

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, JANUARY 27, 2004

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

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

MINUTES

- 6-11 Minutes of the regular Committee of the Whole meeting held Tuesday, November 25, 2003.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATION/CORRESPONDENCE

- 12-13 Tom Krall, Chair, Vancouver Island Regional Library Board re Library Book Rate Petition.

COMMUNITY SERVICES

- 14-17 Establishment of a New Service to Manage Hogweed as a Noxious Weed.

RECREATION & PARKS

- 18-23 Lighthouse Community Centre Society Request for Funding – Area H.

- 24-31 Nanaimo Area Land Trust Funding Request.

REGIONAL GROWTH MANAGEMENT

- 32-41 Regional Context Statements – Content & Review Process.

CORPORATE SERVICES

ADMINISTRATION

- 42-53 Establishing Bylaw Amendments – District of Lantzville Incorporation:
- Recycling and Compulsory Collection Local Service Amendment Bylaw No. 793.02

- Regional District of Nanaimo District E-911 Extended Service Area Amendment Bylaw No. 887.02
- Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.31
- Solid Waste Management Local Service Amendment Bylaw No. 792.01
- Southern Community Recreation Local Service Area Amendment Bylaw No. 1059.03
- Southern Community Sewer Local Service Area Amendment Bylaw No. 888.03
- Southern Community Transit Service Area Amendment Bylaw No. 1230.02

54-57 Certified Population Figures – District of Lantzville.

FINANCE

58-63 San Pareil Water Service Security Issuing Bylaw No. 1367.

64-67 2004 Parcel Tax Rolls.

68-70 2004 Revenue Anticipation Borrowing Bylaw No. 1368.

71-76 Ethical Purchasing Principles.

77-79 Multiplex Financing.

HOSPITAL

80-82 Temporary Borrowing Resolution.

DEVELOPMENT SERVICES

ENVIRONMENTAL SERVICES

LIQUID WASTE

83-85 Pump and Haul Local Service Area Amendment Bylaw No. 975.33 - 180 Burne Road – Area H.

86-87 Greater Nanaimo Pollution Control Centre Biosolids Composting Quote Results.

SOLID WASTE

88-92 Policy for Solid Waste Disposal Fee Waiver Requests.

UTILITIES

Unconfined Aquifer Protection AVICC Resolution. (To be circulated)

93-98 French Creek Sewer LSA Bylaw No. 813.28 and Northern Community Sewer LSA Bylaw No. 889.24 – 792 Reid Road – Area G.

COMMISSION, ADVISORY & SELECT COMMITTEE

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

99-101 Minutes of the Electoral Area 'B' Parks & Open Space Advisory Committee meeting held November 3, 2003. (for information)

Regional Waste Advisory Committee.

102-103 Minutes of the Regional Waste Advisory Committee meeting held December 4, 2003. (for information)

District 69 Recreation Commission.

104-110 Minutes of the District 69 Recreation Commission meeting held January 13, 2004. (for information)

That the Ravensong Aquatic Steam Room/Dry Sauna project be approved for tender.

Intergovernmental Advisory Committee.

111-113 Minutes of the Intergovernmental Advisory Committee meeting held January 14, 2004. (for information)

Verbal Reports As Available:

Municipal Finance Authority

Deep Bay Harbour Authority

Regional Library Board

Treaty Advisory Committee

North Island 911 Corporation

Municipal Insurance Association

Mt. Arrowsmith Biosphere Foundation

Vancouver Island Generation Project Committee

Vancouver Island Health Authority – Project Building Committee

Vancouver Island Health Authority – Joint Capital Planning Committee

Vancouver Island Regional Transportation Advisory Committee

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

That pursuant to Section 242.2(1)(a) and (1)(h) of the Local Government Act the Board proceed to an In Camera meeting to consider committee appointment and legal matters.

Burgoyne, Linda

From: nalt administration [admin@nalt.bc.ca]
Sent: Wednesday, January 21, 2004 1:20 PM
To: Burgoyne, Linda
Subject: Jan 27th Meeting

We would like to request a delegation for the meeting on January 27th.
Speaker's will be Gail Adrienne and one other Board Director
Our presentation is related to our request for core funding.
Can you please confirm that we can speak and what time does the meeting begin,
7 or 7:30PM?

Thanks so much Linda!

Cyndy Jefferies
Nanaimo Area Land Trust

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, NOVEMBER 25, 2003, AT 7:00 PM
IN THE RDN BOARD CHAMBERS**

Present:

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

Also in Attendance:

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

MINUTES

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the regular Committee of the Whole meeting held October 28, 2003 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

UBCM, re Bill 75 – Significant Projects Streamlining Act.

MOVED Director Cantelon, SECONDED Director Bartram, that the correspondence from UBCM with respect to the Province's introduction of the Significant Projects Streamlining Act (Bill 75) be received for information.

CARRIED

COMMUNITY SERVICES

Inclusion of Hogweed on Noxious Weed List.

A request was made to address the recommendations seriatim.

MOVED Director Sherry, SECONDED Director McNabb, that the report, "Inclusion of Hogweed on Noxious Weed List" be received.

CARRIED

MOVED Director Sherry, SECONDED Director Biggemann, that the management of hogweed as a noxious weed in the Regional District of Nanaimo through a new weed control function/service area not be pursued at this time.

MOVED Director Westbroek, SECONDED Director Longmuir, that this item be referred back to staff for a report which would investigate the feasibility of a district weed control function including its influence over District residents, local municipalities and provincial responsibilities.

CARRIED

MOVED Director Sherry, SECONDED Director McNabb, that the following resolution be conveyed to the Association of Vancouver Island & Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM) for the purpose of lobbying the Province to take entire responsibility for the control of the proliferation of hogweed:

WHEREAS the Province of British Columbia imposes a duty on all land occupiers to control noxious plants designated in the *Weed Control Regulation* in Schedule A, Part 1, and giant hogweed is not designated as a noxious plant by the *Weed Control Regulation*;

AND WHEREAS giant hogweed is a noxious plant in several areas of the Province and it has a negative impact on human health, the environment and agricultural economic activity;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island & Coastal Communities and the Union of BC Municipalities request the Province to designate giant hogweed as a noxious plant in the *Weed Control Regulation* or some other legislation of comparable stature, impose a duty on all land occupiers to control giant hogweed and enforce that duty using provincial, rather than local government, resources.

CARRIED

RECREATION & PARKS

Gabriola Recreation Society Agreement Renewal.

MOVED Director Lund, SECONDED Director Hamilton, that the Agreement with the Gabriola Recreation Society be renewed for a one-year term from January 1, 2004 until December 31, 2004.

CARRIED

Descanso Bay Regional Park – Draft Management Plan.

MOVED Director McNabb, SECONDED Director Krall, that the Descanso Bay Regional Park Draft Management Plan be approved and that staff be directed to advertise a request for proposal to operate the Park and subsequently negotiate a five-year operating contract.

CARRIED

Horne Lake Regional Park – Status Report.

MOVED Director Longmuir, SECONDED Director Bibby, that the status report on the Horne Lake Regional Park (HLRP) be received for information.

CARRIED

MOVED Director Longmuir, SECONDED Director Bibby, that staff be directed to prepare an update report on the HLRP Management Plan for review and approval by the Board prior to the consideration of park operation arrangements for the 2004 camping season.

MOVED Director Bartram, SECONDED Director Longmuir, that the motion be amended to insert the words "for the February 24, 2004 Committee of the Whole meeting" between the words "report" and "on".

CARRIED

The question was called on the motion as amended.

The motion CARRIED.

CORPORATE SERVICES

ADMINISTRATION

Policy for Use of RDN Meeting Rooms.

MOVED Director McNabb, SECONDED Director Bibby,:

1. That the Board approve the policy attached to the corresponding staff report outlining a fee structure for the use of RDN meeting rooms by government and non-profit user groups.
2. That Nanaimo Search & Rescue be permitted to use the Committee Room at no charge on a weekly basis, subject to the room's availability.

CARRIED

FINANCE

Operating Results to September 30, 2003.

MOVED Director Krall, SECONDED Director Sherry, that the summary report of financial results from operations to September 30, 2003 be received for information.

CARRIED

FIRE PROTECTION

Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364.

MOVED Director Biggemann, SECONDED Director McNabb,:

1. That the request from the Coombs Hilliers Volunteer Fire Department to use reserve funds for improvements to Firehall #2 be approved.
2. That "Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364, 2003" be introduced for first three readings.
3. That "Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364, 2003" having received three readings, be adopted.

CARRIED

Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01.

MOVED Director Bibby, SECONDED Director Krall,:

1. That the tender to replace/undertake upgrades to Nanoose Bay Fire Protection Society fire truck #13 be awarded to Pro-Fire Emergency Equipment for a price of \$148,870.

2. That "Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01, 2003" be introduced for first three readings.
3. That "Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01, 2003" having received three readings, be adopted.

CARRIED

Errington Fire Department – Request to Enter into Lease Financing for the Purchase of a Fire Truck.

MOVED Director Sherry, SECONDED Director Biggemann, that the Manager of Financial Services be authorized to secure five year lease financing in the amount of \$154,550 for the purpose of purchasing a fire truck for the Errington Fire Department.

CARRIED

DEVELOPMENT SERVICES

EMERGENCY PLANNING

Appointment of Emergency Planning Area Coordinator and Bylaw Enforcement Officer.

MOVED Director Westbroek, SECONDED Director Krall,:

1. That Jani M. Thomas be appointed as Emergency Planning Area Coordinator and Maureen Pearce as Deputy Emergency Planning Area Coordinator as detailed in Bylaw No. 953;
2. That Jani M. Thomas is further appointed as a Bylaw Enforcement Officer under Bylaw No. 857 and amendments thereto;
3. That Jani M. Thomas is authorized as a Bylaw Enforcement Officer to utilize the powers to issue Municipal Ticket Informations and other such documents;
4. That Jani M. Thomas be appointed as Peace Officer within the limits of the Criminal Code of Canada.

CARRIED

PLANNING

Englishman River Storm Water Management Service Area Establishment Bylaw No. 1363.

MOVED Director Hamilton, SECONDED Director Biggemann, that "Regional District of Nanaimo Englishman River Community Storm Water Management Service Area Establishment Bylaw No. 1363, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

ENVIRONMENTAL SERVICES

SOLID WASTE

Waste Stream Management Licensing – Progress Report.

MOVED Director Sherry, SECONDED Director Tyndall, that the Board receive the staff report on development of a Waste Stream Management Licensing system, for information.

CARRIED

UTILITIES

Surfside Sewer LSA Bylaw No. 1124.02.

MOVED Director Westbrook, SECONDED Director Bartram,:

1. That "Surfside Sewer Local Service Area Amendment Bylaw No. 1124.02, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That "Northern Community Sewer Local Service Area Amendment Bylaw No. 889.23, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

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

MOVED Director Kreiberg, SECONDED Director McNabb, that the minutes of the Electoral Area 'A' Parks & Open Space Committee meeting held September 18, 2003 be received for information.

CARRIED

Transit Business Plan Update Select Committee.

MOVED Director Krall, SECONDED Director Biggemann, that the minutes of the Transit Business Plan Update Select Committee meeting held October 30, 2003 be received for information.

CARRIED

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

CARRIED

MOVED Director Krall, SECONDED Director Cantelon, that staff meet with the Downtown Nanaimo partnership group to develop a marketing and promotions strategy that will encourage students and faculty of Malaspina University College to visit downtown using Transit services.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the District 69 – Community Bus proposal be referred to the Transit Business Plan Update Committee for further discussion with respect to Electoral Area 'H' and discussion held earlier with respect to buses.

CARRIED

The Chairperson of the Transit Business Plan Update Committee invited Director Bartram to attend the next meeting of the Committee to be held November 26, 2003.

Nanoose Bay Parks & Open Space Advisory Committee.

MOVED Director Bibby, SECONDED Director Tyndall, that the draft minutes of the Nanoose Bay Parks & Open Space Advisory Committee meeting held November 3, 2003 be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Longmuir, that the minutes of the District 69 Recreation Commission meeting held November 13, 2003 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Biggemann, that the recommendations from the District 69 Recreation Commission Grants Committee be approved as follows:

Youth Grants:

Ballenas Cheer & Stunt Squad – bus transportation	\$	2,000
Koadors Rugby – equipment	\$	1,284
Oceanside Lynx Cheerleading Squad – equipment/uniforms	\$	2,000
Oceanside Track and Field – cinder for track	\$	4,600

Community Grants:

Arrowsmith Agricultural Assoc. main hall ceiling & trim	\$	8,850
Bow Horn Bay Community Club – Fall Fair	\$	4,000
Coombs Halloween Candy Walk – props	\$	1,000
D69 Eating Disorder Awareness Week Comm. – spa night	\$	1,600
D69 Family Resource Association – Family Fun Night	\$	780
D69 Family Resource Association Open House	\$	200
Time Out for Tots and Moms (TOTAM) – rental/advertising	\$	2,410

CARRIED

NEW BUSINESS

2004 – 2009 Financial Plan Overview.

The Chief Administrative Officer provided an overview of the financial plan which highlighted accomplishments, operation, major impacts affecting the plan and review of the 2004 provisional and annual budgets as they apply to the public process. The proposed schedule for further budget meetings was also noted.

The Manager of Corporate Services presented a short summary of the Detailed Function and Financial Plan and Summaries binder structure and noted that the cancelled Financial Plan spreadsheet workshop will be rescheduled.

BOARD INFORMATION

Director Bartram requested staff to report back on the implications of changes to the *Land Title Act* and the *Water Act* as described on page 2 of the Board Information pages.

IN CAMERA

MOVED Director Sherry, SECONDED Director Krall, that pursuant to Section 242.2(1)(h) of the *Local Government Act* the Board proceed to an In Camera meeting to consider legal matters.

CARRIED

ADJOURNMENT

MOVED Director Sherry, SECONDED Director Krall, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 8:28 PM

CHAIRPERSON

January 7, 2004

Chair and Board
Nanaimo Regional District
6300 Hammond Bay Road
Nanaimo, B. C. V9T 6N2

Dear Chair and Board,

Re: Vancouver Island Regional Library Book Rate Petition

REGIONAL DISTRICT	
RECEIVED	
JAN 28 2004	
CHAIRMAN	DESMOND
CAG	OF
GMCS	GMES
<i>Bob Cousin</i>	

The Vancouver Island Regional Library Board would like to draw to your attention to the fact that the Ministry of Canadian Heritage and Canada Post will be renegotiating the agreement for the Library Rate (commonly called the Library Book Rate) in 2004.

The VIRL Board asks your support in urging both the Minister of Canadian Heritage, the Hon Helene Chalipur Scherrer and the President / CEO of Canada Post, Mr. Andre Ouellet to maintain the current Canada Post Library Rate and to enhance the Rate to include all library materials provided for circulation.

The Library Rate is a pillar of support to libraries in providing materials to people in the rural communities in our service area and across Canada. Low literacy rates are a known problem in rural areas and limit economic and personal growth. Educators recognize the fact that when families read together, it directly improves levels of literacy.

Without the library book rate the Vancouver Island Regional Library could not continue to provide the same quality of service to the 400,000 residents on Vancouver Island, the Queen Charlotte Islands and the Central Coast of British Columbia. VIRL is in the process of revising our branch deliveries on the main island to be less dependant on Canada Post, however, we still need to mail materials to our more remote rural branches and customers. If the Library Rate were eliminated, the cost of mail in our library would still increase to an estimated cost of \$250,000. Our small rural communities would find it difficult if not impossible to support this added cost. It would also impact on the library's ability to meet the literacy needs of our communities.

Also, audiovisual materials such as CDs, DVDs and cassettes can not be mailed using the Library Rate. It is important to the people living in rural areas to be able to access not only print materials but the many informational, recreational and educational audiovisual materials now provided by libraries. Like print materials, it would be advantageous to have them included in the material that can be sent using the Library Rate.

However, Canada Post Library Rate is not an issue that is VIRL's alone. It will affect all libraries across Canada. Your support on the Library Book Rate issue is important.

Sincerely,



Chair Tom Krall
Vancouver Island Regional Library Board



CENTRAL SERVICES
Box 3333, 6250 Hammond Bay Rd., Nanaimo BC, Canada V9R 5N3
Phone: (250) 758-4697 Fax: (250) 758-2482
Email: info@vir.bc.ca Web: www.vir.bc.ca

FAX MEMO

TO: VIRL Municipal Administrators
FROM: Louise Baker, Executive Assistant
COPY: Tom Krall, VIRL Chair
DATE: January 15, 2004
RE: *CORRECTION to January 7, 2004 Letter sent to your Council / Board re: VIRL Book Rate Petition*

It was brought to my attention that the name of the new Minister of Canadian Heritage was incorrectly spelt in the letter sent last week to your council or Board.

If you are sending a letter in support of the petition as requested, please note that her second name is spelt **Chalifour**: Helene Chalifour Scherrer.

My sincere apologies.

A handwritten signature in black ink that reads "Louise Baker". The signature is written in a cursive style with a large, stylized initial "L" and "B".



REGIONAL DISTRICT OF NANAIMO			
JAN 19 2004			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	
		DATE: _____	
		FILE: _____	

MEMORANDUM

TO: Neil Connelly
General Manager, Community Services

FROM: Christina Thomas
Senior Planner, Community Services

SUBJECT: ESTABLISHMENT OF A NEW SERVICE TO MANAGE HOGWEED AS A NOXIOUS WEED

PURPOSE

The purpose of this report is to provide information about the establishment of a new service to manage hogweed as a noxious weed.

BACKGROUND

On December 9, 2003 the Board considered the Minister of Agriculture's response to the Board's request to include hogweed on the noxious weed list, and passed the following resolutions in regard to hogweed management:

- That the report, "Inclusion of Hogweed on Noxious Weed List" be received.*
- That this item be referred back to staff for a report which would investigate the feasibility of a district weed control function including its influence over District residents, local municipalities and provincial responsibilities.*
- That the following resolution be conveyed to the Association of Vancouver Island & Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM) for the purpose of lobbying the Province to take entire responsibility for the control of the proliferation of hogweed:*

WHEREAS the Province of British Columbia imposes a duty on all land occupiers to control noxious plants designated in the Weed Control Regulation in Schedule A, Part 1, and giant hogweed is not designated as a noxious plant by the Weed Control Regulation;

AND WHEREAS giant hogweed is a noxious plant in several areas of the Province and it has a negative impact on human health, the environment and agricultural economic activity;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island & Coastal Communities and the Union of BC Municipalities request the Province to designate giant hogweed as a noxious plant in the Weed Control Regulation or some other legislation of comparable stature, impose a duty on all land occupiers to control giant hogweed and enforce that duty using provincial, rather than local government, resources.

Information is provided in this report regarding the process required to establish a service to control hogweed, the cost of undertaking the process, the estimated annual cost of implementing a hogweed control service, and the influence of a hogweed function on RDN residents, municipalities and the Province, in response to the December 9th, 2003 Board request.

Process to Establish a Hogweed Management Service

If the RDN wishes to establish a new service to control hogweed it must do so through the adoption of an establishing bylaw pursuant to *Local Government Act* section 800.

Pursuant to *Local Government Act* section 800.1, the establishing bylaw would need to:

1. describe the service,
2. define the boundaries of the service area,
3. identify all municipalities and electoral areas that include participating areas for the service;
4. indicate the method of cost recovery for the service; and
5. set the maximum amount to be requisitioned for the service.

The RDN would need to secure the approval of the inspector of municipalities and the approval of the electors of the participating area for the service prior to adopting an establishing bylaw to establish a noxious weed control service, pursuant to section 801 of the *Local Government Act*. The RDN would have the option of obtaining the approval of electors for the new service through assent of the electors by voting (i.e. a referendum), or, by a counter petition opportunity.

Hogweed Management Service Options

A small hogweed management service would include publishing newspaper advertisements and newsletters to raise public awareness about hogweed and how to control it, the preparation of a basic hogweed management plan, and RDN personnel resources to investigate complaints about the presence of hogweed on properties and seek property owner action to remove hogweed. Property owners would be responsible for the costs of actually removing hogweed on their own properties.

A comprehensive hogweed management service would include all of the elements of a small hogweed management service plus RDN staff or contract resources would apply chemicals to specific noxious weeds or physically remove specific noxious weeds. All property owners in the service area would be responsible for the actual costs of hogweed removal through the service budget.

Influence of a Hogweed Management Service on Electoral Areas, Municipalities & the Province

The RDN has the ability to establish a hogweed management service that is applicable to all of the electoral areas and municipalities. However, it is anticipated that if the RDN were to establish a new service to manage hogweed that the service area would only include the electoral areas as 75% of the municipalities presently undertake some form of weed control activity in their own jurisdictions.

The RDN would be able to obligate owners of land in the service area to remove hogweed or remediate a hogweed problem only if the Province approves an RDN request to include hogweed in the noxious weed list contained in the provincial *Weed Control Regulation*. The Minister of Agriculture has indicated that he would be receptive to such a request if the RDN provides "appropriate justification and an effective management plan that includes empowerment to enforce the Act should the need arise," and "confirmation that you [RDN] require the ability to enter lands and enforce control in situations where cooperation is not forthcoming". The RDN also has the option of establishing a hogweed management function that focuses on the RDN consulting with property owners to seek consensual agreement

regarding hogweed control, rather than relying upon the ability to impose an obligation upon property owners to remove hogweed through the inclusion of hogweed on the noxious weed list. In other words, the RDN can establish a function to manage hogweed as a noxious weed without having the Province include hogweed in the noxious weed list. The only difference would be that the RDN would not be able to require property owners to remove hogweed or remediate a hogweed problem if hogweed is not included in the noxious weed list; the RDN would rely upon its abilities to seek voluntary property owner agreement to address a hogweed problem.

The RDN would not be able to obligate the Province to remove hogweed or remediate a hogweed problem on land owned by the Province, irrespective of whether hogweed is included on the noxious weed list. Ministry of Agriculture staff indicate that the Provincial budgets do not include sufficient funding to remove hogweed or remediate hogweed problems on land owned by the Province. The RDN would, however, probably be able to negotiate with the Province for the RDN to allocate its own budgetary dollars towards the removal of hogweed and remediation of hogweed on land owned by the Province.

ALTERNATIVES

1. Establish a small hogweed management service for Electoral Areas A, B, C, D, E, F, G and H, and obtain electorate consent through the counter petition process.
2. Establish a small hogweed management service for Electoral Areas A, B, C, D, E, F, G and H, and obtain electorate consent through voting (i.e. referendum).
3. Establish a comprehensive hogweed management service for Electoral Areas A, B, C, D, E, F, G and H, and obtain electorate consent for the service through the counter petition process.
4. Establish a comprehensive hogweed management service for Electoral Areas A, B, C, D, E, F, G and H, and obtain electorate consent for the service through voting (i.e. referendum).
5. Not establish a new service to manage hogweed.

