

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE**

**TUESDAY, JULY 23, 2002**

**7:30 PM**

*(Nanaimo City Council Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 4                    **Jerry Bordian, Texada Land Corporation**, re Concept Plan, Block 564.  
(Information included as a separate enclosure)
- 5                    **Vern Fraser**, re District 69 Recreation & Parks, Seniors Rates and Discounts.
- 6                    **Bob Swail**, re District 69 Recreation & Parks, Seniors Rates and Discounts.

**MINUTES**

- 7-11                Minutes from the Committee of the Whole meeting held on Tuesday, June 25,  
2002.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

- 12                    **Gerald Berry, City of Nanaimo**, re Firefighting Coverage for Properties  
Outside of Municipal Boundaries.
- 13                    **Rob Roycroft, City of Parksville**, re Port Theatre.
- 14                    **Sandra Keddy, Town of Qualicum Beach**, re Port Theatre.

***DEVELOPMENT SERVICES***

**BUILDING INSPECTION**

- 15-16                Section 700 Filings.

**PLANNING**

- 17-21                Community Identification Sign - Qualicum River Estates - Corcan Road - Area F.

**COMMUNITY SERVICES**

**RECREATION & PARKS**

- 22-26 Beach Access Improvements - Area G.  
Project Monitor Agreement with City of Nanaimo for District 69 Multiplex Arena. (Report to be circulated)
- 27-30 Gabriola Island Regional Park - Name Change - Descanso Bay Regional Park.

**TRANSIT**

- 31-35 Nanaimo City Centre Transit Exchange Review.
- 36-38 Malaspina College/Downtown Nanaimo Transit Linkage.

**OTHER**

- 39-40 Green's Landing Wharf - Lease Extension.

**CORPORATE SERVICES**

**HOSPITAL**

- 41-48 Request to Cost Share in Capital Equipment.

**ADMINISTRATION**

- 49 2002 Local Government Elections - Appointment of CEO & DCEO.

**SPECIAL EVENT/SPECIAL OCCASION APPLICATIONS**

- 50-51 Status Reports. (for information)

**ENVIRONMENTAL SERVICES**

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**District 69 Recreation Commission.**

- 52-76 Minutes from the meeting of the District 69 Recreation Commission held July 11, 2002. (for information)

*That the following recommendations stated in the Recreation and Parks 2003 Fees and Charges report be accepted:*

- 1. Adoption of the amended Fees and Charges Policy including the removal of the "senior" rate categories;*

2. *Maintaining the 43% recovery rate and the current level of fees and charges at the arena until September 2003 at which time adult economy passes will be set at \$25.55, and prime and non-prime rates will apply and will include a 2% increase to fees and charges;*
3. *Maintaining the 44% recovery rate at the pool while implementing a 2% increase to fees and charges for children and youth programs at the pool, and reducing the current family rate at the pool from \$8.40 to \$8.25 in January of 2003;*
4. *Maintaining current program recovery rates for the Recreation Coordinating Function to include 125% for adult, 100% for preschool, youth, community cooperative, and child, 75% for summer camps and family, and 50% for leadership development programs, along with a 15% administration fee for all programs, and a guideline of 75%-25% split with small companies.*

*That the non-resident pool surcharge be removed from the Ravensong Aquatic Centre.*

*That Electoral Area 'E' be approached to contribute a fair and reasonable amount to the Ravensong Aquatic Centre.*

#### **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), (e) and (j) of the Local Government Act the Board proceed to an In Camera meeting to consider matters concerning a personnel issue, disposition of land issue, and information that is prohibited from disclosure under section 16 of the Freedom of Information and Protection of Privacy Act.*



## TEXADA LAND CORPORATION

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11th Floor, 938 Howe Street, Vancouver, B.C. V6Z 1N9  
Telephone: (604) 331-6018 • Facsimile: (604) 331-6048

July 10, 2002

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

**Attention: Ms. Linda Burgoyne – Administrative Assistant**

Dear Ms. Burgoyne:

**Re: Request to Appear as a Delegation – Committee of the Whole (July 23, 2002)**

Further to our meeting with Director Joe Stanhope, Mr. Kelly Daniels, and Mr. Bob Lapham on 4 July 2002, we hereby request delegation status to present our Concept Plan to the Committee of the Whole regarding Block 564 (Englishmen River Valley). We intend to have an information package available in advance of the meeting and will submit same to the Regional District by 16 July 2002.

Please confirm when our delegation request has been accepted. Thank you.

Yours truly,  
TEXADA LAND CORPORATION

Jerry Bordian

cc: Kelly Daniels – Chief Administrative Officer  
Bob Lapham – General Manager / Development Services  
Michael Rosen – Planning Consultant

**Burgoyne, Linda**

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**From:** dgratton [dgratton@macn.bc.ca]  
**Sent:** Wednesday, July 17, 2002 4:36 PM  
**To:** Burgoyne, Linda  
**Subject:** Representation at meeting July 23rd meeting.

ATTENTION: Lynda Begoine,

Please be advised that the Parksville Golden Oldies Sports Association wishes to be represented at the meeting of the committee of the whole, July 23. Specifically we are concerned with the recommendations of the District 69 Parks and Recreation Commission's intent to remove senior rates and discounts.

Thank you.

Vern Fraser (V.P. PGOSA)  
724 Lilac Drive  
Parksville, BC  
V9P 1E7  
Tel. 954-3721

**Burgoyne, Linda**

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**From:** dgratton [dgratton@macn.bc.ca]  
**Sent:** Wednesday, July 17, 2002 5:02 PM  
**To:** Burgoyne, Linda  
**Subject:** Representation at meeting July 23rd meeting.

ATTENTION: Lynda Begoine,

Please be advised that the Parksville Panters Senior Hockey Club wishes to be represented at the meeting of the committee of the whole, July 23. Specifically we are concerned with the recommendations of the District 69 Parks and Recreation Commission's intent to remove senior rates .  
Thank you.

Bob Swail  
President, Parksville Panters  
4-2734 West Island Highway  
Qualicum Beach, BC  
V9K 1P7  
Tel. 752-5589

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, JUNE 25, 2002, AT 7:30 PM  
IN THE CITY OF NANAIMO COUNCIL CHAMBERS,  
455 WALLACE STREET, NANAIMO, BC

**Present:**

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

**Also in Attendance:**

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

**DELEGATIONS**

**Tanya Laing, re the Canadian Community Monitoring Network.**

Ms. Laing presented a visual and verbal overview of the Canadian Community Monitoring Network, an initiative of the Canadian Nature Federation and Environment Canada's Ecological Monitoring and Assessment Network Coordinating Office.

MOVED Director Holme, SECONDED Director Westbrook, that the following delegation be permitted to address the Committee.

CARRIED

**Robert Garrett, Hunter Garrett Lobay, re ALR Exclusion Application No. 0206 – Dorman – Pirart Road – Area D.**

Mr. Garrett spoke on behalf of his clients and urged the Board to forward ALR Exclusion Application No. 0206 directly to the Agricultural Land Commission without comment as the land does not seem suitable for farm use.

**MINUTES**

MOVED Director Krall, SECONDED Director Sherry, that the minutes of the Committee of the Whole meeting held on Tuesday, May 28, 2002 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Don Sutherland, Ministry of Community, Aboriginal & Women's Services, re Order in Council to Acquire Access to Regional Parks & Trails.**

MOVED Director McNabb, SECONDED Director Krall, that the correspondence received from the Ministry of Community, Aboriginal & Women's Services, with respect to the approval of an amendment to RDN Regulation, BC Reg. 194/91 to add a section regarding access to regional parks and trails, be received.

CARRIED

**DEVELOPMENT SERVICES**

**BUILDING INSPECTION**

**Section 700 Filings.**

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

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

- (a) Lot 12, Section 11, Range 2, District Lot 8, Plan 23856, Cedar Land District, 2159 Yellow Point Road, Electoral Area 'A', owned by J. Yanda;
- (b) North 40 acres of the South East ¼ of Section 2, Gabriola Island, Nanaimo Land District, 2411 South Road, Electoral Area 'B', owned by M. Zane and M. Gauvin;
- (c) Lot 1, Block 1, District Lot 27G (formerly known as Lot 27), Plan 6756, Wellington Land District, 7056 Lavender Road, Electoral Area 'D', owned by L. Kilner;
- (d) Lot 39, District Lot 116, Plan 27229, Nanoose Land District, 1106 Symons Crescent, Electoral Area 'G', owned by P. Seggie.

CARRIED

**PLANNING**

**ALR Exclusion Application No. 0206 – Dorman – Pirart Road – Area D.**

MOVED Director Westbroek, SECONDED Director Haime, that application for exclusion from the Agricultural Land Reserve for a portion of Lot D, Sections 16 and 17, Range 5, Mountain District, Plan 2964, except those parts thereof included within the boundaries of Plans 17458 and 20359, be refused, and that the Land Reserve Commission be advised that this application is not proceeding.

CARRIED



**Request for Acceptance of Cash in Lieu of Park Land – Kenyon & Wilson on behalf of Arturo Mendenhall – Smithers & Bellevue Roads – Area F.**

MOVED Director McLean, SECONDED Director Westbrook, that the request, submitted by Kenyon & Wilson, BCLS, on behalf of Arturo Mendenhall, pursuant to Section 941 of the *Local Government Act*, offering to pay cash in-lieu-of park land dedication in conjunction with the proposed subdivision of Lot 1, District Lot 99, Nanoose District, Plan 2626, Except Part in Plans 37533 and VIP53117, be referred back to the Subdivision Approving Officer, recommending that the subdivision be denied in the public interest as it is inconsistent with the Area 'F' Official Community Plan and proposed zoning Bylaw 1285, and due to concerns regarding possible contamination of the area's water source, septic disposal and drainage issues.

CARRIED

**Request for Acceptance of Cash in lieu of Park Land – JE Anderson on behalf of Combined Forest Products Ltd. – Church & Valley Roads – Area F.**

MOVED Director McLean, SECONDED Director Korpan, that the request, submitted by JE Anderson & Associates, BCLS, on behalf of Combined Forest Holdings Ltd., pursuant to Section 941 of the *Local Government Act*, offering to pay cash in-lieu-of park land dedication in conjunction with the proposed subdivision of Lot 11, District Lot 156, Nanoose District, Plan 1964, be referred back to the Subdivision Approving Officer, recommending that the subdivision be denied as it is inconsistent with the Area 'F' Official Community Plan zoning which proposes a minimum parcel size of 1.0 ha.

CARRIED

**COMMUNITY SERVICES**

**REGIONAL DEVELOPMENT**

**Regional Growth Management Plan Review – Present Status Lands Designation – Bylaw No. 1309.**

MOVED Director Haime, SECONDED Director Sherry, that the report on the issue of the Present Status Lands (Sub-Urban Area) designation, prepared as a part of the Growth Management Plan Review and consideration of Regional Growth Strategy Bylaw 1309, be received for information.

CARRIED

MOVED Director Haime, SECONDED Director McLean, that given the Lantzville Restructure Committee has applied to the Minister of Community, Aboriginal and Women's Services to request holding a referendum in September with regard to local government structure, no final decision regarding the RGMP review be made until after the referendum to allow the community to decide on their local government structure.

CARRIED

**Regional Growth Management Plan Review – Watersheds – Bylaw No. 1309.**

MOVED Director Holdom, SECONDED Director Sherry, that the report on the issue of watersheds, prepared as a part of the Growth Management Plan Review and consideration of Regional Growth Strategy Bylaw 1309, be received for information.

CARRIED

**TRANSIT**

**Transit Service and Feasibility Reviews – Cedar & Gabriola Island.**

MOVED Director Holme, SECONDED Director Sperling, that the Transit Service and Feasibility reports for Cedar and Gabriola be received for information and be brought forward as part of the 2003 Transit Business Plan review.

CARRIED

**Regional Transit/handyDART – 2001 BC Transit Performance Summary.**

MOVED Director Krall, SECONDED Director McNabb, that the Regional Transit/HandyDART 2001 Performance Summary report be received for information.

CARRIED

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**BC Transit – Funding & Service Strategy Review.**

MOVED Director Sherry, SECONDED Director McNabb, that the Regional District respond to BC Transit's Phase 1 Consultation program concerning reduced funding for 2003 with a position that BC Transit consider a reduction to their annual administration fee to assist with the Regional District's 2003 budget review process for Transit this Fall.

CARRIED

**ENVIRONMENTAL SERVICES**

**SOLID WASTE**

**Contract for Bird Control at Regional Landfill.**

MOVED Director McNabb, SECONDED Director Sherry, that the Board award the contract for bird control services at the Regional Landfill to Pacific Northwest Raptors for a period of three years commencing September 1, 2002 at a total cost of \$249,000.

CARRIED

**UTILITIES**

**Rural Streetlighting LSA Boundary Amendment Bylaw No. 791.04 – Area G.**

MOVED Director Holme, SECONDED Director Rispin, that "Rural Streetlighting Local Service Area Boundary Amendment Bylaw 791.04, 2002" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

**Driftwood Water Supply Service Area Bylaw No. 1255.01 – Area E.**

MOVED Director Holme, SECONDED Director Westbrook, that "Driftwood Water Service Area Boundary Amendment Bylaw 1255.01, 2002" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

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

MOVED Director Haime, SECONDED Director Sherry, that the minutes of the Lantzville Parks & Open Space Advisory Committee meeting held May 6, 2002, be received for information.

CARRIED

**Area A Parks, Recreation and Greenspaces Advisory Committee.**

MOVED Director Elliott, SECONDED Director Krall, that the minutes of the Area A Parks, Recreation and Greenspaces Advisory Committee meeting held May 16, 2002, be received for information.

CARRIED

**District 69 Recreation Commission.**

MOVED Director Quittenton, SECONDED Director Westbrook, that the minutes of the District 69 Recreation Commission meeting held June 11, 2002, be received for information.

CARRIED

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

MOVED Director Holme, SECONDED Director Hamilton, that the minutes of the Nanoose Bay Parks & Open Space Advisory Committee meeting held June 10, 2002, be received for information.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Canadian Community Monitoring Network.**

MOVED Director Holdom, SECONDED Director Westbrook, that the Board support the Canadian Nature Federation and the Ecological Monitoring and Assessment Network Coordinating Office of Environment Canada's Canadian Community Monitoring Network initiative.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 8:20 PM

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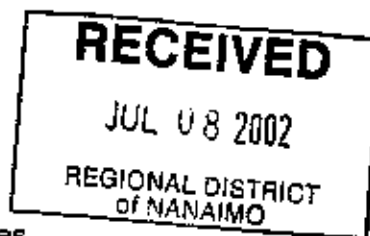
CHAIRPERSON



# CITY OF NANAIMO

VANCOUVER ISLAND • BRITISH COLUMBIA

2002-JUL-03



FILES: 0440-20 (Comm. Safety)  
0470-30

Ms. Nancy Avery  
Manager of Financial Services  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Dear Ms. Avery:

Re: Your Letter Dated 2002-JUN-20  
Firefighting Coverage for Properties Outside of Municipal Boundaries

Thank you for your letter to Al Kenning dated 2002-JUN-20, received today. Established City of Nanaimo Council Policy is not to provide municipal taxpayer funded services outside of City boundaries. City Staff would not recommend Council revisiting this long-term stance without resolution of the outstanding Regional Services issues.

Yours very truly,

  
Gerald D. Barry  
CITY MANAGER

GDB\*djt  
G:\cm\com\2002\administration\coop & liaison - Comm. Safety\138.doc

cc: All Members of Council  
A. C. Kenning, Deputy City Manager/General Manager, Corporate Services  
A. W. Laidlaw, General Manager, Community Services  
B. N. Mehaffey, General Manager, Development Services  
R. Lambert, Fire Chief



## City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC, V9P 2H3  
Telephone: (250) 248-6144 Fax: (250) 248-6650  
[www.city.parksville.bc.ca](http://www.city.parksville.bc.ca)

**RECEIVED**

JUL 15 2002

REGIONAL DISTRICT  
NANAIMO

July 12, 2002

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

Attention: Ms. Maureen Pearse, Manager of Administrative Services

Re: Port Theatre

Dear Maureen:

We have made arrangements for Sandra Thompson of the Port Theatre to appear before Parksville Council as a delegate on August 7<sup>th</sup>. Council will likely make a decision on this matter after that time.

