept financial responsibility for all tree work involving hazardous trees.*" At the time the existing policy was revised (1997), staff provided the Board with information on alternatives including allowing for pruning of non-hazardous trees. The delegations requesting a change to the policy are requesting the ability to manage the trees for viewscape and sunlight purposes, in addition to eliminating hazard trees.

Crows Nest Lane Community Park is an undeveloped park situated on a vegetated bluff with a northeastern aspect (see attached map). It was acquired as two parcels by way of subdivision developments in 1970 and 1972. The park is 0.48 hectares (1.18 acres) in size and is bordered by 17 private lots. Some of these lots are above the park (Dolphin Drive area), some below (Blueback Drive area). The vegetation includes a mixture of older deciduous trees, with some tall coniferous, scattered arbutus, and mixed undergrowth. There is a drainage swale within the park that drains to Blueback Drive.

Some residents living adjacent to the park have been requesting permission to improve views and sunlight opportunities since 1995, with file notes regarding tree management in this park going back to 1989. The residents overlooking the park from above state that their ocean views and available sunlight have

diminished as the trees within the park have grown. From occasional park visits by staff it is evident that some topping and pruning has occurred without permission.

Like some other community parks in the Regional District, this park is not an "active" park but serves a valid purpose of green space provision, which includes wildlife habitat provision, bank stability, and buffering between residences. At best, development could include a pedestrian trail and stairs linking the upper level homes accessed from Dolphin Drive with the waterfront park situated on the corner of Blueback Drive and Tye Crescent. There have been no requests from the community for such a development, and none is planned by the Department at this time.

The proposal by the park neighbours in favour of a policy change was presented to the December 3<sup>rd</sup>, 2001 Nanoose Bay Parks and Open Space Advisory Committee. It reads:

*With respect to the residential area buffer called "Crows Nest Lane Park", we request that the RDN modify the tree trimming rule that it adopted in 1996 as follows:*

1. *Prudent and controlled trimming of trees will be allowed if they represent a danger or a nuisance to property owners in the immediate vicinity of the affected trees.*
2. *A tree may be considered a nuisance if it presents a significant interference in the property owners right to enjoy their property at the approximate level existing when the property was purchased and assessed for tax purposes. This shall include such features as availability of sunlight, views, and the general appearance of the environmental surroundings as it affects property in the immediate vicinity of the tree.*
3. *A majority concurrence of the property owners in the immediate vicinity of the trees affected is required, as shown by a signed petition of those involved.*
4. *Trimming plans and details to be mutually agreed upon by the property owners in the immediate vicinity of the trees affected.*
5. *Expenses to be borne by mutual agreement of property owners in the immediate vicinity who desire the trimming to be done. This may include the cost for an RDN person to advise and supervise.*
6. *RDN may designate a woodsman to supervise or perform the work.*

*(November 28, 2001)*

Because policies are not specific to one location but are applicable throughout the Region, the Nanoose Bay Parks and Open Space Advisory Committee requested staff to seek input on this issue from other Electoral Area Parks Advisory Committees within the Regional District. The three other committees provided the following comments:

- Lantzville Parks and Open Space Advisory Committee (met January 7, 2002):  
*The committee felt that the blanket policy works as a region-wide policy. If the RDN provided specific site management policy or individual park plans, then the policy may require amendment. It maybe that a park is managed for other than its greenspace values, or there may be a need to keep even the hazardous trees for habitat purposes. (Excerpt from minutes).*
- Electoral Area 'A' Parks, Recreation & Greenspace Advisory Committee (met January 17, 2002):  
*That the Committee is not in favour of amending the tree management policy to include altering trees for non-hazardous reasons. (Excerpt from minutes).*
- Electoral Area 'G' Parks, Recreation & Greenspace Advisory Committee (meeting scheduled for February 7, 2002):  
*Information not received in time for inclusion in this report. Will be provided at the February 11<sup>th</sup> Nanoose Bay Parks and Open Space Advisory Committee meeting.*

**Alternatives:**

1. To receive the report and amend the RDN Tree Management in Parks Policy (C1.1) to allow for sanctioned pruning to improve views, by inserting the following:

Pruning of Non-Hazardous Trees.

Citizens requesting pruning of trees located within RDN Parks for the purposes of opening up personal views, increasing light penetration, or other aesthetic reasons will be required to:

- i) Identify the tree(s) being considered for non-hazardous pruning;
- ii) Request Regional District staff, or their designates, to obtain the opinions of each neighbour of the park so as to impartially determine the level of neighbourhood support for the pruning;
- iii) Fund the cost of the staff time and any non-hazardous pruning undertaken by qualified personnel.

The Regional District will assess the project with respect to the value and purpose of the park land and associated community and environmental issues. If the Regional District deems the work acceptable, staff will authorize the hiring of an insured certified arborist to thin or spiral prune the tree(s). In most circumstances trees will not be topped.

2. To receive the report and not amend the RDN Tree Management in Parks Policy (C1.1).

**Financial Implications:**

Under Alternative 1 (above) the cost for hazard tree removal or management is met from the individual electoral area community parks operating budgets. The policy amendment requires the citizen, or group of citizens promoting the non-hazardous pruning, to cover the costs of the staff time (undertaking house-to-house poll to determine support for the proposed pruning), the cost of an arborist to carry out the work if it is approved, and the costs for staff to supervise the work to ensure it is carried out in a safe and efficient manner.

Implementing the current policy (Alternative 2 above) with regards to hazard tree situations is carried out within existing staffing and operating budget limits. The current policy does not restrict the Regional District from retaining an independent arborist to inventory and assess the health of trees within a park and preparing a vegetation management plan for that park. The costs for such work could be prohibitive especially if it were undertaken for several well-treed parks. Rates for arborists range from \$45 – \$50 per hour for an inspection, hazard evaluation, and a written report. Total cost per report depends upon travelling time and number of trees being assessed.

**Intergovernmental Implications:**

The majority of neighbouring jurisdictions have bylaws that restrict the removal or alteration of vegetation in parks. Incidents of illegal tree removal from parks by neighbours seeking improved views have resulted in court action and in one case near the Galloping Goose Trail (Capital Regional District) a fine of \$15,000 was levied. Within the Regional District, only Gabriola Island has park bylaws (Bylaw No. 842). Without bylaws in place it is difficult to enforce the policy.