FINANCIAL IMPLICATIONS

Alternative 1

The 2004 budget would need to be increased by \$30,000 to provide for the costs associated with obtaining electorate consent through a counter petition (i.e. \$5000) and the costs for the first year of the new service (i.e. \$25,000).

Alternative 2

The 2004 budget would need to be increased by \$85,000 to provide for the costs associated with obtaining electorate consent through voting (i.e. \$60,000) and the costs for the first year of the new service (\$25,000).

Alternative 3

The 2004 budget would need to be increased by \$105,000 to provide for the costs associated with obtaining electorate consent through counter petition (i.e. \$5000) and the costs for the first year of the new service (i.e. \$100,000).

Alternative 4

The 2004 budget would need to be increased by \$160,000 to provide for the costs associated with obtaining electorate consent through voting (i.e. \$60,000) and the costs for the first year of the new service (i.e. \$100,000).

Alternative 5

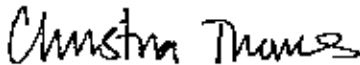
The 2004 budget would not need to be amended. No resources would be allocated to hogweed management.

SUMMARY

Information is provided regarding the process to establish a hogweed management service, the types of activities that would be undertaken as a part of small and comprehensive hogweed management services, and the influence of a hogweed management service on electoral areas, municipalities and the Province. It is recommended that a hogweed management service not be established.

RECOMMENDATIONS


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



Report Writer



General Manager Concurrence



CAO Concurrence



REGIONAL DISTRICT OF NANAIMO			
JAN 19 2004			
CHAIR		GMCrs	
CAO		GMDS	
G&CmS		GMES	
		Cell	

MEMORANDUM

TO: Kelly Daniels
Chief Administrative Officer

DATE: January 19, 2004

FROM: Neil Connelly
General Manager, Community Services

FILE: 2240-20-J.CC

SUBJECT: Lighthouse Community Centre Society Request for Funding – Area ‘H’

PURPOSE

To consider and report on a request from the Society for Regional District funding to assist with capital improvements to the Lighthouse Community Centre.

BACKGROUND

In November the Lighthouse Community Centre Society wrote to the Regional District requesting funding assistance to provide for overdue maintenance and capital improvement projects for their community centre facility. Their letter of request is attached.

The Society operates the twenty-year old centre, which is located in the Lighthouse Community Park in Electoral Area ‘H’. The park is owned by the Regional District. The facility is accommodated on the property through a lease the Society has with the RDN. Society volunteers use the hall for a variety of community and special events organized by various groups in Area ‘H’. The hall is a central meeting place for many organizations including public meetings held by Regional District departments.

The Society has been able over the years to cover facility operating costs through various rentals and fund raising events but has had more difficulty in completing capital improvements. In particular they have identified a number of capital improvements that they would like to pursue over the next several years. They include washroom upgrades, kitchen improvements, ceiling adjustments, interior painting, stage flooring and main auditorium flooring. Costs are projected in the \$60,000 range. The Society indicates that they are also looking to the Vancouver Foundation and The BC Gaming Commission as possible supplementary funding sources for operating costs and capital projects.

In meetings held by Regional District staff and the Area Director with the Society in October 2003 and January 2004, full discussion and review was undertaken on the request and the parameters for possible RDN assistance. They included the need for a legal agreement between the Society and the Regional District, \$15,000 of assistance in 2004 with further possible assistance over the next three years pending yearly reviews and the Society reporting on their progress with capital projects, fundraising and volunteer efforts and annual Regional District budget approvals.

ALTERNATIVES

1. That the Regional District enter into an agreement with the Lighthouse Community Centre Society to provide funding assistance for capital improvements over four years with \$15,000 to be allocated in 2004 and subsequent year amounts to be decided upon review of the Society's efforts and confirmed through annual Regional District budget approvals.
2. That the Regional District decline to assist the Society with funding assistance for capital improvement projects for the Lighthouse Community Hall.

FINANCIAL IMPLICATIONS

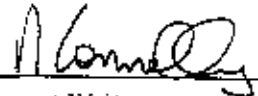
\$15,000 of financial assistance for the Society is included in the Area 'H' Community Parks Provisional Budget for 2004. Adjustments to the 5-year Financial Plan for the Area 'H' Community Parks Service will be required to allow future annual budgets the room to accommodate projected funding assistance to the Society.

SUMMARY

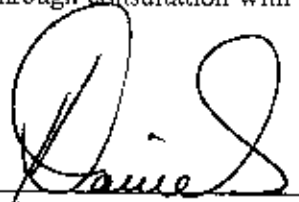
The Lighthouse Community Centre Society has requested that the Regional District provide approximately \$60,000 in financial assistance to cover required capital improvement projects for their hall facility. A proposal developed by the Regional District and discussed with the Society provides for the two parties to enter into a legal agreement that will specify the terms of funding assistance. It will provide for \$15,000 in funding in 2004 through the Area 'H' Community Parks budget. Funding allocations in 2005, 2006 and 2007 would be decided by the Regional District through the annual budget process and in consultation with the Society.

RECOMMENDATION

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



Report Writer



CAO Concurrence

COMMENTS:

LIGHTHOUSE COMMUNITY CENTRE SOCIETY
240 Lions Way, Qualicum Beach, BC V9K 2E2

November 13, 2003

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

Attention: Neil Connelly
General Manager of Community Services

Dave Bartram
Director Area 'H'

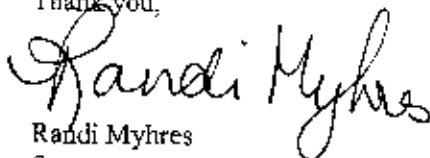
RE: SPECIAL GRANT IN AID REQUEST

Further to your attendance at the regular board meeting of the Lighthouse Community Centre Society on October 22, 2003, please find attached the following documentation:

- Overview of the Hall and capital projects in priority listing
- August 31, 2003 comparative financial statements
- 2004 Budget
- Board of Directors Listing
- Certificate of Incorporation
- Constitution and bylaws of the Society

Any consideration by the Board of funding would be appreciated. Please call if you require more information or have any questions. I can be reached during the day at 248-3211 or via email at randi@mcgormanmaclean.com.

Thank you,



Randi Myhres
Secretary

Encl.

LIGHTHOUSE COMMUNITY CENTRE SOCIETY

OVERVIEW AND CAPITAL PROJECT PRIORITY LISTING

History

The Lighthouse Community Centre was completed over 20 years ago by a very dedicated group of community volunteers who saw the need for a large facility in the area and made the commitment to build the Lighthouse Community Centre. This project was spear headed by the Qualicum Bay Lions Club but due to the magnitude of the project they enlisted the help of all the organizations in the community to pull together and raise the funds needed for the capital construction. This worked so well that on June 18, 1984, all of the organizations formed the Lighthouse Community Centre Society. The Board of Directors, which had been made up from a representative from each organization, have diligently watched over the maintenance and operation of this hall with monthly meetings to review rentals, set policies for the hall and plan fund raisers.

On June 23, 2001, the Society amended the by-laws and constitution to meet the requirements of the BC Gaming Commission to be eligible for gaming funds proceeds. The amendment opened the membership up to the general public and inserted an unalterable dissolution clause.

Community Activities

The Lighthouse Community Centre holds the following annual events for the community at large in District 69:

- Bow Horn Bay Community Club Fall Fair
- Lighthouse Recreation Commission Children's Halloween Party

The following events are also held at the Hall:

- Monthly Pancake Breakfast and Flea Market
- Monthly Questers Club
- Bi-weekly Badminton
- Bi-weekly Carpet Bowling
- Bi-weekly Tai Chi
- Weekly Lions Bingo
- Weekly TOPS Club
- Weekly AA Lightkeepers Group

The Hall is also available for special events, weddings, anniversaries, memorials etc.

The Hall is a central meeting place for many organizations in Area H.

Past Capital Improvements

The Directors have also had to face some large capital repairs in the past years. All of these projects have been planned for with funds raised again by volunteers and donations from the other organizations that use the hall for their projects and events. The furnace was installed in 1999 for \$9,847 with all of the funds being paid by fundraising. The roof was replaced in 2000 for \$17,310 with loans proceeds that were repaid within a year and a half. The addition of a storage room and extra meeting room was started in 2002 with \$15,000 provided through grant funds given to the Bowser Track and Field Club. After this initial input of funds, the Hall Board has added exterior doors and a cement floor totaling \$3,520 to date.

Financial Position

The Hall Board has been able to cover operating costs throughout the past 20 years through hall rentals, the monthly flea market and pancake breakfast and, of course, fund raising. These funds do not leave a lot of surplus for capital projects as seen on the attached financial statements and budget forecast for 2004.

Projects

The Board of Directors has compiled the following list of improvements that they feel are necessary at this time, listed in order of priority:

1. Washrooms

- a. Convert two single washrooms to handicap facilities, including 16" handicap w.c. bolt down lined tank and open front seat, new hand basin, handicap blade handle taps, vandal proof pop-up and countertops.
- b. Renovate the large men's washroom with new hand basins, single lever taps, vandal proof popups and countertop.
- c. Renovate large ladies washroom with existing basins from single washrooms and new counter-tops.
- d. Remove all existing wall tiles and replace with new drywall, install wainscoting, chair rails and paint

Estimated cost \$11,700

2. Kitchen

- a. Replace flooring with high traffic linoleum
- b. Paint all cabinet faces
- c. Install in doors and drawer faces with melamine and new hardware
- d. Cover all ends with arborite
- e. Paint walls and ceiling

Estimated cost \$9,400

3. Acoustic Ceiling

- a. Remove and replace the ½ " thick spray on acoustic material on the ceiling and upper walls in main hall.
- b. Estimate given of \$8,000 four to five years ago

Estimated cost \$10,000

4. Face lift in main hall

- a. Paint all exposed walls in the main hall
- b. Install wainscoting and chair rails

Estimated cost \$13,000

5. Stage

- a. Install new woodwork on front of stage
- b. Install new floating floor on stage including new baseboards

Estimated cost \$4,800

The Board is currently investigating the cost of installing a proper wood floor or equivalent in the main hall. The floor initially had a parquet wood floor installed that unfortunately didn't hold up over the heated cement floor. The Hall is in need of having a proper floor installed so that more dancing and other events can be held at the hall. All of the volunteers agree that the cement floor can get rather tiring after a long fund raising event. The Board is currently looking at The Vancouver Foundation, which will match funds raised by the organizations that apply for grants. Capital projects are included in their eligible expenditures. The Board is also pursuing the BC Gaming Commission's Bingo Hall Affiliation program to help raise funds for operating costs and capital projects.

Estimated cost \$20,000 to \$30,000

Board of Directors

We have attached a list of the current directors of the Society. The Annual General Meeting is planned for January 2004 and there will be a change of five directors at that time.



REGIONAL DISTRICT OF NANAIMO	
JAN 19 2004	
CHAIR	GMCRS
CAO	GMDS
GMCRS	GMES

MEMORANDUM

TO: Kelly Daniels
Chief Administrative Officer

DATE: January 19, 2004

FROM: Neil Connelly
General Manager, Community Services

FILE: 0230-20-NALT

SUBJECT: Nanaimo Area Land Trust Funding Request

PURPOSE

To report on the request from NALT for \$16,000 in core funding support in 2004 from the Regional District.

BACKGROUND

At the December 9, 2004 Board meeting, as part of the review and presentation of the Regional Parks Budget, a resolution was passed for staff to bring forward a report on the request from the Nanaimo Area Land Trust (NALT) for core funding assistance. The Regional Parks Budget for 2004 under consideration by the Board does not include any funds to support NALT's activities.

In October, NALT presented a request to the Board Committee of the Whole for \$16,000 of funding from the Regional District to assist with its core service operations. The Regional Board in November forwarded the request by resolution to the 2004 budget process. The proposal referred to similar requests that were to be made to the City of Nanaimo for \$64,000 and the District of Lantzville for \$5,000. Details on the local government funding request from NALT are included in the attachment. It outlines their proposed annual budget and the five major types of land stewardship services that it provides to the Nanaimo region.

On December 18, 2000 staff met with representatives from the NALT Board of Directors to further discuss their funding request, updated information and their projected program and budget for 2004. NALT advised that \$16,000 of funding assistance had been approved by the City of Nanaimo. With reduced funding and uncertainties, the NALT Board of Directors indicated that the scope of their programs and activities for 2004 would be further impacted by the level of financial support that they could potentially achieve from the Regional District.

Staff have examined the Regional Parks program and priorities projected for 2004 as part of the preparation of the proposed Regional Parks budget. With recent park acquisitions and management responsibilities the pressures on the budget have increased substantially. There are currently eight regional parks in the system with a formal management plan process under progress for the Nanaimo River Regional Park, two campground operation agreements to be developed, land management issues to be addressed at the new Englishman River Regional Park, as well as ongoing park responsibilities in the four other regional parks. Additional funds would need to be allocated in the 2004 budget for NALT or decisions made on adjusting work program activities to accommodate the request within the proposed 2004 annual budget.

NALT is highly involved with public education and promotion of stewardship initiatives. They have assisted property owners with conservation covenants, operate a resource centre and have completed habitat inventory and restoration projects in conjunction with local groups. Regional District funding assistance from departments other than regional parks has also been examined by staff. At this point, the proposed Planning Department budget or Environmental Services Department budgets in 2004 have not included funding or project work that NALT could assist with in 2004.

ALTERNATIVES

1. To receive the funding request report for information and to provide \$16,000 to support NALT in 2004.
2. To receive the report for information and not provide funding support.
3. To receive the report for information and provide alternative direction for staff to respond to Nanaimo Area Land Trust's request.

FINANCIAL IMPLICATIONS

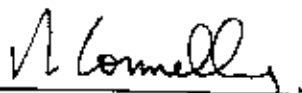
1. The proposed 2004 Regional Parks budget includes an increase from \$250,000 to \$300,000 for operational activities and funding of \$150,000 for park acquisitions. To support the NALT request would require the addition of \$16,000 to the operations side of the budget or a reallocation of activities to allow for the funding to be accommodated with the proposed budget. Both the electoral areas and municipalities participate in funding the regional park operation's budget.
2. The proposed 2004 Regional Park budget would not need to be adjusted if funding is not provided to NALT.
3. Budget adjustments as part of the annual budget approved in March, would need to be undertaken based on the Board's direction.

SUMMARY/CONCLUSIONS

The Nanaimo Area Land Trust has requested \$16,000 in financial support from the Regional District in 2004 to help support their core operations. Funding assistance from the City of Nanaimo and the District of Lantzville has also been requested. The funding request is intended to provide Nanaimo Area Land Trust with the capacity to ensure stable and consistent core services and to provide leverage for receiving grants and funding from other sources. Without the expected sources of local government funding, NALT indicates that they will need to restructure their approach to service delivery in 2004.

RECOMMENDATION

That the report on the Nanaimo Area Land Trust request for \$16,000 in core funding in 2004 from the Regional District, be received.



Report Writer



CAO Concurrence

COMMENTS:



Nanaimo Area Land Trust

#8 - 140 Wallace Street, Nanaimo, BC V9R 5B1

Phone/Fax: 250-714-1990 Phone: 250-758-5490 Email: admin@nalt.bc.ca

November 2003

NALT Request for Core Funding 2003

The Nanaimo Area Land Trust is requesting core funding support from local and regional government levels. The total amount requested is \$85,000 annually, in the following proportions:

City of Nanaimo -	\$64,000 (75%)
Regional District of Nanaimo -	\$16,000 (19%)
Town of Lantzville -	\$ 5,000 (6%)

This funding request represents just under 50% of what NALT needs for core services operations, and less than 24% of NALT's total annual operating budget. It will provide NALT with the capacity to ensure stable and consistent core services to the community, and will provide important leverage for securing grants and funding from other sources.

Since 1995, NALT has been providing land stewardship services to the Nanaimo region in the following ways:

- Land Acquisitions** – assisted the Land Conservancy of BC to fundraise to acquire South Winchelsea Island and the Nanaimo River property; and successfully completed the recent campaign to acquire Linley Valley for parkland.
- Conservation Covenants** – holds four conservation covenants, on properties on Lasqueti Island, Errington, South Winchelsea Island, and Gabriola Island; conducts annual on-site monitoring for each of these properties to ensure that the covenants are being upheld. Two more covenants are currently in process, and NALT investigates 5-10 properties each year, including site visits, to assess the potential for setting up further conservation covenants.
- Voluntary Stewardship Education & Promotion** – developed and coordinated PROJECT 2000, a residential stewardship initiative promoting protection of watersheds, from 1997 until 2000; developed and coordinated the Business Stewardship Project from 2001 until present. NALT has also worked with schools and community groups to foster stewardship of land and water, and each year NALT takes the leadership in organizing and presenting special events that promote a stewardship ethic.
- Habitat Inventory & Restoration Projects** – since 1998, NALT has completed habitat inventories and carried out restoration projects on seven watercourses in the region – always involving local schools and neighbourhood groups and further promoting voluntary stewardship.
- A Stewardship Resource Centre** – five days a week, a Stewardship Information & Resource Centre at 140 Wallace St. serves people from throughout the Nanaimo area, thanks to NALT staff and volunteers. This centre works closely with both City and RDN staff, as well as with staff of the Ministries of WLAP and DFO. In addition to general services, it also provides a liaison role between the community and government levels.

Summary of NALT's Annual Budget For 2004:

Revenues:

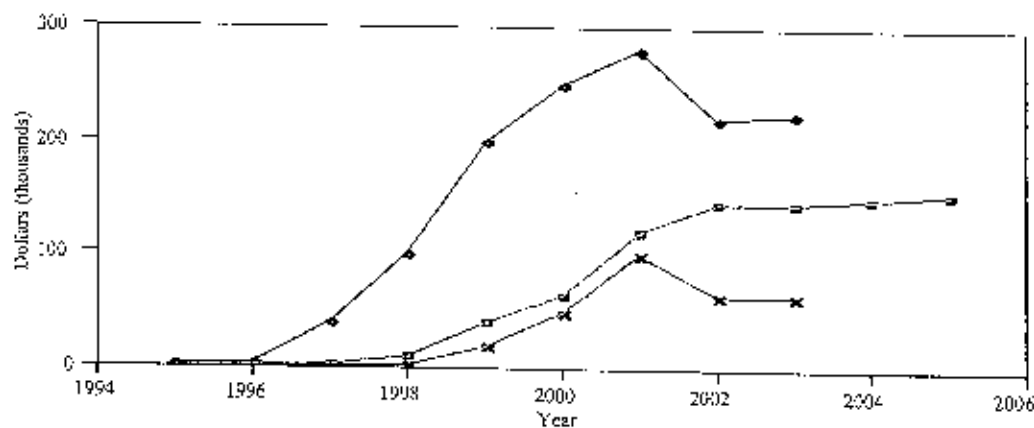
Grants & Contracts (project-specific funding)	123,000
NALT Memberships	5,700
Donations	23,500
Fundraising	11,000
In-kind Donations of Goods & Services	108,600
TOTAL REVENUES:	\$272,300

Expenditures:

Staff Wages & Benefits	113,210
Staff/Board/Volunteer Expenses	29,590
Contracted Services	40,560
Resource Centre Operations	36,400
Fundraising, Campaigns, etc	29,250
In-kind Services	108,300
TOTAL EXPENDITURES:	\$357,610

Budget Shortfall: \$85,310

Financial History of the Nanaimo Area Land Trust - 1995 to 2005



Blue line / diamonds - Total annual funding to 2003 for all NALT activities, including grants and contracts for projects
Green line / squares - Annual core operations budget requirement to meet community needs, to 2005
Red line / crosses - Actual annual funding received to 2003 for core operations

NOTES:

- The above graph represents cash figures only. NALT receives approximately \$100,000 worth of in-kind contributions of goods and services from the community each year.
- While funding sources for grants have been diminishing since 2001, the demand for NALT's services have been steadily increasing throughout the area; hence the widening gap between the budget requirements and the actual funds available for core operations. The shortfall is \$85,000.
- In 2002 and 2003, NALT staff contributed approximately \$45,000 worth of in-kind time in lieu of wages. This situation cannot continue indefinitely.
- NALT has not paid full rent for the past year, and is presently on a month-to-month arrangement that could be terminated on short notice. Office equipment is outdated and presents problems almost daily. Internet services are slow dial-up system. There are no funds for servicing or updates.
- Some requests for services to the community have to be turned away due to lack of time and resources.

Answers to Questions Posed by City Council and RDN Directors

Q. Does NALT ever work on a contract/consultant basis for the City or RDN?

A. On average, NALT takes on 1-2 small contracts a year for the City, and completed one for the RDN this past year. These contracts range from \$500 to less than \$5,000; they are typically contracts to carry out a specific field activity (such as riparian planting or water quality testing), or an educational stewardship activity related to watercourse issues. At the very most, a few hundred dollars of the contract amount goes towards overhead; in fact the project usually takes more time and resources away from core operations than it contributes. It should be noted that, through grants and contracts from other sources, NALT does a great deal more work that benefits the City and the region. However, the % from contracts and grants allocated towards overhead does not cover the budget requirements for effective core operations.

Q. Why/how did NALT arrive at a formula of \$64,000 from the City and only \$16,000 from the RDN?

A. Although, most of NALT's covenants and acquisition work outside the boundaries of the City of Nanaimo, the two major stewardship projects have mainly targeted watersheds within the City's boundaries. Also, NALT's day-to-day role as a stewardship education and resource service is mainly used by residents and agencies in and around Nanaimo. A 75/25 formula represents a fair balance of NALT's services to the City versus the rest of the RDN.

Q. The budget shows a total of \$113,210 for wages; but NALT has only three part-time staff. Explain these figures.

A. The budget figure of \$113,210 represents *all* positions, including a project coordinator and summer staff, and it is a figure indicating what the total of all wages need to be to provide effective core operations - not what they are at present. It includes full-time wages for the Executive Director and increased hours for an Office Manager/Bookkeeper. In recent years, core staff have worked far more hours than they are being paid.

