

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, MARCH 25, 2003

(immediately following the Special Board meeting)

(Nanaimo City Council Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

French Creek Residents Association:

- 4 **Jack Ellison**, re Sandpiper/Chartwell Water System - Request to Establish a Water Board.
- 5 **Michael Jessen**, re Sandpiper/Chartwell Water System – Pressure, Volume, Storage.
- 6 **John Gayton**, re Sandpiper/ Chartwell Water System - Water Quality.

MINUTES

- 7-13 Minutes of the Committee of the Whole meeting held on Tuesday, February 25, 2003.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATION/CORRESPONDENCE

UNFINISHED BUSINESS

COMMUNITY SERVICES

RECREATION AND PARKS

- 14-17 Home Lake Regional Park – Draft Management Plan. (Plan included as separate enclosure.)

CORPORATE SERVICES

FINANCE

- 18-28 2002 Audited Financial Statements.
- 29-31 2002 Directors Remuneration and Expenses.

HOSPITAL

32-37 2002 Audited Financial Statements.

DEVELOPMENT SERVICES

BUILDING INSPECTION

38-39 Section 700 Filings.

BYLAW ENFORCEMENT

40-42 Contravention of Unsightly Premises Regulatory Bylaw No. 1073 – Richard Beaven - 3030 Barnes Road – Area A.

PLANNING

43-46 Road Name Change Concerning Ingram Road and Ingram Road East – Area A.

ENVIRONMENTAL SERVICES

LIQUID WASTE

47-50 Malaspina University-College – GNPCC Biosolids Composting Update.

SOLID WASTE

51-52 Landfill & Transfer Station Yard Waste Composting – Tender Award.

UTILITIES

53-55 Nanoose Water Service Area -- Enos Creek Watermain Construction - Tender Award.

56-59 French Creek Sewer LSA Capital Charge Bylaw No. 1330.

60-63 Northern Community Sewer LSA Capital Charge Bylaw No. 1331.

COMMISSION, ADVISORY & SELECT COMMITTEE

Lantzville Parks & Open Space Advisory Committee Meeting.

64-66 Minutes of the Lantzville Parks & Open Space Advisory Committee meeting held February 3, 2003. (for information)

Electoral Area 'G' Parks & Open Space Advisory Committee

67-68 Minutes of the Electoral Area 'G' Parks & Open Space Advisory Committee meeting held March 5, 2003. (for information)

District 69 Recreation Commission.

69-72

Minutes of the District 69 Recreation Commission meeting held March 13, 2003.
(for information)

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

That the meeting be adjourned and the Special Committee of the Whole be reconvened.

IN CAMERA

Burgoyne, Linda

From: Sheila Ellison [ellisons@shaw.ca]
Sent: Monday, March 17, 2003 11:04 AM
To: Burgoyne, Linda
Subject: RDN Directors meeting March 25, 2003

Dear Ms. Burgoyne,
I am requesting an opportunity to address the Board on a matter of importance to the Chartwell/Sandpiper residents.

My name is Jack Ellison,
I am a vice-president of the FCRA,
My address is 1145 Sunrise Drive, Qualicum Beach
My telephone is 752-5221

My address requests the establishment of a Water Board to serve the Chartwell/Sandpiper community in concert with the RDN Board.

Thank you for your attention to this matter,
Sincerely

Jack Ellison

PAGE
4

Burgoyne, Linda

From: M Jessen [mjessen@island.net]
Sent: Monday, March 17, 2003 11:11 AM
To: Burgoyne, Linda
Subject: Delegation to Committee of the Whole Meeting March 25

Dear Ms. Burgoyne:

I would like to present as a delegation to the committee meeting above.

Michael Jessen
French Creek Area G
1266 Jukes Place
Parksville, B.C.
V9P 1W5

Phone 752-4579

Subject: Water System Serving Chartwell and Sandpiper - Pressure,
volume, Storage

On behalf of John Gayton, a fellow director on French Creek Residents Assn., I would like to request similar delegation status for him (I left a message on his answering machine about your deadlines. He may not be able to respond by 1:30 this afternoon.) I expect him to send you a confirming email by your absolute deadline which you mentioned as being tomorrow morning.

John Gayton
French Creek Area G
795 Nicolls Drive
Parksville, B.C.
V9P 1W9

Phone: 752-8807

Subject: Water Quality - Sandpiper/Chartwell System

Michael Jessen
Director, French Creek Residents Association

PAGE

5

Burgoyne, Linda

From: John W. Gayton [jwgayton@shaw.ca]
Sent: Monday, March 17, 2003 2:17 PM
To: Burgoyne, Linda
Subject: Presentation to RDN Committee

I wish to make a presentation on March 25 on behalf of the French Creek Residents Association. My name is John Gayton, 795 Nicolls Drive, Parksville, 250-752-8807. The subject of my presentation is the quality of domestic water in Sandpiper/Chartwell.

PAGE
6

3/17/2003

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, FEBRUARY 25, 2003, AT 7:45 PM
IN THE CITY OF NANAIMO COUNCIL CHAMBERS,
455 WALLACE STREET, NANAIMO, BC

Present:

Director L. McNabb Alternate	Chairperson
Director H. Kreiberg	Electoral Area A
Director G. Lund	Electoral Area B
Director E. Hamilton	Electoral Area C
Director D. Haimc	Electoral Area D
Director P. Bibby	Electoral Area E
Director I. Biggemann Alternate	Electoral Area F
Director M. Klee	Electoral Area G
Director D. Bartram	Electoral Area H
Director R. Longmuir Alternate	City of Parksville
Director A. Kruyt	Town of Qualicum Beach
Director L. Sherry	City of Nanaimo
Director R. Cantelon Alternate	City of Nanaimo
Director J. Manhas Alternate	City of Nanaimo
Director D. Tyndall	City of Nanaimo
Director B. Holdom	City of Nanaimo

Also in Attendance:

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

DELEGATIONS

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

Mr. Thirkill provided a slide presentation showing the attributes of Mount Benson, and urged the Board to protect this area as a community resource.

MOVED Director Cantelon, SECONDED Director Sherry, that the following late delegations be permitted to address the Committee.

CARRIED

Chuck Rowe, Executive Director, Vancouver Island Health Authority, re Cost Sharing in Maternity Wing Renovations at Nanaimo Regional General Hospital.

Mr. Rowe provided information with respect to an alternate proposal for the maternity wing renovations which would propose a separate building for maternity at an additional cost of \$1.4 million dollars. The Vancouver Island Health Authority is requesting that the Board consider this change and approve cost sharing in the project.

MOVED Director Cantelon, SECONDED Director Sherry, that the delegation be received.

CARRIED

Jack Ferrero, re Transit.

Mr. Ferrero stressed the need for transit service in the Nanaimo and Cedar areas and urged the Board not to reduce transit service in an effort to balance the District 68 transit budget.

MOVED Director Cantelon, SECONDED Director Sherry, that the delegation be received.

CARRIED

PRESENTATION

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

Ms. Currie and Mr. Alexander provided a verbal update on the BC Hydro Vancouver Island Generation project review being undertaken by the Environmental Assessment Office.

MOVED Director Haime, SECONDED Director Cantelon, that the presentation be received.

CARRIED

MINUTES

MOVED Director Sherry, SECONDED Director Hamilton, that the minutes of the Committee of the Whole meeting held on January 28, 2003, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

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

MOVED Director Sherry, SECONDED Director Hamilton, that the correspondence received from Solicitor General Rich Coleman with respect to an update on the restructuring of police financing in municipalities under 5,000 population and unincorporated areas, be received.

CARRIED

UNFINISHED BUSINESS

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

Watershed & Drinking Water Protection Initiatives.

MOVED Director Bartram, SECONDED Director Sherry, that the Board support completion of the previously approved hydrogeological study for the Englishman River and French Creek watersheds and proceed with establishing a project terms of reference and cost for a drinking water protection plan for the Arrowsmith watersheds.

CARRIED

MOVED Director Bartram, SECONDED Director Sherry, that the Board direct staff to work with the municipalities and electoral areas to further explore the establishment of a Development Permit Area over all or parts of the Regional District and prepare a report outlining the pros, cons and implications of this approach, and areas that should be considered for DPA designation.

CARRIED

MOVED Director Bartram, SECONDED Director Sherry,:

1. That the Board direct staff to initiate the process to establish a regional function and service District 68 and District 69 areas for watershed protection initiatives.
2. That the Board direct that a Watershed and Drinking Water Protection Standing Committee be formed and terms of reference be written.
3. That the Board direct staff to develop a range of options and cost requirements for watershed and drinking water protection awareness and education in cooperation with the Province, Municipalities, Electoral Areas and Improvement Districts/District Water Boards.

CARRIED

MOVED Director Bartram, SECONDED Director Sherry, that the Board await legislative direction from the province regarding new drinking water protection requirements and at that time broaden the function as required.

CARRIED

MOVED Director Bartram, SECONDED Director Haime, that, as groundwater legislation is an important aspect of groundwater and drinking water protection, the Board advance the following resolution to AVICC:

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

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

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

CARRIED

COMMUNITY SERVICES

RECREATION AND PARKS

Purchase of Old Errington School – Area F.

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

CARRIED

REGIONAL GROWTH MANAGEMENT

Regional Growth Strategy Function – Electoral Area 'B' Participation.

MOVED Director Lund, SECONDED Director Hamilton, that Electoral Area 'B' be excluded from the Regional Growth Strategy function.

CARRIED

Regional Growth Management Plan Review – Completion Phase – Terms of Reference and Consultation Plan.

MOVED Director Haime, SECONDED Director Hamilton, that the Terms of Reference and Consultation Plan for the Growth Management Plan Review Completion Phase be approved as amended to change the projected dates for referral of the RGS bylaw from "May 1st" to "October 1, 2003" and third reading of the RGS bylaw to "October 14, 2003", as an amendment to the original terms of reference approved for the project in January of 2001.

TRANSIT

CARRIED

2003 District 68 Transit Budget Issues.

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

CORPORATE SERVICES

CARRIED

HOSPITAL

Cost Sharing in Maternity Wing Renovations at Nanaimo Regional General Hospital.