Trees designated as wildlife trees come under the Wildlife Act, which is administered by the Ministry of Water, Land and Air Protection. Trees containing the nests and roosts of birds such as eagle and heron are protected under this legislation. Even in acknowledged hazardous situations permits are required to modify or remove these trees.

**PAGE**  
2/14

**Citizen Implications:**

There are over 100 Community Parks, currently six Regional Parks, and a growing number of trails operated by the Regional District. The parks and trails, and the trees growing there are a community resource; a recreational and visual amenity for everyone to enjoy. However, conflicts have arisen between those who feel their residence and their enjoyment of it is compromised by trees in neighbouring parks, and those who wish to retain the trees and let nature take its course.

Alternative 1 (above) offers the Board the ability to implement a policy that will meet the needs of those residents who feel non-hazardous tree management is necessary in Regional District parks and trails.

Alternative 2 (above) retains the ability to manage hazard trees in parks, and does not restrict staff from undertaking tree management as part of its regular park operations.

Based on item 2 of the proposal presented by the neighbourhood group, identifying the level of adjacent trees when properties were purchased will prove difficult. There are over 100 community parks in the Regional District. Given that individual homes are bought and sold continually there would be no base line to refer to, and in some cases community parks are devoid of vegetation when acquired (especially through subdivision dedication).

**Summary:**

Some neighbours of the undeveloped Crows Nest Lane Community Park in Nanoose Bay have requested changes to the existing RDN Tree Management Policy to allow for pruning and trimming of non-hazardous trees in the Park to improve available sunlight and ocean views from their properties. The existing policy does not allow for this; only for the management of hazardous trees. The Regional Board referred the issue to the local Parks and Open Space Advisory Committee, who in turn requested staff seek input from other electoral area Parks Advisory Committees.

**Recommendation:**

That the Committee receive the report and that the RDN Tree Management Policy (C.1.1) not be amended.

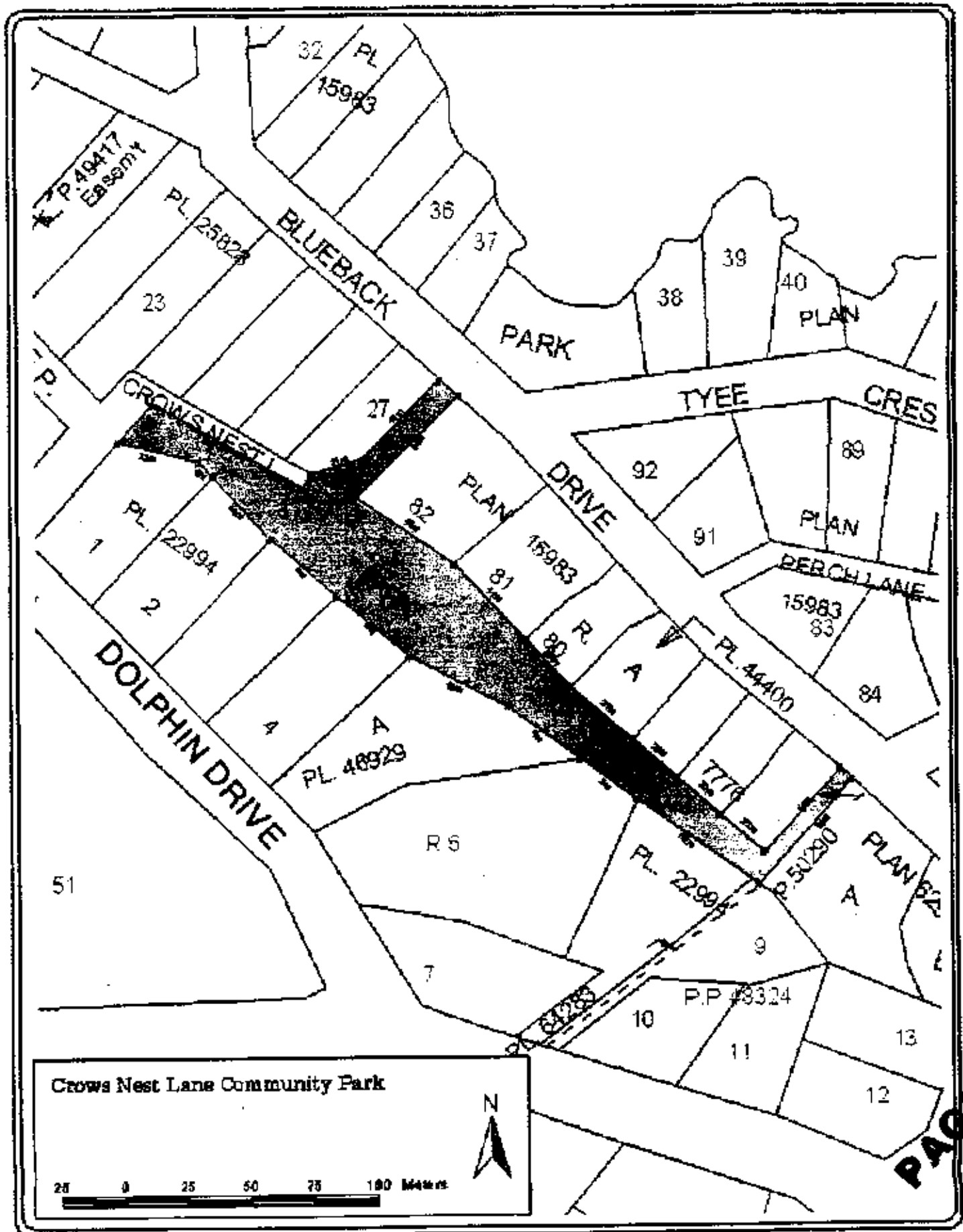
*for* J. M. Parkane  
Report Writer

*for* J. M. Parkane  
Manager

A. Kennedy  
General Manager Concurrence

R. Davis  
C.A.O Concurrence

COMMENTS:



**Minutes of the District 69 Recreation Commission Regular Meeting  
Held on Thursday, February 14, 2002, at 7:00 p.m.  
Qualicum Beach Civic Centre, Qualicum Beach, BC**

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

Staff: Tom Osborne  
Neil Connelly  
Dan Porteous

Regrets: Barbara Terry

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Chair Van Eynde called the meeting to order at 7:02 p.m. and welcomed members and staff.

**Delegations**

No delegations were received.