NALT INTERIM BUDGET (MONTH TO MONTH SURVIVAL)

Rent per month	1070
Phone per month	120
Internet per month	25
Office & Program Expenses	350
Equipment Repairs/Maintenance	200
Office Management/Support @ 3 Days/Week	1900
Executive Director/Administration @ 3 Days/Week	2600
TOTAL ESTIMATE	6265

**Nanaimo Area Land Trust
Total Budget Forecast 2004**

Estimated Annual Revenues:

Cash Revenues

Grant Funding:		95,000
Field Contracts:		24,000
Community Education and Schools Contracts		4,500
NALT Memberships:		
Individual	3,800	
Corporate	1,000	
Lifetime	300	
Pre-authorized Contributions	600	5,700
Donations Towards General/Operational Expenses		5,000
Donations Towards Acquisition Campaign Expenses (Estimate based on 1 major campaign every 3 years)		18,500
General Fundraising Activities:		
Annual Dance	3,000	
Sale of NALT Gift Items	1,000	
Sale of Native Plants and Trees	5,000	
Litter Pick-up Campaign	1,000	
		10,000
Newsletter Advertising		1,000
Core Funding:		
City of Nanaimo	64,000	
RDN	16,000	
Town of Lantzville	5,000	
		85,000

Total Cash Revenues for All Programs: \$248,700

Non Cash Revenues

In-kind and Volunteer Goods & Services

Office Assistance (10hrs/week x 52 x \$12/hr)	6,200
General Fundraising (50 hrs/yr @ \$20/hr)	1,000
Leading Guided Walks (20/yr x 3hrs @ \$20/hr)	1,200
Field Work -Habitat Restoration, Water quality testing, Trail-building (100 volunteers @ average of 10hrs/year each @ \$15/hr)	15,000
Organizing Special Events – Assisting Staff (30hrs @ \$12/hr x 5 events)	1,800
Board Meetings, Presentations & Other Board Activities (11 directors @ average of 10hrs each x 12 months)	1,320
Website Maintenance (@ \$150/month)	1,800
NALT Newsletter (4x/year @ \$550 for editing and desktop layout)	2,200
Miscellaneous Staff In-kind time (20hrs/month x 12 months @ \$20/hr)	4,800
Stewardship Project community volunteers (\$12/hr x 580 hrs)	6,960
Professional/ Consultant services (\$30/hr x 650hrs)	19,500
Land acquisition campaign activities – fundraising, publicity, events (average 11 volunteers @ 5 hrs/week x 52 @ \$12/hr)	34,320
Donated goods – gift certificates, food, office equipment & supplies, field equipment & supplies, office furnishings, & donated event space.	6,500
Donated Gifts - artwork, door prizes.	6,000

TOTAL NON CASH REVENUE (in-kind GOODS AND SERVICES: \$108,600

Total Cash and In-kind Revenues for All Programs: \$357,300

Estimated Expenditures for All Programs:

Staff Wages

Executive Director <i>(35hrs/wk x 52 wks @ \$23/hr)</i>	41,860
Executive Assistant (incl Bookkeeping and Office Management) <i>(30hrs/wk x 52 wks @ \$18.50/hr)</i>	28,860
Stewardship Project Coordinator <i>(35hrs/wk x 52 wks @ \$18.50/hr)</i>	33,670
Summer Support Staff <i>(2 positions x 12 wks x \$16.50/hr x 35 hrs)</i>	<u>8,820</u>
	subtotal: \$113,210

Staff /Volunteer Expenses:

Mandatory Deductions & Benefits for Permanent Staff @ 20% <i>(incl EI, CPP, Holiday pay @ 6%, WCB, medical, dental and RRSP contributions)</i>	20,880
Mandatory Deductions for Summer Staff @ 11% <i>(incl. EI, Cpc and Holiday pay @ 4%, WCB)</i>	970
Payroll Services <i>(@ \$80/month x 12)</i>	960
Mileage <i>(@ 350km/month x \$.40/km x 12)</i>	1,680
In-service Training, Conferences & Workshops	2,000
Volunteer Appreciation	<u>500</u>
	subtotal: \$26,990

Contract Services

Legal Fees (includes filing 2 covenants per year)	4,500
Annual Audit of All Financial Records	3,500
Special Audit for Project End (for Environment Canada)	2,000
Conservation Covenants & Land Protection Specialist <i>(40 hrs/month x 12 months @ \$22/hr)</i>	10,560
Cleaning Services <i>(@ \$100/month)</i>	1,200
Computer & Other Office Equipment Repair & Maintenance <i>(\$150/m)</i>	1,800
Field Technician/Supervisor for Habitat Restoration Projects <i>(average 60hours/month x 6 months @ \$20/hour)</i>	7,200
Community Education & Outreach Presentations <i>(6x year @ \$900 each)</i>	4,800
School Stewardship Education Sessions <i>(4x year @ \$500 each)</i>	2,000
Streamkeeper Workshops <i>(2/year @ \$1,500 each)</i>	<u>3,000</u>
	subtotal: \$40,560

Stewardship Centre Operations

Rent & Utilities <i>(@ \$1,400/month x 12)</i>	16,800
Phone/Fax/Internet <i>(@220/month X 12)</i>	2,640
General Office Supplies <i>(@ 250/month x 12)</i>	3,000
Office/Centre Equipment & Furnishings <i>(replacement & upgrades)</i>	4,500
Stewardship Resource Materials <i>(@ \$150/month x 12)</i>	1,800
Project-related Materials, Supplies & Equipment <i>(@ \$350/m x 12)</i>	4,200
Courier and Postage - General <i>(\$180/month x 12)</i>	2,160
Insurance (Office Contents & 3 rd Party Liability)	<u>1,300</u>
	subtotal: \$36,400

Board Organizational Expenses

Directors Insurance	300
AGM	500
Annual Strategic Planning Session	800
Registration to Conferences & Workshops	<u>1,000</u>
	subtotal: \$2,600

Estimated Expenditures – cont'd**Miscellaneous Other**

Contributions from General Revenue to Special Projects	2,500
Facility rental for Special events	750
Membership Fees & Subscriptions to Affiliated Organizations	500
General Fundraising Expenses	500
General Advertising and Promotion	1,600
Acquisition Campaign Promotional Expenses	18,400
Native Plant Nursery – equipment, supplies, maintenance	5,000
	subtotal: \$29,250

Total Cash Expenditures for All Programs: \$249,010

Other Office, Fundraising, Public Education, Training and Event Costs (In-kind)

Office Assistance (<i>10hrs/week x 52 x \$12/hr</i>)	6,200
General Fundraising (<i>50 hrs/yr @ 20/hr</i>)	1,000
Leading Guided Walks (<i>20/yr x 3hrs @ \$20/hr</i>)	1,200
Field Work -Habitat Restoration, Water quality testing, Trail-building (<i>100 volunteers @ average of 10hrs/year each @ \$15/hr</i>)	15,000
Organizing Special Events – Assisting Staff (<i>30hrs @ \$12/hr x 5 events</i>)	1,800
Board Meetings, Presentations & Other Board Activities (<i>11 directors @ average of 10hrs each x 12 months</i>)	1,320
Website Maintenance (<i>@ \$150/month</i>)	1,800
NALT Newsletter (<i>4x/year @ \$550 for editing and desktop layout</i>)	2,200
Miscellaneous Staff In-kind time (<i>20hrs/month x 12 months @ \$20/hr</i>)	4,800
Stewardship Project community volunteers (<i>\$12/hr x 580 hrs</i>)	6,960
Professional/ Consultant services (<i>\$30/hr x 650hrs</i>)	19,500
Land acquisition campaign activities – fundraising, publicity, events (<i>average 11 volunteers @ 5 hrs/week x 52 @ \$12/hr</i>)	34,320
Donated goods – gift certificates, food, office equipment & supplies, field equipment & supplies, office furnishings, & donated event space.	6,500
Donated Gifts - artwork, door prizes.	6,000
	Sub-total: \$108,600

Total Expenditures and Costs for All Programs: \$357,610



REGIONAL DISTRICT OF NANAIMO			
JAN 19 2004			
CHAIR		GMGrS	
CAO		GMDS	
GMCMs		GMES	
		DATE: _____	

MEMORANDUM

TO: Neil Connelly
General Manager, Community Services

FROM: Christina Thomas
Senior Planner, Community Services

SUBJECT: REGIONAL CONTEXT STATEMENTS; CONTENT & REVIEW PROCESS

DATE: January 16, 2004

FILE: 6780 30 RCS

PURPOSE

The purpose of this report is to consider the establishment of:

- a framework for the content of regional context statements (RCSs); and
- a process for the consideration of new RCSs and confirmation of continued acceptance of existing RCSs.

BACKGROUND

The Board is being requested to consider the establishment of a framework for the content of Regional Context Statements (RCSs) and a process for the consideration of new RCSs and confirmation of continued acceptance of existing RCSs in response to the establishment of new RCS related requirements by the updated Regional Growth Strategy adopted by the Board in June of 2003 and the need to fulfill *Local Government Act* legislative requirements.

Applicable Legislation

Legislation applicable to RCSs for the Regional District of Nanaimo is found in the *Local Government Act* and in the RDN Regional Growth Strategy.

Local Government Act

Section 866 of the *Local Government Act* establishes the requirement for RCSs in *municipal* official community plans (OCPs), specifies the general content and purpose of RCSs, and provides direction regarding the RCS approval, amendment and review. It specifies that:

- RCSs that have been approved by the Board must be included in OCPs for municipalities where there is an applicable regional growth strategy.
- RCSs must specifically identify:
 - The relationship between the OCP and the matters contained in the regional growth strategy;
 - If applicable, how the OCP is to be made consistent with the regional growth strategy over time.
- RCSs must be consistent with the rest of the OCP.
- RCSs must be accepted by the Board, including amendments to them.
- RCSs must be reviewed at least once every five years after acceptance by the Board, and, if no change is proposed, the RCS must be submitted to the Board for consideration of continued acceptance.
- Once a regional growth strategy is adopted municipalities have up to two years to submit a proposed RCS to the Board for approval.

The *Local Government Act* establishes no legislative requirements for RCSs in electoral area OCPs. The only bylaw applicable to the inclusion of RCSs in electoral area OCPs is the RDN Regional Growth Strategy itself, which includes a policy that establishes the requirement to include a RCS in electoral area OCPs.

Regional Growth Strategy

The RDN's regional growth strategy, "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309" reaffirms the *Local Government Act* requirements for RCSs in municipal OCPs and, most notably, establishes a new requirement for RCSs in electoral area OCPs.

Policy 8C of the Regional Growth Strategy states that "The RDN and member municipalities agree to include Regional Context Statements in the official community plans for electoral areas and member municipalities to identify the relationship between the official community plan and the Regional Growth Strategy and how the official community plan will be made consistent with the Regional Growth Strategy over time. As a part of the identification of the relationship between the official community plan and the regional growth strategy, the Regional Context Statement will identify how the official community plan is consistent with each policy of the Regional Growth Strategy".

Regional Context Statements - Proposed Content

Staff propose that RCSs be developed based on answers to a set of questions that represent the aspects of the RGS that must be translated into OCP policy or land use designations in order to establish consistency with the RGS (*see Attachment 1*).

It is suggested that each electoral area and municipality be enabled to structure its RCS in whatever way it deems most appropriate, so long as the RCS clearly indicates inconsistencies and consistencies as identified through answers to the questions in the framework.

Regional Context Statement - Proposed Review Process

Municipal Regional Context Statements

It is proposed that where a member municipality OCP presently does not include a RCS (i.e. the District of Lantzville) a RCS be developed and included in the municipal OCP in conjunction with next OCP review, in accordance with the process described in the flow-chart in Attachment 2. It is also proposed that where a municipality wishes to make a change to its RCS the change be considered in accordance with the process described in the flow-chart in Attachment 2.

Electoral Area Regional Context Statements

It is proposed that a RCS be developed and included in each electoral area OCP, when each OCP comes up for review, in accordance with the process described in the flow-chart in Attachment 3. (This provision applies to all electoral area OCPs since each of these OCPs either does not include a RCS or includes one that has not been subjected to the type of review envisioned in this process). It is also proposed that changes to RCSs in electoral area OCPs be considered in accordance with the process described in the flow chart in Attachment 3.

Confirmation of Continued Acceptance of Regional Context Statements

It is proposed that each municipality that presently has an approved RCS submit its RCS to the RDN for confirmation of continued acceptance, within two years of the adoption of the updated regional growth

strategy (i.e. since the RGS was adopted on June 10, 2003 that would be by June 10, 2005), for consideration in accordance with the process described in Attachment 4.

Status of Municipal and Electoral Area Regional Context Statements

All member municipality OCPs include RCSs that have been formally approved by the RDN Board, with the exception of the District of Lantzville. The District of Lantzville OCP does not include a RCS for two reasons: [1] it was prepared for the municipality when it was unincorporated (i.e. part of Electoral Area D) and RCSs were not a required element for OCPs applicable to unincorporated areas; and [2] the OCP was prepared prior to the adoption of the Regional Growth Strategy.

Six out of eight of the electoral area OCPs include RCSs. It should be noted that whereas a RCS is the one official link to establish consistency between a member municipality OCP and a RGS and it may identify inconsistencies between the two documents and how the inconsistencies will be addressed, the entire OCP for an electoral area must be consistent with a RGS.

More detailed information about the status of RCSs in each municipality and electoral area official community plan is provided in Attachment 5.

ALTERNATIVES

1. Support the Regional Context Statement Content and Review Process as presented.
2. Not support the Regional Context Statement Content and Review Process as presented, and request staff to bring forward possible amendments to respond to specific identified issues.

LEGAL IMPLICATIONS

RCSs prepared in accordance with the process recommended in this report will fulfill the legislative requirements of the *Local Government Act* for the inclusion of RCSs in municipal OCPs and for the consideration of continued acceptance of existing RCSs in municipal OCPs. The *Local Government Act* requirements regarding the preparation of RCSs and the frequency of obtaining continued acceptance of RCSs do not apply to RCSs in electoral area OCPs as the *Act* does not require the inclusion of RCSs in electoral area OCPs. Electoral area OCPs only need to include RCSs to fulfill an RGS requirement: the process recommended in this report will fulfill that requirement.

GROWTH MANAGEMENT IMPLICATIONS

RCSs prepared in accordance with the proposed framework will clearly summarize how the RGS is being implemented in each member municipality and electoral area.

INTERGOVERNMENTAL IMPLICATIONS

The proposed RCS Content and Review Process was reviewed and discussed at Intergovernmental Advisory Committee (IAC) meetings on October 29, 2003, December 3, 2003 and January 14, 2004. The IAC raised no concerns regarding the RCS review process as presented. The IAC debated several possible changes to the RCS content, and the proposed RCS content was amended in response to suggestions the IAC generally agreed upon. In staff's assessment, the IAC is in general agreement regarding the RCS content proposed in this report.

RCSs prepared in accordance with the process recommended in this report will ensure that sufficient and appropriate opportunities are provided for representatives of each municipality and the electoral area

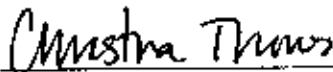
planning function to discuss and reach agreement regarding how the regional growth strategy should be implemented in each of these areas, as conveyed in RCSs. It should be noted that intergovernmental input regarding RCSs does not constitute an OCP approval role: if municipalities wish to have a role in electoral area OCP approvals they would need to participate in the electoral area planning function through a Planning Services Agreement.

SUMMARY

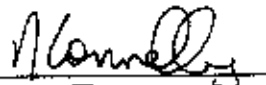
RCSs must be included in municipal and electoral area OCPs. Staff propose that RCSs be developed based on answers to a set of questions that represent the aspects of the RGS that must be translated into OCP policy or land use designations in order to establish consistency with the RGS (*see Attachment 1*). Proposed processes are also recommended for the development and consideration of RCSs for inclusion in municipal and electoral area OCPs, and for confirming continued acceptance of existing RCSs (*see Attachments 2-4*)

RECOMMENDATIONS

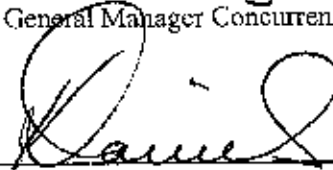
1. That the report "Regional Context Statements: Content & Review Process" be received.
2. That the proposed framework for developing the content of regional context statements for inclusion in municipal and electoral area official community plans, to satisfy the requirements of the *Local Government Act* and "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309", be supported as presented in Attachment 1.
3. That the proposed process for developing and considering regional context statements for inclusion in municipal and electoral area official community plans and for confirming continued acceptance of regional context statements, to satisfy the requirements of the *Local Government Act* and "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309", be supported as presented in Attachments 2 -4.



Report Writer



General Manager Concurrence



CAO Concurrence

ATTACHMENT #1

REGIONAL CONTEXT STATEMENT CONTENT

Consistencies and inconsistencies between "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309" and Regional District of Nanaimo member municipality and electoral area official community plans will be identified by answering the questions below.

Regional Context Statements may be organized and structured in the manner deemed most appropriate by each municipality and electoral area, so long as the Regional Context Statement clearly identifies consistencies and inconsistencies between the official community plan and the Regional Context Statement that will become evident by answering the questions below. Where an inconsistency is identified, the method of addressing the inconsistency should be described in the Regional Context Statement.

Goal 1: Strong Urban Containment

1. Does the OCP designate Urban Containment Boundaries consistent with the Regional Growth Strategy?
2. Does the OCP only support the approval of:
 - a. New residential development of a density greater than 1 unit per hectare, commercial uses, and institutional uses on land designated by the Regional Growth Strategy as Urban Areas inside Urban Containment Boundaries?
 - b. New residential development to a maximum density of 7.5 units per hectare on land designated by the Regional Growth Strategy as Sub-Urban Area?
 - c. For Parcel Z, DDK83923, Sections 12 & 13, Ranges 1&2, Cranberry Land District, in Electoral Area C, development up to a maximum density of one unit per hectare?
3. Does the OCP only support amendments to the Urban Containment Boundary that are considered according to the process and criteria of the Urban Containment and Fringe Area Management Implementation Agreement (or its replacement, to be developed in 2004)?

Goal 2: Nodal Structure

1. Does the OCP encourage a mix of uses that includes places to live, work, learn, play, shop and access services within designated nodal areas inside Urban Containment Boundaries?
2. Does the OCP support collaboration at the local level by governments, residents and business interests regarding the design, character, land use and ultimate level of development in designated nodal areas inside Urban Containment Boundaries.

Goal 3: Rural Integrity

1. Does the OCP promote and encourage the retention of large rural holdings on land designated by the Regional Growth Strategy as Resource Lands and Open Space and Rural Residential:
 - a. By allowing minimum parcel sizes for lands in these designations that are the same as, or larger than the minimum parcel size established for these lands in the applicable OCP by June 10, 2003?
 - b. If the minimum parcel size for these lands is less than specified in the OCP by June 10, 2003, was the subject land in a community water service area on June 10, 2003 and is the maximum level of development supported the same or less intensive than was able to be permitted on June 10, 2003 by the zoning bylaw with the community water service?

2. Does the OCP encourage forestry uses on land designated by the Regional Growth Strategy as Resource Lands and Open Space, particularly on land in the Forest Land Reserve?
3. Does the OCP encourage agricultural uses on land designated by the Regional Growth Strategy as Resource Lands and Open Space, particularly in the Agricultural Land Reserve?
4. Does the OCP promote sensitive development on land designated by the Regional Growth Strategy as Urban Area and Sub-Urban Area, so that impacts are minimized on rural uses on land designated by the Regional Growth Strategy as Resource Lands and Open Space and Rural Residential?

Goal 4: Environmental Protection

1. How does the OCP provide for the protection of the environment and the minimization of ecological damage related to growth and development?

Goal 5: Improved Mobility

1. Does the OCP support a mix of uses that includes places to live, work, learn, play, shop and access services within designated nodal areas inside the Urban Containment Boundaries?

Goal 6: Vibrant and Sustainable Economy

1. Does the OCP support cooperative initiatives related to economic development?
2. Does the OCP support the provision and improvement of infrastructure to attract desirable economic development?
3. Does the OCP provide for tourism related economic development?
4. Does the OCP:
 - a. generally support aggregate resource development on land designated by the Regional Growth Strategy as Resource Lands and Open Space?, and
 - b. only support small-scale aggregate removal on land designated by the Regional Growth Strategy as Rural Residential, Sub-Urban Area, and Urban Area?

Goal 7: Efficient Services

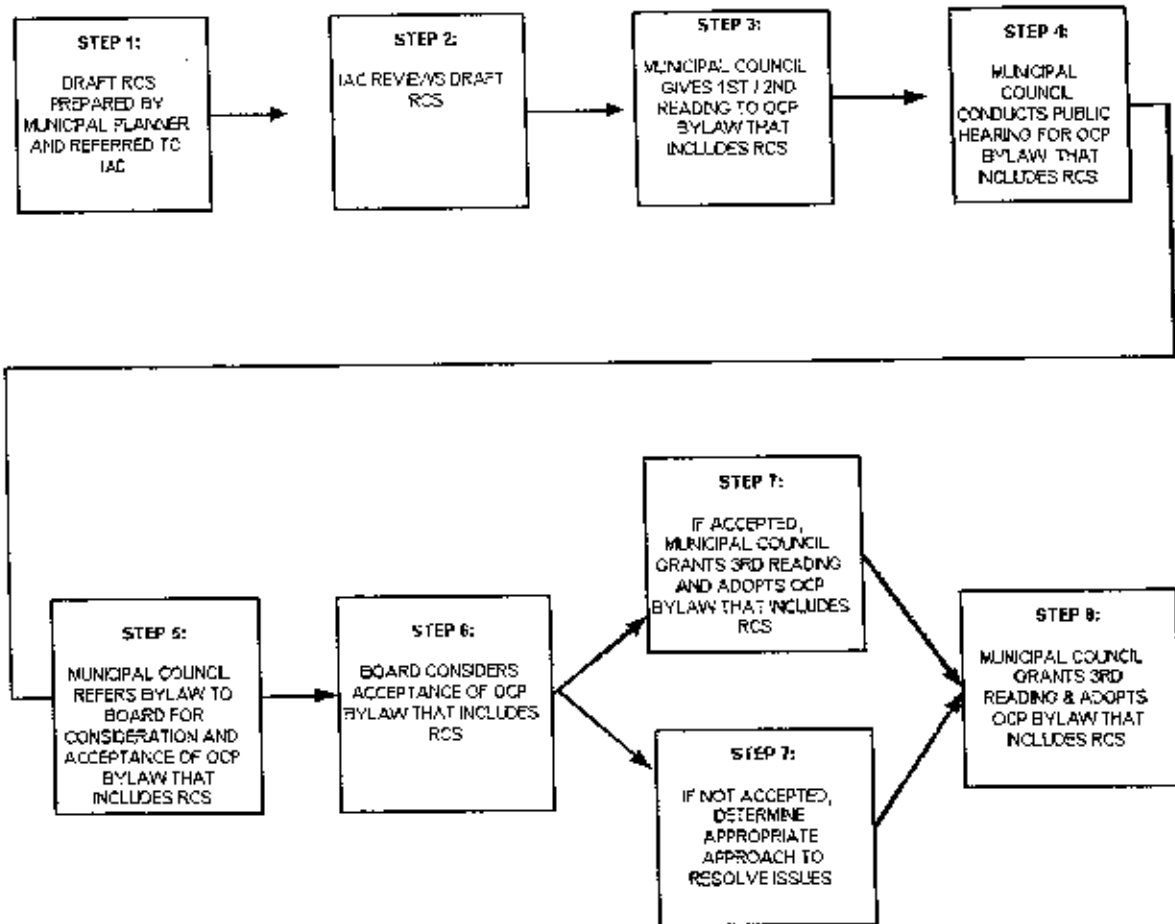
1. Does the OCP support the provision of community water and community sewer services to land designated as Urban Area, as a first priority, to accommodate future growth and development?
2. Does the OCP only support the provision of community water and community sewer services to land designated as Resource Lands and Open Space and Rural Residential for the purpose of addressing an environmental or public health hazard, and not for the purpose of facilitating additional development beyond that supported in the applicable official community plan in place on June 10, 2003?
3. Does the OCP support the provision of community water and community sewer services to land designated by the Regional Growth Strategy as Industrial, in recognition of the potential environmental or public health risks associated with industrial uses?