MOVED Director Holdom, SECONDED Director Cantelon, that the Regional Hospital District Board decline to cost share in a change to the design and location of the maternity ward in relation to the Phase II project at Nanaimo Regional General Hospital.

2003 Capital Requests from the Vancouver Island Health Authority.

CARRIED

MOVED Director Holdom, SECONDED Director Cantelon,:

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

CARRIED

MOVED Director Holdom, SECONDED Director Cantelon, that given the basic principle that no taxation should occur without representation, the Board direct staff to investigate the most effective means by which the RDN may represent the interests of its residents on the agencies governing the NRGH and report back to the Board within one month.

CARRIED

DEVELOPMENT SERVICES

BUILDING INSPECTION

Section 700 Filings.

The Chairperson noted that the following filing has been resolved:

Lot 4, Block 471, Nanoose District, Plan 43434, 6696 Harwood Drive, Electoral Area 'D', owned by R. and L. Dolan.

ENVIRONMENTAL SERVICES

LIQUID WASTE

BC Hydro Power Smart Partner Program.

MOVED Director Sherry, SECONDED Director Cantelon, that the Board support RDN participation in the BC Hydro Power Smart Partner Program and direct staff to execute the BC Hydro Power Smart Partner Program Agreement with BC Hydro.

Greater Nanaimo Pollution Control Center Headworks Upgrade – Tender Award. CARRIED

MOVED Director Sherry, SECONDED Director Cantelon, that the Regional District of Nanaimo award supply of influent screens for the GNPCC Headworks upgrade for the tendered amount of \$308,736.00 to Waste Tech Inc.

Madrona/Wall Beach Sewer Pre-Design Study. CARRIED

MOVED Director Sherry, SECONDED Director Bibby, that the Board approve using existing feasibility study funds available to supplement the \$10,000 Infrastructure Planning Grant for a sewer pre-design study for the Madrona/Wall Beach area.

Director Lund left the meeting. CARRIED

Northern Community Sewer LSA DCC Expenditure Amendment Bylaw No. 1328.

MOVED Director Sherry, SECONDED Director Cantelon, that "Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1328.01, 2003", which will release \$250,000 to complete the Bay Avenue and trickling filter pump upgrades, be introduced and given three readings.

CARRIED

MOVED Director Sherry, SECONDED Director Cantelon, that "Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1328.01, 2003" be adopted.

SOLID WASTE CARRIED

Regional Landfill Surface and Groundwater Monitoring Program – Contract Extension.

MOVED Director Sherry, SECONDED Director Hamilton, that the Board extend the contract with Morrow Environmental Consultants for the regional landfill surface and groundwater monitoring program for an additional two year period.

CARRIED

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11

COMMISSION, ADVISORY AND SELECT COMMITTEE

District 69 Recreation Commission.

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

CARRIED

MOVED Director Bartram, SECONDED Director Hamilton, that the Board endorse the following:

Community Grants:

Arrowsmith Cricket and Sports Association – score board (funds to be matched by the club)	\$	500
Errington Therapeutic Riding Association – operating costs	\$	2,500
Mid-Island Wildlife Watch Society – Brant Festival insurance	\$	1,000

Youth Grants

Ballenas Dry Grad Committee – insurance and advertising	\$	800
Fuzion Youth Centre – start up costs & initial operating cost	\$	2,500
Nanoose Bay Elementary PAC - outdoor education trip (funds to be matched by PAC groups)	\$	1,000
V.I. Adrenalin Games – equipment rentals	\$	1,500
Vicious Vacant Productions – Jan and Feb 2003 event cost	\$	825

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

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

CARRIED

Lantzville Parks & Open Space Advisory Committee.

MOVED Director Haimc, SECONDED Director Sherry, that the minutes of the Lantzville Parks & Open Space Advisory Committee meeting held December 2, 2002, be received for information.

CARRIED

Nanoose Bay Parks & Open Space Advisory Committee.

MOVED Director Bibby, SECONDED Director Tyndall, that the minutes of the Nanoose Bay Parks & Open Space Advisory Committee meetings held October 21, 2002 and February 5, 2003, be received for information.

CARRIED

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

MOVED Director Kreiberg, SECONDED Director Hamilton, that the minutes of the Electoral Area 'A' Parks & Green Spaces Advisory Committee meetings held January 16, 2003 and February 6, 2003, be received for information.

CARRIED

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

MOVED Director Bibby, SECONDED Director Tyndall, that the minutes of the Electoral Area 'G' Parks & Open Space Advisory Committee meetings held October 3, 2002 and January 16, 2003, be received for information.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 9:25 PM

CHAIRPERSON



REGIONAL DISTRICT OF NANAIMO			
MAR 18 2003			
CHAIR		GMCrS	
CAO		GMDS	
GMCms		GMES	
		(o.w)	✓
TO:		DATE	

MEMORANDUM

TO: Tom Osborne
Manager of Recreation and Parks

DATE: March 14, 2003

FROM: Brigid Reynolds
Planner

FILE: 6150 20 HLRP

SUBJECT: Home Lake Regional Park – Draft Management Plan

PURPOSE

To endorse the Home Lake Regional Park Draft Management Plan and direct staff to proceed with negotiating an operating contract for the Park.

BACKGROUND

In November 2001, the Regional Board directed that a public advisory committee be formed to assist in the development of an Interim Management Plan for the Home Lake Regional Park (HLRP). On May 14, 2002, the Regional Board endorsed and approved the Interim Management Plan and authorized staff to enter into an interim management contract for the 2002 season. In addition, the Board passed a resolution that the Home Lake Strata Corporation (HLSC) be given the right of first refusal to enter into a five-year contract with the RDN to manage the HLRP once the Management Plan was completed. The Board also directed staff to begin the process to prepare a long-term management and operating plan in order to secure a five-year operating contract for the period between April 2003 and March 2008. The role of the advisory committee ended with the completion of the Interim Management Plan.

The Interim Management Plan provided the initial strategic management direction for the park and addressed immediate actions for the operation of the Park for 2002-2003. It identified a number of critical issues requiring resolution including: resolving the various encumbrances on the property; establishing park bylaws; undertaking a park design and environmental assessment; and reducing the deficiencies of park facilities. Some of these issues require long-term solutions and are therefore identified in the Management Plan and will continue to be resolved over the five-year term.

In the fall of 2002, staff began the process to develop the Home Lake Regional Park Management Plan (see Attachment No. 1). The Interim Management Plan provided a framework for the Management Plan and the objectives outlined in the Interim Management Plan have been incorporated into the draft Management Plan and have been modified to reflect one year of operations and public input.

The draft Management Plan is an administrative document that contains objectives and policies for the management of the natural, cultural and recreational features of the Park. It sets out the roles and responsibilities for day-to-day operations and long-term management of the Park. The appendices detail the operational requirements and standards for the day-to-day management of the park. The appendices also include a capital plan, which defines proposed development actions to be undertaken within the five-year term and beyond.

The Plan details the vision and management objectives that guide future park operations and administration. The management objectives are developed around eight subject areas, accessibility, safety and security, environment, park use, standards, operations and administration, economic development, and cooperation. Policies have been developed around each of these subject areas. These policies will be utilized by the Park Operator and RDN staff to guide the day-to-day operations and long-term management of the park.

Park use zones have been developed and are defined in the Plan and are guided by the vision for future use and development of the Park. The Park has been divided into five management zones that indicate the types and levels of use appropriate throughout the Park.

The Plan contains operational requirements for the Park Operator and administrative requirements for the RDN. These requirements will be incorporated into the contract between the RDN and the Park Operator and are to be fulfilled over the term of the contract.

The appendices outline the detailed operational requirements and standards that the Park Operator will incorporate in the day-to-day management of the park. These standards will also be included in the contract between the RDN and the Park Operator. BC Parks' standards have been utilized in this Plan, but in some cases, have been modified to reflect the uniqueness of HILRP.

Consultation for the development of this Plan included input from Recreation and Parks staff, BC Parks' staff, and relevant Provincial and Federal agencies. An open house was held on March 12, 2003 seeking comments and input from the general public. The draft Plan was also posted on the RDN website inviting comments. Members of the Interim Management Plan Advisory Committee and relevant organizations including BC Parks, MWLAP, DFO, Horne Lake Strata Corporation, Qualicum First Nation, Centra Gas, Weyerhaeuser, Parksville and Qualicum Beach Chambers of Commerce, Oceanside Tourism, and Island Pacific Adventures were advised that the draft Plan was complete and their input was requested.

ALTERNATIVES

1. That the Horne Lake Regional Park Draft Management Plan be endorsed and that staff be directed to negotiate a five year operating contract with the Horne Lake Strata Corporation, pursuant to their option to operate the Park, or if declined, to advertise a request for proposal to operate the Park.
2. To not endorse the plan and direct staff to report on outstanding issues identified by the Committee.

PUBLIC CONSULTATION

On Wednesday March 12, 2003 an open house was held at the Qualicum Beach Civic Centre. Poster boards containing the draft policies were displayed and copies of the draft Management Plan were available. Staff was also on hand to answer any questions. Approximately 10 people attended the open house; however, no written comments were received. One written submission has been received and is included in *Attachment No. 2*.

PARK OPERATING IMPLICATIONS

In 2002-03, a private contractor managed HLRP for a one-year term. Revenues obtained from camping and boat launch fees for the 2002 season totaled \$25,932.71. In addition there were revenues from the Centra Gas right-of-way of approximately \$35,000.00. Operating expenses for the 2002 season totaled approximately \$41,000.00 however, a number of these expenses were incurred as a result of the transition from a private operation to a park with both public access expenses and campground operating expenses. There were also immediate development costs for changes in signage, equipment, property clean up and general repairs.

The park was open from June to October and a total of 869 parties stayed at the campground, representing an overall capacity of 14%. There are no figures for day visitors. The numbers of visitors was less than anticipated and this was due to a number of factors: later opening date and short season and therefore difficult to adequately advertise; and swimmer's itch in Horne Lake.