**Minutes**

Commissioner Nosworthy requested that the minutes of January 17, 2002 be amended as follows:

That the following notice was moved by Commissioner Pipes and not Commissioner Nosworthy:  
"That the Arena referendum be postponed until the Fall of 2002 to coincide with municipal elections."

MOVED Commissioner Young, SECONDED Commissioner Demmon that the minutes of the District 69 Recreation Commission Regular Meeting held on January 17, 2002 be approved as amended. CARRIED

**Communications / Correspondence**

MOVED Commissioner Young, SECONDED Commissioner Nosworthy that the correspondence from the City of Parksville, and Quest Enterprises be received. CARRIED

**Reports**

a) District 69 Recreation Grant in Aid - D. Porteous

Mr. Porteous reviewed the report with the Commission and answered the Commissioner queries on the report and the staff recommendations.



1. MOVED Commissioner Demmon, SECONDED Commissioner Pipes That the Electoral Area Grants be combined with Community Grants, and Youth Agreements be combined with Youth Grants, and that the two grant programs be administered tri-annually, with the funding of \$82,500 equally split between the two programs.
  2. That the revised administrative guidelines for the Community Grants and Youth Grants programs be approved as presented in Attachment I with one amendment which is the deletion of item number 6 under Funding Criteria. CARRIED
- b) District 69 Arena Rental Fees – M. Chestnut

Mr. Osborne reviewed the report with the Commission and answered questions on the report and the staff recommendation.

MOVED Commissioner Pipes, SECONDED Commissioner Young that the District 69 Recreation Fees and Charges policy not be amended to provide for prime and non prime time arena rental fees and that the District 69 Arena rental rates be reviewed as part of the 2003 Provisional Budget process. CARRIED

- c) Provision of Additional Ice Sheet in D69 Update – N. Connelly

Mr. Connelly provided the Commission with an update on the provision of additional ice in District 69 and relayed the motions passed by the Regional Board at their February 12, 2002 Regular Meeting. The resolutions were as follows:

*“MOVED Director Macdonald, SECONDED Director Westbroek, that a Request for Proposals on a public-private partnership to provide for additional ice sheets in District 69 be initiated to allow for the consideration and approval of a final project decision and a potential May 25, 2002 referendum date on either a new proposal or the Twinned Arena project at the April 9, 2002 Regional District Board meeting.*

*MOVED Director McLean, SECONDED Director Stanhope, that the resolution be amended to add the words “or Ice Plex” following the word “partnership”.*

*MOVED Director Quittenton, SECONDED Director McLean, that the resolution be amended to delete the words “on a public-private partnership or Ice Plex” from the resolution.* CARRIED

*The question was called on the motion, as amended.*

*The motion CARRIED.*

*MOVED Director Macdonald, SECONDED Director Westbroek, that staff bring forward a report evaluating options and costs for alternative uses for the existing District 69 Arena in the event of a twinned ice facility being provided elsewhere.*

*CARRIED*

d) **Staff Reports**

Discussion took place on the progress of developing Beach Accesses in Area H and a question why Cochran Road was removed from the application to the Ministry of Transportation. Commissioner Quittenton requested that staff set up a meeting with the Minister of Transportation to discuss the Ministry's delays in dealing with the applications.

MOVED Commissioner Quittenton, SECONDED Commissioner Young that that staff reports on the Ravensong Aquatic Centre, District 69 Arena, Recreation Coordinating and Regional and Community Parks (District 69 Area) be received. CARRIED

**New Business**

a) **Zamboni Repairs – T. Osborne**

As requested by the Commission at the January meeting, Mr. Osborne presented the Commission budget document and the GL number where the repairs for the Zamboni were funded from, as outlined in the 2002 Provisional Budget.

b) **January 17, 2002 Notice of Motion re: EA Community Park Function Park Plans**

MOVED Commissioner Young, SECONDED Commissioner Pipes that the District 69 Recreation Commission recommend to the Regional Board that each Electoral Area Parks Committee be encouraged to develop a Parks Plan for their area.

CARRIED

MOVED Commissioner Pipes, SECONDED Commissioner Nosworthy that January 17 Notice of Motion regarding deferring the Arena Referendum to the 2002 Municipal Elections be withdrawn.

CARRIED

**Commissioner Roundtable**

Commissioner Nosworthy advised the Commission of the recent acquisition of the Old Errington School to be used as a Community Park. Commissioner Nosworthy advised the Commission that he will not be able to represent the Commission of the Parksville Bicycle Advisory Committee and requested that his alternate Commissioner Young replace him. Commissioner Young and the Commission agreed to this request.

Commissioner Young complimented staff on the Recreation and Parks Year 2001 Year-in-Review and requested that this report continue in the future.

Commissioner Demmon complimented staff on the ongoing work on the arena project and the recent arena report to the Regional Board. Commissioner Demmon thought the direction the Board is taking on the project is favourable.

Commissioner Pipes raised a concern that the District 69 Recreation Commission is unable to discuss and to make recommendations to the Board on Community and Regional Park matters.

Commissioner Van Eynde informed the Commission that the Nanoose Bay Parks and Open Spaces Advisory Committee is undertaking site visits to water access points in the Electoral Area 'E'.

**Adjournment**

MOVED Commissioner Quittenton that the meeting be adjourned at 9:06 p.m.

**Next Meeting**

The next meeting will be held at 7:00 p.m., Thursday, March 14, 2001 at the Qualicum Beach Civic Centre.

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Chairperson

## MEMORANDUM

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**TO:** Tom Osborne - Manager of Recreation and Parks      **DATE:** February 11, 2002  
**FROM:** Dan Porteous - Recreation Program Supervisor      **FILE:**  
**SUBJECT:** Grants Program

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### **Purpose:**

To provide information and a recommendation regarding the administration of the Recreation and Parks Department Grants Program, including the apportionment of \$89,500 allocated for the 2002 Annual budget, timelines for the application process, and revised administrative guidelines.

### **Background:**

Recently, during the 2002 provisional budget deliberations the Commission and staff discussed issues regarding the distribution of grant funding available to the community. The Commission recommended a \$50,000 increase to the 2002 grant budget to provide more funding directly back to the community to enhance recreation opportunities for residents throughout the District, which was approved by the Board in December of 2001. The budget also includes a \$7,000 surplus from unused funding in Youth Agreements from 2001 for a Grant Program total of \$89,500. The Commission also requested a report by staff regarding an overview of the Grant program including a recommendation regarding the apportionment of funding.