Goal 8: Cooperation Among Jurisdictions

1. How does the OCP help to facilitate an understanding of, and commitment to the goals of the growth management among all levels of government, the public, and key private and voluntary sector partners?

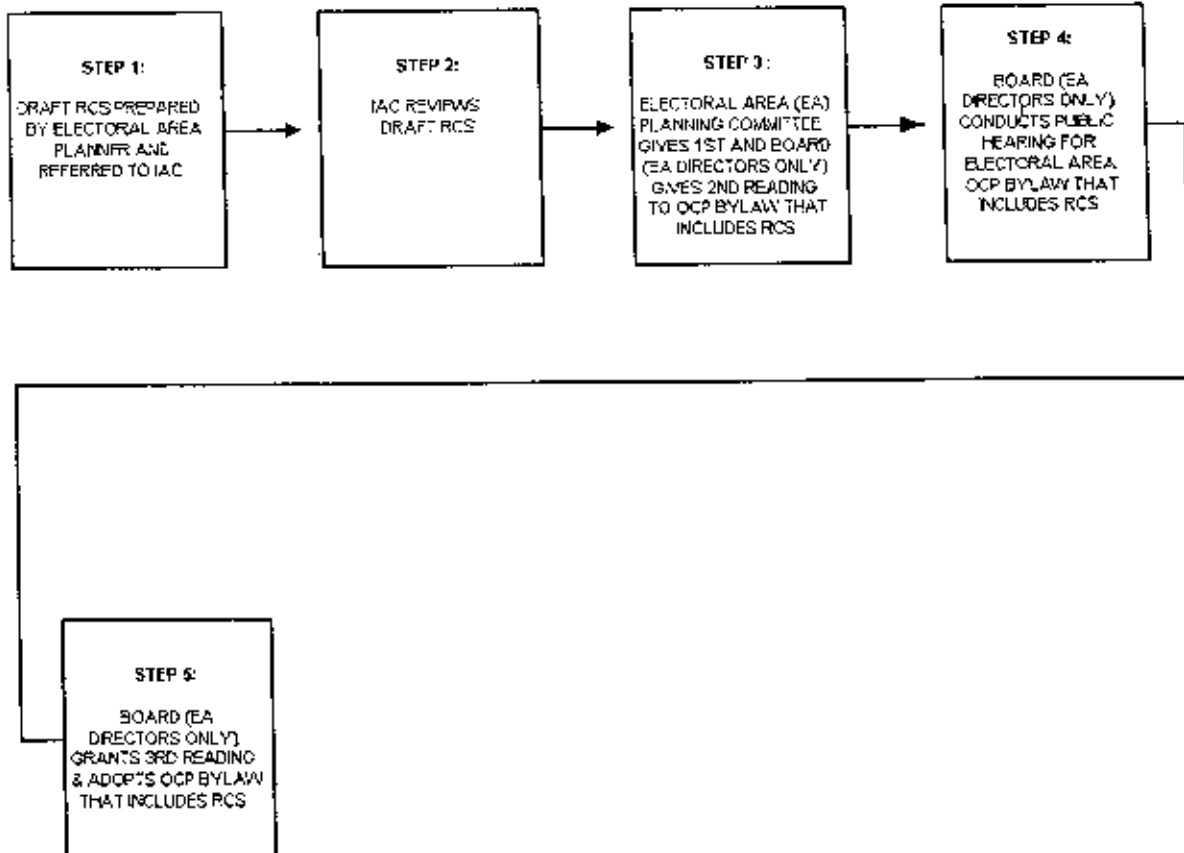
ATTACHMENT #2

MUNICIPALITY -
NEW REGIONAL CONTEXT STATEMENT / CHANGE TO REGIONAL CONTEXT STATEMENT



ATTACHMENT #3

ELECTORAL AREA - NEW CONTEXT STATEMENT / CHANGE TO
REGIONAL CONTEXT STATEMENT

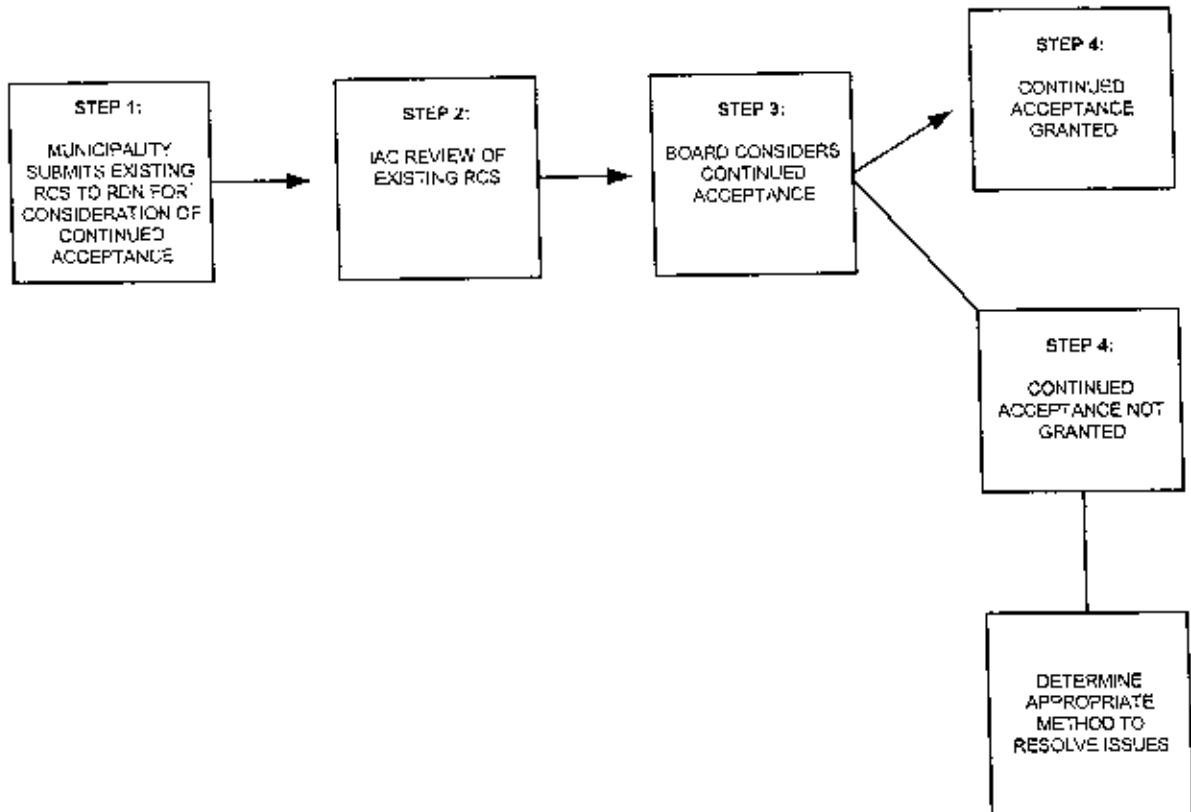


NOV 27 2003

NOV 25, 2002

ATTACHMENT #4

CONSIDERATION OF BOARD'S CONTINUED ACCEPTANCE OF
REGIONAL CONTEXT STATEMENT



ATTACHMENT #5

STATUS OF REGIONAL CONTEXT STATEMENTS
 IN OFFICIAL COMMUNITY PLANS

Official Community Plan	Status of Regional Context Statement
1. City of Nanaimo	Developed in 1998 and formally accepted by RDN Board on Sept. 8, 1998. Changes made to RCS in 2003, formal Board acceptance of RCS changes.
2. City of Parksville	Developed in 1998 and formally accepted by RDN Board on Jan. 12 1999. OCP amended in 2001, changes made to RCS but no formal acceptance by RDN Board of changes, instead comments provided about OCP through regular referral process.
3. Town of Qualicum Beach	Developed in 1998 and formally accepted by RDN Board on Jan. 12, 1999. No changes have been made to it.
4. District of Lantzville	Not included in OCP. OCP last adopted Oct. 10, 1995.
5. Electoral Area A	Included in OCP adopted on Jan. 12, 1999.
6. Electoral Area C	Included in OCP adopted on July 13, 1999.
7. East Wellington-Pleasant Valley	Not included in OCP. OCP last adopted Jan. 13, 1998.
8. Nanoose Bay	Included in OCP adopted on Nov. 10, 1998.
9. Electoral Area F	Included in OCP adopted on Nov. 9, 1999.
10. Englishman River	Not included in OCP. OCP last adopted pre-1995.
11. French Creek	Included in OCP adopted on Oct. 13, 1998.
12. Shaw Hill – Deep Bay (Electoral Area G portion)	Not included in OCP. OCP last adopted 1996.
13. Electoral Area II (in the process of being severed from Shaw Hill –Deep Bay OCP)	New OCP granted 3 rd reading in January of 2004, adoption expected early in 2004.



REGIONAL DISTRICT OF NANAIMO			
JAN 14 2004			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
<i>[Signature]</i>			
		DATE:	December 9, 2003
FILE:			

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

FROM: N. Avery
Manager, Financial Services

SUBJECT: Establishing bylaw amendments – District of Lantzville incorporation

PURPOSE:

To introduce for first three readings the following bylaws:

- Recycling and Compulsory Collection Local Service Amendment Bylaw No.793.02, 2004
- Regional District of Nanaimo District E-911 Extended Service Area Amendment Bylaw No.887.02, 2004
- Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No.975.31, 2004
- Solid Waste Management Local Service Amendment Bylaw No.792.01, 2004
- Southern Community Recreation Local Service Area Amendment Bylaw No.1059.03, 2004
- Southern Community Sewer Local Service Area Amendment Bylaw No.888.03, 2004
- Southern Community Transit Service Area Amendment Bylaw No.1230.02, 2004

BACKGROUND:

The letters patent for the new District of Lantzville outline which existing regional services the municipality shall continue to participate in, as well as those for which it will assume full responsibility. The above noted bylaws are those regional services which require housekeeping amendments, to identify the District of Lantzville as a participating member. While the bylaws require Board approval, consent of the participants is not required as a result of the Letters Patent.

ALTERNATIVES:

There are no alternatives at this time.

FINANCIAL IMPLICATIONS:

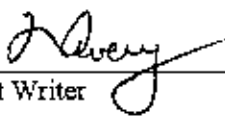
Staff and Board representatives are still working through the financial implications, some of which have been identified in the five year financial plan. However, more work remains to be done over the course of 2004 and 2005 to more clearly understand what those impacts will ultimately be.

SUMMARY/CONCLUSIONS:

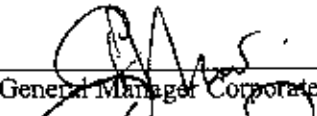
Staff have made the necessary housekeeping amendments to those bylaws which were identified in the letters patent issued to the District of Lantzville, for regional services in which the new municipality will continue to participate. The bylaws require Board and Ministry of Community, Aboriginal and Women's Services approval.

RECOMMENDATION:

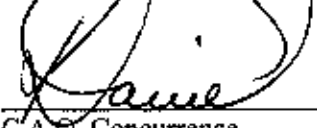
1. That "Recycling and Compulsory Collection Local Service Amendment Bylaw No.793.02, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.
2. That "Regional District of Nanaimo District 68 E-911 Extended Service Area Amendment Bylaw No.887.02, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.
3. That "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.31, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.
4. That "Solid Waste Management Local Service Amendment Bylaw No.792.01, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.
5. That "Southern Community Recreation Local Service Area Amendment Bylaw No. 1059.03, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.
6. That "Southern Community Sewer Local Service Area Amendment Bylaw No.888.03, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.
7. That "Southern Community Transit Service Area Amendment Bylaw No.1230.02, 2004" be introduced for first three readings and be forwarded to the Ministry of Community, Aboriginal and Women's Services for approval.



Report Writer



General Manager Corporate Services



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 793.02

**A BYLAW TO AMEND THE PARTICIPATING
AREAS IN THE RECYCLING AND COMPULSORY
COLLECTION LOCAL SERVICE BYLAW NO. 793**

WHEREAS the municipality of the District of Lantzville was incorporated effective June 25, 2003;

AND WHEREAS pursuant to the Letters Patent issued for the municipality dated June 25, 2003 the District of Lantzville shall be a participant in the Recycling and Compulsory Collection Local Service;

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

1. "Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989" is amended as follows:
 - (a) Amending Section 2 by adding after the words "Town of Qualicum Beach" the words, "the District of Lantzville".
2. This bylaw may be cited as "Recycling and Compulsory Collection Local Service Amendment Bylaw No. 793.02, 2004".

Introduced and read three times this 10th day of February, 2004.

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

Adopted this _____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 887.02

**A BYLAW TO AMEND THE PARTICIPATING AREAS IN
RDN DISTRICT 68 E-911 EXTENDED
SERVICE BYLAW NO. 887**

WHEREAS the municipality of the District of Lantzville was incorporated effective June 25, 2003;

AND WHEREAS pursuant to the Letters Patent issued for the municipality dated June 25, 2003 the District of Lantzville shall be a participant in the District 68 E-911 Service;

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

1. "Regional District of Nanaimo District 68 E-911 Extended Service Area Establishment Bylaw No.887, 1993" is amended as follows:
 - (a) Amending Section 2 by adding after the words "are the boundaries of " the words, "the District of Lantzville".
 - (b) Amending Section 3 by adding the words, "the District of Lantzville" at the beginning of this section.
2. This bylaw may be cited as "Regional District of Nanaimo District 68 E-911 Extended Service Area Amendment Bylaw No. 887.02, 2004.

Introduced and read three times this 10th day of February, 2004.

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

Adopted this ____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.31

**A BYLAW TO AMEND THE PARTICIPATING AREAS
IN THE REGIONAL DISTRICT OF NANAIMO PUMP
AND HAUL LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 975**

WHEREAS the municipality of the District of Lantzville was incorporated effective June 25, 2003;

AND WHEREAS pursuant to the Letters Patent issued for the municipality dated June 25, 2003 the District of Lantzville shall be a participant in the Pump & Haul Service;

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

1. "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" is amended as follows:
 - (a) Section 3 of Bylaw No. 975 is repealed and replaced with the following:

"Electoral Areas 'B', 'D', 'E', 'F', 'G', 'H', the District of Lantzville and the City of Nanaimo shall be the participating areas for this local service."
2. Schedule 'A' of Bylaw No. 975.30 is hereby repealed and replaced with Schedule 'A' attached hereto and forming part of this bylaw.
3. This bylaw may be cited as "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.31, 2004".

Introduced and read three times this 10th day of February, 2004.

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

Adopted this ____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services

BYLAW NO. 975.31

SCHEDULE 'A'

Electoral Area 'B'

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 24, Section 5, Plan 19972, Nanaimo Land District.
5. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
6. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
7. Lot 177, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
9. Lot 7, Section 18, Plan 17698, Nanaimo Land District.
10. Lot 108, Section 12, Plan 23435, Nanaimo Land District.

Electoral Area 'D'

Electoral Area 'E'

1. Lot 69, District Lot 68, Plan 30341, Nanoose Land District.
2. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
3. Lot 2, District Lot 117, Plan 18343, Nanoose Land District.
4. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
5. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
6. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
7. Lot 5, District Lot 78, Plan 25366, Nanoose Land District.
8. Lot 24, District Lot 68, Plan 30341, Nanoose Land District.
9. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
10. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
11. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
12. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.

Electoral Area 'F'

1. Lot 22, District Lot 74, Plan 29012, Cameron Land District.
2. Lot 2, District Lot 74, Plan 36425, Cameron Land District.
3. Lot A, Salvation Army Lots, Plan 1115, Except part in Plan 734 RW, Nanoose Land District.
4. Strata Lot 179, Block 526, Strata Plan VIS4673, Cameron Land District.
5. Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.
6. Strata Lot 181, Block 526, Strata Plan VIS4673, Cameron Land District.
7. Strata Lot 182, Block 526, Strata Plan VIS4673, Cameron Land District.
8. Strata Lot 183, Block 526, Strata Plan VIS4673, Cameron Land District.

Electoral Area 'G'

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.

Electoral Area 'H'

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.
6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.
7. Lot 2, District Lot 9, Plan 21610, Newcastle Land District.

City of Nanaimo

1. Lot 43, Section 8, Plan 24916, Wellington Land District.

District of Lantzville

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.
2. Lot A, District Lot 27G, Plan 29942, Wellington Land District.

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 792.01

**A BYLAW TO AMEND THE PARTICIPATING AREAS
IN THE SOLID WASTE MANAGEMENT
LOCAL SERVICE BYLAW 792**

WHEREAS the municipality of the District of Lantzville was incorporated effective June 25, 2003;

AND WHEREAS pursuant to the Letters Patent issued for the municipality dated June 25, 2003 the District of Lantzville shall be a participant in the Solid Waste Management Service;

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

1. "Solid Waste Disposal Local Service Establishment Bylaw No. 792, 1989" is amended as follows:
 - (a) Amending Section 2 by adding after the words "Town of Qualicum Beach" the words, "the District of Lantzville".
2. This bylaw may be cited as "Solid Waste Management Local Service Amendment Bylaw No. 792.01, 2004".

Introduced and read three times this 10th day of February, 2004.

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

Adopted this ____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1059.03

A BYLAW TO AMEND THE PARTICIPATING AREAS
FOR THE SOUTHERN COMMUNITY
RECREATION LOCAL SERVICE AREA

WHEREAS the municipality of the District of Lantzville was incorporated effective June 25, 2003;

AND WHEREAS pursuant to the Letters Patent issued for the municipality dated June 25, 2003 the District of Lantzville shall be a participant in the Southern Community Recreation Local Service;

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

1. "Regional District of Nanaimo Southern Community Recreation Local Service Area Establishment Bylaw No. 1059, 1996" is amended as follows:
 - (a) Amending Section 2 by adding after the words "within the boundaries of" the words, "the District of Lantzville".
 - (b) Amending Section 3 by adding the words "the District of Lantzville" at the beginning of this section.
 - (c) Deleting Section 4 and replacing it with the following:

The annual cost of the local service shall be recovered by the requisition of monies under Section 803 of the *Local Government Act* to be collected by a property value tax to be levied and collected under Sections 805.1 and 806 of the *Local Government Act*.
 - (d) Amending Section 6(i) by adding after the words "the combined population of ", the words "the District of Lantzville".
 - (e) Amending Section 6(ii) by adding after the words " within each of", the words "the District of Lantzville".
2. This bylaw may be cited as "Southern Community Recreation Local Service Area Amendment Bylaw No. 1059.03, 2004".

Introduced and read three times this 10th day of February, 2004.

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

Adopted this ____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 888.03

**A BYLAW TO AMEND THE PARTICIPATING AREAS
IN THE SOUTHERN COMMUNITY SEWER
LOCAL SERVICE AREA BYLAW NO. 888**

WHEREAS the municipality of the District of Lantzville was incorporated effective June 25, 2003;

AND WHEREAS pursuant to the Letters Patent issued for the municipality dated June 25, 2003 the District of Lantzville shall be a participant in the Southern Community Sewer Service;

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

1. "Regional District of Nanaimo Southern Community Sewer Local Service Conversion Bylaw No. 888, 1993" is amended as follows:
 - (a) Amending Section 2 by adding after the words "City of Nanaimo" the words, "the District of Lantzville".
 - (b) Amending Section 3 by adding after the words "City of Nanaimo" the words, "the District of Lantzville".
2. This bylaw may be cited as "Southern Community Sewer Local Service Area Amendment Bylaw No. 888.03, 2004".

Introduced and read three times this 10th day of February, 2004.

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

Adopted this ____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1230.02

**A BYLAW TO AMEND THE PARTICIPATING AREAS IN
THE SOUTHERN COMMUNITY TRANSIT SERVICE
AREA ESTABLISHMENT BYLAW NO. 1230**

WHEREAS the municipality of the District of Lantzville was incorporated effective June 25, 2003;

AND WHEREAS pursuant to the Letters Patent issued for the municipality dated June 25, 2003 the District of Lantzville shall be a participant in the Southern Community Transit Service;

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

1. "Regional District of Nanaimo Southern Community Transit Service Area Establishment Bylaw No. 1230, 2001" is amended as follows:
 - (a) Amending Section 2 by adding after the words "City of Nanaimo" the words, "the District of Lantzville".
 - (b) Amending Section 3 by adding after the words "City of Nanaimo" the words, "the District of Lantzville".
2. This bylaw may be cited as "Southern Community Transit Service Area Amendment Bylaw No. 1230.02, 2004".

Introduced and read three times this 10th day of February, 2004.


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

Adopted this ____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



REGIONAL DISTRICT OF NANAIMO			
JAN 20 2004			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
 DATE:			

MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

January 20, 2004

FROM: C. Mason
General Manager, Corporate Services

FILE:

SUBJECT: Certified Population Figures – District of Lantzville

PURPOSE:

To update the Board on the confirmed population figures for the District of Lantzville.

BACKGROUND:

The Deputy Minister of Community, Aboriginal and Women's Services has recently certified the population figures for the District of Lantzville. These population figures determine voting rights for the municipal representative on the Regional Board. The confirmed population for Lantzville is 3,538. The revised voting structure for weighted votes at the Regional Board is as follows:


<i>Jurisdiction: (Voting Unit: 2,500 population)</i>	<i>Population Estimate 2003</i>	<i>Number of Directors 2003</i>	<i>Voting Strength 2003</i>
Nanaimo	73,000	6	30
Parksville	10,323	1	5
Qual Beach	6,928	1	3
Lantzville	3,538	1	2
A	6,634	1	3
B	3,515	1	2
C	1,167	1	1
D	1,325	1	1
E	4,820	1	2
F	5,546	1	3
G	7,041	1	3
H	3,179	1	2
<i>Totals:</i>	127,016	17	57

CONCLUSIONS:

The Province has now confirmed the population figures for the newly incorporated District of Lantzville. The population figures result in the District of Lantzville having 2 votes on weighted vote matters – one vote for each 2500 of population. Votes are always rounded up on the basis of population. The figures confirmed by the Province are consistent with estimates that staff have used since the incorporation of Lantzville and their appointment to the Board last June.