While a future park operator would incur a number of expenses to operate the park, additional revenue sources have been included in the draft management plan. In addition to campground and boat launch revenue there will be new potential revenue from equipment rentals, concession sales and programmed recreation.

FINANCIAL IMPLICATIONS

The Horne Lake Strata Corporation was given the right to first refusal to manage the Park once the Management Plan was complete. Should the Committee endorse the draft Plan and should the HLSC choose to exercise their option to manage the Park, staff anticipates beginning negotiations with HLSC to develop an operating contract that would be forwarded to the Board for their approval. If HLSC chooses not to exercise their option to manage the Park, staff must then begin the process to advertise a request for proposal to operate the Park, and negotiate a contract with the successful applicant.

Appendix No. II of the draft Plan details the capital works that are anticipated to be undertaken during the 5-year term of the plan and beyond. The focus of the works for the first five years is to reduce the deficiencies and to improve the standards of the park facilities. Appendix II, Table No. 1 of the Plan outlines the costs associated with undertaking these capital works. It does not reflect the administrative overhead associated with operating the Park.

Potential revenue sources identified in the plan reflect the need for cost recovery associated with undertaking the capital works as well as the administrative overhead. The RDN will be responsible for doing these works using park revenues paid by the Park Operator to the RDN. The estimated revenues proposed to be negotiated in an operating contract between the RDN and the Park Operator include individual and group camping, boat launch, concession stand, equipment rental and firewood sales. In addition the park operator may operate or sub-contract to provide programmed recreational services and activities including but not limited to wilderness camps, survival skills, group camps and day programs in an area designated in the plan. The proposed revenues also reflect a 5-year contract that will allow the Park Operator to build greater capacity and spread costs over a longer period. In addition an increased number of visitors to HRP is projected due to more advertising, six month or longer season for campground operations, and greater awareness that HLRP is now a public park.

Table No. 1 details the estimated annual park revenues proposed to be negotiated in a 5 year park operating contract.

Table No. 1 – Estimated Annual Park Revenues

Year	2003/04	2004/05	2005/06	2006/07	2007/08
Park Revenues	\$15,000	\$20,000	\$25,000	\$25,000	\$25,000

VOTING

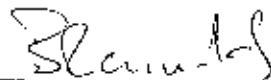
All Directors – one vote

SUMMARY/CONCLUSIONS

Subsequent to the 2002-2003 Interim Management Plan for the HLRP, the Board directed staff to develop a long-term Management Plan to guide the day-to-day and longer-term operations and administration of the HLRP for the period March 2003 to April 2008 period. Staff has completed a draft plan and, therefore, request endorsement of the draft plan in order to begin negotiating a contract for a Park Operator. Home Lake Strata Corporation has the option of first refusal for the contract and staff will begin discussions with the HLSC.

RECOMMENDATION

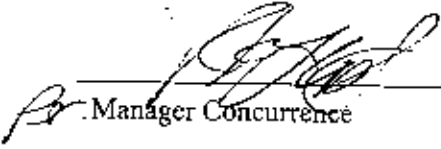
That the Home Lake Regional Park Draft Management Plan be endorsed and that staff be directed to negotiate a five year operating contract with the Home Lake Strata Corporation, pursuant to their option to operate the Park, or if declined, to advertise a request for proposal to operate the Park.



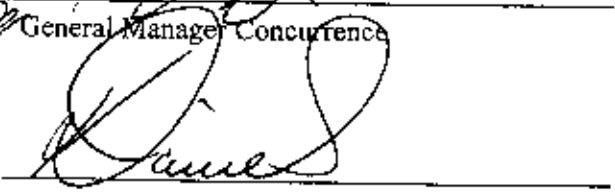
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:

devs\reports\2003\mr 6150 20 HLRP



REGIONAL DISTRICT OF NANAIMO

MAR 18 2003

MEMORANDUM

CHAIR	GMCrs
CAO	GMDS
GMCm3	GMEs
	Co.W

TO: N. Avery
Manager, Financial Services

DATE: March 5, 2003

FROM: Wayne Thexton
Senior Accountant

FILE:

SUBJECT: Report on the 2002 Audited Financial Statements

PURPOSE

To provide comments on the financial performance of the Regional District of Nanaimo for the fiscal period ending December 31, 2002.

BACKGROUND

Staff is pleased to present to the Board the audited financial statements for the year ending December 31, 2002 and to provide comment on highlights of the financial performance.

The consolidated statements have been prepared in accordance with the Public Sector Accounting and Auditing Board (PSAAB) recommendations for statement presentation. The presentation consolidates transactions and commitments from the General Revenue Fund, the Capital and Loan Fund, and the Reserve Fund. The objective of the statements is to fairly present the financial position of the Regional District. The operating results of individual departments are shown in schedules included in the annual financial report.

The Regional District maintains a system of internal accounting controls designed to provide reasonable assurance for the safekeeping of assets and the reliability of the financial records. The audit firm of Bestwick and Partners is responsible to report to the Board with the results of their audit. Their audit opinion letter is attached to this report.

Statement of Financial Position (Page 3 of the statements)

The Statement of Financial Position or balance sheet shows the status of assets and liabilities as at December 31st. The Regional District had a net liability position at December 31, 2002 of \$5,100,327 (2001 \$1,707,339). This balance represents in part the commitment of future revenues to pay for current operating transactions. Staff draw the Board's attention to the line item under the heading Financial Liabilities, labeled Unfunded Liabilities. Note 9 to the statements explains that this amount is an estimate of our statutory obligations for closing and maintaining the existing landfill for a period of 25 years after the site is decommissioned to a backup facility and full waste export takes its place. It has always been the intention that closure costs would be covered by reserves built up from annual operating budgets and this is reflected in the financial plan to be adopted this year. Annual maintenance and monitoring costs would be met through annual property tax levies and commercial disposal fees.

Outstanding long-term debt decreased from \$21,775,000 in 2001 to \$19,945,251 in 2002 despite new debt being issued in the amount of \$100,000 for the purchase of community parkland in Electoral Area B. This transaction involved the pooling of resources from both the Regional Parks and Community Parks functions. Together an investment of \$1,000,000 was made to purchase land owned by the Coastal Community Credit Union on Gabriola Island, resulting in a new Regional campground at Descanso Bay and a portion dedicated for local community purposes. In addition to the cash investment from the Regional District, the Coastal Community Credit Union donated land with a value of \$824,000 to assist the Regional District in completing this significant park acquisition.

The Regional District's overall Equity Position is in a healthy positive year end balance. The surplus from operations (Revenue Fund) was \$6,946,026 (2001 \$5,890,061). This balance is carried forward under Regional District budgeting rules to support the next year's operations.

Reserve Funds were utilized in a number of ways in 2002 including, to secure a land buffer around the Nanaimo Wastewater Treatment Plant (\$1,416,170), to purchase fire trucks (Nanoose and Errington fire departments), computer servers and to cover a portion of the costs of construction of an addition to the Administration which houses a new Board chambers. Please refer for details to Pages 30 and 31 of the financial statements.

Statement of Financial Activities (Page 4 of the statements)

The Statement of Financial Activities provides a picture of services that funds are expended on, but also includes estimates for future expenditures which, under our public accounting rules must be recognized as certain events take place. In our case, future expenditures are related to using landfill capacity. As previously mentioned, we are required to account for closing and maintaining the landfill as the space is filled, as if we had spent those dollars today. The line item "Environmental Services" includes \$4,041,834 for these accounting adjustments. We have not actually created budgets or collected funds from taxpayers for most of that amount – those events will unfold during normal budgeting and planning processes.

In general terms this statement illustrates that the Regional District is largely a provider of hard services including solid and liquid waste disposal facilities, water and sewer collection and distribution systems, transit buses, recreation facilities and fire protection assets.

General Revenue Fund - Schedule of Revenues and Expenditures (Page 15 of the statements)

The General Revenue Fund is the primary budgeting and operating fund. This schedule presents the results of the operating funds in our standard service area presentation format. Each service area, with the exception of Community Services ended the current year with an overall surplus. After applying prior year surpluses, all service areas ended the year with operating surpluses.

Revenues overall were slightly better than budget due to building permit fees, landfill disposal fees and to a lesser extent, transit operating revenues.

The surplus improvement was also the result of overall lower than budgeted expenditures. Although wages and other operating costs were higher than budget, this was more than offset by lower professional fees, capital expenditures and contributions to reserves. Capital projects often cross over fiscal years and consequently the unexpended amounts are re-budgeted in the subsequent year.

Capital expenditures in 2002 (\$6,579,351) were primarily funded from operating revenues (\$1,853,817), reserves (\$2,168,584), donations (\$824,000), development cost charges (\$46,105) and new debt (\$898,250).

Schedule of Reserve Fund Balances (Page 31 in the statements)

This schedule shows the activity which was recorded in each of the separate reserve funds established by the Board. Referring to the far right hand columns on the second page of the schedule (Page 31 of the statements), highlights of total activity include :

	<u>2002</u>	<u>2001</u>
Contributions in the year	\$ 546,275	\$ 537,139
Interest earned	473,144	688,486
Total funds applied to approved expenditures	2,168,584	395,810

Schedule of Development Cost Charges (Page 32 in the statements)

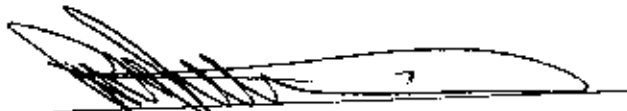
Development Cost Charges are collected under four bylaw authorities -- Northern Community and Southern Community Wastewater services and French Creek and Nanoose Bay Bulk Water services. Collections totalled \$826,107 in 2002 (2001, \$742,061). One project has been authorized from these funds for the Northern Community Wastewater service area (trickling filter and pump upgrades) in the amount of \$250,000. The Regional District had a total balance of \$4,857,681 in DCCs as at December 31, 2002 compared to \$3,932,172 in 2001.