Since its inception in 1986 the Recreation and Parks Department through the District 69 Recreation Commission has been disbursing funds to the community through Electoral Area Grants and Community Grants. As of 2000 the Department and Commission became involved in the disbursement of additional funding for youth through Youth Grants and Youth Agreements.

The following information outlines the current four methods of grant funding opportunities:

1. Electoral Area Grants were established to assist outlying communities with the provision of their own recreation services. These grants have been designated to particular agencies representing the Electoral Areas based on the organization's provision of recreation services to their community. A sub-committee of the Commission and staff administer the funding including recommendations endorsed by the Commission and approved by the Board. Funds are disbursed once per year in the spring. Currently, the funding is provided without application.

The funding has traditionally gone to Nanoose Place in Electoral Area E (\$1,250), Lighthouse Recreation Commission in Electoral Area H (\$1,250), split between the Errington War Memorial Hall Board (\$625) and the Coombs Hilliers Recreation and Community Organization (\$625) in Electoral Area F, and, for the last few years, the Parks, Recreation and Green Spaces Advisory Committee in Electoral Area G (\$1,250). In 2001 the \$1,250 in Area F was split between three groups, with Bradley Centre added to the list.

Some of these groups have spent the funding within their own organization to help subsidize programs for the overall community while others, have in the past, distributed funding to other groups or projects within their communities, the former being the current practice for most organizations.

2. The Community Grants have been successful over the past fifteen years, providing financial assistance to a wide range of organizations offering recreational opportunities to community members or the District as a whole, including the Electoral Areas and the two municipalities of Parksville and Qualicum Beach. These groups have to apply for the funding, unlike select organizations funded through Electoral Area Grants. Funding provided has been to a maximum of \$500 per application and disbursed twice per year in the spring and fall. The sub-committee evaluates the applications and follows the same procedure as with Electoral Area Grants regarding the approval of their recommendations.

Some of the organizations funded have included the Errington Coop Pre-School Program, groups representing people with disabilities like the Mid Island Wheelchair Sports Club and the District 69 Special Olympics; and special events like Ocean Idler's Car Club, Kidfest and Bike for Your Life. For further details regarding Community Grants including the application process see under separate cover - Appendix I.

2. Youth Grants have been provided for the past year and a half to a number of organizations and groups who have provided a variety of recreational opportunities for youth 11-18 years of age throughout the District. The establishment of this Grant program was a direct result of the Youth Recreation Services Plan that was completed in 2000. A funding envelope of \$10,000 was earmarked with a ceiling of \$1,500 per application or more if special circumstances were deemed appropriate. The sub-committee meets to administer the funding twice per year in conjunction with the Community Grants.

Department youth workers have been instrumental in helping to identify and liaise with special interest groups and individuals, assisting them through the application process for this program. Successful recipients of these grants include Oceanside Track and Field, Oceanside Youth Football, Oceanside Gravity Games, Nights Alive, Arrowsmith Cricket Club and the Arrowsmith Lodge Youth and Seniors Group. For further details regarding Youth Grants including the application process see under separate cover - Appendix II.

3. Youth Agreements were established at the same time as Youth Grants. The predecessors to this program were the funding initiatives to the Town of Qualicum Beach and the City of Parksville through agreements for the construction of Skate parks in these two communities. A fund of \$25,000 for Youth Agreements was initially implemented in 2001. Interested parties present project proposals to the Department any time during the year. Staff present reports, based on the proposals, to the Commission, and upon Board approval, formal agreements with the organizations are established. Funding is disbursed in varying amounts depending on the nature of the projects.

Youth Agreements have been very successful thus far, providing new opportunities for a host of projects including a field upgrade at BSS, development of a BMX track, a youth sailing program through the Deep Bay Sailing Association, a basketball court in Boulton Park and basketball hoops in the lacrosse box at the Parksville Community Park. For further details regarding Youth Agreements including the application process see under separate cover - Appendix III.

The Department is operating under the same model as 2001 through the beginning of 2002 to maintain the spring Grant Program. Changes considered for the program will be implemented upon Board approval of

the Annual budget for 2002. Considering the recent discussions with the Commission and the addition of \$50,000 to the program, the evaluation of the service is timely.

**Alternatives:**

1. Maintain the current program and reallocate funds as outlined in the table below (Option 1).
2. Maintain Electoral Area Grants and Community Grants; however, combine Youth Agreements under Youth Grants; Electoral Area grants to be administered once annually, Community Grants and Youth Grants to be administered tri-annually, and reallocate funds as outlined in the table below (Option 2).
3. Combine Electoral Area Grants under Community Grants and Youth Agreements under Youth Grants, both Grant categories to be administered tri-annually, and reallocate funding as outlined in the table below (Option 3).

**Financial and Program Implications:**

The 2002 Recreation Coordinating Function Annual Budget contains \$89,500 to be distributed to the community through grants, which includes approximately \$7,000 remaining from Youth Agreements, unused in 2001, outlined in the table below – including Options 1-3. However the distribution pattern is decided, there is a significant increase in the amount of funding accessible through the Grant Program. The key consideration is the balance between funding for youth initiatives and the community as a whole.

Grants	2001 Annual	2002 Annual Option 1	2002 Annual Option 2	2002 Annual Option 3
Electoral Area Grants	\$ 5,000	\$10,000	\$10,000	
Community Grants	\$ 2,500	\$31,250	\$31,250	\$41,250
Youth Grants	\$10,000	\$16,250	\$41,250	\$41,250
Youth Agreements	\$25,000	\$25,000		
2001 Surplus (Youth)		\$ 7,000	\$ 7,000	\$ 7,000
<b>Totals</b>	<b>\$42,500</b>	<b>\$89,500</b>	<b>\$89,500</b>	<b>\$89,500</b>

1. Electoral Area grants would be maintained in a separate category. The level of funding would be doubled to \$10,000, which would provide each Electoral Area with \$2,500 each. Community Grants would increase by approximately \$29,000 while Youth Grants would increase by approximately \$6,000, from 2001 levels. Youth Agreements would remain at the same level as in 2001.

This option would maintain the status quo including increases in three of the grant categories providing substantially more resources directly disbursed to the community. Challenges with this approach are the issues of equity and bias. For example, in Area F, three organizations have been selected to represent their area. Funds were split three ways as opposed to other Electoral Areas that had only one select organization representing their community. The other difficulty that is becoming more apparent as the District grows is the designation of which organizations should represent their respective area. Finally, the consideration of fair apportionment to each area is an issue. As select organizations do not have to apply; deciding how much each select group should receive compared to other organizations that have to apply can become difficult. The decisions are arbitrary and do not necessarily meet with the financial needs of the organizations, compared with evaluating applications and basing the decisions on the merits of each.