RECOMMENDATION:

That the report regarding the certified population figures for Lantzville be received for information.



Report Writer



C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO		
JAN - 5 2004		
CHAIR	GMCrs	<input checked="" type="checkbox"/>
CAO	GMDS	<input type="checkbox"/>
GMCms	GMES	<input type="checkbox"/>

December 30, 2003

Ian Howat
 Corporate Administrator
 District of Lantzville
 Box 100
 Lantzville BC V0R 2H0

Dear Mr. Howat:

The Deputy Minister of Community, Aboriginal and Women's Services has recently certified population figures for your municipality.

Section 783 of the *Local Government Act* establishes that the voting rights for municipalities and electoral areas on regional district boards is based on population. These certified population figures are used to determine voting rights and the number of directors for regional district boards, and in the calculation of local government grants.

Attached is a copy of the certified population for the District of Lantzville which are effective January 1, 2004. . Please contact Derek Trimmer at 250-387-4058 if you have any questions.

Yours truly,

Cathy Watson
 Administrative Officer
 Local Government Structure Branch

Enclosure

~~cc: Regional District of Nanaimo~~



POPULATION DETERMINATION

PURSUANT TO Section 783(3) of the *Local Government Act*, hereunder is the population of the boundaries of the District of Lantzville which was incorporated by Letters Patent dated April 3, 2003 and effective June 25, 2003.

<u>Date of Change</u>	<u>Certified Population</u>	<u>Total Population</u>
June 25, 2003	3,538	3,538

DATED at Victoria, British Columbia
this 30th day of Dec 2003.

K Mellishop for B deFaye

Deputy Minister of
Community, Aboriginal
and Women's Services

Ministry of
Community, Aboriginal
and Women's Services

Office of the Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Location:
Parliament Buildings
Victoria



REGIONAL DISTRICT OF NANAIMO			
JAN 19 2004			
CHAIR		GMCrs	
CAO		GMDS	
GMCrs		GMES	
		DATE:	December 9, 2003
		FILE:	

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

FROM: N. Avery
Manager, Financial Services

SUBJECT: Security issuing bylaw for the San Parcil Water Service

PURPOSE:

To introduce for first three readings:

“Regional District of Nanaimo (San Pareil Water Service) Security Issuing Bylaw No.1367, 2004”

BACKGROUND:

Under the authority of loan authorization Bylaw No.1171, up to \$480,410 may be borrowed for improvements to the San Pareil Water system. Most of those improvements were completed a year ago and funds were borrowed for that purpose. The final amount outstanding for those improvements is \$89,476.04. The bylaw attached to this report proposes to complete the borrowing for the improvements to date and would be submitted to the Municipal Finance Authority for inclusion in their spring issue. The security issuing bylaw must be adopted and forwarded to the Authority before March 25, 2004.

ALTERNATIVES:

1. Give first three readings to the security issuing bylaw in the amount of \$89,476.04.
2. Do not approve the bylaw at this time.

FINANCIAL IMPLICATIONS:


Provision has been made in the 2004 budget and the five year financial plan for this new debt issuing cost.

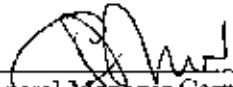
SUMMARY/CONCLUSIONS:

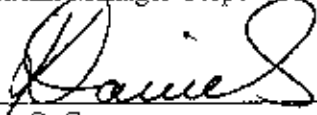
Certain capital improvements have been made to the San Pareil Water system which were authorized to be financed by loan authorization Bylaw No.1171. There is an outstanding, unfunded amount of \$89,476.04 for project items completed about a year ago and staff believe it is appropriate to secure long term debt in this amount, to bring this phase of the upgrades to a close. Staff recommend approving security issuing Bylaw No.1367 .

RECOMMENDATION:

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


Report Writer


General Manager Corporate Services


C.A.O. Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1367**

**A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN
AGREEMENT RESPECTING FINANCING BETWEEN THE
REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL
DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY
OF BRITISH COLUMBIA (THE "AUTHORITY")**

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 833 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1171	San Parcel Water	\$480,410	\$193,978.78	\$286,431.22	15	\$89,476.04

Total Financing pursuant to Section 833 \$89,476.04

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Eighty Nine Thousand, Four Hundred and Seventy Six Dollars and Four Cents (\$89,476.04) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Manager of Financial Services of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of the bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the Local Government Act, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Manager of Financial Services.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Loan Authorization Bylaw No. 1171, the anticipated revenues accruing to the Regional District from the operation of the said San Pareil Water Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Regional District of Nanaimo (District 69 Arena Service) Security Issuing Bylaw No. 1365, 2004".

Introduced and read three times this 13th day of January, 2004.

Adopted this 13th day of January, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services

CANADA
PROVINCE OF BRITISH COLUMBIA
AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ in lawful money of Canada, together with interest thereon from the _____, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____ British Columbia, this ____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1367 cited as "Regional District of Nanaimo (San Pareil Water Service) Security Issuing Bylaw No. 1367, 2004", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Manager of Financial Services thereof.

Chairperson

Manager of Financial Services

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this ____ day of _____, 20__.

Inspector of Municipalities of British Columbia



REGIONAL DISTRICT OF NANAIMO	
JAN 20 2004	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
COW ✓	
DATE:	December 10, 2003
FILE:	

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

FROM: N. Avery
Manager, Financial Services

SUBJECT: Year 2004 Parcel Tax Rolls

PURPOSE:

To introduce for three readings and adoption "Regional District of Nanaimo Year 2004 Assessment Roll Preparation Bylaw No. 1366, 2004".

BACKGROUND:

Section 806.1 of the *Local Government Act* requires a bylaw to be adopted, to provide for the preparation of assessment rolls for the purposes of levying parcel taxes. The Surveyor of Taxes produces the parcel tax rolls and these are then amended as outlined below to ensure that notices are mailed to the correct property owners and addresses. Once the rolls are available for public review, the District must publish newspaper notices advising property owners of the following:

- (a) that property owners may request corrections to the name or address on the roll, or with regards to errors of inclusion or exclusion of parcels on the roll
- (b) that the roll is available for inspection at the Regional District offices during regular office hours
- (c) the time by which a request must be made in order to be considered for that year

The attached Notice will be advertised once weekly, commencing the second week of February. The Notice will also be published on our web site and at all of our public locations.

Bylaw No. 1366, 2004 introduced with this report identifies eighteen service areas where the Regional District levies parcel taxes as part of the annual revenues of the service.

ALTERNATIVES:

There are no alternatives to this process.

FINANCIAL IMPLICATIONS:

Advertising costs are provided in the 2004 budget for this purpose.


SUMMARY/CONCLUSIONS:

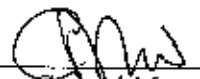
For properties which are assessed parcel taxes, the *Local Government Act* prescribes two actions which must be taken annually by a local government. The first requirement is a bylaw authorizing the preparation of assessment rolls for parcel tax purposes. Bylaw 1366, 2004 is presented for approval and adoption for that purpose.

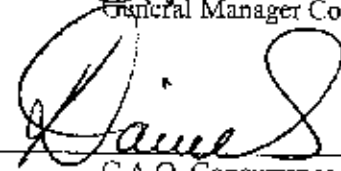
Secondly, a newspaper notice must be published providing for public review of the rolls at the Regional District offices and advising property owners of their right to request amendments to the roll information in regards to their own property. The Notice will also be posted on our web site and at our public facilities in School District 69 to provide additional sources of notification.

RECOMMENDATION:

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


Report Writer


General Manager Concurrence


C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1366

**A BYLAW TO PROVIDE FOR THE
PREPARATION OF PARCEL TAX
ROLLS FOR THE YEAR 2004**

WHEREAS the Board of the Regional District of Nanaimo must, pursuant to Section 806.1(2)(a), provide for the preparation of an assessment roll for the purpose of imposing a parcel tax under Section 806.1(2);

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2004 are to be prepared for the following services:

Arbutus Park Estates Water Local Service Area	Establishing Bylaw No. 930, 1994
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
Fairwinds Water Supply Specified Area	Establishing Bylaw No. 753, 1988
French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
French Creek Water Local Service Area	Conversion Bylaw No. 874, 1992
Madrona Point Water Local Service Area	Conversion Bylaw No. 788, 1989
Morningstar Water Local Service Area	Establishing Bylaw No. 1125, 1998
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Nanoose Water Supply Specified Area	Establishing Bylaw No. 482, 1980
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
West Bay Estates Water Local Service Area	Establishing Bylaw No. 929, 1994

2. The bylaws referred to in (1) above include any subsequent amendments.
3. Parcel taxes for the foregoing services shall be levied on the basis of a single amount for each parcel.
4. This bylaw may be cited as "Regional District of Nanaimo Year 2004 Assessment Roll Preparation Bylaw No. 1366, 2004".

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

Adopted this 9th day of February, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



NOTICE
**2004 Parcel Tax
Assessment Rolls**

For Property Owners within the following service areas:

Water Local Service Areas:	Arbutus Park Estates Decourcey (Pylades Drive - Cedar) Driftwood Englishman River Community French Creek Madrona Point Momingstar Nanoose Bay San Pareil Surfside Wall Beach West Bay Estates
Sewer Service Areas:	Fairwinds French Creek Pacific Shores Surfside
Bulk Water Service Areas:	French Creek Nanoose Bay

Assessment rolls for the purposes of levying Year 2004 parcel taxes have been prepared and shall be authenticated on (TBA), 2004. The purpose of the assessment roll review is to ensure that all properties are accounted for and names and addresses are accurate.

Property owners may request that the roll be amended with respect to their property only for the following reasons:

- (1) there is an error or omission respecting a name or address on the assessment roll
- (2) there is an error or omission respecting the inclusion of a parcel

Requests for amendments to the roll must be received in writing by (TBA), 2004 at 4:30 p.m.

By Mail To:	Manager, Financial Services Regional District of Nanaimo 6300 Hammond Bay Road Nanaimo, BC V9T 6N2	(390-4111/1-877-607-4111)	
By Fax To:	Manager, Financial Services Regional District of Nanaimo	(250) 390-4163	
In Person To:	Regional District of Nanaimo Administration Office 6300 Hammond Bay Road, Nanaimo, BC	or District 69 Arena 193 E. Island Highway Parksville, BC	or Ravensong Aquatic Center 737 Jones Street Qualicum Beach, BC

Assessment rolls may be inspected at the Regional District of Nanaimo Administrative Office, 6300 Hammond Bay Road, Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m., commencing (TBA), 2004.



REGIONAL DISTRICT OF NANAIMO	
JAN 19 2004	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
	<i>[Signature]</i>
	DATE:

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

December 10, 2003

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: A bylaw to authorize temporary borrowing before revenues are received.

PURPOSE

To obtain approval of "Regional District of Nanaimo 2004 Revenue Anticipation Borrowing Bylaw No.1368 , 2004".

BACKGROUND

Section 821 of the *Local Government Act* permits short term borrowing to meet anticipated operating expenditures prior to the receipt of annual operating revenues. There are a number of large capital projects planned for 2004 and staff believe it to be prudent to have a modest operating line of credit to meet our expenditures as they come due.

ALTERNATIVES

1. Approve and adopt this bylaw.
2. Do not adopt the bylaw.

FINANCIAL IMPLICATIONS


The current account of the Regional District is generally sufficient to meet operating expenditures. This line of credit is a modest insurance policy in the event that expenditures must be made before revenues from annual user fee billings and tax requisitions are received.


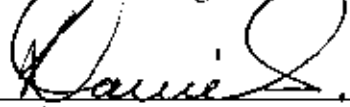
SUMMARY/CONCLUSIONS

Section 821 permits a Regional District to borrow temporarily in advance of receiving all of its annual revenues, to meet its lawfully budgeted expenditures. Generally, the Regional District has not needed to draw on a line of credit, however, there are several large projects underway and forthcoming and staff believe it prudent to secure a modest operating line of credit. Any draw down on the line of credit will be repaid on or before the end of the year.

RECOMMENDATION

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


Report Writer


General Manager Concurrence

C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1368

**A BYLAW TO AUTHORIZE TEMPORARY BORROWING
OF MONEY PENDING THE RECEIPT OF ANNUAL REVENUES**

WHEREAS it is provided by Section 821 of the *Local Government Act* that the Regional Board may by bylaw borrow temporarily to meet its current lawful expenditures before its revenue from all sources has been received;

AND WHEREAS, it is deemed prudent to provide for the temporary borrowing of funds for the year 2004;

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

1. The Board of the Regional District of Nanaimo is hereby authorized and empowered to borrow temporarily from any person or body corporate, sums not exceeding \$2,000,000.00 to meet its current lawful expenditures before its revenue from all sources has been received.
2. The form of obligations, to be given to the lender in acknowledgement of the liability of the said Regional District Board shall be a promissory note, or notes, bearing the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and the Manager of Financial Services or their designates.
3. Money borrowed under this bylaw shall be repaid when the anticipated revenues for the year 2004 are received.
4. This bylaw may be cited as "Regional District of Nanaimo 2004 Revenue Anticipation Borrowing Bylaw No. 1368, 2004".

Introduced and read three times this 13th day of February, 2004.

Adopted this 13th day of February, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



REGIONAL DISTRICT OF NANAIMO	
JAN 20 2004	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
[Signature]	
DATE: January 17, 2004	
FILE:	

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

FROM: N. Avery
Manager, Financial Services

SUBJECT: Ethical Purchasing principles

PURPOSE:

To seek direction on incorporating the principle of purchasing apparel that is not made in sweatshops into purchasing practices.

BACKGROUND:

At its meeting held September 9th, 2003, the Board received a request from the Duncan and District Labour Council that the Regional District adopt an "ethical purchasing policy" that ensures the Regional District purchases apparel for employees from responsible contractors who operate in accordance with ethical codes of conduct. Staff were instructed to prepare a report respecting ethical purchasing and a statement of principle for purchasing.

Staff consulted with their counterparts at the City of Nanaimo, which also received a similar delegation and direction from City Council to research this issue. The City of Nanaimo staff report is attached for information. City staff conferred with several municipalities cited in the presentation for actions taken to date. Understandably, reactions are mixed, with the City of Toronto resolving to amend its policy but not having actually followed through at this time and the City of Thunder Bay having decided to add a clause in its future tenders, but not making it a formal policy direction. These two municipality's reactions reflect the considerable challenge involved in applying ethical conduct principles through the supply chain. For instance, while the cloth portion of a garment might be made under reasonable working conditions, the same may not necessarily be the case for the buttons or the thread.

The Regional District purchases apparel from three main BC suppliers, two of which are local. The total value of purchases from these suppliers in 2002 was approximately \$25,000. One of the suppliers provides a mix of items to the Regional District including small tools, safety equipment such as gloves, as well as rain gear. The actual value of clothing is considerably less than \$25,000 - staff estimate the value of "clothing" items at \$8,000 to \$9,000. The primary purchase of employee clothing is uniforms for our transit drivers. We have been advised that the bulk of the clothing purchased for that purpose is labeled as made in Canada.

ALTERNATIVES:

1. Adopt the "Model Municipal Resolution" attached.
2. Place a term in future tenders for employee clothing, seeking certification that the supplier has not knowingly purchased products made by children used as slave labour or under other exploitative circumstances.
3. Take no further action at this time.

FINANCIAL IMPLICATIONS:

Alternative 1

Staff believe that adopting a full policy approach will pose a significant administrative and financial burden to the District. A policy would require that we have a clear definition of what constitutes a "sweatshop" and the ability to determine when that definition has been met. The Regional District does not have the staff resources to provide the consistency that a policy approach would require. Additionally all municipal governments must comply with the purchasing practices of the Agreement on Internal Trade, the intent of which is to reduce discriminatory and non-competitive practices.

Alternative 2

The intent of this alternative is to highlight for suppliers of employee clothing, that the Regional District is concerned about this issue and would like some assurance that to the best of their knowledge, the supplier is securing goods from reputable manufacturers. This alternative is administratively simple and should not result in a loss of competitive pricing.

Alternative 3

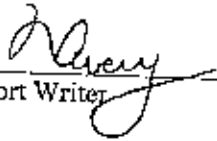
The Regional District could take no further action at this time. The Regional District's current policy states that "Contracts shall be awarded to the lowest bidder meeting specifications when all factors have been equalized." Purchasing decisions are made in a responsible manner consistent with getting the best value, recognizing that the working conditions at the source location cannot be known with certainty. There would be no change to current practice and no financial impact.


SUMMARY/CONCLUSIONS:

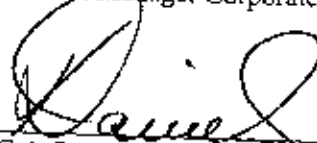
Staff have discussed and reviewed with City of Nanaimo staff, their research into the request by the Duncan and District Labour Council, that we adopt a policy containing "ethical purchasing" practices. At the local level, our primary contact is with distributors of products and so our ability to screen for exploitative conditions at the manufacturing level is limited. There are a limited number of examples of a successful policy approach in existence in Canada. A practical alternative is to place a term in future tenders for employee clothing requiring suppliers to certify that they have not knowingly provided products which have been manufactured in factories where children are used as slave labour or under other exploitative circumstances.

RECOMMENDATION:

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


Report Writer


General Manager Corporate Services


C.A.O. Concurrence

COMMENTS:

MODEL MUNICIPAL RESOLUTION

FULL PUBLIC DISCLOSURE AND COMMITMENT TO NO SWEAT POLICY

To amend the Purchasing Policy of the *Regional District of Nanaimo*, in order to ensure that, when the *Regional District of Nanaimo* procures apparel and textile goods and services or licenses its trademarks, the *Regional District of Nanaimo* does not contract with sweatshops.

WHEREAS it is in the interests of the *Regional District of Nanaimo* to purchase goods and services from responsible manufacturers that provide quality products and services at a competitive price;

WHEREAS the *Regional District of Nanaimo* purchases items of apparel from an industry in which there have been many recent reports of worker rights abuses and sweatshop conditions and the spread of sweatshop practices in the apparel and related industries threatens the jobs and working conditions of all Canadian manufacturing workers;

AND WHEREAS pressure from institutional purchasers such as governments is an effective way to combat sweatshop practices;

THEREFORE, BE IT RESOLVED that the *Regional District of Nanaimo* require all suppliers of apparel or textile goods and services and all trademark licensees to provide the names, addresses and contact information of each subcontractor and manufacturing facility to be used in the production of products or rendering of services to the *Regional District of Nanaimo* and its Agencies, Boards, Commissions or authorities. This information shall be considered public information.

BE IT FURTHER RESOLVED that the *Regional District of Nanaimo* commits to the adoption of a No Sweat procurement policy within one year.

The policy shall ensure that all aforementioned products and services purchased by the *Regional District of Nanaimo*, whether produced in Canada or abroad, are manufactured in accordance with local labour laws and international labour standards of the International Labour Organization Conventions regarding wages, hours of work, workplace health and safety, discrimination, forced labour, child labour, freedom of association and collective bargaining and any other relevant conventions.

The No Sweat procurement policy shall be developed in consultation with the *Regional District of Nanaimo* Purchasing Office, the District's employee unions, district labour council and other interested community groups and citizens.

FOR CITY MANAGER'S REPORT

REPORT TO: A.C. KENNING, DEPUTY CITY MANAGER/GENERAL MANAGER CORPORATE SERVICES

FROM: G. DI MENNA, MANAGER, PURCHASING AND STORES

RE: PRINCIPLE OF PURCHASING APPAREL THAT IS NOT MADE IN SWEATSHOPS

RECOMMENDATION:

That if Council decides to implement a "No Sweat" policy, staff recommends it be through Option 2 – "Terms of Tender".

BACKGROUND:

On 2003-AUG-18 the Duncan and District Labour Council addressed Council with a request that the City of Nanaimo adopt an "ethical purchasing policy" that ensures that the City purchases apparel for employees from responsible and ethical contractors who operate in accordance with ethical codes of conduct.

Council passed a motion directing Staff to prepare a resolution regarding the principle of purchasing apparel that is not made in sweatshops.

DISCUSSION:

The request by the Duncan and District Labour Council is part of a "No Sweat" campaign by Oxfam, various labour groups and other organizations directed at municipalities and public entities in the United States and Canada. Staff researched the "No Sweat" campaign and surveyed the cities of Vancouver, Burnaby, Toronto, Thunder Bay, Saskatoon, Winnipeg, St. John's and Halifax. These cities have all been approached by the campaign. The City of Toronto passed a resolution to amend its policy but has yet to do so. The City of Thunder Bay introduced a specific clause in its clothing tenders but has not amended its policy. The City of Halifax as most other Canadian cities surveyed, is still researching the issue and the City of St. John's is not taking any action.

The City purchases apparel from three main B.C. suppliers, two of which are local. The majority of the apparel is manufactured in Canada. According to the suppliers less than 10% of the apparel supplied, or \$3,500 year-to-date, may come from outside of Canada or the United States.

City of Nanaimo staff presents the following options for Council to consider:

Option 1 – "Model Municipal Resolution" (attached)

Staff feels that the implementation of a "No Sweat" policy to the extent of the "Model Municipal Resolution" presented by the delegation will pose a significant administrative and financial burden to the City because of limited resources. It could seriously restrict the City's ability to source and tender from competitive suppliers. Council will recall that the City is required to comply with the Agreement on Internal Trade (AIT). This option may conflict with principles and spirit of the AIT regarding non-

discriminatory and non-competitive practices. This option would be difficult to enforce because there is no reasonable way for staff to determine under what conditions the apparel or some component of the apparel is manufactured. The definition of "sweatshop conditions" is intangible and open to interpretation. A stringent policy could negatively affect the ability of local suppliers to do business with the City. Council defeated this resolution at its meeting of 2003-AUG-18.

Option 2 -- "Terms of Tender"

The City could choose to place a term in its tenders, specifically for apparel for city employees. This term will advise suppliers that the City of Nanaimo does not wish to encourage the purchase of products manufactured in factories where children are used as slave labour or other exploitive circumstances that impede child development. This term holds the supplier to the commitment by asking the supplier to confirm in writing, compliance of this term in the bid response.

The onus of compliance would be placed with the supplier at the distribution level. This is the level that the City deals in and has some control over. The City would not incur significant increased operating costs. A telephone survey of our apparel suppliers confirms that they do not knowingly purchase from sweatshops and would not do so. This approach is consistent with action taken by the City of Thunder Bay. The impact on the City would be minimal.

Option 3 - "Current Practice"

The City could also, as some other Canadian municipalities have done, take no further action at this time with the understanding that the City's purchasing of all goods and services is done in an ethical manner consistent with getting best value (however, the working conditions at the source factories are unknown).

This option would have no added cost, as it is current practice.

RECOMMENDATION:

That if Council decides to implement a "No Sweat" policy, staff recommends it be through Option 2 -- "Terms of Tender".