Yours truly,

ROB D. ROYCROFT, MCIP  
City Manager

RDR:dd

cc Shirley Hine, Director of Administrative Services

**PAGE**  
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**TOWN OF QUALICUM BEACH**  
Celebrating our 60th Anniversary  
1942 to 2002

201 - 660 Primrose St.  
P.O. Box 130  
Qualicum Beach, B.C.  
V9K 1S7

**RECEIVED**  
JUL 17 2002  
REGIONAL DISTRICT  
NANAIMO

Telephone: (250) 752-6921  
Fax: (250) 752-1243  
E-mail: qbtown@qualicumbeach.com  
Website: www.qualicumbeach.com

July 12, 2002

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

**Attention: Maureen Pearse, Manager of Administrative Services**

Dear Ms. Pearse

**Re: Port Theatre Funding Request**

Thank you for your correspondence of June 28, 2002, regarding the aforementioned.


Please be advised that Council, at their Regular meeting held Monday, July 8<sup>th</sup>, 2002 ratified the following motion:

**MOVED and SECONDED** that the request from the Regional District of Nanaimo for Council's support in proceeding to referendum in November 2002 to put forward the Port Theatre's request for funding either on a requisition rate of \$2.90 per \$100,000 of assessment or on the basis of usage to be deferred to the August meeting of Council.

**CARRIED**

Following the August Council meeting, correspondence will be forwarded to you indicating Council's decision. Should you require anything further please do not hesitate to contact our office.

Yours truly



**S.J. (Sandra) Keddy**  
**Deputy Corporate Administrator**  
**Town of Qualicum Beach**

File: 0470-20-RDN  
F: Letters/02/porttheatrefunding.so

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

**DATE:** July 12, 2002

**FROM:** Allan Dick  
Senior Building Inspector

**FILE:** 3810-20

**SUBJECT:** Local Government Act - Section 700 - Contravention of Bylaw  
Meeting Date - July 23, 2002

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#### PURPOSE

To provide for the Committee's review, proposed Section 700 filings on properties which have outstanding occupancy or safety issues that contravene Building Bylaw No. 1250.

#### BACKGROUND

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

#### SUMMARY OF INDIVIDUAL INFRACTIONS

##### *Electoral Area 'A'*

1. Owners Name: William Taylor and Rhonda Kulai  
Legal Description: Lot 7, Block 6, Section 16, Range 1, Plan 2041, Cedar Land District  
Street Address: 2151 Holden Corso Road  
*Summary of Infraction:*  
May 3, 2000 - letter sent; SFD occupied without an occupancy permit  
May 24, 2002 - message left with owner to contact building inspector  
May 28, 2002 - Ms. Kulai spoke with building inspector and stated she would complete SFD on her own timeframe  
July 9, 2002 - Senior Inspector attempted to contact owner  
July 10, 2002 - Senior Inspector left message on machine to contact RDN regarding bylaw contravention process

##### *Electoral Area 'B'*

2. Owners Name: Roxane Pitre  
Legal Description: Lot 26, Section 18, Plan 21586, Gabriola Island, Nanaimo Land District  
Street Address: 661 Gallagher Way  
*Summary of Infraction:*  
February 28, 2002 - letter sent regarding bylaw contraventions  
July 8, 2002 - follow up to previous letter regarding bylaw contraventions including construction without a permit

**Electoral Area 'G'**

3. Owners Name: Ronald and Gail Smith  
Legal Description: Lot 11, Block 18, District Lot 78, Plan 1694, Nanoose & Newcastle Land Districts  
Street Address: **940 Bennett Road**

*Summary of Infraction:*

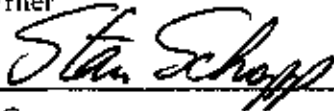
April 3, 2002 – permit expired letter sent via regular mail to Prince George address  
April 18, 2002 – letter returned, wrong address. Mailed another letter to QB address  
June 21, 2002 – 2nd letter sent via certified mail; permit expired  
July 4, 2002 – verification of certified mail received but no response from owner  
July 10, 2002 – senior inspector contacted owner who stated he was unwilling to complete decks.  
Filing process explained to owner, but he is still unwilling to complete project

**RECOMMENDATION**

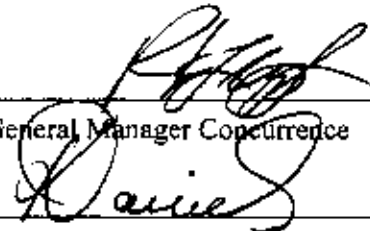
That a notice be filed against the titles of the properties listed, pursuant to Section 700 of the *Local Government Act* and that if the infractions are not rectified within ninety (90) days, legal action will be pursued.



Report Writer



Manager Concurrence



General Manager Concurrence

C.A.O. Concurrence

**COMMENTS:**

*devsvs/reports/2002/3810-20-section700.july.doc*





<b>REGIONAL DISTRICT OF NANAIMO</b>			
JUL 15 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
COWILL			

**MEMORANDUM**

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

**DATE:** July 12, 2002

**FROM:** Lindsay Chase  
Planner

**FILE:** 3010 01 SIGN

**SUBJECT:** Community Identification Sign – Qualicum River Estates  
Electoral Area 'F' – Corcan Road

**PURPOSE**

To consider a request to support an application to the Ministry of Transportation to site a community identification sign on Corcan Road.

**BACKGROUND**

Sutton Whitecap Realty on behalf of Wicklow West Holdings, recently requested the Regional District of Nanaimo's support of their application to site a community identification sign on Corcan Road in the road right-of-way for the development known as 'Qualicum River Estates.' Homelife Central Realty initially made a request for a sign in July of 1997. The Board did not support the application at that time, as Qualicum River Estates was not recognized as a distinct community by an Official Community Plan.

The applicant is proposing to relocate the existing 4.6 metre wide by 1.2 metre tall sign, from Lot 1, Plan VIP66682 to the road right-of-way as shown on *Schedule No. 1*. The applicant has indicated that the sign is not a sales or marketing sign, and is intended only as an identifier for the community. The proposed new location for the sign will be oriented northeast down Corcan Road and will not be visible from the Inland Island Highway.

As the applicant is proposing to locate the sign on the road right-of-way, application was made to the Ministry of Transportation. As part of the Ministry review process, the applicant must meet the following criteria:

1. Obtain Regional District agreement recognizing this area as a distinct community within the Regional District; and,
2. Obtain verification that the proposed community name is acceptable to the Regional District.

**ALTERNATIVES**

1. To support the request to recognize the 'Qualicum River Estates' name and area as a "distinct community" within the Regional District for the purpose of meeting Ministry of Transportation criteria to place an entrance sign within the Corcan Road right-of-way.
2. To deny the request.

## **DEVELOPMENT IMPLICATIONS**

The Qualicum River Estates Village Centre is presently designated as a village centre within the "Electoral Area 'F' Official Community Plan Bylaw No. 1152, 1999." The OCP policy for this designation supports the Regional Growth Management Plan goal of creating complete, nodal communities, and directs higher intensity residential development as well as future commercial and industrial development into the Village Centres. In support of the Qualicum River Estates Village Centre designation, some land has local commercial zoning and other land has been acquired for a future school site and community park.

The Vancouver Island Highway Agreement includes an objective to prohibit signs not approved by the Ministry of Transportation in the Highway Corridor that might impact on the safety of the traveling public or detract from the quality of the travel experience. In this situation, the sign is proposed to be located adjacent to the Inland Island Highway underpass on the road right of way adjacent to Corcan Road, and will therefore, not be visible from the Inland Island Highway.

## **SIGNAGE IMPLICATIONS**

While the name - 'Qualicum River Estates' - does not have any direct historical or geographical association it was recognized as the preferred name for the area based on input during the preparation of the Electoral Area 'F' Official Community Plan. Therefore the name was used to identify the Qualicum River Estates Village Centre as designated by the Official Community Plan.

## **VOTING**

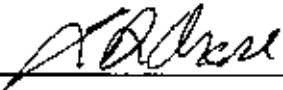
All Directors - one vote, except Electoral Area 'B'.

## **SUMMARY/CONCLUSIONS**

This is a request from Sutton Whitecap Realty to locate a community identification sign in the road right of way adjacent to Corcan Road. The Ministry of Transportation sign policy provides for local government comment in the approval process. The Ministry requests a resolution from the Board indicating that the proposed name of the community is acceptable and that the community is recognized as a distinct community by the Regional District. Although the name of the community does not directly relate to any historic or geographic features, Qualicum River Estates Village is recognized as a Village Centre within the Electoral Area 'F' Official Community Plan, and Regional Growth Management Plan. The "Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002" does not contain any regulations with respect to community identification signs proposed to be located in the road right-of-way. The Vancouver Island Highway Agreement prohibits signs that are not approved by the Ministry of Transportation and that are visible from the highway corridor. Therefore, as this sign will be oriented north on Corcan Road and will not be visible from the Inland Island Highway, the Ministry of Transportation may approve the sign.

**RECOMMENDATION**

1. That the request to recognize the 'Qualicum River Estates' name and area as a "distinct community" within the Regional District for the purpose of meeting Ministry of Transportation criteria to place an entrance sign within the Corcan Road right-of-way be supported.



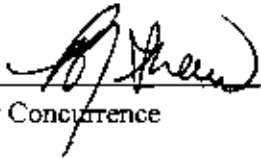
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Report Writer



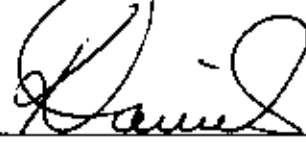
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General Manager Concurrence



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Manager Concurrence

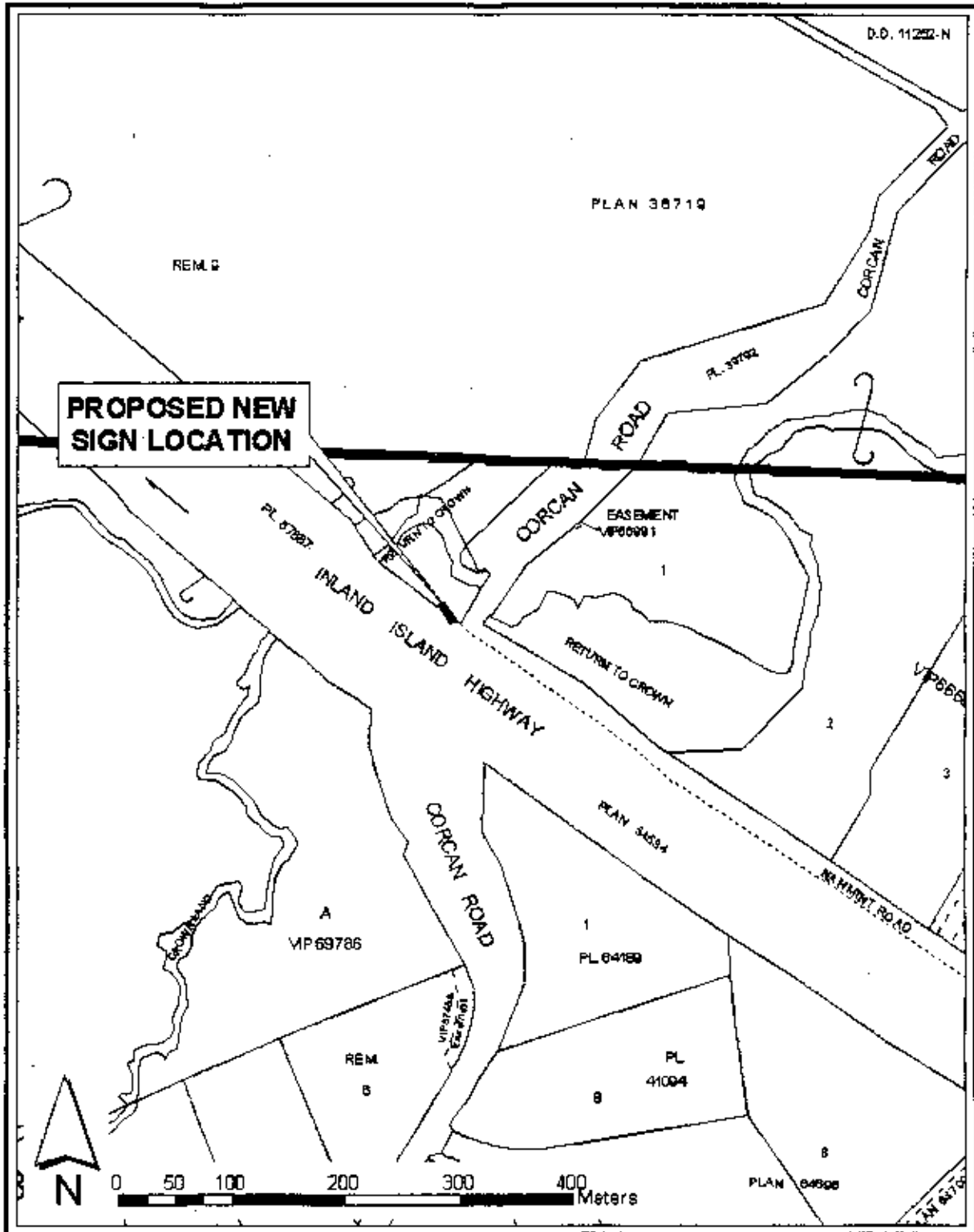


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CAO Concurrence

COMMENTS:

Schedule No. 1  
Proposed Sign Location



Schedule No. 2  
Current Sign Proposed to be Re-located to Right-of-Way Oriented Northeast on Corcan Road



Approximate Location for Sign





REGIONAL DISTRICT OF NANAIMO			
JUL - 8 2002			
CHAIR		GMCrs	
CAO		GMDS	
GMCms		GMES	
		<i>Coath</i>	<i>[initials]</i>

MEMORANDUM

TO: Tom Osborne  
Manager of Recreation and Parks

DATE: July 2, 2002

FROM: Jonathan Lobb  
Parks Technician

SUBJECT: Beach Access Improvements - Electoral Area "G"

Purpose:

To consider and approve staff applying to the Ministry of Transportation (MoT) for Permission To Construct Works Within Highway Right-of-Way in order to implement a beach access improvement project in Electoral Area "G".

Background:

Staff were contacted by a Columbia Beach area resident (Brian Coath, member of the Electoral Area G Parks and Open Spaces Committee) requesting the RDN obtain tenure over a piece of MoT managed, Crown land located in Electoral Area G (identified as road on Plan #22290, registered in 1969). This request was supported by the Electoral Area 'G' Parks and Open Spaces Advisory Committee at their November 7, 2001 meeting:

*MOVED B. Coath, SECONDED B. Cownden that the Committee recommends staff be requested to investigate the status of the beach access at Admiral Tryon Boulevard with a view to ensuring it remain public access to the waterfront, and possibly to become community parkland.*

The property is a conglomeration of road allowances (beach accesses) that were grouped into a larger, more useful, public beach access at the time of subdivision. The approximately 0.65 ha property is located on the 1600 block of Admiral Tryon Boulevard in the Columbia Beach subdivision in French Creek. It is currently covered in wild grasses and flowers (planted by local residents) and there is a horseshoe driveway through the lot, with parking for up to a dozen vehicles along the driveway. Local residents have dragged driftwood logs from the foreshore to the edge of the grassed area in order to allow wave action to build up a slight berm at the northern boundary of the lot. It is in this area that there are three pedestrian accessways to the water that are heavily used by local residents and a considerable number of out-of-area windsurfers that seek the favourable conditions offered at this beach.

Staff informed Mr. Coath that a survey of the area could provide staff with the requisite consensus for the Recreation and Parks Department to proceed with his request. Staff provided copies of a petition form (attached) so that groups of volunteers could poll the neighbourhood to obtain consensus. With the map staff provided, showing 234 homes in the area, volunteers managed to obtain votes from 142 homes, all responding in the positive to the question posed. It is likely that if they had been contacted, a positive response would have also been obtained from a large number of residents in the 92 homes whose

occupants were not home at the time of the survey. Given this, staff feel that the 60.7% of the community documented in favour of the Regional District seeking tenure over the property is sufficient to warrant proceeding with this project.