2. Electoral Area Grants and Community Grants would be maintained as in Option 1; however, Youth Agreements would be phased out and included with Youth Grants for a total of \$41,250.

One pool of funding for youth initiatives would be established eliminating confusion and the need to administer two separate youth categories. A reduction in the administrative process would be served by excluding the unnecessary step regarding a report to the Board for initial approval prior to entering into agreements with organizations, which has been the past practice with Youth Agreements. Agreements would still be initiated for large grant awards; however, this would become part of the criteria once the grants have been approved. All of the funding in the youth category would be more readily available to community groups and minimize the timeline for receipt of funding by community groups as noted when currently applying for Youth Agreements, which can take as long as three to four months.

3. Two grant categories would be administered, splitting the total funds of \$82,500 between the two for a total of \$41,250 each. As in Option 2, a combined approach with respect to Youth Agreements and Youth Grants would be implemented; as well, Electoral Area Grants would be combined with the Community Grants.

Combining all grants into two categories minimizes the overall amount of administrative processes needed with four different categories.

All community organizations would need to apply for funding. Select groups would not be favored for specific grant funding as with past Electoral Area Grants; however, as part of the criteria in Community Grants, specific organizations providing multi-level and/or significant recreational services benefiting their respective communities or the District as a whole would be recognized and likely receive funding, with possibly more funding than before. The Commission would still be responsible for evaluating and recommending funding; however, decisions would be based on the evaluation process rather than pre-determined.

In the past, due to the limited funding, there have been groups turned down for funding in the Community Grants category. Although most groups turned down for assistance have been non-recreational focused, there have been some recreational groups turned down altogether or been given less funding than what they applied for. Increased funding in both categories will maximize the number of grant recipients. Increased funding also favours the opportunity to increase the amount of funding available per application. Groups could apply for funds each term to a maximum of \$10,000.

The Commission and staff will continue to monitor funding to ensure that each year funding is equitably distributed throughout the District dependent upon who applies. Also depending on the nature of the applications, the Commission may require, as part of the criteria, summary reports from organizations with respect to how funding was spent. Commission and staff would also review the Grants Program on an annual basis prior to the Provisional Budget process beginning in June of 2003 and any changes would be implemented the following year.

Due to the significant increase in funding, staff will need to increase promotions for the program and ensure the public is well aware of the funding available. With an anticipated increase in grant applications there will also be a parallel increase in staff time to administer the program, which will need to be evaluated and adjusted for.

**Time Line Implications:**

1. Electoral Area Grants would continue to be administered once annually in the spring. Community Grants would continue to be maintained, along with Youth Grants on a bi-annual basis, and Youth Agreements would continue to be dealt with on a first come, first serve basis throughout the year. The sub-committee and staff would continue their roles with the various grant categories.

Currently, the main challenge impacting the administration of grant funding is the timing of the grant application process in meeting the needs of the community proposals. From the time of advertising to community receipt of funding the process for Community and Youth Grants may take two and half months, while Youth Agreements may take three to four months. Community groups are not usually planning six months to one year ahead; often these groups are only planning a month or two in advance and the bi-annual process can be limiting. Therefore, it is imperative that the administration of grants is expedited as efficiently as possible to meet the short-term needs of the community.

2. The timeline for Electoral Area Grants would be maintained once per year. However, the time line for Community Grants and Youth Grants would be tri-annual, the sub-committee meeting three times per year as opposed to twice per year to administer the funding. This process would provide for increased community access to grants throughout the year and spread out applications, alleviating large numbers of applications to be processed at one time by the sub-committee. The timelines would fit better with community proposals and their respective timelines on a seasonal basis.
3. Both categories of grant funding would be administered by the sub-committee on a tri-annual basis providing the same service as noted in Option 2 above, discontinuing the need for three or four different categories to be administered.

The table below outlines the current bi-annual approach and the proposed tri-annual approach:

	Current Approach		Proposed Approach		
	Bi-Annual		Tri-Annual		
PROCESS:	Spring	Fall	Period I	Period II	Period III
Advertise	Feb	Sep	Jan	May	Sep
Sub-Committee Recommendations	Feb	Sep	Jan	May	Sep
Commission Endorsement	Mar	Oct	Feb	June	Oct
Committee of the Whole Review	Mar	Oct	Feb	Jun	Oct
Board Approval	Apr	Nov	Mar	Jul	Nov
Community Receipt of Funding	Apr	Nov	Mar	Jul	Nov
Grant Coverage	Apr-Nov (6-8 mths)	Dec-Mar (4-6 mths)	Apr-Jul (4 mths)	Aug-Nov (4 mths)	Dec-Mar (4 mths)

**Administrative Implications:**

Attachment I includes the revised administrative guidelines, procedures and criteria for the Grants Program. Due to the similarity of the administrative processes for both grant categories, Community Grants and Youth Grants, one application form has been produced, which will minimize paperwork, confusion and administration processes/costs.



Under the revised guidelines noted in Attachment I, the main changes to the criteria include grant awards to a maximum of \$10,000, with the inclusion of a follow-up process and evaluation/reporting procedure if the Commission deems necessary. As well funds may be used to employ people if the Commission deems appropriate based on the nature of the proposal although volunteerism is strongly encouraged in all programs, projects and events.

Changes to the administrative process include the addition of the sub-committee being responsible for monitoring grant applications to ensure that funding is generally, equitably disbursed throughout the District on a year-to-year basis to a wide range of organizations representing a variety of recreation, sport, arts and culture, and that the Commission appoint an alternate to the four member sub-committee of three Commission members and one staff person.

#### **Citizen Implications:**

Benefits to the community will be considerable based on the availability of increased funding. This funding will provide for a greater distribution of resources independently managed by communities, organizations and individuals rather than through the direct provision of service by the Recreation and Parks Department. This will also support and further the direction of the Department in its goal to embrace and enhance a community development model, helping others help themselves.

#### **Summary:**

The Board approved a funding envelope of \$82,500 for the Recreation and Parks Grants Program in December of 2001 based on a District 69 Recreation Commission recommendation, which included a report by staff, regarding proposed changes to the Grants Program to be presented to the Commission in February of 2002.