Respectfully submitted,

G. DI MENNA
MANAGER, PURCHASING AND STORES

REGIONAL DISTRICT OF NANAIMO		
JAN 21 2004		
CHAIR	GMCrs	
CAO	GMDS	
GMCms	GMES	
DATE: January 20, 2004		
FILE:		

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

FROM: N. Avery
Manager, Financial Services

SUBJECT: **Multiplex Financing – clarification of effect where the Town of Qualicum Beach prepays its share of capital costs**

PURPOSE:

To clarify the taxation implications to the participating areas in the D69 Arena function, if the Town of Qualicum Beach chooses to pre-pay its share of the capital cost of the new multiplex.

BACKGROUND:

At its meeting held November 18th, the Board adopted the following motion:

“that short term financing for the multiplex project be used as long as possible and that long term debt be secured at a target rate between 6.3% and 6.8%; and further that the Town of Qualicum Beach be approached to act as a lender or be permitted to prepay their share of costs at the at the time of securing long term funds, **provided that this does not increase the yearly or total costs to the other jurisdictions.**”

This report will outline the potential tax requisition adjustment which would occur, after long term debt is in place, so that the overall tax cost does not exceed original projections.

ALTERNATIVES:

This report is presented for information to confirm the impact to participants if the Town of Qualicum Beach is given the option of prepaying its share of the capital costs for long term debt.

FINANCIAL IMPLICATIONS:

In the projections prepared by staff, it was assumed that, for the period in which the Regional District remains in the short term financing market the annual requisition would remain at \$1,208,740 as proposed in the 2004 budget. The savings between the original \$693,000 debt payment and short term financing costs would be applied to reduce the final long term borrowing. Once long term financing is in place, the tax requisition could be adjusted downward in response to the final, lower long term debt payment.

The table below shows the tax cost for the operating and debt components of the tax requisition under the three alternatives which have been the subject of previous reports.

Option 1 assumes that the full \$7,497,000 is borrowed using standard 20 year long term financing. The annual debt payment is estimated at \$673,070. The "debt" tax cost is estimated at \$15.80 per \$100,000 and the "operating" tax cost is estimated at \$12.60 per \$100,000 and for a total cost of \$28.40 per \$100,000. All participating areas would pay approximately \$28.40 per \$100,000.

Option 2 shows the result if the Town of Qualicum Beach prepays its share of capital costs at the time when long term debt is secured (approximately 2 years from today). The final long term debt payment is estimated at \$503,190 and the tax requisition would fall to about \$1,038,860. The "debt" tax rate is estimated at \$14.60 for all participating areas *except* the Town and the "operating" tax cost remains at \$12.60 per \$100,000. For participating areas covering both operating and debt servicing costs, the total tax rate is estimated at \$27.20 per \$100,000.

Under *Option 3*, the Town is assumed to prepay its capital share immediately, reducing even the amount financed during the short term financing interval. The final long term debt payment is estimated at \$493,295 and the tax requisition would fall to about \$1,028,965. The "debt" tax rate is estimated at \$14.30 for all participating areas *except* the Town and the "operating" tax cost remains at \$12.60 per \$100,000. For participating areas covering both operating and debt servicing costs, the total tax rate is estimated at \$26.90 per \$100,000.


Options	Proposed Total Annual Requisition	Taxes for debt payment	Tax cost for Debt	Taxes for operating costs	Tax cost for Operating	Total cost for Town of Qualicum Beach	Total Cost for Other Participating Areas
1. Secure \$7.5 million long term debt in spring 2004 @ 5.95%	\$1,208,740	\$637,070	\$15.80	\$535,670	\$12.60	\$28.40	\$28.40
2. Interim financing for 2 years @ 3.25% Qualicum prepays when long term debt is secured	\$1,038,860	\$503,190	\$14.60	\$535,670	\$12.60	\$12.60	\$27.20
3. Qualicum Beach immediately pre-pay \$1,523,000, borrow long term after 2 years	\$1,028,965	\$493,295	\$14.30	\$535,670	\$12.60	\$12.60	\$26.90

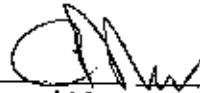
SUMMARY/CONCLUSIONS:

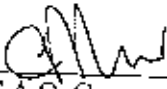
This report is intended to clarify the implications to the tax rate for all participants where the Town of Qualicum Beach prepays its share of capital costs. The table above illustrates that the original projected tax cost to the other jurisdictions should be achievable by reducing the tax requisition as a result of the savings resulting from lower debt servicing costs. Any reduction of course will depend on the long term operating costs of the facility.

RECOMMENDATION:

That this report be received for information.


Report Writer


General Manager Corporate Services


A C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO			
JAN 19 2004			
CHAIR		GMCrs	
DAO		GMDS	
GMCms		GMS	
			<i>Call</i>

NANAIMO REGIONAL HOSPITAL DISTRICT MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

FROM: N. Avery
Manager, Financial Services

SUBJECT: Temporary Borrowing Resolution

DATE: December 10, 2003

FILE:

PURPOSE

To obtain approval of the resolution to authorize a short term borrowing limit for 2004.

BACKGROUND

Section 31 of the Hospital District Act permits short term borrowing to meet anticipated operating expenditures of the Hospital District, including amounts necessary for debt principal and interest payments. It is anticipated that as the Health Region submits grant reimbursement requests, there may be a requirement to provide for cash flow prior to the August 1st receipt of 2004 property taxes. The resolution attached provides the Hospital District the ability to utilize a revolving line of credit in the amount of \$2,000,000 for 2004 (unchanged from 2003).

ALTERNATIVES

1. Adopt the resolution.
2. Do not adopt the resolution.

FINANCIAL IMPLICATIONS

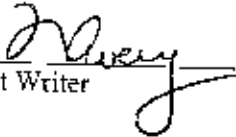
At present the Hospital District bank account stands at about \$4 million. Debt servicing costs up to August 1st total \$2 million dollars, with approximately \$2 million dollars in outstanding equipment grant commitments. While staff do not expect to require significant amounts of the line of credit, it will support temporary fluctuations in the cash balance as equipment grant reimbursements are received.

SUMMARY/CONCLUSIONS


Pursuant to authority granted by the Hospital District Act, staff have prepared a short term borrowing resolution to provide for cash flow requirements prior to receiving tax monies on August 1st, 2004.

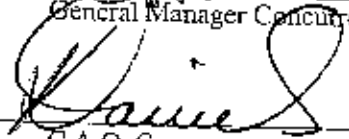
RECOMMENDATION

That a short term borrowing authority to a maximum of \$2,000,000 in the form of the resolution attached, be adopted.



Report Writer



General Manager Concurrence


C.A.O. Concurrence

COMMENTS:

NANAIMO REGIONAL HOSPITAL DISTRICT

RESOLUTION

Short Term Borrowing Resolution.

MOVED , SECONDED that

WHEREAS pursuant to Section 31 of the *Hospital District Act*, the Board may by resolution, borrow for purposes other than capital expenditures by way of temporary loan such sums as the Board may deem necessary to meet current operating expenditures for the year, including the amounts required for principal and interest falling due within the year upon any debt of the Board;

AND WHEREAS pursuant to Section 25 of the Act, member municipalities and the Province are not required to make payment from taxation revenues of amounts requisitioned by a District until August 1st, of each year;

AND WHEREAS estimated debt retirement and bank interest charges in the amount of \$2,000,000.00 must be paid before payment of such revenue is due;

NOW THEREFORE BE IT RESOLVED that the Board of the Nanaimo Regional Hospital District may borrow pursuant to Section 31 of the *Hospital District Act*, a sum not exceeding \$2,000,000.00 in 2004 for the purpose of paying the above mentioned debt retirement and bank interest charges.

DATED at Nanaimo, B. C.)

this day)

of 2004.

General Manager, Corporate Services



REGIONAL DISTRICT OF NANAIMO			
JAN 16 2004			
CHAIR		GMCrS	
CAO		GMDS	
GwGmS		GMES	
		DATE:	

MEMORANDUM

TO: Dennis Trudeau
Manager of Liquid Waste

FROM: Chris Brown CTech
Engineering Technologist

SUBJECT: Liquid Waste
Northern and Southern Communities
Pump and Haul Bylaw Amendment

January 9, 2004

FILE: 4520-20-58

PURPOSE

To consider an amendment to Bylaw 975 which established the Regional District of Nanaimo's Pump and Haul program.

BACKGROUND

The pump and haul service was established to provide a solution for those properties unable to obtain a permit for an on site septic disposal system. In order to apply for a permit under this bylaw the following conditions must be met:

- the applicant must have been formally rejected by the Ministry of Health for an on site system
- the parcel must be greater than 700 m²
- the parcel is for existing uses and the disposal system has failed, or the parcel is currently vacant and will only be used for the construction of a single family residence
- the parcel cannot be further subdivided or stratified according to existing zoning or a restrictive covenant
- a community sewer system is not available
- including the parcel will not facilitate development of any additional units on the property
- the development conforms to zoning bylaws.

A person wishing to incorporate a property (or properties) into the Pump and Haul Service Area must first apply to the Regional District of Nanaimo to amend the Pump and Haul Bylaw No. 975. A Restrictive Covenant shall be registered against the title of the land in question in accordance with section 219 of the Land Title Act. The Restrictive Covenant shall require that the owner of the lot maintain a contract with a pump out company with a copy of the current contract always deposited with the Regional District of Nanaimo; the owner of the lot connect to sewers when they become available and the owner shall not subdivide or construct any additional units on the property.

A request has been received to include the following property into the Pump and Haul function:

1. Lot 1, District Lot 2001, Newcastle Land District, Plan 277
180 Burne Road, Bowser BC V0R 1G0
Deep Bay Harbour Authority
Area H

The Deep Bay Harbour Authority has petitioned the RDN to include their property into the Regional District of Nanaimo Pump and Haul Local Service Area, Bylaw No. 975. A letter from the Environmental Health officer at the Central Vancouver Island Health Region indicates the property could not be

approved for a sewage disposal permit. The property is greater than 700 m² and conforms to the existing zoning bylaws.

In addition to sewage generated by the Deep Bay Marina washrooms and showers, sewage is collected from holding tanks of pleasure craft using the marina and from campers and trailers using the nearby campground.

A Restrictive Covenant will be registered on the property requiring that a continuous contract with a pump out company be on file with the Regional District of Nanaimo, that the owners will connect to sewers when they become available and that the owners shall not subdivide or construct any additional units on the properties.

ALTERNATIVES

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

FINANCIAL IMPLICATIONS


There are no financial implications. The applicants pay an application fee and an annual user fee. The Pump and Haul program is a user pay service.

SUMMARY/CONCLUSION


The application meets all requirements for inclusion into the Pump and Haul function, specifically the parcel size is greater than 700m², a community sewer is not available, sewage disposal permits could not be obtained under the Provincial Sewage Disposal Regulation and the property conform to zoning bylaws. An appropriate Restrictive Covenants has been prepared for the property and has been approved by Planning and Environmental Services staff.

RECOMMENDATIONS

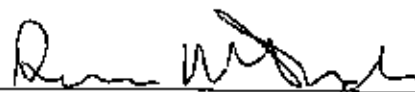
1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include 180 Burne Road, Bowser (Deep Bay Harbour Authority).
2. That "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.33, 2004" be read three times and forwarded to the Inspector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



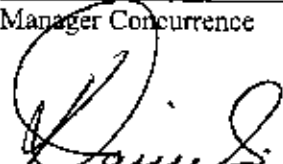
Report Writer



Manager Concurrence

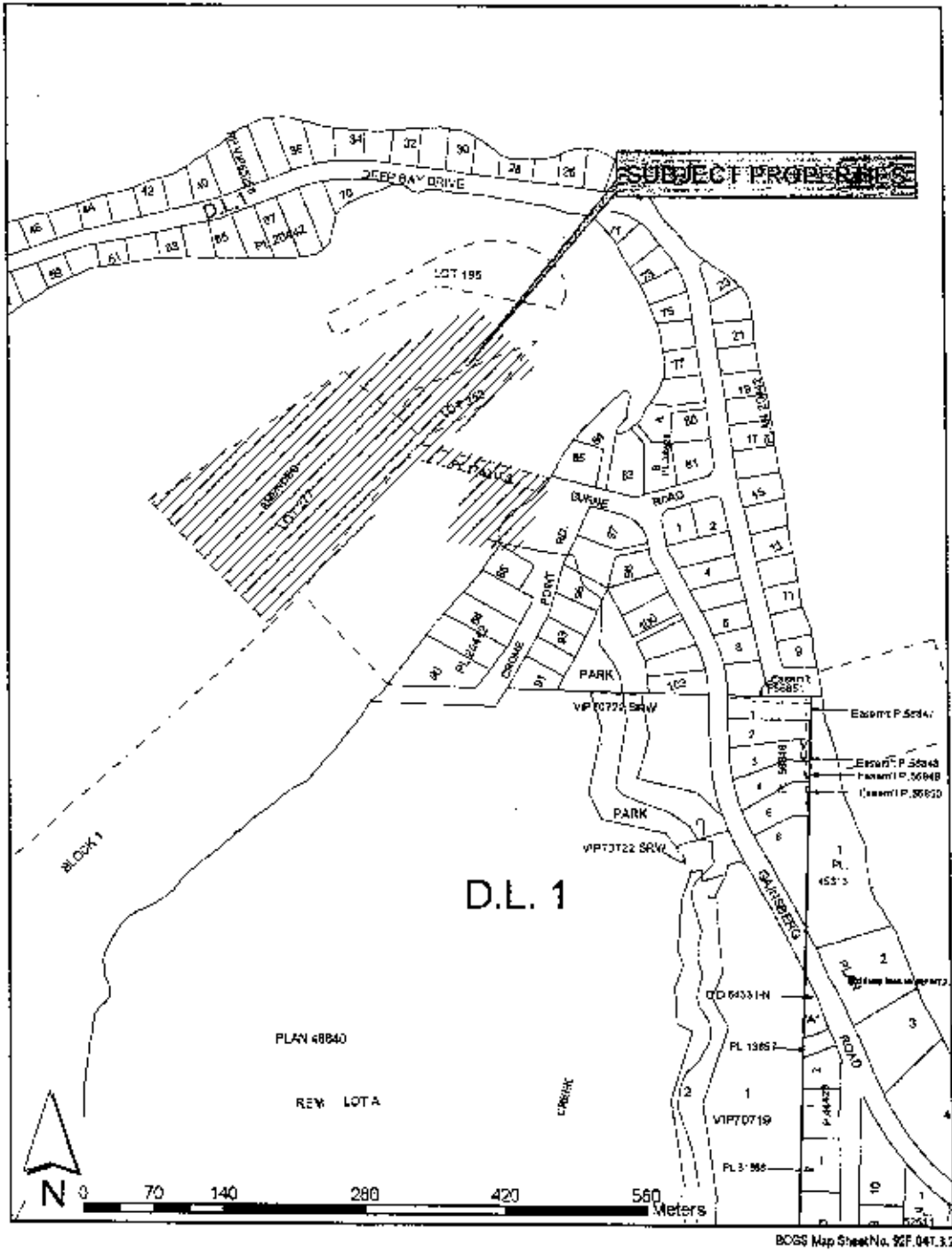
A 

General Manager Concurrence



CAO Concurrence

COMMENTS





REGIONAL DISTRICT OF NANAIMO	
JAN 14 2004	
CHAIR	GMCrs
CAO	GMDS
CMs	GMES

MEMORANDUM

TO: Dennis Trudeau
Manager of Liquid Waste

DATE: January 12, 2004

FROM: Sean De Pol
Engineering Technologist

FILE: 5340-05

SUBJECT: Greater Nanaimo Pollution Control Centre Biosolids Composting Quote Results

PURPOSE

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

BACKGROUND

Malaspina University-College (MUC) has been composting biosolids from the Greater Nanaimo Pollution Control Centre (GNPCC) since April 2003. The contract between the Regional District of Nanaimo (RDN) and MUC to compost biosolids is approaching the maximum volume specified in the contract. In order to continue having biosolids from the RDN composted, rather than landfilled, RDN staff issued a Request for Quotations (RFQ) in November 2003 for the composting and hauling of biosolids from the GNPCC.

An important requirement of this RFQ was that the proponent have an existing composting facility that is compliant with the provincial Ministry of Water, Land and Air Protection's 'Organic Matter Recycling Regulation, B.C. Reg. 18/2002'. This provincial regulation is in place to insure that all composting facilities in BC operate within specified environmental protection parameters. All proponents meet this requirement.

The RFQ closed November 18th, 2003. The following three quotes were received for composting and hauling biosolids from the GNPCC:

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

The lowest quote received is from MUC. MUC has composted biosolids from GNPCC for the last 10 months; during this time they have processed and land applied approximately 1500 tonnes of compost. MUC has operated their composting and land application plan under the Organic Matter Recycling Regulation (OMRR), which governs the production, quality, and land application of certain types of organic matter. OMRR specifies requirements for leachate management, odour control, vector attraction reduction, pathogen reduction limits, quality criteria, sampling protocol, record keeping, setbacks, and application rates.

In December 2003, following the results of the RFQ the RDN requested input from the Ministry of Water, Land and Air Protection (MWLAP) regarding MUC operations. MWLAP has indicated that there have been no reported problems with MUC compost facility or land application.

ALTERNATIVES

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

FINANCIAL IMPLICATIONS

The quote from Malaspina University-College at \$50.40 is the lowest quote for the Greater Nanaimo Pollution Control Centre. The term of the contract will be one year. The total cost of the one-year contract is projected to be \$126,000 based on 2,500 tonnes of biosolids.

ENVIRONMENTAL IMPLICATIONS

Composting biosolids at a private sector facility will save expensive landfill space for waste materials that do not have the potential to be beneficially re-used.

SUMMARY/CONCLUSION

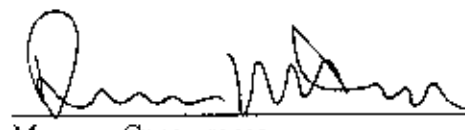
The contract between the Regional District of Nanaimo and Malaspina University-College to compost biosolids is approaching the maximum volume specified in the contract. In order to continue having biosolids from the RDN composted, rather than landfilled, RDN staff issued a Request for Quotations in November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

RECOMMENDATION

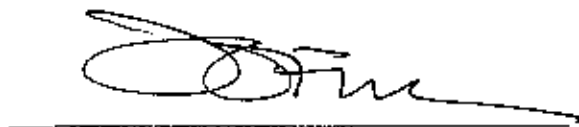
1. That Malaspina University-College be awarded the contract for composting biosolids from the Greater Nanaimo Pollution Control Centre for \$50.40 per tonne.



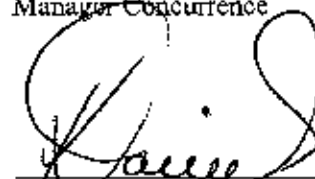
Report Writer



Manager Concurrence



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO			
JAN 20 2004			
CHAIR		GMCrs	
CAO		GMDS	
GMCrs		GMES	
[Handwritten initials]			

MEMORANDUM

TO: John Finnie
General Manager of Environmental Services

DATE: January 7, 2004

FROM: Alan Stanley
Solid Waste Program Coordinator

FILE: 5360-00

SUBJECT: Policy for Solid Waste Disposal Fee Waiver Requests

PURPOSE

To establish Board policy regarding adjudication of requests for waivers of solid waste disposal fees.

BACKGROUND

A request has been received from the Salvation Army to waive disposal fees that will result from the construction of a homeless shelter in Nanaimo. Upon review of this request, staff determined that there is no relevant Board policy that would allow this request to be either granted or denied. Requests of this nature are received infrequently, around once or twice per year, and based on a lack of policy, are rejected by staff. There is a need to establish policy for adjudicating these types of requests.

Policy Precedents

There are two Board resolutions and one bylaw clause that address disposal fee waivers.

In 1991 the Board passed a motion that tipping fees be waived when a community group cleans up an illegal dumping area. This was done to encourage community involvement in cleaning up illegal dumpsites.

In 1992 the Board passed a motion to waive tipping fees for waste resulting from the recycling component of Brad's Appliances operation. Brad's Appliances had petitioned the Board for such a waiver. The waiver was used infrequently at the outset and has not been used at all in over 5 years.

RDN Bylaw 894.12 contains the clause "Tipping fees may be waived in hardship cases at the discretion of the General Manager of Environmental Services." This clause was included to give some relief to a family in an electoral area that had lost their house to fire. Subsequent to inclusion of this clause, RDN legal counsel advised staff that the Board did not have legal authority to waive fees under the circumstances described in the bylaw clause.

In 2000 the Board denied a request from owners of leaky condos to waive disposal fees for construction waste resulting from repairs to their facility. The Board did not consider it fair for solid waste customers to subsidize the condo owners.

Existing Disposal Fee Waivers – Operational Precedents

There are a number of non-profit organizations that have received disposal fee waivers. In addition, arrangements have been made that allow private individuals to have fees waived in extenuating circumstances.

The introduction of mandatory garbage and recycling collection in 1991 in the RDN, with a one garbage can per week limit, coupled with the introduction of disposal fees at RDN waste management facilities contributed to a temporary increase in deposit of inappropriate waste materials at the Parksville Society of Organized Services (SOS) and the Parksville Salvation Army thrift stores. Staff agreed to accept small amounts of this waste at no charge. This arrangement was later extended to include the Nanaimo Salvation Army.

Although these no charge accounts continue to be used regularly, the original intent to grant relief from illegal dumping has become less relevant. As district wide garbage collection programs have matured and the public has learned to adhere to the one can limit, inappropriate materials deposited at thrift stores has been greatly reduced. Further, the organizations in question have tightened up their procedures and removed unattended drop boxes, installed locking garbage containers and in some cases installed video surveillance at the drop off sites. These changes have been far more effective at reducing illegal dumping problems at thrift stores than relief from disposal fees.

Currently, the SOS and Salvation Army accounts are being used more for materials that they are unable to sell rather than for illegally dumped material. This is of concern because much of the material received for disposal from these accounts, while arguably not sellable, is recyclable. The convenience of these no charge accounts has contributed to less diligence in looking for alternatives to disposal by these account holders. A greater effort should be applied to waste reduction programs.

The Board resolution granting relief to a private recycler for waste generated as a result of a recycling operation resulted in two additional no charge accounts for non-profit recycling societies, the Nanaimo Recycling Exchange (NRE) and the Gabriola Recycling Organization (GIRO). Both of these operations provide a valuable service to RDN residents and recycle the vast majority of material that they receive. A small amount of residual waste is accepted at RDN disposal facilities at no charge.

Staff continue to grant waivers for community groups cleaning up illegal dumping, applying the 1991 Board resolution to this procedure.

A private individual whose property has received illegal dumping can, upon inspection by an RDN Bylaw Enforcement Officer, receive a disposal fee waiver. There is no Board direction for this procedure.