The steps to be taken to secure tenure and develop the property, pending Board approval, are as follows.

1. Staff will submit an application to Ministry of Transportation for a Permit to Construct Works for the Admiral Tryon Boulevard property.
2. Upon receipt of the permit staff will fund the purchase of fill, machine time, concrete and a seating bench to develop the property. Staff will also coordinate volunteer labour for said development.
3. Staff will coordinate any volunteer labour required for maintenance of the informal flowerbeds and seating bench (minimal to none expected to be required following initial development phase).
4. The Regional District will provide liability insurance coverage for the property under its existing policy with MIA.

**Alternatives:**

1. Approve the beach access site as an improvement project for 2002 and for staff to attain the necessary permit from Ministry of Transportation for this project to take place, along with further public consultation with the local area property owners.
2. Not approve the beach access site as an improvement project for 2002.

**Financial Implications:**

The proposed development work at this location includes purchasing 12 cubic yards of ¾" unwashed road crush suitable for road base construction, approximately 2 hours of bobcat work to spread the material, purchase of less than a yard of concrete and purchase of a seating bench. Labour for this development work is to be provided by local volunteers, with the exception of the bobcat. Total monetary cost to the RDN would not exceed \$1000, which is available through the Electoral Area 'G' Community Parks budget.

**Intergovernmental Implications:**

Approvals from Ministry of Transportation will have to be obtained. Permissions from other government agencies may be required, such as Ministry of Sustainable Resource Management and Department of Fisheries and Oceans, depending on the natural elements of the site. Permits beyond that necessary from Ministry of Transportation are not anticipated however, based on previous staff experience with development work of this nature, and would not be sought without requirement by Ministry of Transportation.

While a more secure tenure such as a lease or licence of occupation is preferred, Ministry staff advise that a lease or licence will almost certainly not be approved for the property and that the quickest and most cost-effective method of obtaining approval is through a Permit to Construct Works Within Highway Right of Way.

**Citizen Implications:**



Development of the property will provide the residents of Columbia Beach with a large access to water. With the high market prices in the area for waterfront property, the Regional District has limited opportunity to purchase similar type lands in this Electoral Area. There is strong local support for the Regional District managing this property.


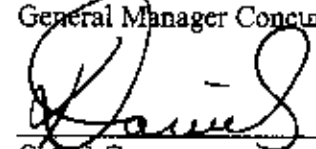
**Summary:**

Following a request from the public, staff are seeking board permission to proceed with a permit application to Ministry of Transportation for a 0.65 ha waterfront property in Columbia Beach. This is for the purposes of continuing public access through some of the decreasingly available waterfront property in Area G and to provide community-desired improvements to the site. Local public support of the application has been proven through a volunteer-conducted survey of the community that has been received and tallied by staff. There is a minimal financial commitment required of the Regional District. Volunteer labour is readily available and has been proven through other development and maintenance projects in this community.

**Recommendation:**

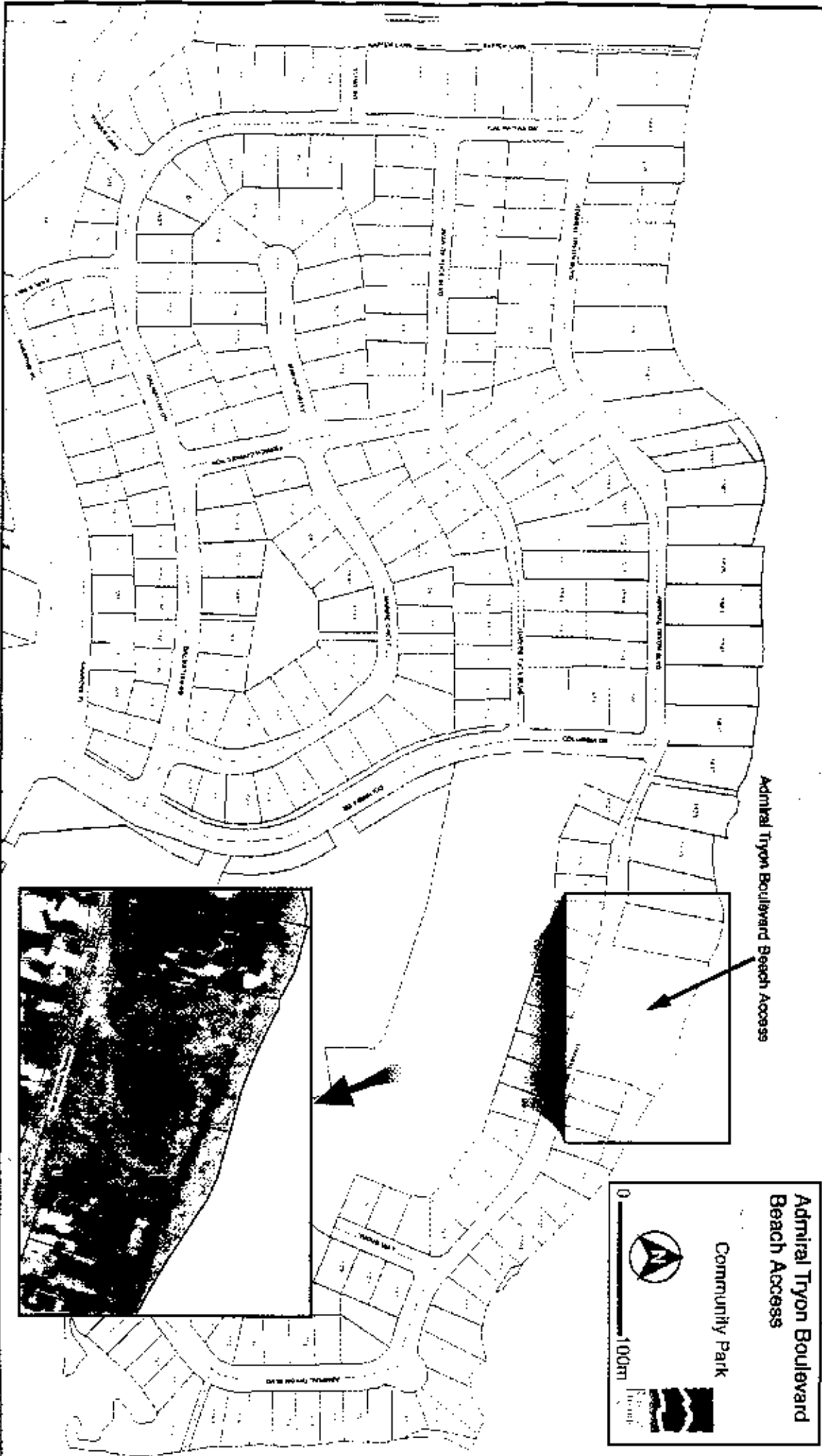
That the Regional Board directs staff to proceed with the permit application to MoT for a 0.65 ha waterfront property (identified as road on Plan #22290, registered in 1969) in Columbia Beach, and the subsequent improvements outlined above.

   
Report Writer      Manager

 *A/An*  
General Manager Concurrence  
  
C.A.O Concurrence

**COMMENTS:**





Admiral Tryon Boulevard Beach Access

Admiral Tryon Boulevard  
Beach Access

Community Park

0 100m

# COLUMBIA BEACH WATERFRONT ACCESS SURVEY

ADMIRAL TRYON BOULEVARD BEACH ACCESS LICENCE PROPOSAL

MARCH 2002



*Background:*

A public beach access (approximately 300ft. x 200ft.) was created in the 1600 block of Admiral Tryon Blvd. when the Columbia Beach subdivision was created (see map). This property is currently owned by the Crown and managed by the Ministry of Transportation. The RDN Electoral Area 'G' Parks, Recreation and Greenspaces Advisory Committee, as well as members of your community, have expressed interest in asking the Regional District of Nanaimo's Recreation and Parks Department to apply for a licence to manage this property as park land. If this occurs, the Recreation and Parks Department and neighbourhood volunteers will undertake the development and maintenance of the property to better serve the members of the Columbia Beach community. A proposed site plan is provided for your consideration.

Each of the 234 households in Columbia Beach will be asked for their opinion on this licence and development. Name, address and voting preference will remain confidential and will be tallied by the Regional District of Nanaimo.

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*RDN Recreation & Parks Department*

248-3252

*Jonathan Lobb, Parks Technician*

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Do you support the licence application and proposed development of the beach access described herein by the Regional District of Nanaimo?

Please circle one:

**YES**

**NO**

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**PAGE**  
26



REGIONAL DISTRICT OF NANAIMO			
JUL 17 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	

**MEMORANDUM**

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

**DATE:** 17 July 2002

**FROM:** Joan Michel  
Trails Coordinator

**FILE:**

**SUBJECT:** Gabriola Island Regional Park  
Name Change

**PURPOSE**

To request that the Board authorize the adoption of *Descanso Bay Regional Park* as the name for the RDN's new regional park on Gabriola Island.

**BACKGROUND**

In February 2002, the RDN Board approved an agreement with the Coastal Community Credit Union (CCCU) for the acquisition of a 153 acre parcel on Gabriola Island for use as community and regional park. The Regional District took legal possession of the park property in May 2002. The CCCU had operated a campground on the property for many years, and will continue to operate the park and campground until the fall of 2002. The property has been commonly known as the Gabriola Campground.

The new regional park requires a proper name. The CCCU and RDN Recreation and Parks are planning an official opening of the park for Saturday 24 August 2002. A cairn and bronze commemorative plaque, similar to that erected at the Barclay Crescent Millennium Bridge over French Creek, will be unveiled as part of the opening ceremony. It would be appropriate to have determined a proper name for the new park in time for the official opening ceremony.

The Regional District's Policy No. C1.3, *Parks Naming Policy*, directs that:

In general, Regional Parks are set aside for their significant geographical features and should be named for that feature... (e.g.,)... Benson Creek Falls Regional Park. Regional Parks should be named after people only when that person has donated the land for the park and when that person specifically requests that the park be named after them.

The new regional park has been known as the Gabriola Campground. It is one of a small handful of campgrounds on the Island, all others being privately owned and variously named without reference to Gabriola. Continued use of the name "Gabriola" for the new regional park is possible, however it does not fully meet the directive of Policy C1.3 and should in the future other Regional Parks be purchased on the Island, the name is not specific enough to the location of the Park. The significant geographical feature of the new regional park relates to its oceanfront

and particular location on Gabriola Island. There are no special geographical features within the park itself, and no names for the small bays and points associated with the property. The new park is situated within Descanso Bay, a large bay on the northwest side of Gabriola that includes the BC Ferries Terminal (Descanso Bay Terminal). Use of the name "Descanso Bay" on Gabriola is limited to this immediate area – a couple of roads and the Terminal – so the name has a specific geographic association and, courtesy of the BC Ferries promotion machine, a well-publicized one that makes locating it easy for visitors. There is no other significant use of the name "Descanso" in BC.

The origin of Descanso Bay dates to the 18<sup>th</sup> Century and the era of Spanish expeditions along BC's coast. "Cala del Descanso" or Descanso Bay was named in 1792 by members of the Spanish expedition force who were exploring Vancouver Island and the Gulf Islands at the same time as Captain George Vancouver. "Cala del Descanso" means "Bay of Rest" or "Restful Bay." At the time, the Spanish explorers were having difficulty keeping up with Captain Vancouver, and were pleased to take shelter in a protected bay on the northwest side of Gabriola. The Spaniards named the bay Cala del Descanso because of their need of rest and appreciation in finding it there.

Other names with geographical references that might be considered for use with the new regional park include Malaspina (already used for Malaspina Galleries, large sandstone formations north of Descanso Bay, and some area roads), and Taylor Bay Road (on which the park is located). Names related to the Spanish expedition to Descanso Bay that might be considered are Galiano and Valdes, the Spanish expedition captains, and their schooners Sutil and Mexicano. These names do not however offer the recognition value or specificity of Descanso Bay, and are not generally used on Gabriola.

The CCCU has asked if the new regional park could be named after Rod Glen, the Credit Union's past general manager who originally envisioned a park at the site and worked to see the Credit Union acquire the property. However, the CCCU is agreeable to the new name Descanso Bay Regional Park, given that the commemorative plaque and cairn recognize Mr. Glen's individual role in the creation of the park. There is no problem accommodating this request.

## ALTERNATIVES

1. To authorize the naming of the new regional park on Gabriola Island "Descanso Bay Regional Park."
2. To authorize "Gabriola Island Regional Park" as the new name.
3. To direct staff to continue to search for other possible names, and use "Gabriola Island Regional Park" in the interim.
4. To undertake a public name-selection exercise, and use "Gabriola Island Regional Park" in the interim.

## FINANCIAL IMPLICATIONS

RDN signage at the new regional park along with park promotion material such as web site and pamphlet are required now, and ready to be produced. While it is possible to move forward with an interim name, and go back later with a new name and change signage, amend the commemorative cairn and update promotional material, it would be confusing for the public and represents an extra, not insignificant, cost. It is preferable that a name for the park be determined sooner than later.

## COMMUNITY IMPLICATIONS

Descanso Bay is a well-recognized name on Gabriola Island, and is clearly shown on all Island-produced and other maps. It is the location and proper name of the Island's ferry terminal, an essential spot in community life on any West Coast island and a gateway for tourists. The name "Descanso" is not commonly used elsewhere on Gabriola (or in BC), and should not conflict with other businesses, public or private. By using the Descanso Bay name, the RDN will contribute to Gabriola's vision of itself as a place of rest and quiet good living.

To undertake a region-wide public name-selection exercise is a large task. There remains opportunity to invite public input in respect of a name for the community park attached to the new regional park. In this case, the public involved would be from Gabriola only.

## SUMMARY

The new regional park on Gabriola Island requires a proper name. The Coastal Community Credit Union (CCCU) is operating the campground and park until the fall, however, the RDN needs to erect the Region's signage at the park now and needs to contribute to park promotion (e.g., via the RDN web site) before the main camping season is over for 2002. As well, an official park opening is being planned with the CCCU for August 24, 2002, which will involve the erection of a cairn and plaque commemorating the CCCU and RDN's effort to acquire the park for all to enjoy. It is desirable that a name for the park be selected in time for 2002 signage, promotion and commemoration.

"Descanso Bay Regional Park" is recommended as the name for the new ocean side park on Gabriola Island. The park is located in Descanso Bay, a name shared by the BC Ferries Terminal located near the park. The park's situation within Descanso Bay constitutes its salient geographical feature, the primary factor to be considered in park naming as per RDN Policy C1.3. The origin of the name Descanso dates from 1792 and the Spanish expedition up the east coast of Vancouver Island. Captains Valdes and Galiano had a rough go of it in the Strait and found a spot of rest at what they called Cale del Descanso (Bay of Rest) on Gabriola Island. The bay has kept this name ever since.

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Other options for a park name, e.g., Gabriola Island Regional Park, and other routes to finding a name, e.g., engaging in a region-wide public name-selection exercise, are not recommended. The CCCU is agreeable to the use of Descanso Bay Regional Park.

**RECOMMENDATION**

That the new regional park on Gabriola Island be named "Descanso Bay Regional Park."

*for*                       
*M. Paulane*  
Report Writer

                      
Manager Concurrence

                     *Alan*  
General Manager Concurrence  
                      
*R. [unclear]*  
C.A.O Concurrence



REGIONAL DISTRICT OF NANAIMO			
JUL 12 2002			
CHAIR		GMCrs	
CAO		GMDS	
GMCmS		GMES	
<i>Coll</i>			

**MEMORANDUM**

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

**DATE:** July 12, 2002

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

**FILE:** 8310-01

**SUBJECT:** Nanaimo City Centre Transit Exchange Review

**PURPOSE**

To update the Board on the Nanaimo City Centre Transit Exchange review.