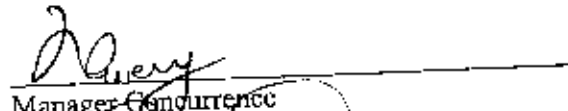
SUMMARY

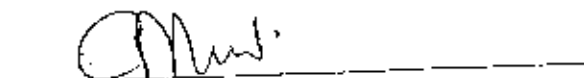
The financial statements have been prepared within the framework of the accounting policies applicable to local government entities. These statements present, in all significant respects, the financial position of the Regional District of Nanaimo as at December 31, 2002.

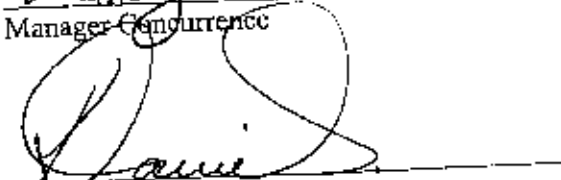
RECOMMENDATION

That the report on the audited financial statements for the year ended December 31, 2002 be received.


 Report Writer


 Manager Concurrence


 General Manager Concurrence


 C.A.O. Concurrence

COMMENTS:



96 WALLACE STREET, PO BOX 514, NANAIMO, BC V9R 5L5
TEL: (250) 733-8251 • TOLL FREE 1-877-340-3330 • FAX: (250) 754-3999 • www.bestwick.com

AUDITORS' REPORT

To the Members of the Board
Regional District of Nanaimo

We have audited the consolidated statement of financial position of the Regional District of Nanaimo as at December 31, 2002 and the consolidated statements of financial activities and changes in financial position for the year then ended. These financial statements are the responsibility of the management of the Regional District. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Regional District as at December 31, 2002 and the results of its operations and the changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles for British Columbia municipalities. As required by the Local Government Act (British Columbia), we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information, including schedules presented on pages 14 through 40, is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

The comparative figures were audited by another accountant.

Bestwick & Partners

CHARTERED ACCOUNTANTS

Nanaimo, B.C.

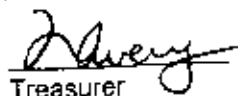
February 20, 2003



REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2002

	<u>2002</u>	<u>2001</u>
Financial Assets		
Cash and short-term deposits (Note 2, Pg. 5)	\$ 11,308,294	\$ 18,622,467
Accounts receivable (Note 3)	2,605,445	2,576,874
Investments (Note 4)	16,607,045	9,007,840
Other assets (Note 5)	<u>253,438</u>	<u>146,013</u>
	<u>30,772,222</u>	<u>30,353,194</u>
 Financial Liabilities		
Short-term loans (Note 6)	810,940	16,460
Accounts payable (Note 7)	1,943,430	2,100,614
Other liabilities (Note 8)	1,499,941	1,375,502
Unfunded Liabilities (Note 9)	6,758,073	2,793,514
Deferred revenue (Note 10)	4,914,914	3,999,443
Long-term debt (Notes 11, 12, Pg. 40)	38,075,049	40,594,974
Less: Municipal Debt (Note 11)	<u>(18,129,798)</u>	<u>(18,819,974)</u>
	<u>35,872,549</u>	<u>32,060,533</u>
	<u>(5,100,327)</u>	<u>(1,707,339)</u>
Net Financial Assets (Liabilities)		
Capital Assets (Liabilities)	<u>95,187,943</u>	<u>88,974,133</u>
Capital assets (Pg. 36)	<u>95,187,943</u>	<u>88,974,133</u>
	<u>\$ 90,087,616</u>	<u>\$ 87,266,794</u>
Net Position		
 Regional District Equity Position		
Revenue Fund	\$ 6,946,026	\$ 5,890,061
Reserves	15,243,205	16,080,848
Capital Fund	<u>224,706</u>	<u>915,693</u>
Fund Balances (Note 14)	<u>22,413,937</u>	<u>22,886,602</u>
Equity in Capital Assets (Pg. 34)	<u>74,431,752</u>	<u>67,173,706</u>
Unfunded liabilities (Note 9)	<u>(6,758,073)</u>	<u>(2,793,514)</u>
Regional District Equity Position	<u>\$ 90,087,616</u>	<u>\$ 87,266,794</u>

APPROVED:

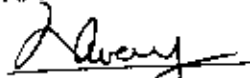

Treasurer

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2002

	<u>Budget</u>	<u>2002</u>	<u>2001</u>
Revenues	\$ 20,469,604	\$ 20,469,527	\$ 19,633,380
Property taxes	80,265	168,781	159,781
Grants in lieu of taxes	3,971,551	3,806,706	3,387,063
Operating grants	12,339,811	13,295,094	11,865,502
Operating revenues	164,000	142,732	27,027
Developer contributions	158,820	1,258,717	298,181
Other	789,483	764,590	1,004,212
Interest on investments	2,787,665	2,788,807	2,863,867
Debt recoveries from member municipalities	-	27,846	303,018
MFA debt surplus refunds	40,760,999	42,722,800	39,542,031
	<hr/>	<hr/>	<hr/>
Expenditures	4,010,701	1,708,467	1,083,744
General government services	2,284,937	1,985,004	2,204,213
Planning and development	18,277,689	17,902,591	12,197,204
Environmental services	3,498,451	2,779,292	2,683,634
Utility services	8,639,938	9,245,025	8,340,966
Transportation services	1,607,898	1,756,303	1,909,894
Protective services	5,365,938	7,957,517	5,105,337
Parks, recreation and culture	2,787,665	2,788,807	2,863,867
Debt payments for member municipalities	46,473,197	46,123,006	36,388,659
	<hr/>	<hr/>	<hr/>
	(5,712,198)	(3,400,206)	3,153,372
Net Revenues (Expenditures)			
Add:			
Financing activities	502,000	898,250	2,356,358
Short-term and long-term debt issued	-	(8,967)	(8,837)
Trade payable repayments	(445,794)	(449,938)	(462,785)
Debt actuarial adjustments	(1,476,375)	(1,476,363)	(1,419,172)
Debt principal repayments	<hr/>	<hr/>	<hr/>
	(1,420,169)	(1,037,018)	465,564
Increase (Decrease) in long-term financing			
Unfunded expenditures:	-	(77,275)	77,275
Employee benefits	-	4,041,834	289,075
Landfill closure and post closure costs	-	3,964,559	366,350
	<hr/>	<hr/>	<hr/>
	(7,132,367)	(472,665)	3,985,286
Change in Fund Balances	\$	22,886,602	18,901,316
Fund Balances, beginning (Pg 3)		<hr/>	<hr/>
Fund Balances, ending (Pg 3)		\$ 22,413,937	\$ 22,886,602

APPROVED:

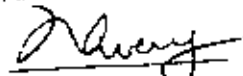

Treasurer

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CHANGES IN FINANCIAL POSITION
FOR THE YEAR ENDED DECEMBER 31, 2002

	<u>2002</u>	<u>2001</u>
Operations		
Net operating revenue	\$ (3,400,206)	\$ 3,153,372
Decrease (increase) in accounts receivable	(28,571)	(508,791)
Decrease (increase) in long term investments	(7,599,205)	(7,007,840)
Decrease (increase) in other assets	(107,425)	(13,772)
Increase (decrease) in accounts payable	(157,184)	(194,305)
Increase in deferred revenues	915,471	904,705
Increase in other liabilities	124,439	111,465
Increase in unfunded liabilities	<u>3,964,559</u>	<u>366,350</u>
Net increase (decrease) in cash from operations	<u>(6,288,122)</u>	<u>(3,188,816)</u>
Financing		
Short and long-term debt issued	898,250	2,347,390
Debt actuarial adjustments	(449,938)	(462,785)
Repayment of short and long-term debt	<u>(1,476,363)</u>	<u>(1,419,172)</u>
Net increase (decrease) in cash from financing	<u>(1,028,051)</u>	<u>465,433</u>
Net change in cash and cash equivalents	\$ (7,316,173)	\$ (2,723,383)
Cash and short-term deposits, Beginning	<u>18,622,467</u>	<u>21,345,850</u>
Cash and short-term deposits, Ending (Note 2, Page 3)	<u>\$ 11,306,294</u>	<u>\$ 18,622,467</u>

APPROVED:

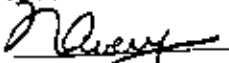

Treasurer

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
SCHEDULE OF REVENUE AND EXPENDITURES
AS AT DECEMBER 31, 2002**

	Corporate Services (Schedule A)	Development Services (Schedule B)	Community Services (Schedule C)	Environment Services (Schedule D)	Actual 2002	Budget 2002	Actual 2001
REVENUES							
Tax requisition	\$ 3,622,817	\$ 1,151,985	\$ 6,456,047	\$ 9,238,678	\$ 20,469,527	\$ 20,469,604	\$ 19,633,380
Grants	23,446	170,154	3,576,748	36,358	3,806,706	3,971,551	3,387,063
Grants in Lieu	43,903	4,544	37,904	82,430	168,781	80,285	159,781
Interest	257,898	-	-	-	257,898	233,000	315,177
Permit fees & other	-	705,630	66,778	-	772,408	479,050	628,756
Operating revenues	-	161,150	4,086,019	2,879,738	7,126,905	6,923,891	6,610,101
Disposal fees	-	-	-	5,856,894	5,856,894	5,400,000	5,091,004
Other	4,667,475	-	-	200,078	4,867,553	4,931,330	4,806,772
	<u>8,615,539</u>	<u>2,193,463</u>	<u>14,223,496</u>	<u>18,294,174</u>	<u>43,326,672</u>	<u>42,488,691</u>	<u>40,632,034</u>
EXPENDITURES							
General administration	537,035	302,488	1,695,895	1,008,133	3,543,551	3,601,430	3,341,236
Professional fees	146,070	213,763	147,838	457,318	964,989	1,421,485	1,249,442
Community grants	55,898	-	86,551	-	142,449	183,937	137,850
Legislative	228,868	-	-	-	228,868	246,585	190,946
Recreation program costs	-	-	176,138	-	176,138	213,471	159,510
Equipment operating	69,815	5,389	47,973	-	123,177	139,172	152,055
Building operating	115,437	37,024	398,501	292,805	843,767	1,020,232	766,557
Vehicle operating	78,104	17,577	2,023,769	774,348	2,893,796	2,974,446	2,781,317
Other operating	16,842	106,489	391,566	6,453,308	6,968,203	6,574,584	6,628,665
Wages & Benefits	1,395,969	1,313,795	7,798,113	3,423,660	13,931,537	13,636,786	12,724,372
Capital purchases	409,143	17,270	394,804	1,032,600	1,853,817	4,741,851	1,750,962
	<u>3,053,181</u>	<u>2,013,795</u>	<u>13,161,148</u>	<u>13,442,170</u>	<u>31,670,294</u>	<u>34,733,979</u>	<u>29,882,912</u>
	<u>5,562,358</u>	<u>179,688</u>	<u>1,062,348</u>	<u>4,852,004</u>	<u>11,656,378</u>	<u>7,754,712</u>	<u>10,749,122</u>
OPERATING SURPLUS							
Debt retirement	1,736,022	-	339,381	1,788,531	3,863,934	3,878,910	3,957,772
- interest	1,026,451	-	137,532	1,337,016	2,500,999	2,501,015	2,412,916
- principal	31,846	-	-	-	31,846	30,700	30,677
- foreign exchange	-	-	-	-	-	-	-
Contingency	151,126	-	-	660,149	811,275	1,290,946	559,139
Reserves- contributions to /from	2,399,072	-	993,287	-	3,392,359	3,409,513	2,882,745
Transfers-to/from other govts	-	-	-	-	-	-	-
	<u>5,344,517</u>	<u>-</u>	<u>1,470,200</u>	<u>3,785,696</u>	<u>10,600,413</u>	<u>11,111,084</u>	<u>9,843,249</u>
CURRENT YEAR SURPLUS (DEFICIT)							
	217,841	179,668	(407,852)	1,066,308	1,055,965	(3,356,372)	905,873
Prior year's surplus	977,956	811,302	1,088,614	3,012,189	5,890,061	5,889,921	4,984,188
TOTAL SURPLUS	<u>\$ 1,195,797</u>	<u>\$ 990,970</u>	<u>\$ 680,762</u>	<u>\$ 4,078,497</u>	<u>\$ 6,946,026</u>	<u>\$ 2,533,549</u>	<u>\$ 5,890,061</u>

APPROVED:


Treasurer

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF RESERVE FUND BALANCES

AS AT DECEMBER 31, 2002

	Coombes Fire	Errington Fire	Extension Fire	Nanosee Fire	Dashwood Fire	Landfill Acquisition	Parks Acquisition	Extension Recreation	Admin Computer	Admin Building	
ASSETS:											
DUE FROM REVENUE FUND (Pg 14)	\$ 23,754	\$ 146,864	\$ 17,543	\$ 79,833	\$ 322,511	\$ 53,069	\$ 7,100,591	\$ 995,824	\$ 36,305	\$ 235,945	\$ 490,083
MT ARROWSMITH JOINT VENTURE	23,754	146,864	17,543	79,833	322,511	53,069	7,100,591	995,824	36,305	235,945	490,083
LIABILITIES AND FUND BALANCE:											
FUND ACTIVITY	48,669	129,562	24,491	64,406	301,423	24,728	6,880,509	903,953	36,312	247,042	1,093,243
Balance, beginning								62,038			
Add:											
Contribution by developers & others				8,165	101,225	27,162					
Contribution from Revenue Fund	(5,000)	13,224		5,078			220,082	29,833	1,142	7,411	34,259
MFA surplus		4,098	623	2,184	8,739	1,179					
Interest earned											
Less:											
Feasibility costs	(19,815)				(88,876)					(18,508)	(637,459)
Parks Purchase			(7,571)					(1,149)			
Contribution to Capital Fund (Pg.35)											
Transfers to Other Agencies											
FUND BALANCE Ending (Note 14)	\$ 23,754	\$ 146,864	\$ 17,543	\$ 79,833	\$ 322,511	\$ 53,069	\$ 7,100,591	\$ 995,824	\$ 36,305	\$ 235,945	\$ 490,083

See notes to consolidated financial statements
-30-

APPROVED:
PAGE
26
TREASURER

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF RESERVE FUND BALANCES

AS AT DECEMBER 31, 2002

SO#s E#11	Fairwinds Wastewater Improvement		Southern Wastewater Sewer		Surfside Sewer		Pacific Shore Sewer		French Creek Sewer		French Creek Water		Madrona Water		Fairwinds Water		Nanoose Bulk Water		French Creek Bulk Water		Actual 2001		Actual 2002		
	\$ 77,531	\$ 42,599	\$ 4,447,996	\$ 932	\$ 1,978	\$ 326,702	\$ 44,875	\$ 43,227	\$ 110,382	\$ 20,693	\$ 11,496	\$ 32,189	\$ 15,683,103												
DUE FROM REVENUE FUND (Pg 14)																									
MT ARROWSMITH JOINT VENTURE	77,531	42,599	4,447,996	932	1,978	326,702	44,875	43,227	110,382	20,693	11,496	32,189	15,730,413												
ASSETS:																									
LIABILITIES AND FUND BALANCE:																									
FUND ACTIVITY																									
Balance, beginning	73,801		5,369,486	603	1,917	268,500	43,485	36,972	106,961	12,240	6,800	15,730,413	14,862,784												
Add:																									
Contribution by developers & others																									
Contribution from Revenue Fund	1,350	42,000	320,000			20,000		5,000		8,453	4,696	62,038	15,900												
MFA surplus	2,380	599	144,670	29	61	8,749	1,390	1,255	3,421			473,144	537,139												
Interest earned																									
Less:																									
Feasibility costs																									
Parks Purchase																									
Contribution to Capital Fund (Pg.35)																									
Transfers to Other Agencies																									
FUND BALANCE Ending (Note 14)	\$ 77,531	\$ 42,599	\$ 4,447,996	\$ 932	\$ 1,978	\$ 326,702	\$ 44,875	\$ 43,227	\$ 110,382	\$ 20,693	\$ 11,496	\$ 32,189	\$ 15,730,413												

APPROVED:
27
Treasurer

See notes to consolidated financial statements
-31-

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF DEVELOPMENT COST CHARGES
DEFERRED REVENUE BALANCE
AS AT DECEMBER 31, 2002**

	Northern Wastewater DCCs (1)	Southern Wastewater DCCs (2)	Bulk Water DCCs (3)	Actual 2002	Actual 2001
ASSETS:					
DUE FROM REVENUE FUND (Pg 14)	\$ 2,085,482	\$ 2,431,953	\$ 201,374	\$ 4,718,809	\$ 3,932,172
DEVELOPER INSTALLMENTS RECEIVABLE		138,872		138,872	-
	<u>2,085,482</u>	<u>2,570,825</u>	<u>201,374</u>	<u>4,857,681</u>	<u>3,932,172</u>
DCC DEFERRED REVENUE BALANCE:					
ACTIVITY					
Balance, beginning	1,889,016	1,898,845	144,311	3,932,172	3,035,591
Add:					
Contribution by developers & others	169,279	605,405	51,423	826,107	742,061
Interest earned	61,776	66,575	5,640	133,991	154,520
Less:					
Transfer DCCs to Revenue Fund	(34,589)			(34,589)	
BALANCE Ending (Note 10)	<u>\$ 2,085,482</u>	<u>\$ 2,570,825</u>	<u>\$ 201,374</u>	<u>\$ 4,857,681</u>	<u>\$ 3,932,172</u>

(1) Northern Wastewater DCC collection areas include the City of Parksville, Town of Qualicum Beach, the French Creek area of Electoral Area G and a portion of the Nanoose Bay Peninsula and Fairwinds areas in Electoral Area E.

(2) Southern Wastewater DCC collection areas include the City of Nanaimo and Lantzville, in Electoral Area D.

(3) Bulk Water local service areas have been established in the French Creek area of Electoral Area G and the Nanoose Bay Peninsula area in Electoral Area E.



REGIONAL DISTRICT OF NANAIMO			
MAR 19 2003			
CHAIR		GMCS	
CAO		GMDS	
GMCMS		GMES	
[Signature]			

MEMORANDUM

TO: Carol Mason
General Manager of Corporate Services

DATE: March 19, 2003

FROM: N. Avery
Manager of Financial Services

FILE:

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

PURPOSE

To present a schedule listing the remuneration and expenses paid on behalf of elected members and committee members in 2002.

BACKGROUND

Section 329.1 of the Local Government Act requires, that at least once a year report, listing the amount of remuneration and expenses paid to a Board or committee member be prepared and considered by the Board. The attached report has been prepared from the 2002 audited records of the District. Copies of the listing are to be made available to the public from the date of consideration for a period of one year. A charge may be made to the public for a copy of the report.

Remuneration rates are established by an independent committee, following Board policy, for the three year period between elections. Current remuneration rates were by recommended and established in 2001. Remuneration includes an annual base remuneration for regular Board and Standing Committee meetings, plus per diems for additional select committees, advisory committees and public hearings or information meetings attended. The District's remuneration bylaw provides that one third of remuneration amounts paid to Board members or their alternates is a tax-exempt allowance for the purposes of carrying out their duties as an elected member. The District also reimburses members for mileage, ferry fares, business meals, communications equipment costs, internet service costs and attendance at the annual UBCM, AVICC and FCM conventions.

The basic annual remuneration rates for 2002 are as follows:

Member	Base Remuneration	Allowance	Total
Municipal Director	\$7,940		\$7,940
Electoral Area Director	\$7,940	\$2,290	\$10,230
Chairperson	\$7,940	\$10,976	\$18,916
Other Public/Advisory Committee Meetings	\$60 per meeting attended		\$60 per meeting attended

The amount expended for Board remuneration and expenses was about 1.2% lower overall than in 2001 (200 -\$205,633, 2002-\$203,138).

ALTERNATIVES

There are no alternatives to this provision of the Act.