Disposal fees are waived annually for community groups organizing Christmas tree chipping programs. There is no Board direction for this procedure.

Legislative Implications

The *Local Government Act* contains language that would allow disposal fees to be waived under specific circumstances, based on the concept that a community benefit must be provided as a result of the fees being waived. This is found under the *Local Government Act* clause dealing with assistance. The hardship clause in Bylaw 894 would not be consistent with the criteria for assistance due to absence of community benefit and therefore should be removed from the bylaw.

Where community benefit can be demonstrated, the Board has the discretion to give relief from fees and charges and can delegate this authority to staff.

Policy Development Considerations

A fundamental question in considering policy options for disposal fee relief is, are utility charge waivers an appropriate mechanism for the RDN to extend charity to different user groups within the community? Criteria to review requests could include, but not necessarily be limited to:

- Does the request assist the RDN in achieving waste reduction towards the goal of Zero Waste?
- Does the request provide a community benefit to the RDN?

Any new policy should be consistent with other RDN policies regarding requests for charity. The primary mechanism for reviewing request for charity within the RDN is the Grants-In-Aid program, whereby requests are judged based on a set of established criteria.

Providing charity to specified users within the solid waste budget means that any revenue lost must be made up by increasing user fees to other solid waste customers. This contradicts the RDN user fee policy. A public utility providing free utility services to different interest groups is not common. For example, the City of Nanaimo charges the Salvation Army the full rate for water and sewer services as do the electricity and telephone companies.

No-charge accounts are not common in other jurisdictions. The Cowichan Valley Regional District provides a Grants-In-Aid type arrangement whereby an organization can be granted a disposal fee waiver of up to \$500 or 3 months duration, whichever comes first if a set of criteria are met. The Capital Regional District (CRD) provides a waste diversion credit in the form of a partial rebate of disposal fees based on how much material was recycled. The qualifying organizations pay disposal fees up front and apply for the rebate. The Greater Vancouver Regional District (GVRD) does not waive disposal fees under any circumstances based on the following:

- If thrift stores are given free or reduced disposal they have no incentive to stop picking up and/or accepting items that might not sell or can be recycled. The amount of disposal may increase.
- The financial decision to recycle is based on a saving compared to the disposal fee. If the disposal fee is waived the primary recycling incentive for the thrift stores is eliminated.
- Free disposal for some customers over others is considered an unfair advantage by private recyclers. They could be expected to ask for free disposal as well.

The problems anticipated by the GVRD reflect very closely the actual results of providing no-charge accounts in the RDN. This includes claims of unfair practices from private sector recyclers and evidence that relief from disposal fees has resulted in increased disposal and decreased recycling.

Another problem with the current arrangements is that they are open-ended with no maximum value ceiling attached. This is problematic for budgeting and results in a lack of ability to control costs. A grace period of up to one year before any waiver relief cancellations take effect would give the affected organizations time to make the necessary operational and budgetary adjustments.

One of the criteria for receiving Grants-In-Aid is that ongoing charges such as wages or utilities are not eligible. The evolution of the no-charge accounts has resulted in a free utility charge that could not be supported through Grants-In-Aid. The original intent of the disposal fee relief policy was not for the RDN to absorb operating costs of the various organizations, rather to grant temporary relief to enable the organizations to make adjustments to their operations to effectively deal with a short-term problem.

Salvation Army Disposal Fee Waiver Request

A lack of clear policy makes it difficult to deal with this request. Also, there is no value attached, making it impossible to determine budgeting implications.

ALTERNATIVES

1. Develop a policy to delegate solid waste staff to adjudicate disposal fee waiver requests.
2. Refer all disposal fee waiver requests to the Board.
3. Direct staff to prepare a policy for disposal fee waiver requests that retains the illegal dumping clean up protocol, cancels existing no-charge accounts and refers disposal fee relief requests (except illegal dumping clean up) to Grants-In-Aid.

FINANCIAL IMPLICATIONS

The total annual value in lost revenue to the RDN for current no-charge accounts is approximately \$70,000. Of this, approximately 70%, or \$49,000 is for material from the Salvation Army. Also, Capital Environmental, a private sector waste management company based in Parksville pays approximately \$10,000 per year for disposal fees for the SOS and Parksville Salvation Army in addition to providing free hauling services.

Canceling the current no-charge disposal fee arrangements should not result in the affected organizations paying this amount of disposal costs. As noted elsewhere in this report, much greater effort should be applied to waste reduction which would result in a reduced amount of waste for disposal, therefore lower disposal fees. Financial incentives are among the most effective means available to reduce disposal and increase recycling.

SUMMARY/CONCLUSIONS

A request has been received from the Salvation Army to waive disposal fees that will result from the construction of a homeless shelter in Nanaimo. Upon review of this request, staff determined that there is no relevant Board policy that would allow this request to be either granted or denied. There is a need to establish policy for adjudicating these types of requests.

There are a number of non-profit organizations that have received disposal fee waivers. In addition, arrangements have been made that allow private individuals to have fees waived in extenuating circumstances.

The *Local Government Act* contains language that would allow disposal fees to be waived under specific circumstances, based on the concept that a community benefit must be provided as a result of the fees being waived.

A fundamental question in considering policy options for disposal fee relief is; are utility charge waivers an appropriate mechanism for the RDN to extend charity to different user groups within the community? Providing charity to specified users within the solid waste budget means that any revenue lost must be made up by increasing user fees to other solid waste customers. A public utility providing free utility services to different interest groups is not common. For example, the City of Nanaimo charges the Salvation Army the full rate for water and sewer services as do the electricity and telephone companies.

A grace period of up to one year before any waiver relief cancellations take effect would give the affected organizations time to make the necessary operational and budgetary adjustments.


The total annual value in lost revenue to the RDN for current no-charge accounts is approximately \$70,000. Of this, approximately 70%, or \$49,000 is for material from the Salvation Army. Canceling the current no-charge disposal fee arrangements should not result in the affected organizations paying this amount of disposal costs. A greater effort should be applied to waste reduction which would result in a reduced amount of disposed waste therefore lower disposal fees.

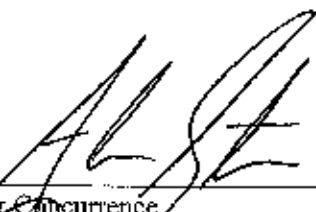
Transferring the consideration of whether or not to grant charity to the Grants-In-Aid program is a fair means to deal with charity requests.

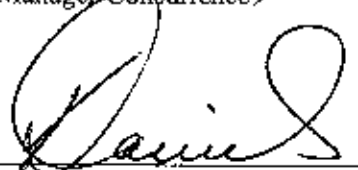
RECOMMENDATION

1. Direct staff to prepare a policy that retains the illegal dumping clean up protocol, cancels existing no-charge accounts and refers all other disposal fee relief requests to Grants-In-Aid.
2. Direct staff to send a letter to the Salvation Army advising them that their request for tipping fee relief for construction and demolition debris from their new facility cannot be supported and recommending that they refer their request to Grants-In-Aid.


Report Writer


General Manager Concurrence


Manager Concurrence


CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO			
JAN 20 2004			
CHAIR		GMCrs	
CAO		GMDS	
GMCrs		GMES	
			<i>Coll</i>
		DATE	
		FILE	

MEMORANDUM

TO: Wayne Moorman, P.Eng. Manager of Engineering and Utilities DATE: January 19, 2004

FROM: Deb Churko, ASCT Engineering Technologist FILE: 5500-20-FC-01

SUBJECT: Utilities
Inclusion into the French Creek Sewer Local Service Area and Northern Community Sewer Local Service Area (Reid Road)

PURPOSE

To consider the request to include Lot 3, District Lot 29, Nanoose Land District, Plan 15426 (Ray Lipovsky) into the French Creek Sewer Local Service Area (see attached plan).

BACKGROUND

The owner of the above-noted property has petitioned the RDN to be included in the French Creek Sewer Local Service Area (FCSLSA). The property is designated as 'Urban Area' in the Regional Growth Strategy (RGS) Bylaw No. 1309, 2002 and 'Neighbourhood Residential' in the French Creek Official Community Plan (OCP) Bylaw No. 1115, 1998, and amendments thereto. In addition, the property is located within the community sewer service area recognized in the French Creek OCP.

The policies in Section 6.4 of the French Creek OCP encourage the extension of sewer services to unserviced neighbourhoods in urban areas, and support the provision of community sewer services to those lands located within the community sewer service area. Both the RGS and the French Creek OCP support the extension of sewer service to the subject property. From a land use planning perspective, Development Services has no objection to the boundary amendment required for this application.

The Northern Community Sewer Local Service Area Bylaw No. 889, 1998 and the FCSLSA Bylaw No. 813, 1990 both require amendment in order to service this property with sewer. Both bylaw amendments are addressed in this report.

ALTERNATIVES

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

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. If accepted into the FCSLSA, all costs associated with the connection would be at the expense of the applicant. The subject property will pay a Capital Charge of \$540.00 for contribution to the downstream sanitary sewer, and \$1,964.00 for contribution to the sewage treatment plant, when brought into the local service area.

DEVELOPMENT IMPLICATIONS

The subject property is currently zoned Residential 1 (RS1) and is within the "Q" Subdivision District pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The "Q" Subdivision District provides a minimum parcel size of 700 m² where the property is serviced with both community water and sewer. The subject property is greater than 2400 m² in size, and is currently serviced with community water from Breakwater Enterprises Ltd. Future subdivision of the property may be possible with connection to community sewer (subject to the applicant meeting all conditions of subdivision).

A sewer line and sewer stub are present at the intersection of Reid Road and Wright Road thereby facilitating connection to the service area.

INTERDEPARTMENTAL IMPLICATIONS

Development Services has no objection to the boundary amendments required for this application. The subject property is within the area designated for community sewers in the Regional Growth Strategy.

SUMMARY/CONCLUSIONS

A petition has been received to amend the boundaries of the French Creek Sewer Local Service Area and the Northern Community Sewer Local Service Area. The property being considered for inclusion is within the Urban Containment Boundary of the Regional Growth Strategy, and is identified for connection to community water and sewer systems. The property is also within the benefiting area of the French Creek Pollution Control Center. All costs associated with connection to the RDN sewer system will be at the expense of the property owner.

RECOMMENDATION

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



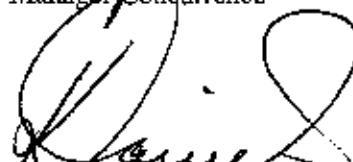
Report Writer



Manager Concurrence



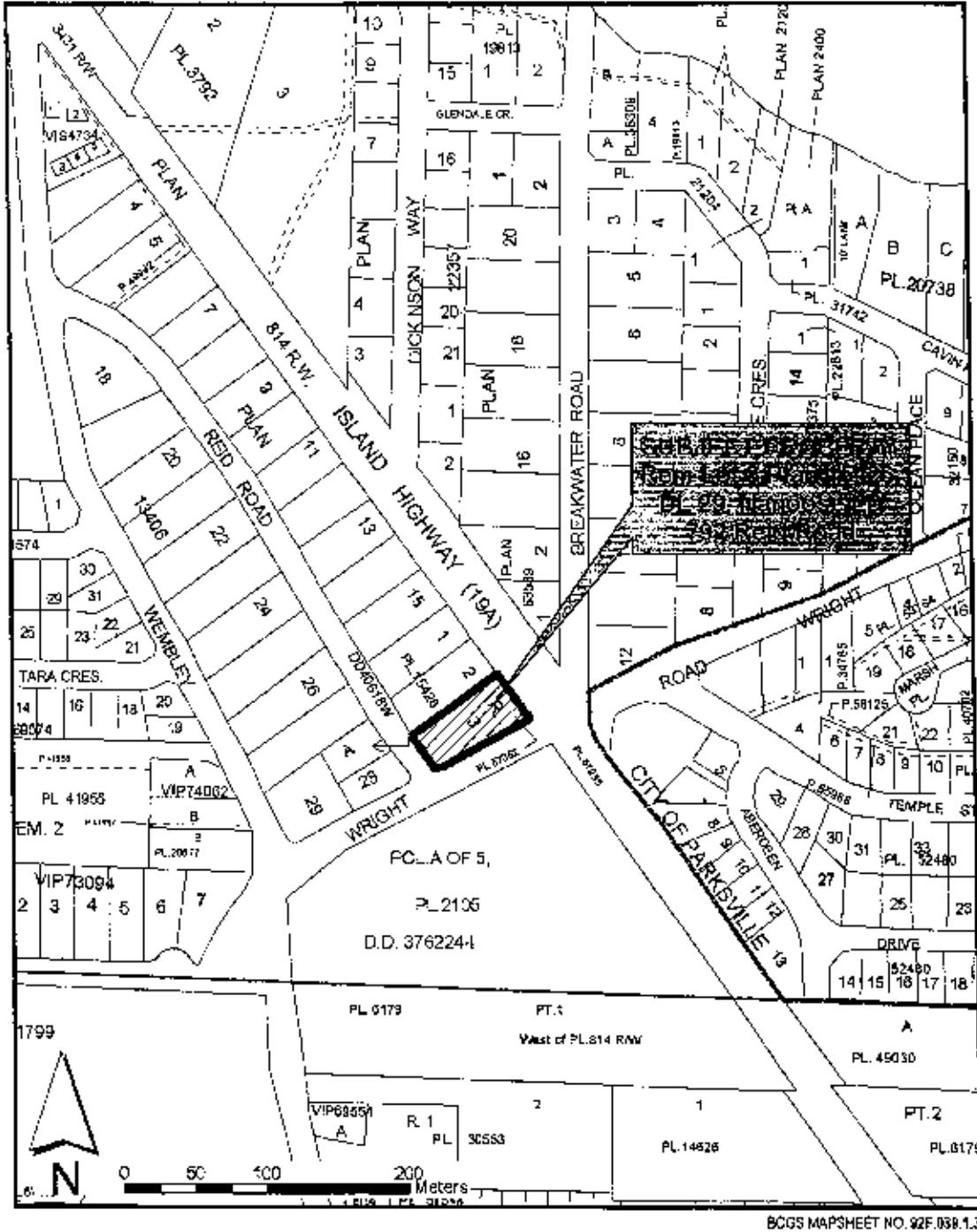
General Manager Concurrence



CAO Concurrence

COMMENTS:

Figure 1



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.28

**A BYLAW TO AMEND THE FRENCH CREEK
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 813**

WHEREAS "French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990"; as amended, establishes the French Creek Sewerage Facilities Local Service Area;

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

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

1. The boundaries of the French Creek Sewerage Facilities Local Service Area, established by Bylaw No. 813, as amended, are hereby further amended to include the property shown outlined on Schedule 'B-1' attached hereto and forming part of this bylaw.
2. The amended boundary of the French Creek Sewerage Facilities Local Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' of Bylaw No. 813.27 is hereby repealed.
- 4. This bylaw may be cited as "French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.28, 2004".

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

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

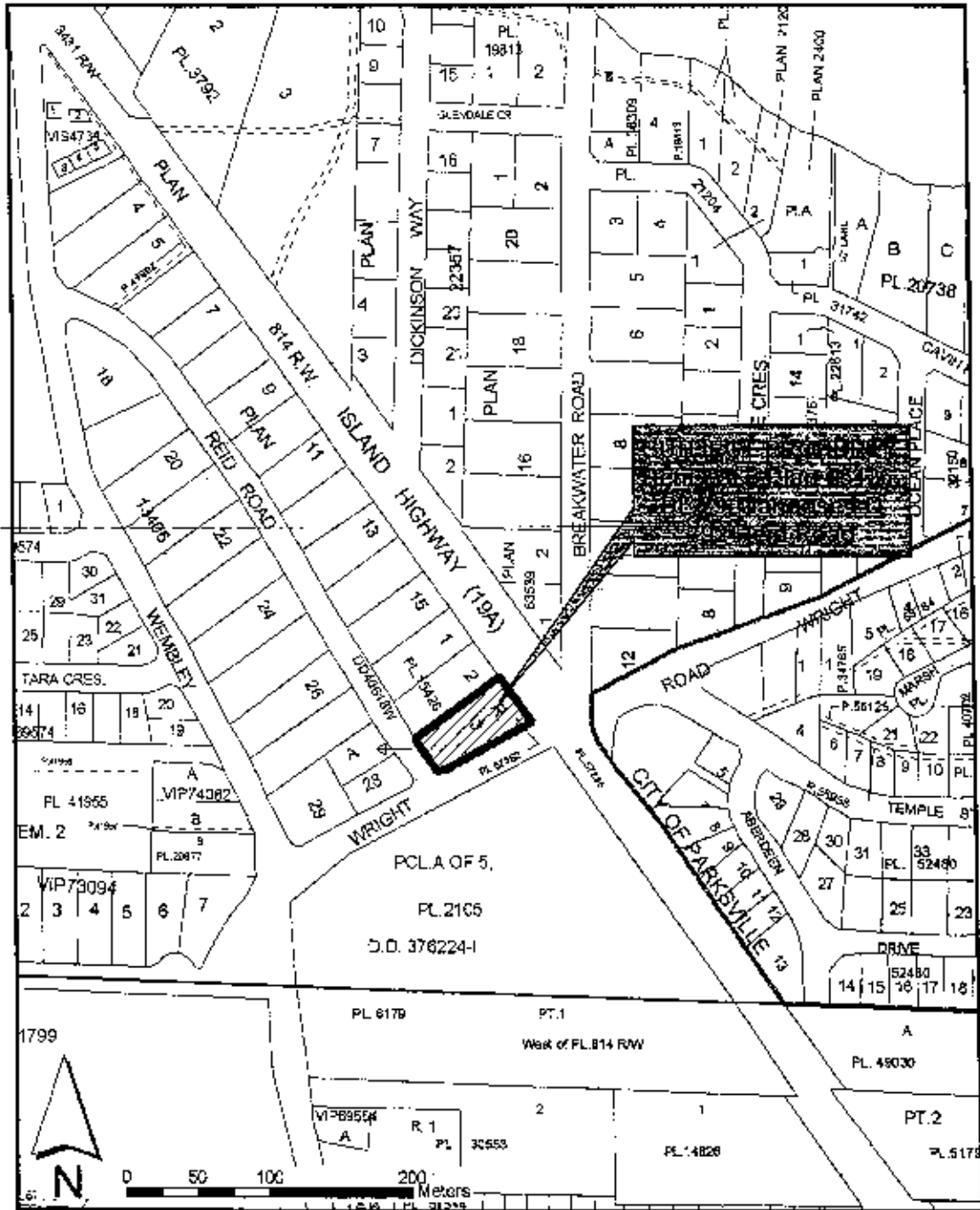
Adopted this ___ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services



BCGS MAPSHEET NO. 92F 039 1,5

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.24

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

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

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

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

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

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

1. This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Area Amendment Bylaw No. 889.24, 2004".
2. Schedules 'C', 'D' and 'E' attached to and forming a part of Bylaw No. 889 are hereby deleted and replaced with Schedules 'C', 'D' and 'E' attached to and forming part of this bylaw.

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

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

Adopted this ____ day of _____, 2004.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Minutes of the Area 'B' Parks and Open Space Advisory Committee
Regular meeting held on Monday, November 3, 2003 at 7:00 pm
Women's Institute Hall, Gabriola Island

In Attendance

Carol Boyce
Mike McCrae
Randy Young

Ron Holmes
Don McLaughlin
Director Gail Lund

Kerry Marcus
Jacqueline Cecil Sears

Staff

Joan Michel

Observer

Judy Albert

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

APPROVAL OF AGENDA

MOVED K. Marcus, SECONDED J. Cecil Sears, that the Agenda be adopted.

CARRIED

DELEGATIONS AND PRESENTATIONS

Skate Park Proposal

--- Justin Smith, the brother of Stephen Smith, a teenager well known in the community and recently killed, presented a plan to build the Stephen Smith Memorial Skate Park (SSMSP). Members of the community, both adults and teenagers have formed the Ride-Free Community Association to steer the project. They are very enthusiastic and working hard to develop this project, with an objective of installation within two years. A user committee of boarders has reviewed several designs. There was discussion about the merits of the designer and some of the components. The estimated cost is \$90,000 US, however the Association expects to reduce development costs with in-kind donations of labour and materials from within the greater Nanaimo area; a number of large material donations have already been secured from major firms. Fund raising is underway. The Ride Free Community Association is seeking the support of the RDN, and access to approximately 10,000 square feet at Rollo McClay Park. J. Michel and J. Lobb will arrange to meet Justin and the designer at the site to assess access and a variety of development and operational matters.

MOVED R. Young, SECONDED G. Lund, that the Area 'B' POSAC supports siting the SSMSP at Rollo McClay Park.

CARRIED

Delegation to be invited for next meeting: Rick Jackson, Gabriola Fire Chief, on trail planning and emergency access needs on the Island, and managing fire risks in parks and on trails.

APPROVAL OF MINUTES

MOVED C. Boyce, SECONDED G. Lund, that the Minutes of the September 8, 2003 Area 'B' Parks and Open Space Advisory Committee (POSAC) be approved as presented.

CARRIED

BUSINESS ARISING FROM MINUTES

(a) Park Acquisition Proposal

R. Holmes presented the proposal to acquire a parcel of private land up for sale for parkland and trail access. J. Michel advised that Area 'B' has no park acquisition funds so the community will need to pursue grants from organizations like The Land Conservancy, The Nature Trust of BC, Ducks Unlimited, Heartland Conservancy along with the general public. Discussion followed on possible funding options and information research ideas. The first task before going public with the initiative is to approach the landowner and secure a window of time within which the community can pursue funding without risk of the property being sold. J. Michel will explore tax-related options that may be available through the RDN and other levels of government.

MOVED K. Marcus, SECONDED R. Young, that a working group led by R. Holmes and K. Marcus be established to explore the possible acquisition of the property. CARRIED

(b) Name for the New Community Park

A list of proposed names was posted and voted upon. The two choices, *Upper Descanso Bay Community Park* and *Cox Woods Community Park*, scored highest. J. Michel will confirm the relationship between the park property and the Cox family. Committee members will continue soliciting suggestions and opinions from the community. The decision on a name will be made at the next POSAC meeting.

(c) Public Display at Library

J. Michel noted the local Library's interest in displays on parks and trails, and advised that talks are underway with the Islands Trust about sharing a public notice board outside their new facilities. The Committee was invited to think about display content. The three copies of the 2000 Beach Access Inventory are hot items at the library. J. Michel will provide the library with additional copies and R. Young will provide copies from his supply of the RDN's new beach access map to go with the reports.

COMMUNICATIONS AND CORRESPONDENCE

None to report.

BUSINESS ARISING FROM DELEGATIONS, COMMUNICATIONS AND CORRESPONDENCE

G. Lund recommended that a thank you letter be sent to Justin Smith and the Ride Free Community Association for the presentation on the Skate Park; J. Michel will ensure this is done.