**BACKGROUND**

The layout of the City Centre Transit Exchange on Gordon Street and Museum Way is being reviewed to explore alternate and improved methods of providing Transit to the downtown Nanaimo core. When the agreement was made with the City of Nanaimo (Spring of 2001) for the use of this area the Gordon Street parkade was being retained as a possible development site for a convention centre.

Since that time another convention centre location has been chosen allowing for the possible expanded use of the Gordon Street area for an improved Transit Exchange. Discussions with the City of Nanaimo staff indicate that they concur with the review, with the understanding that any proposed changes will require the approval of Nanaimo's City Council.

The current layout of the Exchange responds to the ridership's needs and operational requirements as well as could be achieved given the site constraints in place at the time of construction. However the conditions are not desirable over the longer term. There is inadequate space for all buses scheduled in the downtown to meet at one time. As a result the buses are looped around the Harbour Park Mall allowing for two consecutive groups of buses to enter the site, one after the other. This looping allows for transfers to take place. An improved system would see the buses in one place at given times reducing anxiety for the ridership and operators.

Urban Systems, Transportation Planners, have been retained by BC Transit and the RDN to carry out a review of possible site configurations. Site visits have been carried out and discussions with Regional Transit staff have helped outline the operational needs for the new exchange. Attached are three options for the development of the exchange. These options have been forwarded to the City of Nanaimo staff for comment. These options will also be sent to key organizations and groups in the downtown area to allow for their comments and suggestions. Once a final option has been chosen then Urban Systems will move forward on developing the preliminary design and cost estimates for budgeting purposes. With that information the RDN will bring forward the budget implications as part of the 2003 Budget approval process.

**ALTERNATIVES**

1. Receive this report for information.
2. Do not receive this report for information.

**FINANCIAL IMPLICATIONS**

BC Transit and the RDN have retained Urban Systems to complete this work. Full cost sharing is in place for this design work that has been estimated at \$15,000. The RDN share of approximately \$8,000 will be funded through the existing 2002 budget.

**CITIZEN IMPLICATIONS**

The Transit Exchange, located on Gordon Street and Museum Way, is downtown Nanaimo's primary Transit service node. It serves over 20% of the system ridership that represents over 400,000 trips into and out of the downtown core every year. A modified Transit Exchange that will provide transfer and schedule reliability will serve to solidify current ridership and will encourage broader use in the community.

**SUMMARY/CONCLUSIONS**

The Nanaimo City Centre Transit Exchange layout is being reviewed to explore possible modifications that will improve its effectiveness and efficiency. Working with the City of Nanaimo, and in consultation with downtown organizations and groups, a new layout will be developed.

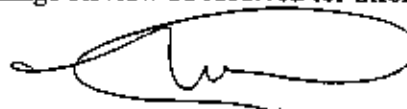
Improvements to the site are subject to City of Nanaimo approvals and agreements for land use in the Gordon Street area. Budget considerations will be brought forward in the Fall of 2002 for the 2003 budget cycle.

**RECOMMENDATION**

That this report on the Nanaimo City Centre Transit Exchange Review be received for information.



Report Writer



General Manager Concurrence

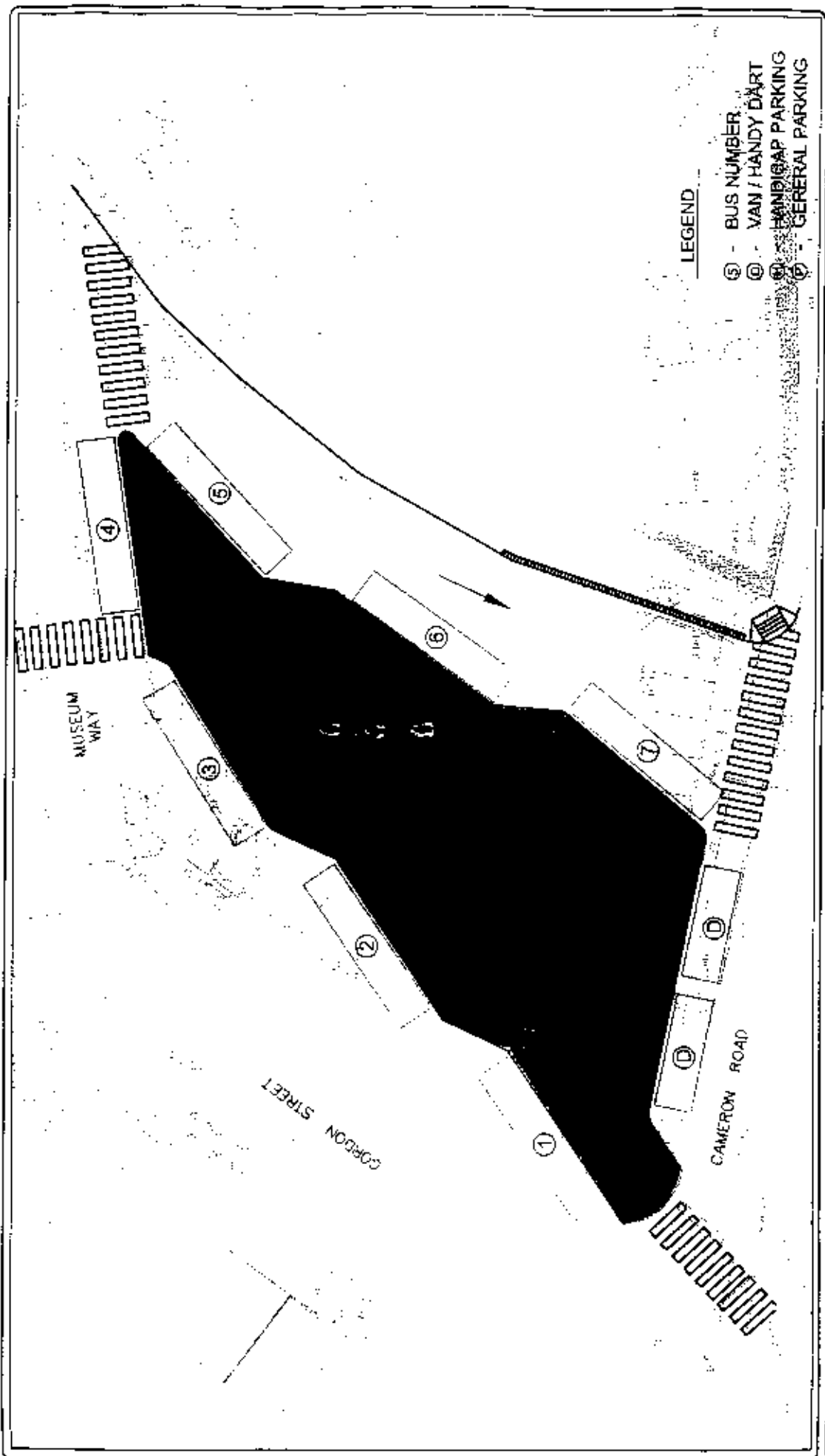


C.A.O. Concurrence

#/am

COMMENTS:





LEGEND

- ① - BUS NUMBER
- ② - VAN / HANDY DART
- ③ - HANDICAP PARKING
- ④ - GENERAL PARKING

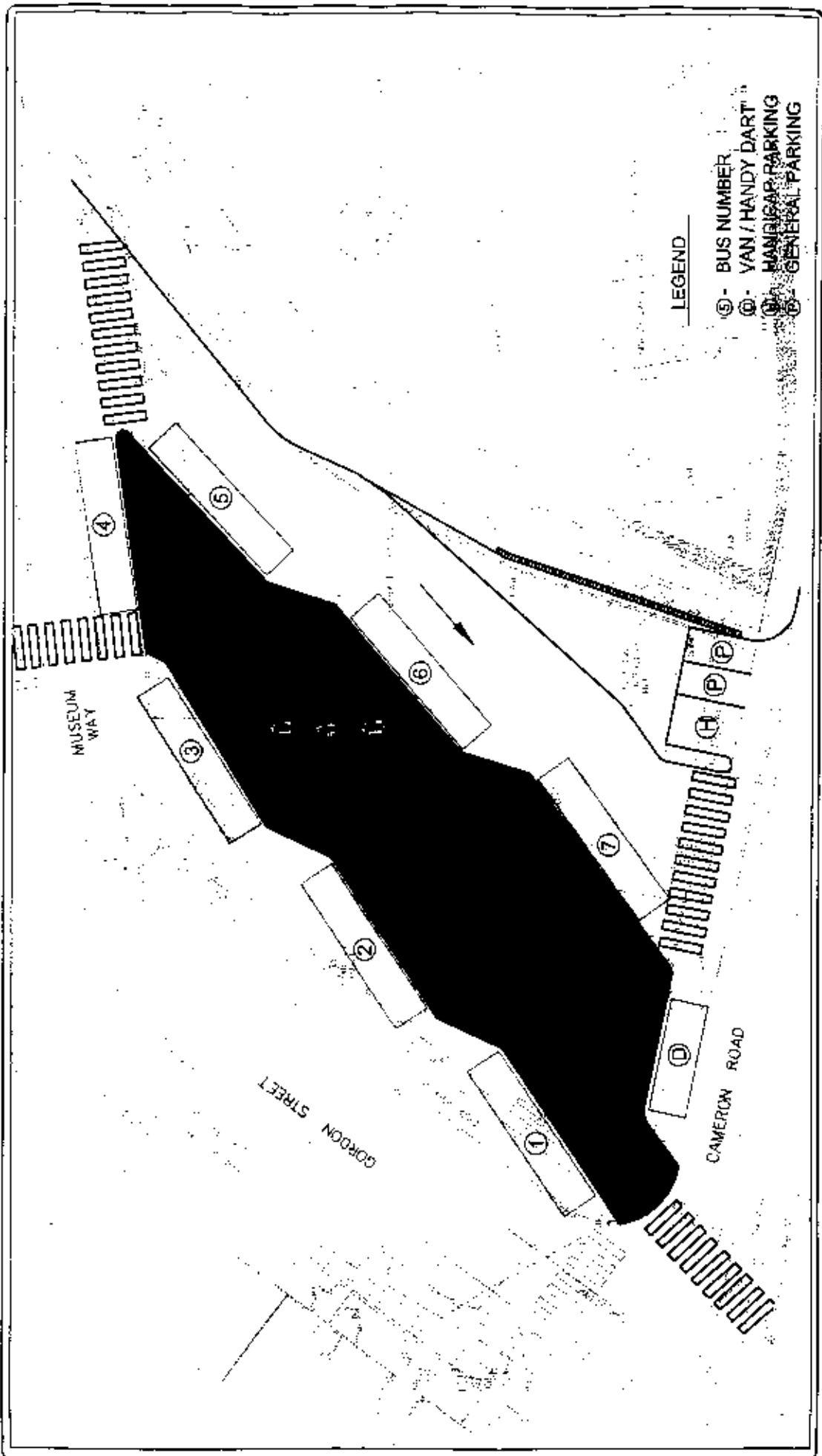
PROJECT No. 124-100-00  
DATE: 04/11/00  
SCALE: 1:1000  
Prepared by  
**URBAN SYSTEMS**

Legend

GORDON STREET  
TRANSIT EXCHANGE  
AT MUSEUM WAY

REGIONAL DISTRICT  
OF NANAIMO

OPTION I



PROJECT No. 158-5042  
 DATE: 05/20/04  
 SCALE: 1" = 100'

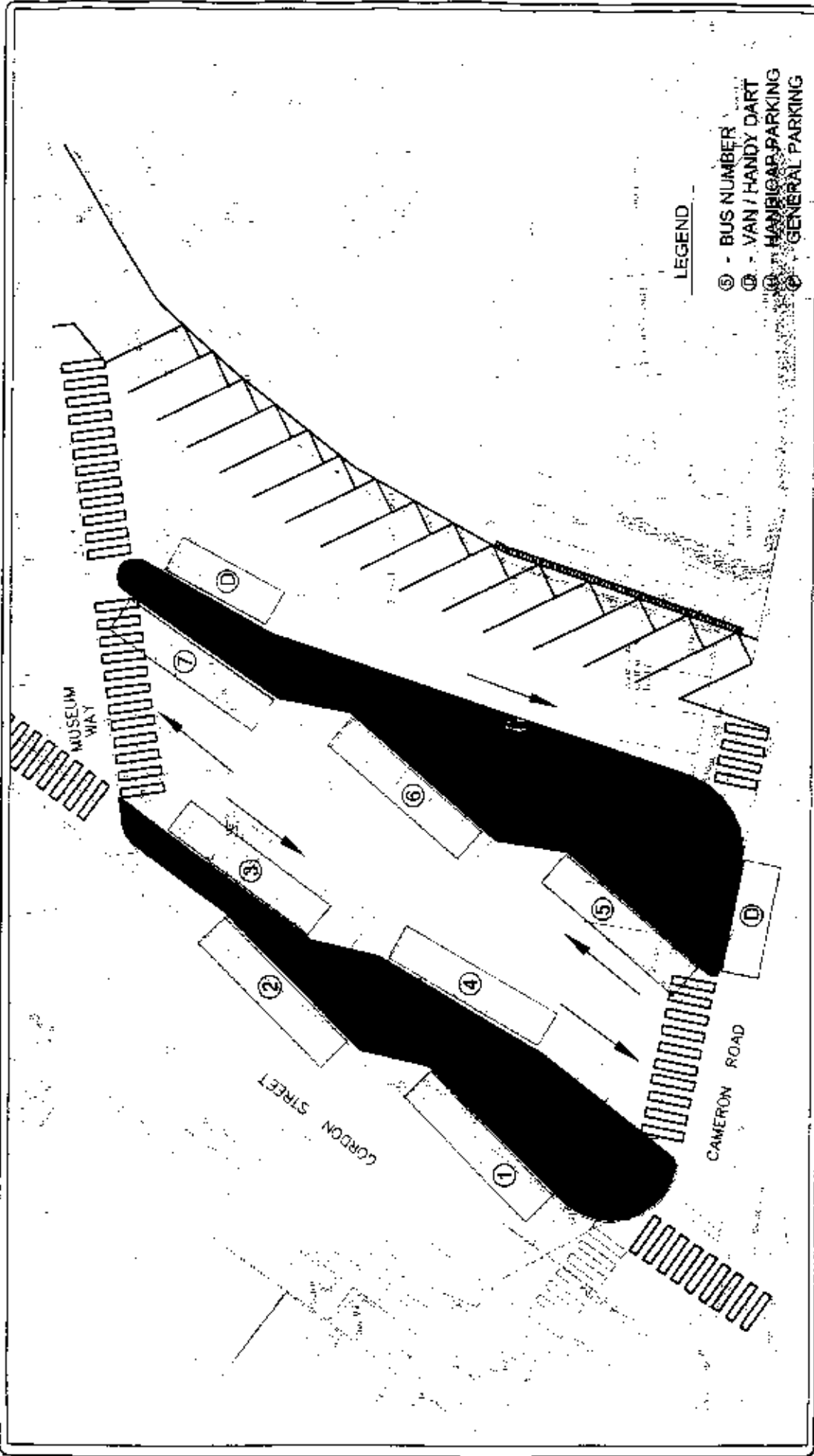
DESIGNED BY  
**URBAN SCIRMS**

Legend

**GORDON STREET  
 TRANSIT EXCHANGE  
 AT MUSEUM WAY**

**REGIONAL DISTRICT  
 OF NANAIMO**

**OPTION 2**



LEGEND

- ⑤ - BUS NUMBER
- ④ - VAN / HANDY DART
- ③ - HANDICAPPED PARKING
- ② - GENERAL PARKING

PRIORITY NO. \_\_\_\_\_  
 ORDER OF \_\_\_\_\_  
 DATE \_\_\_\_\_  
 SCALE \_\_\_\_\_

Prepared by  
**URBAN SYSTEMS**

Legend:

GORDON STREET  
 TRANSIT EXCHANGE  
 AT MUSEUM WAY

REGIONAL DISTRICT  
 OF NANAIMO

OPTION 3



REGIONAL DISTRICT OF NANAIMO			
JUL 15 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
		(edw)	✓

**MEMORANDUM**

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

**DATE:** June 11, 2002

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

**FILE:** 8500-01

**SUBJECT:** Malaspina College / Downtown Nanaimo Transit Linkage

**PURPOSE**

To respond to the Nanaimo City Council's resolution requesting the Regional District of Nanaimo consider providing improved frequency of Transit service between downtown Nanaimo and Malaspina University College.