FINANCIAL IMPLICATIONS

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


SUMMARY/CONCLUSIONS

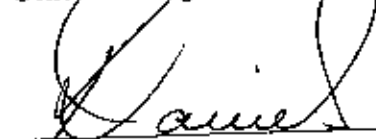
The attached remuneration and expense report is submitted in compliance with Section 329.1 of the *Local Government Act*.

RECOMMENDATION

That the 2002 report on remuneration and expenses for Board and committee members be received.


Report Writer


General Manager Concurrence


C.A.O. Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO
REPORT OF DIRECTORS AND COMMITTEE MEMBERS REMUNERATION & EXPENSES FOR 2002**

Area 2002 Board E (Board/Chair)	Name	Taxable Payroll		Remuneration		Out of Pocket Expenses Reimbursed		Total	
		2002	2001	2002	2001	2002	2001	2002	2001
	Holme, G.	\$ 14,427.35	\$ 20,824.90	\$ 21,041.02	\$ 20,824.90	\$ 4,732.83	\$ 7,682.31	\$ 26,373.85	\$ 28,507.21
A	Elliot, L.	\$ 7,576.88	\$ 10,991.98	\$ 11,385.02	\$ 10,991.98	\$ 1,161.85	\$ 749.60	\$ 12,526.87	\$ 11,741.58
B	Sperling, B.	\$ 6,806.68	\$ 9,966.98	\$ 10,210.02	\$ 9,966.98	\$ 1,717.71	\$ 2,324.69	\$ 11,927.73	\$ 12,281.67
C	Hamilton, E.	\$ 9,020.01	\$ 11,896.98	\$ 13,530.02	\$ 11,896.98	\$ 2,658.33	\$ 2,540.23	\$ 18,186.35	\$ 14,437.21
D	Hairne, D.	\$ 7,500.01	\$ 10,376.98	\$ 11,250.02	\$ 10,376.98	\$ 2,030.42	\$ 549.90	\$ 13,280.44	\$ 10,926.88
E	Bibby, P.	\$ 7,326.68	\$ 11,156.98	\$ 10,090.02	\$ 11,156.98	\$ 267.08	\$ -	\$ 16,806.44	\$ 16,177.88
F	McLean, J.	\$ 4,196.67	\$ 12,916.98	\$ 12,590.02	\$ 12,916.98	\$ 354.72	\$ 7,569.30	\$ 10,573.09	\$ 20,486.28
G	Biggemann, L.	\$ 7,846.68	\$ 10,976.98	\$ 11,770.02	\$ 10,976.98	\$ 6,983.07	\$ 7,717.19	\$ 18,618.86	\$ 18,694.16
H	Stanhope, J.	\$ 3,923.34	\$ -	\$ -	\$ -	\$ 4,848.84	\$ -	\$ 365.59	\$ -
	Quitenton, R.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Bartram, D.	\$ 5,293.25	\$ 7,822.88	\$ 7,939.88	\$ 7,822.88	\$ 26.18	\$ 185.93	\$ 7,966.06	\$ 8,008.81
Nanaimo	Korpar, G.	\$ 5,479.92	\$ 10,262.88	\$ 8,219.88	\$ 10,262.88	\$ 238.92	\$ 1,939.44	\$ 6,456.80	\$ 12,202.32
Nanaimo	Sherry, L.	\$ 5,893.25	\$ 8,752.88	\$ 8,639.88	\$ 8,752.88	\$ 272.72	\$ 274.20	\$ 9,112.60	\$ 9,027.08
Nanaimo	McNabb, L.	\$ 5,373.25	\$ 7,822.88	\$ 8,059.88	\$ 7,822.88	\$ 105.74	\$ -	\$ 8,165.62	\$ 7,822.88
Nanaimo	Krall, T.	\$ 5,333.25	\$ 7,942.88	\$ 7,999.88	\$ 7,942.88	\$ -	\$ 830.38	\$ 7,999.88	\$ 8,773.26
Nanaimo	Holdom, B.	\$ 5,333.25	\$ 7,822.88	\$ 7,999.88	\$ 7,822.88	\$ -	\$ -	\$ 7,999.88	\$ 7,822.88
Nanaimo	Rispin, D.	\$ 5,333.25	\$ 8,182.88	\$ 8,959.88	\$ 8,182.88	\$ 705.23	\$ 1,033.81	\$ 9,665.11	\$ 9,216.69
Parksville	Macdonald, J.	\$ 5,973.25	\$ 8,002.88	\$ 2,986.63	\$ 8,002.88	\$ 891.37	\$ 1,503.41	\$ 9,491.25	\$ 9,506.29
Qualicum Beach	Westbroek, T.	\$ 5,733.25	\$ 8,599.88	\$ 2,866.63	\$ 8,599.88	\$ -	\$ -	\$ -	\$ -
		\$119,310.11	\$169,965.20	\$86,855.09	\$165,711.80	\$33,173.02	\$39,921.28	\$203,138.22	\$205,633.08
Board Alternates									
A	Kreberg, H.	\$ 150.00	\$ 150.00	\$ 75.00	\$ 150.00	\$ -	\$ 23.60	\$ 225.00	\$ 173.60
A	Grand, P.	\$ -	\$ 75.00	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ 75.00
B	Howardson, J.A.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C	Young, M.	\$ 40.00	\$ 510.00	\$ 20.00	\$ 510.00	\$ -	\$ 53.76	\$ 60.00	\$ 563.76
D	Jepson, R.	\$ -	\$ 375.00	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ 375.00
E	English, J.	\$ 100.00	\$ 150.00	\$ 50.00	\$ 150.00	\$ 81.97	\$ 59.20	\$ 231.97	\$ 209.20
F	Pullen, J.	\$ 170.00	\$ 300.00	\$ 85.00	\$ 300.00	\$ 79.91	\$ 132.80	\$ 334.91	\$ 432.80
G	Klee, M.	\$ 140.00	\$ 360.00	\$ 70.00	\$ 360.00	\$ 933.83	\$ 423.70	\$ 1,438.83	\$ 783.70
H	Pipes, J.	\$ 200.00	\$ 900.00	\$ 100.00	\$ 900.00	\$ -	\$ 7.41	\$ 300.00	\$ 907.41
Nanaimo	Cantelon, R.	\$ 150.00	\$ 450.00	\$ 75.00	\$ 450.00	\$ -	\$ -	\$ 225.00	\$ 450.00
Nanaimo	Beech, T.	\$ 300.00	\$ 450.00	\$ 150.00	\$ 450.00	\$ -	\$ 7.41	\$ 450.00	\$ 457.41
Nanaimo	Lance, S.	\$ 50.00	\$ 300.00	\$ 25.00	\$ 300.00	\$ -	\$ -	\$ 75.00	\$ 300.00
Parksville	Demmon, F.	\$ 310.00	\$ 375.00	\$ 155.00	\$ 375.00	\$ 233.66	\$ 192.00	\$ 898.66	\$ 567.00
Qualicum Beach	Kruyt, A.	\$ 1,610.00	\$ 4,395.00	\$ 805.00	\$ 4,395.00	\$ 1,329.37	\$ 898.88	\$ 3,744.37	\$ 5,294.88
Other Committees									
B. of Variance	Lees, D.	\$ -	\$ -	\$ -	\$ -	\$ 169.16	\$ 265.44	\$ 169.16	\$ 265.44
B. of Variance	Little, John	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144.40	\$ -	\$ 144.40
GMP Perf Review	Gell, D.	\$ -	\$ -	\$ -	\$ -	\$ 100.12	\$ 127.88	\$ 100.12	\$ 127.88
Board Remuneration	Collins, J.	\$ -	\$ -	\$ -	\$ -	\$ 165.21	\$ -	\$ 165.21	\$ -
Board Remuneration	Loomis, R.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Remuneration	Van Eynde, F.	\$ -	\$ -	\$ -	\$ -	\$ 514.03	\$ 177.58	\$ -	\$ 177.58
Perf Review/D89 Rec/Nan Parks	Young, C.	\$ -	\$ -	\$ -	\$ -	\$ 39.92	\$ 72.70	\$ 39.92	\$ 72.70
E.A. Parks Open Space Advisory	Sproule, H	\$ -	\$ -	\$ -	\$ -	\$ 989.44	\$ 788.00	\$ 989.44	\$ 788.00
Grants in Aid		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 114,920.11	\$ 170,106.80	\$ 57,460.09	\$ 172,380.20	\$ 35,481.83	\$ 41,809.16	\$ 207,872.03	\$ 211,715.96

BoardRemunerationReport2002.xls

Perf Review/D89 Rec/Nan Parks
E.A. Parks Open Space Advisory
Grants in Aid



MAR 18 2003

CHAIR	GMCrS
CAO	GMDS
GMCmB	GMBS
<i>Call</i>	
DATE:	

TO: C. Mason
General Manager, Corporate Services

March 14, 2002

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: 2002 Audited Financial Statements

PURPOSE

To provide comments on the 2002 audited financial results for the Nanaimo Regional Hospital District.

BACKGROUND

The Hospital District Act requires the Regional Hospital District to prepare annual audited financial statements. This report will comment briefly on highlights of the 2002 financial report.

Appendix A – Consolidated Statement of Financial Position

This statement identifies the asset and liability balances as at December 31st, 2002.

Cash balances and long term debt outstanding are self explanatory.

Hospital construction advances and offsetting short term debt are amounts paid for capital projects in progress and the interim financing secured from the Municipal Finance Authority. Short term debt is converted to long term debenture debt periodically as the project reaches a conclusion. The primary project underway at this time is the design drawings for the surgical/obstetrical expansion at the Nanaimo Regional General Hospital, known as Phase II.

The Reserve Fund balance is the unexpended amount remaining from capital equipment grants approved through the annual budget process. All of the funds are committed based on plans submitted by the Health Region. The 2002 budget approval was \$1,449,000.