The Recreation and Parks Department has been providing grant funding to the community in some form for a number of years. Currently, the grants are disbursed through four different categories (Electoral Area Grants, Community Grants, Youth Grants and Youth Agreements).

An increase in the funding has prompted the opportunity to evaluate the current Grants Program and consider alternatives to the apportioning and administration of the funds.

Three options have been identified in revising the Grants Program. The recommended option provides for funding to be split between Community Grants and Youth Grants; \$41,250 in each category. A surplus of approximately \$7,000 from the 2001 Youth Agreements fund will be added to the Youth Grants for a total Grants Program fund of \$89,500.

The current bi-annual process for the administration of the funding has been a concern with respect to meeting community proposal timelines. Therefore, a tri-annual process has been proposed, which would have the sub-committee meet three times per year to review and evaluate applications and recommend successful grant recipients. Criteria for each of the two grant categories have been revised as outlined in the report and detailed in Attachment I.

Increased funding and more accessible opportunities to Grant funding can only further the Commission's and the Department's mandate to serve the residents in the provision of recreation services throughout the District. The direct funding to community organizations will be of significant value and directly benefit



## **RECREATION GRANTS PROGRAM**

**NOTE:** Please ensure you read all of the information provided before completing your application.

### **PROGRAM OBJECTIVE**

To provide funds on a District-wide basis to organizations requesting financial assistance to offer recreation programs, special events or projects, which would benefit specific communities or the District as a whole; either youth specific (11-18 years) or to other populations.

### **BUDGET**

Allocation of funding is reviewed each year by the staff and the District 69 Recreation Commission, and approved by the Board of the Regional District of Nanaimo. Funding available is equally shared between two categories of grants, the Community Grants and the Youth Grants. Funding is disbursed at the Commission's discretion upon receipt of a completed Grants Program application to a maximum of \$10,000 per application and only after Regional Board approval.

### **APPLICATION PROCESS**

1. Submissions for grant applications are advertised and received on a tri-annual, seasonal basis in January, May and September of each year (dates may vary). Groups applying for grants **must** complete an application form, included with this package or may be picked up at the **District 69 Arena** or the **Ravensong Aquatic Centre**.
2. Completed application forms clearly marked "**Recreation Grants Program**" and delivered in a sealed envelope are to be submitted to:

**Attention:** Cathy MacKenzie  
Recreation Programmer - Community Development  
Ravensong Aquatic Centre  
737 Jones Street  
Qualicum Beach, BC V9K 1S4

### **ADMINISTRATION OF PROGRAM**

1. A sub-committee of the District 69 Recreation Commission and Recreation and Parks staff will review and evaluate grant applications. Recommendations regarding successful grant recipients will be forwarded to the District 69 Recreation Commission and to the Regional Board for approval.
2. The sub-committee may disburse, each term, approximately 1/3 of the grant funding available; although, if deemed appropriate by the sub-committee, based on the nature of the proposal, larger expenditures, per term, may be recommended, as funds are available.
3. All applicants will be notified regarding approval status, and once approved, successful applicants will receive funding within 3 weeks of approval date.
4. Successful grant recipients over \$5,000 may have funding disbursed incrementally throughout the project depending on the nature of the proposal and if the Commission deems necessary.

5. The District 69 Recreation Commission will ensure that each community is generally, equitably represented throughout the year and that a wide range of grant recipients including recreation/parks, sports, arts and culture are represented in the selection process.
6. A follow-up process and evaluation procedure may be implemented depending on the nature of the project and as the Commission deems necessary. This process may require a report regarding the success of the project along with funding revenues and expenditures to be submitted within 60 days of project completion. Formal agreements may also be necessary depending on the nature of the application and if the Commission deems necessary.
7. Late submissions may or may not be considered at the discretion of the sub-committee depending on timing, priorities and available funding.

## **FUNDING CRITERIA**

1. Funding will be considered for groups providing recreation services in any of the following:
  - new programs
  - expansion of current programs
  - leadership development
  - new or expanded special events
  - special projects
2. When selecting grants priority will be given to the following applications:
  - representative of District wide opportunities
  - representative of Electoral Area communities
  - offering services to a wide range and number of participants
  - gender equitable – accessible to both females and males
3. Only non-profit groups within District 69 qualify for funding.
4. Must be unique in nature – not duplicating services already provided in the community unless a demand can be demonstrated.
5. It is recommended that groups identify a minimum of one other revenue source within their funding proposal other than the Regional District of Nanaimo.
6. Voluntary projects and programs are strongly encouraged; however, funds may be granted to employ staff depending on the nature of the application and the Commission's discretion.
7. Groups applying for more than one project or program may be considered depending on the availability of funding; however, groups may not apply for funding from both Community Grants and Youth Grants for the same proposal.
8. Projects receiving funding from the Regional District of Nanaimo Grants-In-Aid Program will not be eligible for additional funding from the Recreation and Parks Grants Program.
9. Groups may apply for funding each term and each year; however, funds are not guaranteed on a regular, on-going basis.

**RECREATION  
GRANTS PROGRAM**

**APPLICATION FORM**  
(revised February 2002)

**Please identify which grant category you are applying for:**

COMMUNITY GRANTS

YOUTH GRANTS

Date of Application: (m/d/y) \_\_\_/\_\_\_/\_\_\_

Date Received: \_\_\_/\_\_\_/\_\_\_

**A. ORGANIZATION INFORMATION**

1. Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Alternate: \_\_\_\_\_

2. Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Alternate: \_\_\_\_\_

3. Is your organization or your parent organization registered as a non-profit society in BC?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Is your organization capable of issuing a deductible receipt? Yes \_\_\_\_\_ No \_\_\_\_\_

**B. PROGRAM / PROJECT INFORMATION**

1. a) New Program / Project \_\_\_\_\_

b) Expansion/Enhancement of Existing Program / Project \_\_\_\_\_

2. Description / purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- Purpose
- Background
- Goals and objectives
- Type of project – activity, program, event, etc.
- Location of project
- Approximate number of participants to be served
- Ages of participants
- Any other relevant information

**C. FINANCIAL INFORMATION**

1. Amount requested: \$ \_\_\_\_\_

2. Specify, in general, how funds will be utilized:

\_\_\_\_\_

\_\_\_\_\_

3. Copy of specific program budget included? Yes \_\_\_\_\_ No \_\_\_\_\_

Give reason if no: \_\_\_\_\_

4. Copy of organization's financial statement included? Yes \_\_\_\_\_ No \_\_\_\_\_

Give reason if no: \_\_\_\_\_

5. What other effort is your organization undertaking to obtain other funds for this program / project?

\_\_\_\_\_

\_\_\_\_\_

6. Were any requests for funding granted? Yes \_\_\_\_\_ No \_\_\_\_\_

Granted by: \_\_\_\_\_

Please provide detailed budget information on page 4 of this application including the following information:

- all costs associated with the project
- all revenues associated with the project
- any fees charged to participants
- any other financial contributions of any kind (include items awaiting approval)



**Financial Information:**

1. Please provide the following information regarding the project budget:  
(You may wish to submit your own budget information on a separate sheet attached.)