**BACKGROUND**

Nanaimo City Council has passed a resolution requesting the Regional District of Nanaimo consider the possibility of providing Transit Shuttle service between downtown Nanaimo and Malaspina University College.

Malaspina University College ridership has more than doubled since improvements were made in 1998. Enrolment continues to increase and with pay parking now in place continued growth in Transit use can be expected. Given the volume of students and their proximity to Nanaimo's downtown it is natural to expect that good connections between the two centres will encourage greater ridership between them.

Improved linkages between Malaspina University College and the downtown are supported in the Transit Business Plan. In the plan it is recognized that service to Malaspina University College is important and that future improvements to service should work towards providing better linkages. Service improvements that would increase frequencies to both the University College and the Harewood area are identified as a medium range service option. The concept of increase service is supported in the plan however implementation of that increased service is on hold until such time as the freeze on BC Transit funding has been lifted.

While reasonable trip frequency exists between these two points the service is split between the Albert and Fitzwilliam Street corridors. Discussions with the Downtown Nanaimo Partnership, key proponents of this increased service, suggest that service frequency increases should be focused on the Fitzwilliam Street corridor. Existing service in this area is hourly. The proposed expanded service would double the frequency to every half hour from 10 am to 2 pm on Fridays only.

Appropriate marketing initiatives would need to be developed to inform the ridership of the existing level of service and of the increased trips provided by this shuttle service. The Downtown Nanaimo Partnership working with the University College and Nanaimo Regional Transit would develop a communication package that would promote the additional service.

Monitoring of the service would take place with a review being carried out in the Fall. Information from that review would be used to determine the future of the service. This information would be brought forward as part of the 2003 annual budget process.

### **ALTERNATIVES**

1. To provide this additional service level increase from August 16<sup>th</sup> to December 20<sup>th</sup> 2002.
2. Do not provide this additional service.

### **FINANCIAL IMPLICATIONS**

Based on service beginning on August 16<sup>th</sup> 2002 and continuing until December 20<sup>th</sup> 2002 (19 days) and an hourly cost (5 hours per day) of \$65.00 the cost for this service would be \$6,175. There will be marketing costs in addition to this amount that would be primarily the responsibility of the Downtown Nanaimo Partnership.

The 2002 budgeted surplus for Transportation Services will be used to fund this pilot project.

### **CITIZEN IMPLICATIONS**

The shuttle concept could potentially be attractive to a number of users and will allow greater movement between the downtown and the University College. It will provide opportunities for shopping, recreation, lunch dates and connections to service to other parts of the region.

### **SUMMARY/CONCLUSIONS**

The City of Nanaimo has requested that the Regional District of Nanaimo investigate the possibility of providing shuttle service between Malaspina University College and Nanaimo's downtown. Working with the Downtown Nanaimo Partnership the RDN has identified an opportunity for increased connections between the two locations.

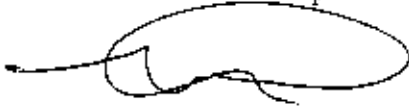
The Downtown Nanaimo Partnership has suggested a pilot project shuttle service for the remainder of the year (Fridays only) that would provide this connection. This shuttle would increase the frequency of trips linking the Downtown to the Malaspina University College on the Fitzwilliam Street corridor from hourly to half hourly service. There are no plans for a continuation of that service after December 20<sup>th</sup> at this time. This service would be monitored and evaluated in the Fall with further recommendations coming forward as part of the 2003 budgeting process.

Resources were not identified for this purpose in the 2002 Nanaimo Regional Transit budget. Funding for this project is available in the budgeted surplus for Nanaimo Regional Transit.

**RECOMMENDATION**

That Nanaimo Regional Transit provide a shuttle between downtown Nanaimo and Malaspina University College from August 16th to December 20<sup>th</sup> 2002 and

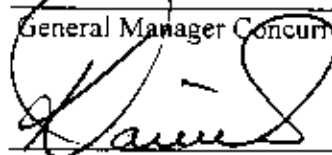
That the marketing costs for the development of this shuttle will primarily be the responsibility of the Downtown Nanaimo Partnership.



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



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



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

*A/*  
*tran*

COMMENTS:



REGIONAL DISTRICT  
OF NANAIMO

JUL 12 2002

CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	

MEMORANDUM

TO: Neil Connelly  
General Manager - Community Services

DATE: July 9, 2002

FROM: Mike Donnelly  
Manager of Transportation Services

FILE: 8700-20

SUBJECT: Green's Landing Wharf - Lease Extension

**PURPOSE**

To bring forward a request to extend the current lease for Green's Landing Wharf on Gabriola Island.

**BACKGROUND**

At the regular Board meeting of March 12<sup>th</sup>, 2002 a report was presented regarding the status of the Green Wharf Landing. The following resolution was passed.

*That the Regional District of Nanaimo request from Public Works and Government Services Canada an extension of the temporary lease of the Green's Landing Wharf from March 31, 2002 to September 30, 2002.*

At this time a moratorium is in place preventing the demolition of this facility by Public Works and Government Services Canada (PW&GSC). Recently PW&GSC was contacted and they indicate that this moratorium will be in place until further notice as the new Federal Minister responsible has yet to provide direction in this matter.

In order to ensure the use of this facility for the residents of Gabriola and Mudge Islands an extension of another six months will be required.

**ALTERNATIVES**

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

**FINANCIAL IMPLICATIONS**

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

**CITIZEN IMPLICATIONS**

This extension will ensure continued access to this facility until March 31, 2003.

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**SUMMARY/CONCLUSIONS**


The current lease for the Green's Landing Wharf facility on Gabriola Island expires on September 30, 2002. A lease renewal for an additional six months is being requested to ensure for the uninterrupted use of this facility.

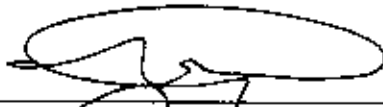
PW&GSC has imposed a moratorium on any decision related to the demolition of this facility for an indefinite period of time. Discussions with this ministry indicated that further information would be available once the new Minister responsible has had an opportunity to review the file and provide direction.

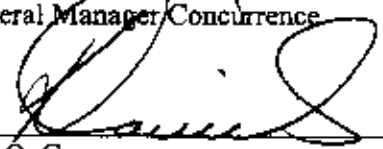
The six-month extension would be in place from October 1, 2002 to March 31, 2003.

**RECOMMENDATION**

That the Regional District of Nanaimo requests from Public Works & Government Services Canada an extension of the temporary lease of the Green's Landing Wharf from September 30, 2002 to March 31, 2003.

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

 *A. Am*  
\_\_\_\_\_  
General Manager Concurrence

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

COMMENTS:





**REGIONAL  
DISTRICT  
OF NANAIMO**

**REGIONAL DISTRICT  
OF NANAIMO**

JUL 17 2002

CHAIR		GMCrs	
CAO		GMDS	
GMCm8		GMES	
		(Call)	

**NANAIMO REGIONAL  
HOSPITAL DISTRICT  
MEMORANDUM**

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

**DATE:** July 9, 2002

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

**FILE:**

**SUBJECT:** Request to cost share in capital equipment

**PURPOSE:**

To seek Board approval to cost share on equipment costing more than \$100,000 and to introduce for three readings and adoption "Nanaimo Regional Hospital District Capital Equipment (2002) Borrowing Bylaw No. 133,2002".

**BACKGROUND:**

The Vancouver Island Health Authority (VIHA) has forwarded a request that the Regional Hospital District cost share in capital equipment costing more than \$100,000. The funding requested is \$316,800 and includes the following items:

Item Description	Facility	Total Cost	RHD Portion (40%)
CR System with Dry Laser	NRGH	\$150,000	\$60,000
Ultrasound Machine with Colour Doppler	NRGH	\$300,000	\$120,000
EEG/EMG Equipment	NRGH	\$200,000	\$80,000
Anesthesia Machine	NRGH	<u>\$142,000</u>	<u>\$56,800</u>
Total		\$793,000	\$316,800

The equipment has been authorized for funding by the Province subject to the VIHA obtaining 40% of the funding from other sources. These kinds of equipment requests are historically funded by the Regional Hospital District.

**ALTERNATIVES:**

1. Approve the funding and adopt the associated bylaw.
2. Amend the amount of funding and adopt an amended bylaw.
3. Decline to cost share.

**FINANCIAL IMPLICATIONS:**

The 2002 budget contained provision for borrowing up to \$300,000 for the 40% share of equipment purchases costing more than \$100,000. The amount requested, while slightly higher than estimated for budgeting purposes, can be accommodated without a significant financial impact. The estimated annual cost is approximately twenty-six cents per \$100,000.

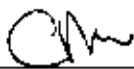
**SUMMARY/CONCLUSIONS:**


The Vancouver Island Health Authority is seeking the Board's support to cost share in equipment purchases totaling \$792,000. The Regional Hospital District's portion would be 40% or \$316,800. The

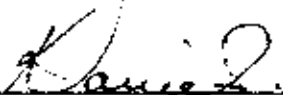
2002 annual budget provided for borrowing up to \$300,000 for this purpose and although the final amount is slightly higher, the budget can accommodate the change without any significant impact. Staff recommend supporting the request to cost share and adopting the necessary borrowing bylaw.

**RECOMMENDATION:**

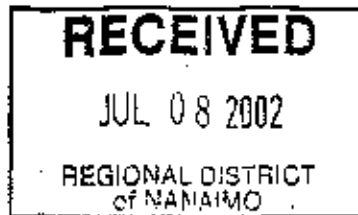
1. That cost sharing in the amount of \$316,800 for equipment costing more than \$100,000 pursuant to the request from the Vancouver Island Health Authority, be approved.
2. That "Nanaimo Regional Hospital District Capital Equipment (2002) Borrowing Bylaw No. 133, 2002" be introduced for first three readings.
3. That "Nanaimo Regional Hospital District Capital Equipment (2002) Borrowing Bylaw No. 133, 2002" having received three readings be adopted and be forwarded to the Province for approval.

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

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

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

**COMMENTS:**



July 5, 2002

Ms. Nancy Avery  
Nanaimo Regional Hospital District  
6300 Hammond Bay Road  
P.O. Box 40  
Lantzville, BC V0R 2H0

Dear Nancy:

**Re: Request for Cost Sharing on 2001/02 Equipment > \$100k Items**

After extensive consultation with management and medical staff, we have identified those items which we would like to purchase using our 2001/02 MOHS equipment >\$100k funding. The following are those items that pertain to NRGH.

<u>Item Description</u>	<u>Facility</u>	<u>Total Cost</u>	<u>RHD Portion (40%)</u>
CR System with Dry Laser	NRGH	150,000	60,000
Ultrasound Machine with Colour Doppler	NRGH	300,000	120,000
EEG/EMG Equipment	NRGH	200,000	80,000
Anesthesia Machine	NRGH	<u>142,000</u>	<u>56,800</u>
Total		792,000	316,800

To facilitate the next step in the purchase of these items, we would like to submit a request to the NRHD to cost share in 40% of the total cost.

We appreciate your consideration on this matter and we look forward to hearing from you in the near future.

Should you require any further information, please don't hesitate to give me a call.

Sincerely,

Kevin Daniel  
Financial Analyst  
Vancouver Island Health Authority – Central Island  
NRGH Site; Tel: 716-7738; Fax: 755-7900

cc: Bryson Hawkins, Regional Director of Financial Services, VIHA Central



Bill/Elaine

✓ cc J. Murphy

February 14, 2002

Project # 602739  
375111

Rick Roger  
Chief Executive Officer  
Vancouver Island Health Authority  
2101 Richmond Ave  
Victoria BC V8R 4R7

Dear Rick Roger:

A capital allocation of \$3,114,681 has been approved in the 2001/02 Capital Plan for the Vancouver Island Health Authority for the purchase of clinical equipment with a cost greater than \$100,000. Consistent with this allocation, attached is a clinical equipment Certificate of Approval. The estimated completion date for this equipment is March 31, 2003.

The allocation for each health authority was based on:

- the highest 2001/02 priority of each of the former Community Health Councils; and
- the relative share of Population Needs Based Funding formula for each of the former Regional Health Boards.

The breakdown of the allocation is attached. Note that health authorities are not required to fund specific equipment listed for a former Community Health Council.

This capital allocation represents the MHS share. Normal cost sharing policies still apply for hospitals designated under the Hospital Insurance Act with the exception of the hospitals from the former Greater Vancouver Regional Hospital District.

Please note site preparation and installation costs can be covered within this allocation.

Health authorities are requested to submit a list of equipment to be purchased to Capital Services Branch, Ministry of Health Services, 6-1, 1515 Blanshard Street, Victoria BC, V8W 3C8 as soon as possible. This list should include the estimated date items will be received, the projected cashflow requirements and cost-sharing sources.

..2

I would also like to advise you that:

- information on funding from the 2002/03 Capital Plan for clinical equipment with a cost greater than \$100,000 will be sent to you shortly; and
- the method for funding equipment is being reviewed as part of the New Era commitment to develop a Medical Machinery and Equipment Plan.

I wish the Vancouver Island Health Authority every success in proceeding with its clinical equipment purchases.

Yours truly,



for Tamara Vrooman  
Assistant Deputy Minister

Attachments

cc: Chris Sullivan, Executive Director  
Capital Services Branch

Effie Henry, Director  
Program Management Branch

Judy Stiles, Manager  
Capital Finance

2001/02 Clinical Equipment Allocation - Equipment Over \$100K

VANCOUVER ISLAND HEALTH AUTHORITY - Project No. 502739

Region	Site	Cost Share	Estimated Total Cost	MHS Share	Description
Capital	Region	60%	\$ 3,128,777	\$ 1,877,288	Allocation
→ Central Vancouver Island	Region	60%	\$ 1,552,758	\$ 931,655	Allocation
Campbell River/Nootka	Campbell River Hosp	60%	\$ 200,000	\$ 120,000	Immune Analyzer
Comox Valley	St. Joseph's Hosp	60%	\$ 159,500	\$ 95,760	Sterilizer
Mount Waddington	Regional	60%	\$ 150,000	\$ 90,000	ADT System
	<b>TOTAL ALLOCATION</b>		<b>\$ 5,191,135</b>	<b>\$ 3,114,681</b>	

NANAIMO REGIONAL HOSPITAL DISTRICT

CAPITAL EXPENDITURE & BORROWING BYLAW  
(EQUIPMENT OVER \$100,000)

BYLAW NO. 133

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

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

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

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$316,800.00 upon the credit of the District by the issuance and sale of securities in a form and manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be for a term not to exceed fifteen (15) years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due each year.
4. The Board hereby delegates to the Manager, Financial Services of the Nanaimo Regional Hospital District the necessary authority to settle the terms and conditions of the borrowings.
5. This bylaw may be cited for all purposes as "Nanaimo Regional Hospital District Capital Equipment (2002) Borrowing Bylaw No. 133, 2002".

Introduced and read three times this 13th day of August, 2002.

Adopted this 13th day of August, 2002.

\_\_\_\_\_  
CHAIRPERSON

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

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

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

\_\_\_\_\_  
Date

PAGE  
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\_\_\_\_\_  
Chairperson

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

**SCHEDULE 'A'**  
**NANAIMO REGIONAL HOSPITAL DISTRICT**  
**CAPITAL EQUIPMENT (2002) BORROWING**  
**BYLAW NO. 133, 2002**

<b>Name of Facility</b>	<b>Project or Equipment Description</b>	<b>Project Number</b>	<b>RHD Share</b>	<b>Province</b>	<b>Other Share (Specify)</b>	<b>Total Project or Equipment Cost</b>
Nanaimo Regional General Hospital	CR System with Dry Laser		\$ 60,000	\$ 90,000		\$ 150,000
	Ultrasound with Colour Doppler		\$ 120,000	\$ 180,000		\$ 300,000
	EEG/EMG Equipment		\$ 80,000	\$ 120,000		\$ 200,000
	Anesthesia Machine		\$ 56,800	\$ 85,200		\$ 142,000
	Total		<u>\$ 316,800</u>	<u>\$ 475,200</u>		<u>\$ 792,000</u>



JUL 17 2002

CHAIR		GMCrs	
CAO		GMDS	
GMs		GMES	

**MEMORANDUM**

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

**DATE:** July 4, 2002

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

**FILE:**

**SUBJECT:** 2002 Local Government Elections – Appointment of CEO & DCEO

**PURPOSE**

To appoint a Chief Election Officer and Deputy Chief Election Officer for the November 16, 2002 local government elections.