Appendix B – Consolidated Statement of Financial Activities

This statement combines the transactions from all of the funds within the Regional Hospital District accounting entity. It includes transactions of the approved annual budget (Revenue Fund), capital financing (Capital Fund) and the capital Reserve Fund. Highlights of this statement include:

Other revenue - \$111,587 resulting from debt surplus refunds from the Municipal Finance Authority for issues which are expected to have earned sufficient monies on sinking fund balances to cover the final principal repayment of the debt

Grants to health care facilities – the actual cash reimbursed for approved capital expenditures lists totalled \$1,271,617 out of a commitment of \$1,449,000.

Appendix B – Consolidated Statement of Financial Activities (cont'd)

Financing Activities - no new long term debt was issued in 2002

Appendix C- Schedule of Revenue Fund Activities

Activity for the Hospital District is funded by taxes raised within the Revenue Fund. An accumulated Revenue Fund surplus of \$579,927 is on hand at the end of 2002. The surplus is the result of the Board's approval to raise property taxes 5% in 2001 in advance of the final long term debt associated with the completion of Phase II. In 2002, a 2% property tax increase was approved pending clarification on the timing for completion of this major project.

Appendix D – Schedule of Reserve Fund Balances

This schedule provides a summary of the amounts raised for capital purchases costing less than \$100,000 and the actual expenditure of those funds during the year. At present, approximately \$2.1 million remains committed but not fully expended.

SUMMARY

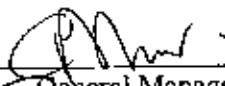
The Regional Hospital District is required to produce annual audited financial statements. This report summarizes the results of the audited statements for the year ended December 31st, 2002.

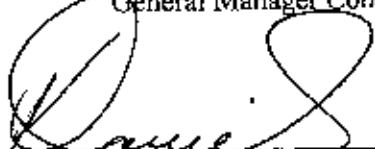
RECOMMENDATION

That the report on the 2002 audited financial statements of the Nanaimo Regional Hospital District be received.



Report Writer



General Manager Concurrence


C.A.O. Concurrence

COMMENTS:

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2002**

	<u>2002</u>	<u>2001</u>
Financial Assets		
Cash	\$ 2,710,471	\$ 2,432,748
Accounts receivable	6,673	4,792
Hospital construction advances	<u>1,441,184</u>	<u>483,764</u>
	<u>4,158,328</u>	<u>2,921,304</u>
Financial Liabilities		
Short term debt (Note 2)	1,436,705	483,764
Accounts payable	9,943	167,454
Accrued liabilities	231,265	367,017
Long term debt (Schedule D, Note 3)	<u>12,673,193</u>	<u>14,043,299</u>
	<u>14,351,106</u>	<u>15,061,534</u>
Net Financial Assets(Liabilities)	<u>\$ (10,192,778)</u>	<u>\$ (12,140,230)</u>
Regional Hospital District Equity Position		
Revenue fund (Schedule A)	\$ 579,927	\$ 315,716
Reserve fund (Schedule B)	<u>2,131,753</u>	<u>1,954,372</u>
Fund balances	<u>2,711,680</u>	<u>2,270,088</u>
Capital fund (Schedule C)	(12,673,193)	(12,673,193)
Unfunded liabilities(Note 4)	<u>(231,265)</u>	<u>(367,017)</u>
Regional Hospital District Equity (Deficit) Position	<u>\$ (10,192,778)</u>	<u>\$ (10,770,122)</u>

Approved:

_____ Manager Financial Services

See notes to consolidated financial statements

DRAFT

PAGE
34

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
AS AT DECEMBER 31, 2002**

	<u>Budget</u>	<u>2002</u>	<u>2001</u>
Revenues			
Property tax revenues	\$ 4,605,000	\$ 4,605,000	\$ 4,516,840
Grants-in-lieu of taxes	23,000	26,004	25,287
Interest on investments	22,520	59,639	70,825
Other revenue		<u>111,587</u>	<u>66,626</u>
	<u>4,650,520</u>	<u>4,802,230</u>	<u>4,679,578</u>
Expenditures			
Administration	13,000	9,440	10,070
Debenture issue costs			<u>14,479</u>
Grants to health care facilities	1,449,000	1,271,617	1,194,768
Short term loan interest and bank charges	91,795	26,229	32,895
Interest on long-term debt	2,121,252	1,547,492	1,825,739
Construction advances converted to long term debt	-		<u>812,884</u>
	<u>3,675,047</u>	<u>2,854,778</u>	<u>3,890,835</u>
Net Revenues	<u>975,473</u>	<u>1,947,452</u>	<u>788,743</u>
Add(Deduct)			
Financing activities:			
Long term debt issued	-		827,363
Debt principal repayments	(932,099)	(840,303)	(790,193)
Debt actuarial adjustments	-	(529,804)	(493,621)
Increase (decrease) in long term financing	<u>(932,099)</u>	<u>(1,370,107)</u>	<u>(458,451)</u>
Unfunded expenditures:			
Long-term debt interest (Note 4)	-	(135,752)	(13,903)
Change in Fund Balances	<u>\$ 43,374</u>	441,593	318,389
Fund Balances, beginning(Page 2)		<u>2,270,087</u>	<u>1,951,698</u>
Fund Balances, ending (Page 2)		<u>\$ 2,711,680</u>	<u>\$ 2,270,087</u>

Approved:

_____, Manager Financial Services

See notes to consolidated financial statements

DRAFT
PAGE
35

**NANAIMO REGIONAL HOSPITAL DISTRICT
SCHEDULE OF REVENUE FUND ACTIVITIES
AS AT DECEMBER 31, 2002**

SCHEDULE A

	<u>Budget</u>	<u>2002</u>	<u>2001</u>
Revenues			
Property tax revenues	\$ 4,605,000	\$ 4,605,000	\$ 4,516,840
Grants-in-lieu of taxes	23,000	26,004	25,287
Interest on investments	22,520	59,639	70,825
Other revenue	-	111,587	66,626
	<u>4,650,520</u>	<u>4,802,230</u>	<u>4,679,578</u>
Expenditures			
Administration	13,000	9,440	10,070
Short term loan interest and bank charges	91,795	26,229	32,895
Long term debt interest	2,121,252	2,213,047	2,333,263
	<u>2,226,047</u>	<u>2,248,716</u>	<u>2,376,228</u>
Operating Surplus	2,424,473	2,553,514	2,303,350
Transfer to Reserve Fund(Page 8)	1,449,000	1,449,000	1,380,000
Debt principal repayment	932,099	840,303	790,193
	<u>2,381,099</u>	<u>2,289,303</u>	<u>2,170,193</u>
Current Year Surplus(Deficit)	43,374	264,211	133,157
Prior years' surplus	315,716	315,716	182,559
Total Operating Surplus	<u>\$ 359,090</u>	<u>\$ 579,927</u>	<u>\$ 315,716</u>

See notes to consolidated financial statements

DRAFT

PAGE
36

**NANAIMO REGIONAL HOSPITAL DISTRICT
SCHEDULE OF RESERVE FUND BALANCES
AS AT DECEMBER 31, 2002**

SCHEDULE B

	<u>2002</u>	<u>2001</u>
ASSETS		
Due from Revenue Fund	\$ 2,131,753	\$ 1,954,132
LIABILITIES AND FUND BALANCE:		
FUND ACTIVITY		
Balance, Beginning	\$ 1,954,372	\$ 1,769,140
Add:		
Transfer from Revenue Fund(Page 7)	1,449,000	1,380,000
Less:		
Grants to health care facilities		
Nanaimo Regional General Hospital	1,083,265	1,149,402
Trillium Lodge	71,674	6,161
Eagle Park Health Care Facility	59,063	4,520
North Health Area	57,617	34,685
	<u>1,271,619</u>	<u>1,194,768</u>
FUND BALANCE Ending (Note 5)	<u>\$ 2,131,753</u>	<u>\$ 1,954,372</u>

See notes to consolidated financial statements

DRAFT

PAGE
32

MAR 17 2003

MEMORANDUM

CHAIR	GMCrS
CAO	GMDS
GMCmS	GMS

TO: Stan Schopp
Manager, Building Inspection Services

DATE: March 12, 2003

FROM: Allan Dick
Senior Building Inspector

FILE: 3810-20

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

PURPOSE

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

BACKGROUND

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

SUMMARY OF INDIVIDUAL INFRACTIONS

Electoral Area 'B'

- Owners Name: Edward Willoughby
Legal Description: Lot 1, Section 1, Plan 42198, Nanaimo Land District, Gabriola Island
Street Address: 2010 Price Road

Summary of Infraction:

- December 22, 2000 - notice left on property - permit required for locating mobile
- January 15, 2001 - letter sent; permit required
- March 1, 2001 - owner phoned; discussed option and will contact in two weeks
- March 16, 2001 - owner will apply for building permit in a few weeks
- October 7, 2002 - owner contacted; indicates he will apply for a permit
- March 12, 2003 - numerous attempts to contact owner over previous months

Electoral Area 'G'

- Owners Name: Helmut and Brigitte Osenjak
Legal Description: Lot 13, District Lot 181, Plan 15551, Nanoose Land District
Street Address: 830 Mariner Way

Summary of Infraction:

- February 12, 2003 - letter sent; occupancy required
- February 26, 2003 - 2nd letter sent certified mail; occupancy required
- February 26, 2003 - owner contacted; out of town for 2 - 3 weeks; will complete upon return
- March 12, 2003 - owner contacted; not completed; occupied without an occupancy permit

Electoral Area 'G' continued

2. Owners Name: Gunter and Petra Fissler
Legal Description: Lot 11, Block 8, District Lot 11, Plan 1223, Newcastle Land District
Street Address: 1129 Centre Road

Summary of Infraction:

February 10, 2003 – letter sent regarding complaint of accessory building used as SFD

February 20, 2003 – status inspection booked; field inspector confirms accessory building used as SFD. File forwarded to Bylaw Enforcement Department

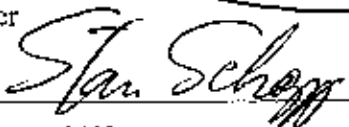
RECOMMENDATION

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:

REGIONAL DISTRICT OF NANAIMO			
MAR 17 2003			
CHAIR		GMCrS	
CAO		GMDS	
CMCMB		GMES	
<i>Call</i> ✓			

MEMORANDUM

TO: Stan Schopp
Manager, Building Inspection Services

DATE: March 13, 2003

FROM: Maude Mackey
Bylaw Enforcement Officer

FILE: 3810 20 03A0330

SUBJECT: Contravention of Unsightly Premises Regulatory Bylaw No. 1073, 1996
Electoral Area 'A' - 3030 Barnes Road

PURPOSE

To obtain the Board's direction regarding an ongoing property maintenance contravention on the above property.