- all costs associated with the project
- all revenues associated with the project
- any fees charged to participants
- any other financial contributions of any kind (include items awaiting approval)

<b>REVENUES:</b>	<b>Amount</b>	<b>EXPENDITURES:</b>	<b>Amount</b>
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
Totals:	\$ _____	\$ _____	_____

Amount Requested for funding (Shortfall): \$ \_\_\_\_\_





REGIONAL DISTRICT OF NANAIMO	
FEB - 7 2002	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
	<i>Commission</i> ✓

MEMORANDUM

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

**DATE:** January 21, 2002

**FROM:** Mike Chestnut  
 Arena Supervisor

**FILE:**

**SUBJECT:** Arena Rental Fees – Prime Time / Non Prime Time

**Purpose:**

To provide information and make recommendations to the District 69 Recreation Commission on the request to amend the District 69 Arena ice rental rate structure to be based on prime and non-prime time hourly rates.

**Background:**

At the November 13<sup>th</sup>, 2002 Regional District of Nanaimo Board Meeting the following resolution was passed:

*“That the Commission recommend to the Board that staff be directed to prepare an amendment to the arena rental fees to be based on prime and non-prime time rates for implementation in 2002.”*

The current District 69 Recreation Fees and Charges Policy is based on targeted recovery rates for the operation of the District 69 Arena and provides for subsidy levels to user groups depending on age categories. The Fees and Charges Policy also take into consideration market rates based on rental fees charged in neighbouring jurisdictions that operate arena facilities such as City of Nanaimo, City of Port Alberni and the Comox-Strathcona Regional District. The District 69 Arena rental rates are set annually by the Board based on recommendations from the District 69 Recreation Commission as part of the Provisional Budget process. The current rates are applied to each user group regardless of the time of day that is being booked.

Most arena facilities consider Prime Time to be Monday to Friday 6:00 p.m. to 11:00 p.m. and weekends and holidays 8:00 a.m. – 11:00 p.m.

The 2002 Provisional Budget provides for a rental fee increase for all users and participants of the Arena in the amount of 5% from January to August 2002 and an additional 8% fee increase from September to December 2002 based on the current Fees and Charges Policy. *Appendix 1 details the 2002 Arena Rental Rates.*

**Alternatives:**

1. To amend the District 69 Recreation Fees and Charges Policy to incorporate prime time and non prime time rates.
2. That the District 69 Recreation Fees and Charges policy not be amended to provide for prime and non prime time arena rental fees and that the District 69 Arena rental rates be reviewed as part of the 2003 Provisional Budget process.

**Financial Implications:**

1. Taking in to consideration the rental rates charged by neighbouring jurisdictions, *Appendix 2, Table 1* details their current rates and establishes an average rate referred to as the Mid Island Average.

Should the rental fees at the District 69 Arena be amended to be based on Prime Time and Non Prime Time rates using the Mid Island Average, there would be a net loss of revenue of \$8,090.29. Therefore, the District 69 Arena rental rates would have to be increased further, above the Mid Island Average, to make up the difference.

Additional expenses incurred in making the change to a Prime/Non Prime rate structure would be through staff time to consult and inform the user groups and to re-program the Department's computer registration program.

2. The 2002 Provisional Budget includes a fee increase to Arena rentals and of 5% from January to August 2002 and an additional 8% from September to December. These fee increases will reduce the operating subsidy of the Arena in 2002 should there be no significant change in user booking patterns.

**Citizen Implications:**

1. Detailed in *Appendix 2, Table 2* is the impact the rate change based on the Mid Island Average would have on the different age categories and user groups. Given the Mid-Island Average rate would provide for a net loss of \$8,090.29, prime time and non prime time rates at District 69 Arena would be required to increase above this average to make-up the shortfall. Should this be the required direction, Minor Hockey and Adult Hockey groups would experience the largest increase due to the higher amount of prime time hours they use.

It is anticipated that user groups may request a re-allocation of existing hours to reflect a more balanced distribution of prime and non-prime time usage in a schedule that has little room for change without adversely effecting existing programs.

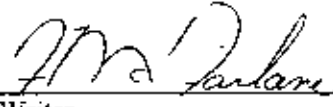

2. A regular season for ice user's runs from September through March and the organizations set their registration fees in early June for the coming season. In the past, staff have indicated anticipated increases at the June Ice User's Meeting in order to assist groups with their operating budgets and setting their membership fee structures. With the significant fee increases approved by the Board in 2002 of 5% from January - August and 8% from September to December, it became apparent that the Regional District needs to implement a process by which fees would be set in June and cover a season rather than the calendar year.


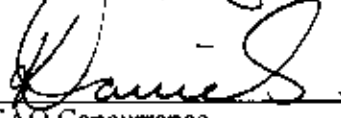
**Summary:**

The District 69 Arena rental rates are based on a target recovery rate for the operation of the facility taking into consideration regional market rates for ice time. Varying subsidy levels for ice rentals are provided to user groups depending on the group's age category. If a prime - non-prime rental rate were applied at the District 69 Arena based on the Mid Island Average in comparison to the current fee structure, there would be a net loss of revenue of \$8,090.29 and additional expenses incurred to implement the changes. In order to make up the loss in revenue, the District 69 Arena rates would have to be increased above the Mid Island average. This further increase may have a negative effective on the number of hours users can afford to book ice time at the facility. All future changes to the facility rates at the Arena should be based on the User Season as opposed to the calendar year and be effective from September to August.

**Recommendation:**

That the District 69 Recreation Fees and Charges policy not be amended to provide for prime and non prime time arena rental fees and that the District 69 Arena rental rates be reviewed as part of the 2003 Provisional Budget process.