**BACKGROUND**

In accordance with Section 41 of the *Local Government Act*, the local government must appoint a chief election officer and a deputy chief election officer for the purpose of conducting the November 16, 2002 local government elections. In the last local government elections and in recent referendums, the Regional District has appointed the General Manager, Corporate Services and the Deputy General Manager, Corporate Services to these positions. Prior to that, the Regional District has hired a consultant to act as the Chief Election Officer on behalf of the District.

**ALTERNATIVES**

1. That Carol Mason, General Manager, Corporate Services, be appointed as the Chief Election Officer and Maureen Pearce, Deputy General Manager, Corporate Services, be appointed as the Deputy Chief Election Officer.
2. That the Board contract externally for the services of Chief Election Officer and/or Deputy Chief Election Officer.

**RECOMMENDATION**

That Carol Mason, General Manager, Corporate Services, be appointed as the Chief Election Officer and Maureen Pearce, Deputy General Manager, Corporate Services, be appointed as the Deputy Chief Election Officer for the purpose of conducting the November 16, 2002 local government elections and referendums.

  
Report Writer

  
G.M. Corporate Services

  
CAO Concurrence

**SPECIAL OCCASIONS - 2002  
STATUS REPORT**

**SPECIAL OCCASION LICENSES APPROVED:**

Electoral Area	Name of Organization	Name of Event	Date of Event	Director Approval	Days Requested	Approval Date	Total Approved
A							
B	Gabriola Lions Club	Gabriola Lions Club Pro-Am Golf Tournament	August 15,16	✓	2	July 3	3
	Gabriola Island Community Hall Association	Annual Salmon Barbecue	August 10	✓	1	June 27	
C	Nanaimo Motocross Association	Canadian Motocross Championships	June 15,16	✓	2	June 7	2
D							
E							
F	Coombs Hilliers Recreation Community Organization	Bull-a-Rama 2002	June 1, 2	✓	2	April 30	8
	Coombs Hilliers Recreation Community Organization	Coombs 26 <sup>th</sup> Annual Rodeo	July 26, 27, 28	✓	3	April 30	
	Errington War Memorial Hall Association	Hi Neighbour Day	August 17	✓	1	June 21	
	Association for Injured Motorcyclists	Pig 'n Fin	August 16,17	✓	2	June 21	
G							
H							

**SPECIAL EVENT PERMITS - 2002  
STATUS REPORT**

**SPECIAL EVENT PERMIT APPLICATIONS:**

Electoral Area	Name of Organization	Name of Event	Date of Event	Health Approval	Fire Dept Approval	RCMP Approval	Security Deposit	Director Approval	Approval Date	Permit Issued
A										
B	Gabriola Island Community Hall Association	Annual Salmon Barbecue	August 10	✓	✓	✓	n/a	✓	June 27	June 27
C	Narvalino Motocross Association	Canadian Motocross Championships	June 14, 15, 16	✓	n/a	✓	n/a	✓	June 14	June 14
D	Scouts Canada	Camp Skeeter	May 17, 18, 19, 20	✓	n/a	✓	n/a	✓	May 17	May 17
E										
F	Arrowsmith Mountain Bike Club Coombs Hilliers Recreation Community Organization Coombs Hilliers Recreation Community Organization Coombs Hilliers Recreation Community Organization Coombs Hilliers Recreation Community Organization Coombs Hilliers Recreation Community Organization Association for Injured Motorcyclists Arrowsmith Agriculture Association	Hammerfest 2002 Bull-a-Rama 2002 Coombs Country Arts & Crafts Fair Coombs 26th Annual Rodeo Coombs Country 24th Annual Bluegrass Festival Pig 'n Fin 14th Coombs Fall Fair	May 3, 4, 5 June 1, 2 July 15, 16 July 26, 27 August 2, 3, 4 August 16, 17, 18 August 10, 11	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	n/a n/a n/a n/a n/a n/a n/a	✓ ✓ ✓ ✓ ✓ ✓ ✓	April 30 April 30 April 30 April 30 April 30 June 21 July 3	April 30 May 1 May 1 May 1 May 1 June 21 July 3
G										
H										

**Minutes of the District 69 Recreation Commission Regular Meeting  
Held on Thursday, July 11, 2002, at 8:30am  
District 69 Arena, Parksville, BC**

Attendance:

Frank Van Eynde – Chair  
Fred Demmon  
Richard Quittenton

Scott Tanner  
Craig Young

Barb Terry  
Jack Pipes

Staff:

Tom Osborne  
Tony Toriglia

Mike Chestnut

Dan Porteous

Absent:

Reg Nosworthy

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Chair Van Eynde called the meeting to order at 8:35am.

**Minutes**

- 3.1 MOVED Commissioner Demmon, SECONDED Commissioner Terry, that the minutes of the District 69 Recreation Commission Regular Meeting held on June 13, 2002, be approved. CARRIED
- 3.2 MOVED Commissioner Young, SECONDED Commissioner Pipes, that the minutes of the District 69 Fees and Charges Sub-Committee meeting held on May 2, 2002, be approved. CARRIED
- 3.3 MOVED Commissioner Young, SECONDED Commissioner Pipes, that the minutes of the District 69 Fees and Charges Sub-Committee meeting held on May 30, 2002, be approved. CARRIED

**Communications/Correspondence**

- 4.0 MOVED Commissioner Terry, SECONDED Commissioner Demmon, that the correspondence from Commissioner Tanner, the BCRPA, the Breakers Swim Club and the ETRA Therapeutic Riding Association be received. CARRIED

**Reports**

- 5.1.1 Mr. Osborne reviewed the Recreation and Parks 2003 Fees and Charges report. He stated the most significant recommended amendments would be the removal of the seniors' rate category at both facilities and the removal of the non-resident fee surcharge at the aquatic center. Implementation date of the fee changes at the pool would be January 2003 and would be Fall

2003 at the arena to coincide with the start of the Fall season for facility users and also the opening of the new multiplex arena.

MOVED Commissioner Pipes, SECONDED Commissioner Terry, that the following recommendations stated in the Recreation and Parks 2003 Fees and Charges report be accepted:

1. Adoption of the amended Fees and Charges Policy including the removal of the "senior" rate categories;
2. Maintaining the 43% recovery rate and the current level of fees and charges at the arena until September 2003 at which time adult economy passes will be set at \$25.55, and prime and non-prime rates will apply and will include a 2% increase to fees and charges;
3. Maintaining the 44% recovery rate at the pool while implementing a 2% increase to fees and charges for children and youth programs at the pool, and reducing the current family rate at the pool from \$8.40 to \$8.25 in January of 2003;
4. Maintaining current program recovery rates for the Recreation Coordinating Function to include 125% for adult, 100% for preschool, youth, community cooperative, and child, 75% for summer camps and family, and 50% for leadership development programs, along with a 15% administration fee for all programs, and a guideline of 75%-25% split with small companies.

CARRIED

MOVED Commissioner Young, SECONDED Commissioner Tanner, that the non-resident pool surcharge be removed from the Ravensong Aquatic Centre. CARRIED

MOVED Commissioner Young, SECONDED Commissioner Tanner, that Electoral Area 'E' be approached to contribute a fair and reasonable amount to the Ravensong Aquatic Centre.

5.2 Mr. Osborne reviewed the staff report from the Ravensong Aquatic Centre.

MOVED Commissioner Tanner, SECONDED Commissioner Pipes, that the staff report from the Ravensong Aquatic Centre be received. CARRIED

6.0 **Business Arising From Communications/Correspondence**

MOVED Commissioner Demmon, SECONDED Commissioner Pipes, that staff include the 2010 Olympic Bid Logo in future Active Living Guide publications. CARRIED

9.0 **Commissioner Roundtable**

Commissioner Young reported on discussions with the Parks and Open Space Committee concerning beach access in Area 'G'. He stated there is a 13 kilometre stretch of shoreline with no beach access in Area 'G' due to unsuitable terrain. Commissioner Young also gave notice of motion to request that funds be allocated from the Recreation Function Grants budget to the Top Bridge Project.

Commissioner Pipes reported on beach access work in Area 'H'. He stated concern over the magnitude of the work and stated discussion had taken place if each access should be opened for usage or perhaps only the most user-friendly accesses should be opened.

Commissioner Quittenton reported he had spoken to the Ministry of Highways Department with regard to beach access. He stated they had been very cooperative and encouraged applications for more beach accesses.

Commissioner Tanner stated he supported the possibility for increased seating in the new Multiplex if sponsorship for the extra costs was found. He also requested that consideration be given to enlargement of the multi-purpose room.

Commissioner Van Eynde reported that all sixty-six beach accesses in Area 'E' had been documented. He stated a report including the complete inventory of all the beach accesses would be forwarded when complete.

**Adjournment**

MOVED Commissioner Quittenton, that the meeting be adjourned at 9:35am.

**Next Meeting**

The next meeting will be held at 8:30am, Thursday, September 12, 2002, at the District 69 Arena meeting room.



REGIONAL DISTRICT OF NANAIMO			
JUL - 8 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
		<i>Coll</i>	<input checked="" type="checkbox"/>

MEMORANDUM

TO: Tom Osborne  
Manager of Recreation and Parks

DATE: June 25, 2002

FROM: Dan Porteous  
Recreation Program Supervisor

FILE: 1810-20-REC

SUBJECT: Recreation and Parks 2003 Fees and Charges

Purpose:

To provide information and recommendations for consideration by the District 69 Recreation Commission regarding fees and charges for 2003.

Background:

The Fees and Charges policy was established in 1995 for the purpose of evaluating and determining annual fees and charges, and recovery rates for three functions of the Recreation and Parks Department - District 69 Arena, Ravensong Aquatic Centre and Recreation Coordinating. A Committee of the Commission meets with staff on an annual basis to review the policy, discuss related issues and make recommendations to the Board pertaining to the following budget year.

The Fees and Charges Committee met on Thursday, May 2, 2002 and Thursday, May 30, 2002 (see attached minutes). The Committee and staff discussed a variety of issues including the revision of the Fees and Charges Policy; removal of seniors' facility rental and admission rates; cost recovery rates at both the arena and the pool, as well as for general recreation programs; prime and non-prime rates at the arena; fee increases in relation to increased operating costs; comparisons to other similar facilities on Vancouver Island, and common market pricing with private facilities; and the surcharge issue at the pool. The Committee provided direction to staff regarding administrative changes to the Policy and recommendations for the 2003 Provisional budget as follows:

Fees and Charges Policy

The Fees and Charges Policy is out of date and a revision of the policy has been recommended to update the policy with respect to current and future operations and administrative practices. The main revisions include: updated definition of terms and procedures for remuneration of program Term Instructors; revised pool rental spaces and categories; and the removal of seniors' facility rental and admission rates at both the arena and the pool, to be addressed later in the report. Amendments to the policy have been completed as recommended by the Committee, based on current Department practices.

Arena and Pool Cost Recovery Rates

Currently the recovery rates for the District 69 Arena and the Ravensong Aquatic Centre are 43% and 44% respectively, with no recommendation for changes for 2003.

### Recreation Coordinating Function Program

Currently the program recovery rates, program administration fee and percentage split for companies within the Recreation Coordinating function are at serviceable levels and changes to these categories are not required at this time. The current recovery rates for this function include: 125% for adult, 100% for preschool, youth, community cooperative, and child, 75% for summer camps and family, and 50% for leadership development programs, along with a 15% administration fee for all programs, and a guideline of 75%-25% split with small companies.

### Prime and Non Prime Rates

The move to prime and non-prime rates will allow the arena to provide service consistent with the standard practice throughout the industry, as well as encourage and allow users a choice for using the facility during the more non-popular periods. The impact of this concept is addressed in a separate report attached. This proposal would be implemented in September of 2003 when the new arena complex is opened.

As requested by the Committee, staff explored 'dry floor' rate comparisons in relation to prime / non-prime time. Vancouver Island 'dry floor' rates are typically differentiated as adult or minor. The Vancouver Island 2002 Survey of Fees and Charges indicates that currently no facilities use a prime / non-prime for 'dry floor' rate scale. The average 'dry floor' hourly adult rate is \$44.29 and the average minor rate is \$34.82. The District 69 rate applied to all 'dry floor' user groups is \$37.86 per hour.

### Seniors' Rate Changes

A key initiative with respect to changes for the 2003 budget is the removal of seniors' rate categories from the Fees and Charges Policy at both the arena and the pool.

According to Mr. Brian Johnston of PERC (Profession Environmental Recreation Consultants) "almost every recreation department in BC has been discussing this issue" of including seniors as adults and treating them in the same manner with respect to fee rates. Mr. Johnston has been promoting this concept throughout BC and a number of departments are now exploring various methods to reduce seniors' subsidies. North Vancouver has reduced their subsidy rates for fitness programs from 40% to 25% and have reduced subsidy rates in other area as well, while West Vancouver is now subsidizing senior rates at 20%. Chilliwack has approached the concept by increasing the senior age categories from 55 years to 65 years; thereby, reducing the number of participants eligible for a senior's discount. Sooke opened their newest multi-purpose recreation facility and have not implemented any discounted seniors' rates and promote the opportunity to all ages that non-prime times are available for reduces rates. Saanich was unsuccessful in their first bid last year to remove seniors' rates from their Fees and Charges policy; however, their Department will be working with other Greater Victoria Region Parks and Recreation Departments next year to explore a collaborative approach to removing seniors' rate categories in all of their respective areas and Ken Krieger, Director of Saanich Parks and Recreation is confident that the approach will be successful.

This movement has been spurred on by recent statistics that have shown a significant shift in the financial picture of Canadians with respect to wealth and income. In the past and presently, the justification for providing seniors with discounts is that as a group it is presumed that they are on fixed incomes and have less discretionary income. However, based on current demographic information this presumption has been challenged. As the chart below indicates, a majority of the wealth of Canadians has shifted to the senior population and has been observed as the largest percentage of average individual wealth ever observed in the Canadian economic profile.



The chart below illustrates changes in family wealth over the last 15 years.

Change in Median Net Worth (MNW) for all families by age of major income recipient.

Source: Statistics Canada: The Assets and Debts of Canadians  
Published March 2001, Data collected from May through July, 1999.

With respect to fixed incomes it is also apparent that this population has generally less expenses and debt load overall, for example less family obligations, mortgages, car payments, etc. (refer to support material 'Information Relating to Relative Wealth of Seniors' provided by Saanich Parks and Recreation Department, attached).

Social and economic forecasters have also been clear that the crest of the Baby Boomer wave is beginning to retire and that the trend over the next number of years will see the significant portion of wealth in the country pooled in the senior population. As well, seniors are identified as a group to have the lowest percentage of low incomes in Canada. Referenced from Stats Can, Income In Canada, 1998, Catalogue no 75202-XIE show the following information:

Age	MNW 1984	MNW 1999	Change in \$'s	Change in %
15-19	\$3,100	\$200	-\$2,900	-95
20-24	\$23,400	\$15,100	-\$8,300	-35
25-29	\$73,500	\$60,000	-\$13,500	-18
30-34	\$124,000	\$115,200	-\$8,800	-7
35-39	\$129,100	\$154,100	+\$25,000	+19
40-44	\$80,800	\$126,000	+\$45,200	+56

Nationally, statistics for people with low income after tax:  
(shows the proportion of people living below the low income cut off, after tax)

- People in a family: 12.2% of the total population, Canada  
Of this, 3% are over 65 yrs, 22.2% are under 65 yrs.
- Unattached Individuals: 30.0%  
Of this, 20.8% are over 65 yrs, 33.9% are under 65 yrs.