REPORTS

(a) Director's Update

El Verano Drive and Mudge Island residents are very enthusiastic about the proposed upgrade to the boat launch.

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

J. Michel noted the recent DBRP open house featuring the draft management plan and attendance by most Committee members. R. Holmes reiterated the need for the plan to show trail connection to the new community park.

(c) Trail Development in New Community Park

J. Michel reported that initial work on delimiting, falling (hazard trees and few in area of boardwalk), and yarding of lumber to neighbouring property has been completed along with engineered drawings for a 75 foot boardwalk. Further work (milling of lumber, excavation and installation of footings, completion of boardwalk structure and approach trail) has been put on hold until late spring, early summer when the wetland dries out. Access development plans for Taylor Bay Road side of park yet to be worked out. Agreed that current access across from DBRP is dangerous and a parking area is required.

(d) Beach Access Working Group

R. Young proposed that work previously planned for accesses 26 and 87 not be pursued. G. Lund suggested more discussion is needed before the work is discontinued; staff to meet with R. Young and G. Lund on site. Bells Landing has a new neighbourhood sign to identify it, which was built by a neighbour. The Working Group is almost finished its update of the 2000 beach access inventory; a report is to be presented at the next POSAC meeting. G. Lund relayed more community comments on blocked accesses.

(e) Disk Golf Proposal

There was insufficient time to discuss this topic. M. McCrac will organize a delegation.

NEW BUSINESS

(a) Newest Community Park

The topic was noted but not discussed; it will be revisited at the next POSAC.

COMMITTEE ROUND TABLE

Deferred.

NEXT MEETING

The next meeting will be held January 5, 2004 at the Women's Institute Hall.

ADJOURNMENT

MOVED R. Young, that the meeting be adjourned at 9:00 pm.

CARRIED

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR MEETING OF THE REGIONAL WASTE ADVISORY COMMITTEE HELD ON THURSDAY, DECEMBER 4, 2003, AT 4:00 PM IN THE RDN BOARD CHAMBERS

Present:

Loyd Sherry	Chairperson
Lou Biggemann	Director, RDN
Denise Haine	Director, RDN
Randy Longmuir	Director, RDN
Al Leuschen	Ministry of Water, Land & Air Protection
Gary Franssen	City of Nanaimo
David Coombe	Central Vancouver Island Health Unit
John Beute	Waste Management
Norman Abbey	Environment Community
Mike Schellinick	Waste Management
Gordon Proctor	General Public (South)

Also in Attendance:

John Finnie	GM, Environmental Services, RDN
Carey McIver	Manager of Solid Waste, RDN
Alan Stanley	Solid Waste Program Coordinator, RDN
Jon Isfeld	Environmental Technician, RDN

CALL TO ORDER

The Chairperson called the meeting to order at 4:00 pm.

MINUTES

Minutes of the Regional Waste Advisory Committee meeting of September 11, 2003 were adopted.

SOLID WASTE MANAGEMENT PLAN Update

Carey McIver noted that the amended Plan was not yet complete and gave a presentation on the status. (presentation attached to minutes). Ms. McIver outlined a timeline for the Plan as follows:

January 2004	Finalize and present to Committee of the Whole
February 2004	Public Consultation
March 2004	Present to Regional Waste Advisory Committee
March 2004	Present to Committee of the Whole
April 2004	Board approval

WASTE STREAM MANAGEMENT LICENSING Update

Alan Stanley gave a presentation on WSML (presentation attached to minutes). Questions and comments were as follows:

Chairman Sherry asked how the RDN can enforce the WSML bylaw if the Ministry already provides permits to operators. Al Leuschen responded that the Ministry does not issue permits or licenses, as per the Waste Management Act, the Ministry may only become involved once waste is being discharged to the environment, not before. Mr. Leuschen added that such a bylaw will give regional districts more tools to handle municipal solid waste than the province has, and that the bylaw will create opportunities for the private sector.

Gordon Proctor questioned fee inequity for businesses of varying sizes. Mr. Stanley noted that the license fee is the same for all operators, however the security amount will depend on the facility and may vary greatly.

DRAFT OPERATIONAL CERTIFICATE - Regional Landfill

Carcy McIver presented information on the Draft Operational Certificate for the landfill (presentation attached to minutes). Ms. McIver noted that the landfill is presently operating under a "dump" permit from 1973. The new Operational Certificate outlines how materials can be managed at the landfill. Al Leuschen commented that the Draft Operational Certificate is consistent with the old Solid Waste Management Plan and the direction of the SWMP amendment. Mr. Leuschen added that Operational Certificates will be required for all Vancouver Island landfills. Ms. McIver informed the members that the Draft Operational Certificate is available for viewing at the RDN offices and a Notice of Intent has been published in local newspapers.

LANDFILL GAS COLLECTION SYSTEM

Jon Isfeld gave a presentation on the new landfill gas collection system at the Regional Landfill. Mr. Isfeld noted that the flare started up today and initial results were very encouraging. Mr. Leuschen commented positively on the system at the landfill and thanked Mr. Isfeld for the presentation. Discussion followed regarding the potential uses for the landfill gas.

OTHER

Chairperson Sherry asked for an update on a "new and emerging technologies" presentation he attended in Duncan recently with Alan Stanley. Mr. Stanley responded that the technology was an incinerator plant and that such plants require steady and/or increasing waste stream whereas the goal in the region is to decrease the waste stream. He concluded by noting that the RDN would only consider all competitors in a call for proposals and would not use only one unsolicited proposal. Ms. McIver added similar comments regarding a presentation she had recently attended. Mr. Stanley voiced concern over acceptance by the public for such a technology as proceeding in this direction would require public consultation and would have to be included as part of the SWMP and therefore approved by the Province.

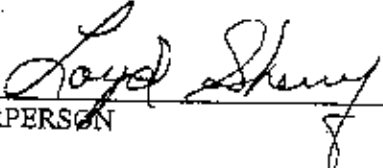
Chairperson Sherry commented on the importance of the committee's knowledge of such technologies and stated that the RDN has been working very closely with CVRD staff and politicians and that the working relationship was very satisfactory.

John Finnie advised the committee that staff and board members are often approached by promoters of new technologies. Mr. Finnie stated that there is a committee of all Vancouver Island regional districts which was initially formed to address solid waste issues and now shares other common interests. The committee has discussed being approached by such promoters and have recommended that these proponents are directed to first meet with the committee before going to councils or other interested parties.

Discussion followed regarding regional districts initiating a ban on a certain material and redirecting that material to a private facility. It was noted that if the regional district does not enforce that ban and therefore the private facility does not receive the feedstock as originally indicated by the regional district, there may be an opportunity for legal recourse by the private facility.

ADJOURNMENT

The meeting was adjourned at 6:10 pm.


CHAIRPERSON

**Minutes of the District 69 Recreation Commission Regular Meeting
Held on Tuesday, January 13, 2004, at 1:00 PM
at Oceanside Place**

Attendance:

Frank Van Eynde
Craig Young
Fred Demmon

Dave Bartram
Jack Wilson
Patti Biro

Eve Flynn
Reg Nosworthy

Staff:

Tom Osborne
Mike Chestnut (2:00 pm)
Marilynn Newsted, Recording Secretary

Neil Connelly
Tony Toriglia (2:00 pm)

Dan Porteous (2:00 pm)

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

Commissioner Van Eynde removed himself from the Chair position in order for the annual election of Chair and Deputy Chair to be conducted.

ELECTION OF CHAIR AND DEPUTY CHAIR

2.1 Mr. Osborne called for nominations for the position of Chair.

~~MOVED Commissioner Bartram, SECONDED Commissioner Young, that Commissioner Van Eynde be nominated for the position of Chair.~~

CARRIED

As no other nominations were received, Mr. Osborne declared Commissioner Van Eynde Chair.

2.2 Mr. Osborne called for nominations for the position of Deputy Chair.

~~MOVED Commissioner Van Eynde, SECONDED Commissioner Bartram, that Commissioner Young be nominated for the position of Deputy Chair.~~

CARRIED

As no other nominations were received, Mr. Osborne declared Commissioner Young Deputy Chair.

Mr. Osborne handed over the Chair to Commissioner Van Eynde.

MINUTES

4.1 ~~MOVED Commissioner Nosworthy, SECONDED Commissioner Bartram, that the Minutes of the District 69 Recreation Commission Regular Meeting held on December 11, 2003, be approved.~~

CARRIED

COMMUNICATIONS/CORRESPONDENCE

- 5 Commissioner Van Eynde presented late correspondence received from Dale Lawlor, Vice-President, Bow Horn Bay Community Club.

MOVED Commissioner Demmon, SECONDED Commissioner Bartram, that the correspondence from Dale Lawlor, Vice-President, Bow Horn Bay Community Club be received.

CARRIED

FUNCTION REPORTS

Mr. Osborne presented the Function Reports from the Ravensong Aquatic Centre, Oceanside Place, Recreation Coordinating and the Regional Parks and Trail and Community Parks (EA 'E' - 'H'). Mr. Osborne reported *Winter Wonderland On Ice* had been an overwhelming success with many of the public stating the event was too short. Mr. Osborne commented the success of the program was certainly due to the hard work and determination of the staff. He also reported that the Leisure Ice Surface remains a difficult area to supervise and that vandalism, especially in the area of the vending machines, has increased. Staff will continue to work with the users and the vending companies to rectify the problems.

Mr. Osborne reported a deficiency list in the amount of \$180,000 remains outstanding at Oceanside Place. He noted that a meeting will be held next week with the engineers in regard to the acoustic problem in the arenas.

Commissioner Demmon noted the Attendance/Registration chart presented in the Oceanside Place Function Report should read Economy Pass total 40 for 2002 and 74 for 2003.

MOVED Commissioner Bartram, SECONDED Commissioner Young, that a facility name sign be obtained for the outside of Oceanside Place which is visible from Highway 19, as previously discussed by the Commission.

CARRIED

MOVED Commissioner Flynn, SECONDED Commissioner Biro, that the function reports be received.

CARRIED

NEW BUSINESS

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

MOVED Commissioner Nosworthy, SECONDED Commissioner Biro, that staff obtain a legal definition of the word *improvement* or an explanation of the word *improvement* as used in the District 69 Sports Field Services Agreement and to include a clarification of what the field standard is, as reflected in the statement "*improvement to standard*" as noted in the Agreement.

DEFEATED

MOVED Commissioner Nosworthy, SECONDED Commissioner Bartram, that staff provide a definition of the term *maintenance* and the term *improvement* with regard to the District 69 Sports Field Services Agreement.

CARRIED

MOVED Commissioner Young, SECONDED Commissioner Bartram, that subsequent to the receipt of the definition of the term *maintenance* and the term *improvement* with regard to the District 69 Sports Field Services Agreement, that the report be received and the approval of the District 69 Sports Field Services Agreement Budget be recommended at the Regular Meeting of the District 69 Recreation Commission in February 2004.

CARRIED

- 9.2 Mr. Osborne reviewed the Ravensong Aquatic Centre Addition - Steam Room/Dry Sauna Project.

MOVED Commissioner Young, SECONDED Commissioner Demmon, that the Ravensong Aquatic Steam Room/Dry Sauna project be approved for tender.

CARRIED

- 9.3 Mr. Osborne presented the Ravensong Aquatic Centre 2004 Budget and Five Year Financial Plan.

MOVED Commissioner Demmon, SECONDED Commissioner Young, that the Ravensong Aquatic Centre 2004 Budget and Five Year Financial Plan be approved as presented.

CARRIED

Mr. Osborne presented the Oceanside Place 2004 Budget and Five Year Financial Plan. He noted a separate report would be presented at the next regular Commission meeting with regard to the higher than expected hydro and gas costs at Oceanside Place.

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

CARRIED

MOVED Commissioner Wilson, SECONDED Commissioner Young, that the Oceanside Place 2004 Budget and Five Year Financial Plan be tabled until the next regular meeting of the District 69 Recreation Commission.

CARRIED

Mr. Osborne presented the Recreation Coordinating 2004 Budget and Five Year Financial Plan.

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the Recreation Coordinating 2004 Budget and Five Year Financial Plan be approved as presented.

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

DEFEATED

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the Recreation Coordinating 2004 Budget and Five Year Financial Plan be approved as presented.

CARRIED

- 9.4 Mr. Osborne called for two volunteers to attend the BCRPA Annual Conference April 29 to May 1, 2004, at Penticton, BC.

Commissioners Van Eynde and Wilson volunteered. Commissioner Young volunteered as an alternate.

ADJOURNMENT

MOVED Commissioner Bartram that the meeting be adjourned at 3:00 pm.

NEXT MEETING

The next meeting will be held at **1:00pm, Thursday, February 12, 2004, at Oceanside Place, in Multipurpose Room 1.**

Frank Van Eynde, Chair



REGIONAL DISTRICT OF NANAIMO			
JAN - 8 2004			
CHAIR		GMCRS	
CAO		GMDS	
GMCMs		GMES	
Dbg Rec. Comm.			✓

MEMORANDUM

TO: Tom Osborne
 Manager of Recreation and Parks

DATE: January 7, 2004

FROM: Tony Toriglia
 Aquatic Supervisor

FILE: 7900-01-RAAQ

SUBJECT: Ravensong Aquatic Centre Addition – Steam Room / Dry Sauna Project

PURPOSE

To obtain authorization to proceed with the tendering of the steam room and dry sauna addition at the Ravensong Aquatic Centre.

BACKGROUND

When the Ravensong Aquatic Centre was first designed, it included the provision of a steam room and dry sauna, however prior to the commencement of the project the two features were dropped as a cost saving measure. Given that saunas are typically provided in most public aquatic facilities in North America and, in the last 15 years steam rooms have become the norm in new facilities, the need and expectation for these two features has not subsided.

The project was approved as part of the 2003 Capital Budget for the Aquatic Centre and staff proceeded by issuing a Request for Proposals for Architectural and Project Management Services. CJP Architects was then awarded the contract and began on the design of the addition, which included architectural, mechanical engineering, and electrical engineering specifications and drawings. In September 2003, after a Quantity Surveyor estimate was conducted, it was determined that the funds allocated for the project were not sufficient to carry out the construction portion valued at \$155,000, previously estimated to be \$80,000. It was decided at this time to defer the construction portion of the project and to complete all the architectural and engineering work, including preparation of the final tender documents, with the intention to complete the project early in 2004 when the appropriate amount of funds would be available based on the five-year financial plan for the facility.

CJP Architects have advised RDN staff that should the project be deferred later than the winter of 2004, construction prices are anticipated to increase and it may be difficult in attracting interest on the tender in what is expected to be a busy construction season beginning in the Spring. Further compounding this would be the likelihood of incurring difficulty in securing skilled trades due to higher demand in the spring. This would further impact labour costs and cause construction delays. RDN staff are familiar with this challenge as RG Construction experienced this labour challenge in the latter stages of the Oceanside Place project.

ALTERNATIVES

1. Authorize the approval of the Ravensong Addition project and issue a tender proposal.
2. Defer the approval of the project until after adoption of the 2004 Annual Budget in March 2004.

FINANCIAL IMPLICATIONS

The estimated construction costs for this project are \$155,000. This figure is based on a Quantity Surveyor's construction cost estimates provided by CJP Architects in September 2003.

A delay in issuing a tender proposal later than February 2004 may result in an increase in the cost of the project, possibly beyond the estimated cost \$155,000. The Quantity Surveyor stated in their report that they have found with these relatively smaller projects, that general contractors and trades price these projects aggressively and the result is usually a low bid up to 25% less than his estimate and with the spread of prices between bidders sometimes around 50%. Currently the Aquatic Centre's 2004 provisional budget has allocated \$160,000 to complete this project.

INTERGOVERNMENTAL IMPLICATIONS

As part of the project, permits for construction from the Town of Qualicum Beach will be required as well as well as the necessary approval from the Health Authority.

COMMUNITY IMPLICATIONS

~~With the addition of a new aquatic facilities within one-hour drive radius from the Ravensong Aquatic Centre, it remains challenge to attract new customers to public sessions. As the facility approaches nine years of operation, the additions will inject new and welcoming features into the facility. The addition to the Ravensong Aquatic Centre will provide the opportunity to attract new customers and increase visits from regular facility users to build and maintain a healthy customer base in future years.~~

Sauna and steam rooms are common features within all aquatic facilities on Vancouver Island. Public inquires regarding this addition to the facility are high and the users are anxiously anticipating this long awaited project.

SUMMARY

The Steam Dry Sauna project was approved as part of the 2003 Capital Budget for the Ravensong Aquatic Centre. Staff then secured an architectural firm for the architectural and project management services portion of the project. CJP Architects was awarded the contract and began on the design of the addition, which included architectural, mechanical engineering, and electrical engineering specifications and drawings. In September 2003, after a Quantity Surveyor estimate was conducted, it was determined that the funds allocated for the project were not sufficient to carry out the construction portion valued at \$155,000, previously estimated to be \$80,000. It was decided at this time to defer the construction portion of the project and to complete all the architectural and engineering work, including preparation of the final tender documents, with the intention to complete the project early in 2004 when the appropriate amount of funds would be available based on the five-year financial plan.

RECOMMENDATION

That the Ravensong Aquatic Steam Room / Dry Sauna project be approved for tender.

for Mr. Farlane
Report Writer

for Mr. Farlane
Manager Concurrence

Stanley
General Manager Concurrence

Raine
C.A.O. Concurrence



Minutes for the Meeting held:
Wednesday, January 14, 2004 @ 1:30 PM
Regional District of Nanaimo – Committee Room
6300 Hammond Bay Road, Nanaimo, BC

Present:

Andrew Tucker, Nanaimo
Bob Lapham, RDN
Brian Mehaffey, Nanaimo
Cheryl Wirsz, Parksville
Christina Thomas, RDN

Dennis Trudeau, RDN
Ian Howatt, Lantzville
Neil Connelly, RDN
Paul Butler, Qualicum Beach

Item

1. **Call to order.**

N. Connelly called the meeting to order at approximately 1:40 PM.

2. **Minutes from the Last Meeting (Dec.3, 2003)**

The minutes were approved as presented.

3. **Old Business**

a) *Regional Context Statement: Content – Update*

C. Thomas provided an update regarding the content proposed for regional context statements (RCSs). It was noted that proposed content for RCSs discussed at the October 29, 2003 IAC meeting had been amended to respond to the Town of Qualicum Beach IAC representative request that some of the questions be prefaced with the word "how" rather than the word "does" so that more information would need to be provided in RCSs. City of Nanaimo IAC representatives were invited to provide any outstanding comments about the proposed RCS content in response to previous indications that City comments were forthcoming. There was general discussion regarding the purpose of RCSs particularly as it relates to the level of detail of information that should be contained in RCSs. There was some discussion regarding the possibility of considering different policy approaches for Urban Containment Boundary (UCB) changes where the UCB change is in the middle of a municipality. N. Connelly indicated that this could be considered as a part of the review of the Urban Containment and Fringe Area Management Implementation Agreement, a project scheduled for the 2004 regional growth management work program. The Committee was in general agreement that the proposed content for RCSs be amended by deleting the second question in Goal 2: Nodal Communities, and by not making the above noted adjustments regarding the words "how" and "docs", in recognition of the desire to be able to develop relatively brief RCSs and provide flexibility to jurisdictions regarding the level of detail to be included in RCSs. C. Thomas indicated that a report about the proposed RCS Content and Review Process would be forwarded to the RDN

January 27, 2004 Committee of the Whole and February 10, 2004 Board meetings for consideration of endorsement.

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

C. Thomas provided an update about the status of work to develop an approach regarding the provision of community water and community sewer service to lands designated by the RGS as Rural Residential or Resource Lands and Open Space for environmental or public health reasons. It was noted that the IAC began a discussion of the topic at its October 29, 2003 meeting, where an approach for making decisions about this matter provided in a RDN staff report was discussed. It was noted that the proposed approach reflects discussion with the Vancouver Island Health Authority and the Ministry of Water, Land and Air Protection. It was noted that staff had hoped to develop a draft implementation agreement based upon the approach described in the report, but that this had been delayed to allow for additional discussion regarding other issues identified by IAC members. It was noted that IAC member issues with respect to the provision of community water and community sewer services for environmental or public health reasons were identified at the December 3, 2003 meeting, and that the intent of this meeting was for the Committee to brainstorm possible methods of addressing each of these issues, with the view to selecting the most appropriate method of addressing each issue, and developing an implementation agreement about the matter based on the outcome of that discussion.

N. Connelly requested Committee member feedback regarding interest in resolving the issue of how to make decisions about servicing land for environmental or public health reasons. It was noted that B. Lapham has indicated that there is an urgency to resolve how such decisions are to be made as the RDN has received a number of requests from property owners in electoral areas for community water or community water service for environmental or public health reasons, and the approach taken may have an impact on community plan processes. The Committee was in general agreement that it would be desirable to develop an approach to respond to this issue as soon as possible. The Committee committed to meeting more frequently, if necessary, to complete this work.

The Committee elected to not brainstorm possible methods of addressing the issues identified at the December 3, 2003 meeting. Instead, there was general discussion regarding the RGS servicing policies; the general approaches that could be taken to addressing the issue; the types of information and expertise that would be useful in responding to the issue; how the Town of Qualicum Beach request for community sewer service provision to several RGS Rural Residential designated lands relates to the current issue; the relationship between the RDN zoning bylaw and the provision of services; and the relationship between the 'engineered service area', the Urban Containment Boundary and the municipal boundaries. The Committee concurred that it would be desirable to discuss graphical information that illustrates some of these concepts related to servicing, and RDN staff committed to providing the appropriate map work for discussion at the next meeting. The Committee requested RDN staff to re-circulate the servicing related material discussed at the October 29, 2003 meeting for reconsideration.

c) *Sustainability Workshop*

C. Thomas indicated that the RDN would be conducting a public workshop to discuss the sustainability of the region, as a part of the State of Sustainability Project, on Saturday, April 3, 2004. The event is a part of the regional growth management program and, as such; residents from all of the areas of the region that participate in the regional growth strategy will be invited to attend.

d) *Drinking Water Protection Workshop*

C. Thomas indicated that the RDN would be conducting a public workshop to discuss drinking water protection in the region on Saturday, May 8, 2004. The purpose of the workshop is to discuss the Drinking Water Protection Act and its requirements, with a view to identifying any possible needs for the Regional District of Nanaimo to take a role. Residents from all parts of the region will be invited to attend.

4. **New Business**

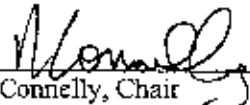
No new business was discussed.

5. **Next Meeting.**

The next meeting was set for Wednesday, January 28, 2003 at 1:30 PM.

6. **Adjournment.**

N. Connelly adjourned the meeting at approximately 4:15 PM.



N. Connelly, Chair