*for*  
*for*  
  
Report Writer  
  
Manager

  
General Manager Concurrence  
  
CAO Concurrence

COMMENTS:

Dead Ice  $\$ 3.19 + .21 = \$ 3.40$

**SKATE SHARPENING**  $\$ 3.58 + .26 + .26 = \$ 4.10$   
10 Admission skate sharpening  $\$29.82 + 2.09 + 2.09 = \$30.85$

**GROUP BOOKINGS**

1. Minor Hockey/Figure Skating  $\$ 53.18 + 3.72 = \$ 56.90$   
2. Youth Groups  $\$ 68.37 + 4.79 = \$ 73.16$   
3. Hockey School etc. (min. 35 hours)  $\$ 75.97 + 5.32 = \$ 81.29$   
4. Adult/Adult Hockey  $\$100.63 + 7.04 = \$107.67$   
5. Summer Bookings  $\$75.98 + 5.32 = \$ 81.30$   
6. Seniors Bookings  $\$ 69.68 + 4.88 = \$ 74.56$   
7. School Bookings  $\$ 53.18 + 3.72 = \$ 56.90$

**ROLLER SKATING**

Skate Rentals  $\$2.10 + .10 = \$ 2.00$   
Roller Skating party/roller hockey  $\$32.10 + 1.61 = \$33.71$

**BLOCK BOOKINGS**

**ICE IN**

1. Commercial  $\$131.25$  per hour plus GST to a  
Maximum of  $\$1312.50$  plus GST, plus  
Event related expenses VS 15% of GROSS  
Admissions, plus event related expenses.  
**WHICHEVER ONE IS GREATER.**

2. Non Commercial  $\$78.75$  per hour plus GST to a  
Maximum of  $\$787.50$  plus GST, plus  
Event related expenses VS 15% of GROSS  
Admissions, plus event related expenses.  
**WHICHEVER ONE IS GREATER.**

**ICE OUT**

1. Commercial,  $\$102.38$ /hour to maximum of  $\$1023.80$   
Plus GST, plus event related expenses  
VS 15% of GROSS Admissions, plus  
Event related expenses.  
**WHICHEVER ONE IS GREATER.**

Set up (dry floor only) min. of 4 hours to a maximum of 10 hour @  $\$31.50$  per hour.

## ICE RATES September 1, 2002 to December 31, 2002

(includes 8% increase) (Revised January 21, 2002)

### PUBLIC SKATING

Children 14 years and under	\$ 1.74 + .11 = \$ 1.85
10 Admission Children	\$15.42+ 1.08 = \$ 16.50
Youth 15 years and over	\$ 2.11 + .14 = \$ 2.25
10 Admission Youth	\$18.45 + 1.30 = \$ 19.75
Adult (19 years to 54 years)	\$ 3.42 + .23 = \$ 3.65
10 Admission Adults	\$ 30.76 + 2.14 = \$ 32.90
Seniors (55 years and over)	\$ 1.84 + .11 = \$ 1.95
10 Admission Seniors	\$ 17.02 + 1.18 = \$ 18.20

### SKATE RENTALS

Adults/Youth (15 years and over)	\$ 2.48 + .17 = \$ 2.65
Children (14 years and under)	\$ 1.42 + .08 = \$ 1.50
School Groups	\$ 1.42 + .08 = \$ 1.50

### SPECIAL ICE SESSIONS

Family Sessions	\$ 6.65 + .45 = \$ 7.10
10 Admission Families	\$ 60.53 + 4.22 = \$ 64.75
Family Sessions with Skates	\$10.34 + .71 = \$ 11.05
10 Admission Families with Skates	\$93.50 + 6.55 = \$100.05
Parent and Tot	\$ 4.22 + .28 = \$ 4.50
10 Admission Parent and Tot	\$38.42 + 2.68 = \$41.10
Scrub Hockey - Adult	\$ 3.42 + .23 = \$ 3.65
10 Admission Scrub Hockey	\$30.76 + 2.14 = \$ 32.90
Dead Ice	\$ 3.42 + .23 = \$ 3.65



**Appendix 2**

**TABLE 1**

Adjacent jurisdiction's ice rental rates averaged and calculated against the District 69 ice rates for 2002

	Adult/hour		Minor/hour	
	Prime Time	Non Prime	Prime Time	Non Prime
City of Nanaimo	\$118.77	\$90.95	\$58.32	\$58.32
Comox-Strathcona Regional District	\$108.00	\$80.00	\$59.60	\$49.60
City of Port Alberni	\$128.40	\$102.72	\$58.85	\$58.85
Mid Island Average	<b>\$118.39</b>	<b>\$91.22</b>	<b>\$58.92</b>	<b>\$55.59</b>
*District 69 Arena	\$115.88	\$115.88	\$61.24	\$61.24
<b>Net Rental Fee Variance</b>	<b>\$2.51</b>	<b>-\$24.66</b>	<b>-\$2.32</b>	<b>-\$5.65</b>

\*District 69 Ice Rates include the 2002 Provisional Budget 5% and 8% rate increases

**TABLE 2**

Current regular season hours of use that would be designated prime/non prime time for each user group multiplied by the calculated differences in Table 1

**Prime Time Usage**

Minor Groups	Prime Hours	Rate Change	Revenue Change
Figure Skating	286	-\$2.32	-\$663.52
Minor Hockey	695.5	-\$2.32	-\$1613.56
Jr. B Generals	84.5	-\$2.32	-\$196.04
Sub Total Minor			-\$2,473.12
Adult Groups			
Non Contact League	175.5	\$2.51	\$440.50
Old Timers	71.5	\$2.51	\$179.46
Sub Total Adult			\$619.97
<b>Variance Total</b>			<b>-\$1853.15</b>

**Non Prime Time Usage**

Minor Groups	Non Prime Hours	Rate Change	Revenue Change
Figure Skating	435.5	-\$5.65	-\$2,460.57
Minor Hockey	195	-\$5.65	-\$1,101.75
Jr. B Generals	19.5	-\$5.65	-\$110.17
Sub Total Minor			-\$3,672.5
Adult Groups			
Non Contact League	78	-\$24.66	-\$1,923.48
Old Timers	26	-\$24.66	-\$641.16
Sub Total Adult			-\$2,564.64
<b>Variance Total</b>			<b>-\$6,237.14</b>
<b>Prime total</b>		<b>+ Non Prime Total</b>	<b>= Change Total</b>
Net Revenue Impact	-\$1,853.15	-\$6,237.14	-\$8,090.29