This trend would suggest that, generally, seniors have as much ability, if not more, to pay the same rates as any other adults; therefore, rather than having specific seniors' rates, seniors would be categorized as adults within the fee structures. They also have the same ability to access financial assistance if finances are a barrier to participation.

#### Surcharge at the Ravensong Aquatic Centre

The Committee did discuss the surcharge issue at their last meeting and although the surcharge issue will likely not be addressed during the 2003 Provisional budget process, there is an opportunity to explore the impact of the surcharge at it pertains to revenues at the facility.

Currently the amount of revenue generated by the surcharge for non-residents is nominal compared to the overall budget, less than three thousand dollars annually. One of the main concerns is that non-residents, including tourists, perceive the surcharge as a penalty and the negative impact is seen in customers not returning to use the facility. Having one fee structure for all customers could possibly draw more revenue to the facility.

The main issue that would need to be addressed is how best to work with Area 'E' (Nanoose Bay) with respect to the surcharge due to the fact that residents of Nanoose Bay do not currently pay for the aquatic facility.

The surcharge issue will need to be dealt with as a separate item and it will be necessary for the Commission to endorse a position to revisit this situation. As noted in the minutes of the Committee, the following motions were carried:

MOVED Commissioner Young, SECONDED Commissioner Tanner, that the non-resident pool surcharge be removed from the Ravensong Aquatic Centre.

MOVED Commissioner Young, SECONDED Commissioner Tanner, that Electoral Area 'E' be approached to contribute a fair and reasonable amount to the Ravensong Aquatic Centre.

#### **Alternatives:**

1. Provide an inflationary adjustment of 2% to all fees and charges.
  - a) the adoption of the amended Fees and Charges Policy including the removal of the "senior" rate categories
  - b) maintaining the 43% recovery rate and the current level of fees and charges at the District 69 Arena until September 2003 at which time adult economy passes will be set at \$25.55, and prime and non-prime rates will apply and will include a 2% increase to fees and charges
  - c) maintaining the 44% recovery rate at the Ravensong Aquatic Centre while implementing a 2% increase to fees and charges for children and youth programs at the pool, and reducing the current family rate at the pool from \$8.40 to \$8.25 in January of 2003.
  - d) maintaining current program recovery rates for the Recreation Coordinating Function to include 125% for adult, 100% for preschool, youth, community cooperative, and child, 75% for summer camps and family, and 50% for leadership development programs, along with a 15% administration fee for all programs, and a guideline of 75%-25% split with small companies.
2. Not to amend the Fees and Charges Policy and maintain a 43% recovery rate at the District 69 Arena and a 44% recovery rate at the Ravensong Aquatic Centre.

#### **Financial Implications:**

1. All areas of the Department will continue to be challenged with increased operating costs (i.e. wages and utilities). Maintaining current levels of user fees will result in either a reduction of current service levels or an increase in the function tax requisition unless a 2% adjustment is made to account for the cost of living. To address this issue a minimum 2% increase in fees projected each year could be used to offset the trend of increasing costs; although, fee increases do not necessarily equate to increased revenues.

2. The financial implication under this alternative are as follows for the three functions:

#### District 69 Arena

Due to the 13% increase being implemented in 2002, a proposed 2% increase to fees would not be applied until September of 2003 when the prime and non-prime rates can be implemented at the new arena. A move to prime and non-prime rates should not have a significant impact on most user groups or the overall recovery rate. Minor Hockey will be the group most impacted with an annual increase of approximately \$3,000 to an annual rental of approximately \$60,000.

The other key issue of merging seniors' and adult rates would impact the arena and users in two areas. First, as of September 1, 2003 seniors would pay \$3.65 for admissions as adult users rather than the seniors' rate of \$1.95. This change would provide for approximately \$2250 in additional revenues for 2003 based on a similar number of visits. Second, as of September 1, 2002 economy passes for seniors and adults will be \$18.20 and \$32.90 respectively. As seniors would be paying the same rate as adults in September 2003 it is recommended that the economy passes be set at \$25.55 for adults providing overall savings to users compared to individual rates and generating approximately \$3,500-\$4,000 in additional revenues in 2003 based on similar usage. The vast majority of senior use takes place during times designated non-prime and the economy pass rate would be reflective of this distinction and encourage non-prime time usage.

#### Ravensong Aquatic Centre

The pool could apply a 2% increase in fees to children and youth rates beginning in January of 2003. By merging seniors' rates with adult rates the 2% increase would not be necessary in the adult category. Due to the large number of seniors' participating it is proposed that the adult rate could even be lowered from \$4.35 to \$3.95. It is anticipated that a 6% increase in revenue will be generated overall from the combination of seniors and adults paying the same rate. Family rates have been discussed including comparisons with other facilities. As noted in the minutes the Committee has recommended that the Family rate be reduced from \$8.40 to \$8.25. This could be seen as an incentive for promoting family opportunities while reducing the impact of other increased rates without impacting the overall recovery rate.

#### Recreation Coordinating Function

Most of the direct costs for recreation programs provided are recovered through the general program fee recovery policy. Therefore, any increases in costs to programs are offset by revenue obtained through program fees and charges. A 2% increase to specific recreation programs could provide additional revenues to offset increasing annual operational costs.

3. Recovery rates of 43% at the District 69 Arena and 44% at the Ravensong Aquatic centre would be maintained with no increase in user fees or changes to the Fees and Charges Policy however the savings would likely come from reductions in operating costs primarily repairs and maintenance which in turn could have costly implications to facility infrastructure.

#### **Citizen implications:**

For the most part, one of the most significant concerns regarding the proposed changes is with respect to customer retention. There is a concern that the merging of seniors' rates with adult rates may not be well received by a number of current customers. If there is a negative response to the changes a reduction in participation may be imminent. However, promotion of the changes will assist customers in

understanding the fee structures and as customers become accustomed to the new rates the long-term impact would likely see customers returning to use services with an overall positive impact on the budget process.

More favorably, these changes, as noted in the report, also provide opportunities to reduce some of the fees in adult and family categories bringing fees more in line with other island facilities like the Nanaimo Aquatic Centre. Economy passes, as well, will be maintained; thereby, resulting in overall savings for many user groups.

It is possible that the Financial Access Program, including S.O.S. sponsored program, could be accessed by more customers. Continued monitoring and evaluation of this system would need to be continued, and ongoing support of the program by the Commission is imperative to assist individuals in need, especially low income seniors impacted by the changes proposed for amalgamation of senior and adult rate categories.

#### **Summary:**

Staff presented information to the Fees and Charges Committee pertaining to the 2003 Provisional budget.

Information included an amended Fees and Charges policy; recovery rates for facilities and programs; fee increases and impacts for 2003 and beyond; seniors' rate changes; and the surcharge for non-residents at the pool.

Seniors' rate changes and prime / non-prime rates are the two significant changes being proposed for implementation in 2003. At the direction of the Fees and Charges Committee, Seniors' rates would be merged with adult rates, which will have some financial and citizen implications as outlined in the report. The prime / non-prime rates will also have implications financially and publicly as outlined in subsequent reports.

Through previous discussions the Fees and Charges Committee has provided direction and endorsed the following recommendations.

#### **Recommendations:**

That the following items be included in the 2003 Provisional budget process to include:

1. Adoption of the amended Fees and Charges Policy including the removal of the "senior" rate categories;
2. Maintaining the 43% recovery rate and the current level of fees and charges at the arena until September 2003 at which time adult economy passes will be set at \$25.55, and prime and non-prime rates will apply and will include a 2% increase to fees and charges;
3. Maintaining the 44% recovery rate at the pool while implementing a 2% increase to fees and charges for children and youth programs at the pool, and reducing the current family rate at the pool from \$8.40 to \$8.25 in January of 2003;
4. Maintaining current program recovery rates for the Recreation Coordinating Function to include 125% for adult, 100% for preschool, youth, community cooperative, and child, 75% for summer

camps and family, and 50% for leadership development programs, along with a 15% administration fee for all programs, and a guideline of 75%-25% split with small companies.

*for* Mr. Parlone  
Report Writer                      Supervisor  
[Signature]                      *A/km*  
General Manager Concurrence

*for* Mr. Parlone  
Manager Concurrence  
[Signature]  
CAO Concurrence

COMMENTS:

## Information Relating to Relative Wealth of Seniors

Source: Statistics Canada: The Assets and Debts of Canadians  
Published March 2001, Data collected from May through July, 1999.

These statistics are related to Canada as a whole, based on sampling across the country. They can be related to the greater Victoria area by applying the family grouping categories against the same groupings as a percentage of our total local population.  
In British Columbia, 13% of the population is over 65; in the CRD, the seniors represent 18% (over 75 yrs = 8.9%)

Median Net Worth:

Median: The point at which half the collection is greater and half is less. It is not the average, and therefore is less affected by possible extremes.

Net Worth: Defined as the difference between the value of total asset holdings, and the amount of total indebtedness.

Family Characteristics	Median after tax income	Median net worth
Elderly families	\$32,000.00	\$202,000.00
Couples, no children	\$44,800.00	\$125,800.00
Couples, children under 18yrs	\$48,400.00	\$100,500.00
lone parent families	\$21,800.00	\$14,600.00

Change in Median Net Worth, from 1984 to 1999: (comparisons in 'current dollars' i.e., 1984 \$'s calculated against CPI; changes to convert to 1999 \$'s)

Family Characteristics	% Change
Elderly families	up 42%
Couples, no children	up 11%
Couples, children under 18 yrs	no change
lone parent families	up 96%

Change in Median Net Worth (MNW) for all families, by age of major income recipient

Age	MNW 1984	MNW 1999	Change in \$'s	Change as %
under 25	\$3,100.00	\$200.00	(\$2,900.00)	-95%
25 - 34	\$23,400.00	\$15,100.00	(\$8,300.00)	-35%
35 - 44	\$73,500.00	\$60,000.00	(\$13,500.00)	-18%
45 - 54	\$124,000.00	\$115,200.00	(\$8,800.00)	-7%
55 - 64	\$129,100.00	\$154,100.00	+\$25,000.00	0.19
65 and older	\$80,800.00	\$126,000.00	+\$45,200.00	0.56

Miscellaneous: In Canada, 10% of Seniors have mortgages, compared to 85% of 35 and younger, 77% of 35 to 44, and 59% of 45 to 54 year olds.

Debt load in Canada for every \$100 of assets: Average family = \$16.00; single parents = \$29.00;  
2 parent families = \$23.00; Elderly families = \$3.00.

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

**DATE:** May 12, 2002

**FROM:** Mike Chestnut,  
Arena Supervisor

**FILE:** 0360-20-D69R

**SUBJECT:** Prime / Non Prime ice rates -- D69 Arena

**Purpose:**

To provide information and recommendations to the District 69 Recreation Commission on the implementation of prime time and non prime time ice rental rates at the District 69 Arena.

**Background:**

This report is supplemental information to the Arena Rentals Fees - Prime Time / Non Prime Time report dated February 6, 2002. The February 6, 2002 appendix 2 contains calculations in both Table 1 & 2 that were based on hypothetical prime and non prime hours as per:

Prime Time Mon-Fri 4:00pm-11:00pm & Sat-Sun 8:00am-11:00pm  
Non Prime Mon-Fri 11:00pm-4:00pm & Sat-Sun 11:00pm-8:00am

For purposes of comparing the District 69 Arena operations with those of neighbouring communities the definition of prime and non prime have been adjusted as follows:

Prime Time Mon-Fri 4:00pm-12:00am <sup>midnight</sup> & Sat-Sun 7:00am-12:00am <sup>midnight</sup>  
Non Prime Mon-Fri 5:00am-4:00pm & Sat-Sun 5:00am-7:00am  
Maintenance Time Mon-Sun 12:00am-5:00am

This change is reflected in calculations attached as appendix 1. All calculations are based on a single winter ice season of 26 weeks assuming current usages are maintained.

**Financial Implications:**

In order to maintain current ice rental revenues and structure rates on a prime / non prime basis current user rates will need to be adjusted beyond the 13% 2002 increase. Staff have calculated rates for both minor and adult prime and non prime that would generate equal revenues assuming usage continues at present volume. These rates assume that the user's are categorized as either adult or minor. The existing youth rate would default to a minor rate and the senior rate would default to adult rates.

Adult Prime Time	\$120.00 hr (incl. GST)
Adult Non Prime Time	\$97.08 hr (incl. GST)
Minor Prime Time	\$65.00 hr (incl. GST)
Minor Non Prime Time	\$55.70 hr (incl. GST)

**Table 2**  
Summary of rate increases

User Group	2001 Rates	Jan 2002 Rates	Sep 2002 Rates	Sep 2003 Prime	Increase from 2001 to 2003 prime
Minor	\$54.20	\$56.90	\$61.24	\$65.00	19.93%
Adult	\$102.55	\$107.87	\$115.88	\$120.00	17.02%
Senior	\$71.01	\$74.58	\$80.22	\$120.00	68.99%
Youth	\$69.67	\$73.16	\$78.70	\$65.00	-6.70%

**Table 3**  
Revenue comparisons between existing (2002 Sep Rates), projected revenues at the mid island average rate and revenues at the suggested prime / non prime rates.

User Group	Hours Per Season	Sep 2002 Rate GST Inc	Current Revenue	
Minor	1,787.50	\$61.24	\$109,466.50	
Adult	429	\$115.88	\$49,712.52	
		Total	\$169,179.02	
User Group	Hours Per Season	Mid Island Average Rate		Mid Island rate Revenue
	Prime Hrs / Non Prime Hrs	Prime	Non Prime	
Minor	1332.5 / 455	\$58.92	\$55.58	\$103,804.35
Adult	390 / 39	\$118.39	\$91.22	\$48,908.70
			Total	\$152,713.05
User Group	Hours Per Season	Suggested Prime	Suggested Non Prime	Resulting Revenue
	Prime Hrs / Non Prime Hrs			
Minor	1241.5 / 520	\$65.00	\$55.70	\$108,662.50
Adult	390 / 39	\$120.00	\$97.08	\$49,712.40
			Total	\$158,374.90



**TABLE 1**  
**Annual Fee Comparisons**

User Group	Annual fees based on Sep 2002 rates	Anticipated fees based on suggested prime/non prime	Percentage Increase
Minor Hockey	\$63,260.82	\$66,626.60	3.74%
Figure Skating	\$39,808.00	\$40,446.90	1.61%
Jr B Generals	\$8,184.80	\$6,760.00	-17.41%
Non Contact League	\$28,375.58	\$30,420.00	3.56%
Old Timers	\$8,038.64	\$8,360.00	3.56%
Harley Skippers	\$1,534.65	\$2,340.00	52.48%
Over 50's	\$4,541.32	\$4,680.00	3.05%
Seniors	\$3,128.58	\$3,552.12	13.54%

**Citizen Implications:**

The effects of the 13% increase in 2002 will not be clear until summer registration periods are complete. The fee increases will be passed directly to each user and may have an adverse effect on ability to participate. A prime / non prime rate structure will require additional annual fee increases to user groups (see table 1) ranging from 1.61% to 52 %. Additional issues to be addressed include the possible dissolution of existing rates for seniors, youth groups, hockey schools and commercial rentals.

**Alternatives:****Summary:**

With rate increase projections of between 17% & 28% (dependant on user definition, see table 2) since December 2001 ability to pay and user access are subject for reflection. While ice time at the District 69 Arena is currently in great demand escalating fees may reduce total hours booked. Conversely the new rates would be comparable to communities adjacent to District 69 and reflective of the majority of municipally operated rinks on Vancouver Island.

**Recommendations:**

1. That the District 69 Recreation Commission review the fees and charges policy and delay the implementation of a prime / non prime rate structure until Sep 2003 in order to allow for market adjustments to the existing fee increases.

REGIONAL DISTRICT OF NANAIMO  
POLICY

SUBJECT:	<i>Recreation and Parks Fees and Charges</i>	POLICY NO:	C2.1
		CROSS REF.:	
EFFECTIVE DATE:		APPROVED BY:	
REVISION DATE:		PAGE	1 of 5

**PURPOSE**

To establish criteria and rate schedules to be applied to recreation facilities and programs.

**POLICY**

*This policy pertains to three functions of the Department that are supported within District 69 only including Recreation Coordinating, the District 69 Arena and the Ravensong Aquatic Centre. The policy does not include the Gabriola Island Recreation and Parks function or the Regional and Community Parks functions.*

**Program Fees**

Fees for recreation programs in District 69 shall be established based upon the following criteria:

1. All recreation program fees will be based upon a recovery of direct program costs.
2. Philosophically, program fees will reflect the ability of various user groups to pay for services; therefore, children and youth may pay less than adults. The Recreation Commission through their Mission Statement is also committed to supporting programs that offer opportunities for families and to the community to develop new volunteers and leaders.
3. Special fees may exist for new programs to support first time participation and/or start up costs, to be called Seed Programs.

**Administration of Program Fees**

1. The Manager of Recreation and Parks will call an annual meeting to involve members of the District 69 Recreation Commission's Fees and Charges Committee and staff to review and recommend the following information for consideration by the Commission and Regional Board for the coming calendar year:
  - a) program fees
  - b) recovery rates for programs
  - c) revisions to the list of direct program costs
  - d) annual administrative fee
  - e) percentage split for Term Instructors operating as companies

2. Recovery rates for recreation programs in District 69 shall be presented as follows:

<i>Program Category</i>		<i>Yearly Rate</i>
Pre-School Programs	up to 5 years	(to be recommended by Recreation Commission as part of the budget process)
Children's Programs	5-12 years	
Youth Programs	11-18 years	
Adult Programs	19 years plus	
Summer Camps		
Family Programs		
Volunteer and Leader Development Community Co-operative		

3. Direct program costs shall include the following:

- a) employing Term Instructor(s), supervisory staff or leaders including preparation time;
- b) program equipment, supplies and materials;
- c) facility rental;
- d) transportation and/or mileage (as per the RDN vehicle mileage rate); and,
- e) administration fee (includes RDN administration fee, photocopying, promotion) included as part of the percentage split when agreements made with Term Instructors or businesses.

4. Program staff may use the following three methods to establish program fees:

- a) Where the program is operated solely by the Recreation and Parks Department, the Programmers will calculate fees based upon a percentage recovery of direct program costs as outlined in sections 2 and 3 above.
- b) When a company, hired as a Term Instructor by the Department, operates the program and program registrations are not expected to exceed \$5,000 in the calendar year, the Programmer may negotiate a revenue-sharing arrangement based on a percentage ratio guideline of revenue generated. The ratio will be determined annually applicable to section 1 under Administration of Program Fees in this policy. All direct program costs will be borne by the Company as part of their revenue share.
- c) When the program is operated by a business, hired as a Term Instructor by the Department and program registrations are expected to exceed \$5,000 in the calendar year, the Programmer will either obtain a minimum of three quotations or tender a proposal for the program to obtain the best package available for the Department and the community.

**Note:** As the Regional District will recover all direct program costs through the method of costing a program as outlined in b) and c) above, the Programmer and Company will be free to develop program fees through the quotation/tender process that are in keeping with both the Commission's service objectives and the Company's business and cost recovery objectives.

5. The Manager of Recreation and Parks and the Recreation Program Supervisor may, from time-to-time, establish one-time only fees or make a short-term relaxation of program fees.

**Definition of Terms**

*Volunteer and Leader Development programs are programs that are aimed at training new volunteers and leaders in the community. Examples of this type of program include Leaders In Training, Outdoor Leadership, and Coaching Development courses.*

Community Co-operative programs are programs offered jointly by the Department in cooperation or partnership with other community based, non-profit oriented organizations. An example of this type of program is the therapeutic swim program, which is co-sponsored with the District Health Unit.

Term Instructors are individuals or companies that are hired to provide program instructional services for the Department. Term Instructors are categorized into two methods of payment, either as individuals through Payroll or as a company through Accounts Payable. Payroll Term Instructors are paid by an hourly rate, flat fee or percentage ratio based on the same guideline as Companies, and their costs are calculated as part of the direct program costs outlined in #3 above for hourly and flat fee rates. Companies are paid a percentage split of revenues or a flat fee. For procedural purposes this policy divides the Term Instructors (Companies) into two types:

- (a) the small Company with whom we plan to do not more than \$5,000 worth of program business in a calendar year.
- (b) the large Company with whom we plan to do more than \$5,000 worth of program business in a calendar year.

An example of a situation where we might work with a small contractor would be the Department's individual adult lifestyle courses. An example of a situation where we might work with a large contractor would be the Department's Summer Soccer Camp.

**Rentals and Admissions for District 69 Arena and Ravensong Aquatic Centre**

Rental and admission fees for the District 69 Arena and Ravensong Aquatic Centre shall be calculated based upon a percentage recovery of operating costs for each. A recovery rate shall be established for each facility during the annual budget process.

Philosophically, admission fees and rentals will reflect the ability of various user groups to pay for services; therefore, children and youth may pay less than adults. In addition, recreational users will be charged less than commercial users.

Special fees may exist for new programs to support first time participation and/or start up costs, to be called Seed Programs.

**Administration**

1. The Manager of Recreation and Parks shall call an annual meeting to involve members of the District 69 Recreation Commission's Fees and Charges Committee and staff for the following purposes, for the coming calendar year:
  - (a) To review and make recommendations to the Commission regarding facility rental fees and admissions charges;
  - (b) To recommend to the Commission, recovery rate goals for the District 69 Arena and the Ravensong Aquatic Centre; and,
  - (c) To review rates from similar facilities in the mid-Island region.

2. Rental rates and admission fees shall be presented on an annual basis under the following categories for consideration by the Fees and Charges Committee:

(a) **Rental Rates**

**District 69 Arena**

Minor Hockey/Figure Skating  
Public/Private School Groups  
Youth Groups  
Hockey Schools - Summer  
Hockey Schools - Winter  
Adult Hockey  
Summer Ice Bookings  
Summer Dry Floor Bookings  
Ice In per Day - Commercial/Special Events  
Ice Out per Day - Local Recreation  
Ice Out per Day - Commercial  
Set Up Day - Local Recreation  
Set Up Day - Commercial  
Charge Out Rate for Programs - Fully Sponsored  
Charge Out rate for Programs - Co-Sponsored

**Ravensong Aquatic Centre**

*Sections Available:*

Main Pool	Per Lane
Whirlpool - Leisure Pool	Whole Pool

*Categories:*

Children's Groups  
Youth Groups  
Adult Groups  
Public/Private School Groups  
Swim Clubs  
Commercial Groups  
Birthday Party Rental/Program  
Charge Out Rate for Programs

**(b) Admission Fees**

**District 69 Arena**

Public Skating – Children 14 Years and Under  
Public Skating – Children – Book of 10 Admissions  
Public Skating – Youth 15 Years to 18 Years  
Public Skating – Adult – 19 Years Plus  
Public Skating – Adult – Books of 10 Admissions  
Family Skating Sessions  
Family Skating – Book of 10 Admissions  
Family Skating Sessions with Skates  
Family Skating with Skates – Book of 10 Admissions  
Parent and Tot Skating Sessions  
Scrub Hockey – Adults  
Scrub Hockey – Book of 10- Admissions  
Scrub Hockey – Youth  
Dead Ice Admission  
Skate Sharpening  
Skate Rentals – Adult and Youth  
Skate Rentals – Children  
Skate Rentals – School District 69

**Ravensong Aquatic Centre**

Adult Admission – 19 Years Plus  
Adult Admission – Book of 10 Admissions  
Youth Admission – 15 Years to 18 Years  
Youth Admission – Book of 10 Admissions  
Child Admission – 14 Years and Under  
Child Admission – Book of 10 Admissions  
Family Admission – (2 related adults + any number of related children)  
Family Admission – Book of 10 Admissions

3. Recovery rates, admission fees, and rental rates will be presented annually by the Program Committee to the District 69 Recreation Commission for consideration with the provisional budget. The information will be presented to the Regional Board for approval as part of the annual budget approval process.

# REGIONAL DISTRICT OF NANAIMO

## POLICY

SUBJECT: <i>District 69 Recreation Program Fees</i> <del>General District Policy</del>	POLICY NO: C2.1
	CROSS REF.:
EFFECTIVE DATE: June 13, 1995	APPROVED BY: Board
REVISION DATE:	PAGE 1 of 5

### **PURPOSE**

To establish criteria and rate schedules to be applied to District 69 Recreation programs.

### **POLICY**

#### ***Program Fees***

Fees for District 69 Recreation Programs shall be established based upon the following criteria:

1. All recreation program fees will be based upon a recovery of direct program costs.
2. Philosophically, program fees will reflect the ability of various user groups to pay for services. Children, youth and senior users will therefore pay less than adult users. The Recreation Commission through their Mission Statement is also committed to programs that offer opportunities for families and to the community to develop new volunteers and leaders.
3. Special fees may exist for new programs to support first time participation and/or start up costs, to be called Seed Programs.

#### ***Administration of Program Fees***

1. The Recreation Program Manager will call an annual meeting to involve members of the Recreation Commission's Program Committee and recreation Program staff to prepare the following information for consideration by the Commission and Regional Board for the coming calendar year:
  - (a) To review program fees.
  - (b) To recommend user recovery rates for District 69 Programs.
  - (c) To recommend revisions to the list of direct program costs.
  - (d) To recommend the annual administrative fee.
  - (e) To recommend a percentage split for all co-sponsored programs with small private contractors.



2. Recovery rates for District 69 Recreation Programs shall be presented as follows:

<i>Program Category</i>	<i>Yearly Rate</i> (to be recommended by Recreation Commission as part of the budget process)
Pre-School Programs	to 5 years
Children's Programs	to 11 years
Youth Programs	to 18 years
Adult Programs	19 years and older
Family Programs	
Volunteer and Leader Development	
Community Co-operative	
Swim Programs	
Seniors Programs	55 years and older

3. Direct program costs shall include the following:

- (a) Cost of employing program instructor(s), supervisory staff or leaders including preparation time;
- (b) Cost of program equipment, supplies and materials;
- (c) Cost of facility rental;
- (d) Cost of transportation and/or mileage (\$0.10 per km. for van use);
- (e) Cost of advertising (does not include Guide or use of the read-o-gram);
- (f) Administration fee (set annually). This is not a direct cost in co-sponsored programs; and,
- (g) Cost of contractor where applicable.

4. Program staff may use the following three methods to establish program fees:

- (a) Where the program is sponsored only the District 69 Recreation Department, the Recreation Program staff will calculate fees based upon a percentage recovery of direct program costs as outlined in Sections 2 and 3 of the Administration Section of this policy.
- (b) Where the program is co-sponsored by the Department with a small Contractor (together we plan to receive not more than \$5,000 worth of registrations in a calendar year), the Program may offer a 75% / 25% split of total program revenues. All direct program costs will be borne by the Contractor as part of their 75% split. As the Regional District will automatically recover all direct program costs through this method of costing a program, the Programmer and Contractor will be free to develop program fees that are in keeping with both the Commission's service objectives and the Contractor's business and cost recovery objectives.

- (b) Where the program is to be co-sponsored by the Department and a large Contractor (together we plan to receive more than \$5,000 worth of registration in a calendar year), the Programmer will either obtain a minimum of three quotations or tender a proposal for the program to obtain the best package available for the Department and the community. As the Regional District will recover all direct program costs through this method of costing a program, the Programmer and Contractor will be free to develop program fees through the quotation/tender process that are in keeping with both the commission's service objectives and the Contractor's business and cost recovery objectives.

5. The Manager of Leisure Services and the Recreation Program Manager may, from time to time, establish one-time only fees or make a short-term relaxation of program fees.

### ***Definition of Terms***

*Volunteer and Leader Development programs are programs that are aimed at training new volunteers and leaders in the community. An example of this type of program is the Coaching Development courses that are offered by the Department.*

Community Co-operative programs are programs that are offered jointly by the Department in cooperation or partnership with other community based, non-profit oriented organizations. An example of this type of program is the therapeutic swim program which is co-sponsored with the District Health Unit.

Contractors are individuals or organizations that the recreation Department co-sponsors a recreation program(s) with. For procedural purposes this policy divides the private contractor into two types:

- (a) the small Contractor who we plan to do not more than \$5,000 worth of program business in a calendar year.  
(b) the large Contractor who we plan to do more than \$5,000 worth of program business in a calendar year.

An example of a situation where we might work with a small contractor would be the Department's individual adult lifestyle courses. An example of a situation where we might work with a large contractor would be the Department's Summer Soccer Camp.

### **Rentals and Admissions for District 69 Arena and Ravensong Aquatic Centre**

Rental and admission fees for the district 69 Arena and Ravensong Aquatic Centre shall be calculated based upon a percentage recovery of operating costs for that facility. The Recreation Commission will establish an annual recovery rate for each facility through its annual budget process.

Philosophically, admission fees and rentals will reflect the ability of various user groups to pay for services. Children, youth and senior users will therefore pay less than adult users. In addition, recreational users will be charged less than commercial users.

Special fees may exist for new programs to support first time participation and/or start up costs, to be called Seed Programs.

## **Administration**

1. The Manager of Leisure Services shall call an annual meeting to involve members of the Recreation Commission's Program Committee and Recreation Department staff for the following purposes, for the coming calendar year:
  - (a) To review and make recommendations to the Recreation Commission regarding facility rental fees and admissions charges.
  - (b) To recommend to the Recreation Commission, recovery rate goals for the District 69 Arena and the Ravensong Aquatic Centre.
  - (c) To review rates from similar facilities in the mid-Island region.
2. Rental rates and admission fees shall be presented on an annual basis for the following categories for consideration by the Recreation Commission:

### **(c) Rental Rates**

#### **District 69 Arena**

Minor Hockey/Figure Skating  
Youth Group Rental  
Seniors' Hockey Rate  
Hockey Schools – Summer  
Hockey Schools – Winter  
Adult Hockey  
Summer Ice Bookings  
Summer Dry Floor Bookings  
Ice In per Day – Commercial/Special Events  
Ice Out per Day – Local Recreation  
Ice Out per Day – Commercial  
Set Up Day – Local Recreation  
Set Up Day – Commercial  
Charge Out Rate for District 69 Program – Fully Sponsored  
Charge Out rate for District 69 Program – Co-Sponsored

#### **Ravensong Arena**

Building Rental  
Half Building Rental  
Lane Rental – Youth Club  
Lane Rental – Adult Club  
Birthday Party Rental/Program  
Charge Out Rate for District 69 Programs

**(d) Admission Fees**

**District 69 Arena**

Public Skating – Children 14 Years and Under  
Public Skating – Children – Book of 10 Admissions  
Public Skating – Youth 15 Years to 18 Years  
Public Skating – Adult – 19 Years to 54 Years  
Public Skating – Adult – Books of 10 Admissions  
Public Skating – Seniors - 55 Years and Over  
Public Skating – Seniors – Book of 10 Admissions  
Family Skating Sessions  
Family Skating – Book of 10 Admissions  
Family Skating Sessions with Skates  
Family Skating with Skates - Book of 10 Admissions  
Parent and Tot Skating Sessions  
Scrub Hockey – Adults  
Scrub Hockey – Book of 10- Admissions  
Scrub Hockey – Youth  
Dead Ice Admission  
Skate Sharpening  
Skate Rentals – Adult and Youth  
Skate Rentals – Children  
Skate Rentals – School District 69  
Roller Skating  
Roller Skate/In Line Skate Rental

**Ravensong Aquatic Centre**

Adult Admission – 19 Years to 54 Years  
Adult Admission – Book of 10- Admissions  
Senior Admission – 55 Years and Over  
Senior Admission – Book of 10 Admissions  
Youth Admission – 15 Years to 18 Years  
Youth Admission – Book of 10 Admissions  
Child Admission – 14 Years and Under  
Child Admission – Book of 10 Admissions  
Family Admission  
Family Admission – Book of 10 Admissions

Recovery rates, admission fees, and rental rates will be presented annually by the Program Committee to the District 69 recreation Commission for consideration with the provisional budget. The information will be presented to the Regional Board for approval as part of the annual budget approval process.