BACKGROUND

Property: 3030 Barnes Road

Legal Description: Lot 12, Section 18, Range 5, Cedar Land District, Plan 15220

Property Owner: Richard T. Beaven
3030 Barnes Road
Nanaimo, BC V9X 1P4

This property has been subject to 4 previous complaints regarding property maintenance. The complaints have been ongoing since 2000 and concern a quantity of discarded and disused materials, and unlicensed uninsured vehicles stored on the property. Mr. Beaven has continually been very difficult to deal with and only after repeated requests to 'clean up' has he removed sufficient materials to bring his property to a community standard. A voluntary response is becoming more increasingly difficult to obtain. On February 24th, 2003 three further complaints were received and Mr. Beaven was again asked to remove the accumulation of discarded materials on his property. A further site inspection on March 13th indicated some clean up effort had been initiated; however, the property is still subject to an accumulation of discarded materials, derelict vehicles and household debris.

ALTERNATIVES

1. The owner not be directed to remove the identified items from the property.
2. The owner be directed to remove the identified items from the property.

FINANCIAL IMPLICATIONS

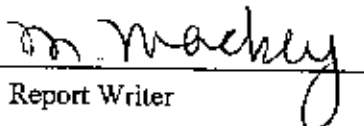
If the Board directs the property owner to remove the identified items from the property, any costs incurred by the Regional District or its agent with respect to the removal, shall be recovered from the property owner.

SUMMARY/CONCLUSIONS


This property is subject to a 'Property Maintenance Bylaw' and the discarded, disused materials and derelict vehicles stored on site would be in contravention of this regulation. Similar concerns have been previously dealt with; however, the property owner continues to disregard Bylaw requirements resulting in yet further complaints.

RECOMMENDATION

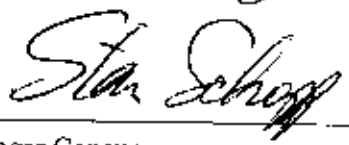
That should the property maintenance concerns not be rectified by April 8 2003, pursuant to the "Unsightly Premises Regulatory Bylaw No. 1073, 1996", the Board direct the owner of the property legally described as Lot 12, Section 18, Range 5, Cedar Land District, Plan 15220, to remove from the premises, those items as set out in the attached resolution within fourteen (14) days, or the work will be undertaken by the Regional District's agents at the owner's cost.



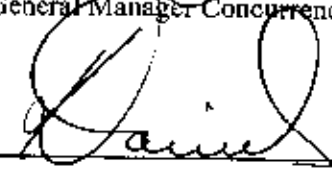
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

RESOLUTION

UNSIGHTLY PREMISES REGULATORY BYLAW NO. 1073, 1996

MOVED , SECONDED , that pursuant to the provisions of the Unsightly Premises Regulatory Bylaw No. 1073, 1996 and amendments thereto, IT IS HEREBY RESOLVED that the owner(s)/occupier(s) of the respective premises set forth below be notified to remove the accumulation of the materials indicated to take such remedial measures as are specified.

PROPERTY DESCRIPTION: Lot 12, Section 18, Range 5, Plan 15220, Cedar Land District

LOCATION: 3030 Barnes Road

OWNER: Richard T. Beaven
3030 Barnes Road
Nanaimo, BC V9X 1P4

UNSIGHTLY ACCUMULATION: Household debris and discarded, disused materials and derelict vehicles

REMEDIAL MEASURES: To remove the accumulation of discarded, disused materials, derelict vehicles and household debris, leaving the property clean and tidy.

AND BE FURTHER RESOLVED that the Bylaw Enforcement Officer of the Regional District of Nanaimo BE AND IS HEREBY AUTHORIZED in default of such removal or remedial measures being undertaken by the owner(s) or occupier(s) within the time limits specified above, to carry out or have such work carried out and the expense charged to the owner(s) or occupier(s). If unpaid by December 31st in the year in which the work is done, the expenses shall be added to and form part of the taxes payable on that real property as taxes in arrears.

I hereby certify the foregoing to be a true and correct copy of a resolution passed by the Board at its regular meeting, held April 8th, 2003.

DATED at Nanaimo, BC)
this day of April,)
2003)

General Manager of Corporate Services



**REGIONAL
DISTRICT
OF NANAIMO**

REGIONAL DISTRICT OF NANAIMO	
MAR 17 2003	
CHAIR	MEMORANDUM
CAO	GMDS
GMCMS	GMES
	<i>Ecol</i>

TO: Robert Lapham
General Manager, Development Services

DATE: March 14, 2003

FROM: Pamela Shaw
Manager, Community Planning

FILE: 5450-00

SUBJECT: Road Name Change Concerning Ingram Road and Ingram Road East
Electoral Area 'A'

PURPOSE

To outline the RDN's role in renaming Ingram Road to avoid confusion with Ingram Road East in Electoral Area 'A'.

BACKGROUND

A group of residents in the Cedar Area have declared an interest in pursuing a name change for Ingram Road. The request was initiated due to a recent house fire that occurred on Ingram Road. The fire department responded but was delayed as they were directed to Ingram Road East instead of Ingram Road. The house was destroyed in the blaze.

Both roads are serviced by the same fire department and the roads have different address spans. Ingram Road has an address span of 2900 - 3300, and Ingram Road East has an address span of 2400 - 2700. The Regional District has received no information to explain what caused the fire department to respond to the wrong road.

Ingram Road was established in 1946 and is located in Sections 9 and 10, Ranges 4 and 5, Cedar Land District and is west of Boat Harbour. It starts at the junction of Greenway Road and Boat Harbour Road and ends at Kendall Road. Mapsheet 92G.001.4.4. Ingram Road East was established in 1981 and is located in Section 8, Range 6, Cedar Land District and is south of Boat Harbour. It starts at the high water mark, crosses Pylades Drive and ends at a point approximately 1 kilometre northwest from its junction with Pylades Drive (*see Attachment No. 1 for location*).

Roads are often named for the person who owned the land at the time of development and who constructed the road. Road names may also have local historical or geographical significance. In this instance, the subdivision that created Ingram Road predates the incorporation of the RDN; therefore, no information is available on file as to the naming of the road. It may be assumed that Ingram Road East was so named in anticipation of an eventual connection with Ingram Road. This would most probably occur in the event of subdivision of the property that separates these two roads and which is described as The East 30 Chains of Section 8, Range 5, Cedar Land District.

The Regional District of Nanaimo is the authority for assigning house numbers to residences as a convenience for deliveries, visitors and emergency response etc. The Central Island emergency 911

PAGE
43

dispatch system locates the origin of a 911 call from the Telus service address data as supplied by the resident.

The Ministry of Transportation is the approving authority for dedication, design, construction, maintenance, naming and signage of roads in the areas outside of municipalities. The Ministry also manages the process for changing a road name. For a road name change, applicants are required to advertise the proposed name change once each week for three weeks in a local newspaper as well as the Victoria Times Colonist and obtain consent by signature of all persons who will be affected by the name change. Generally, the process to change a road name could be completed within a two-month time frame.

ALTERNATIVES

1. To receive this report for information and take no further action.
2. To receive this report for information and encourage residents to proceed with their application to the Ministry of Transportation.

PUBLIC CONSULTATION IMPLICATIONS

Staff from the Ministry of Transportation indicated that opposition to a name change could result from residents who hold affinity with the original road name. The Ministry requests that approval be given from every property owner affected by the name change and further requires advertising to allow any individual the right to comment on the name change proposal. Completion of the required notification process is intended to ensure that there are no objections to the name change.

While the RDN is responsible for property addressing, the responsibility for road naming (and road name changes) remains fully under the jurisdiction of the Ministry of Transportation. Therefore, the RDN has no formal role in the renaming of Ingram Road.

It should be noted that a resolution from the RDN is not required from the Ministry of Transportation as part of the review process and the required notification process is intended to elicit the public's comments on the name change proposal. The RDN could comment as part of the notification process as directed by the Board.

FINANCIAL IMPLICATIONS

A road name change has limited financial implications for the RDN. Existing mapping and documents such as the 'road name book' would require correction; current supplies are minimal and could be replaced over time with corrected information. Implications for the Ministry of Transportation also include mapping and documents as well as road signage.

The implications for residents in the area can be more substantial, as there are costs involved in changing personal identification, house signs, and home based business identifiers (such as letterhead, websites and business cards). Again, the Ministry of Transportation's request for resident support for the name

change ensures that all residents are aware of the proposed change and can consider the personal implications of the change.

VOTING

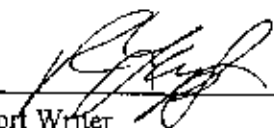
All Directors – one vote, except Electoral Area 'B'.

SUMMARY/CONCLUSIONS

A group of residents in the Cedar Area are requesting consideration of a name change for Ingram Road to avoid ongoing confusion between this road and Ingram Road East. The request was initiated due to a recent house fire that occurred on Ingram Road; the fire department was delayed as they were misdirected to Ingram Road East. The RDN Ministry of Transportation has jurisdiction over road naming (and road name changes) and has requirements for a public notification process. The RDN has no substantial role or jurisdiction over the renaming of roads within the RDN; therefore, this report recommends that no further action be taken by the RDN and that residents be encouraged to proceed with their request to the Ministry of Transportation.

RECOMMENDATIONS

1. That this report be received for information.
2. That Ingram Road residents be encouraged to proceed with their application to the Ministry of Transportation to change the name of Ingram Road.


Report Writer

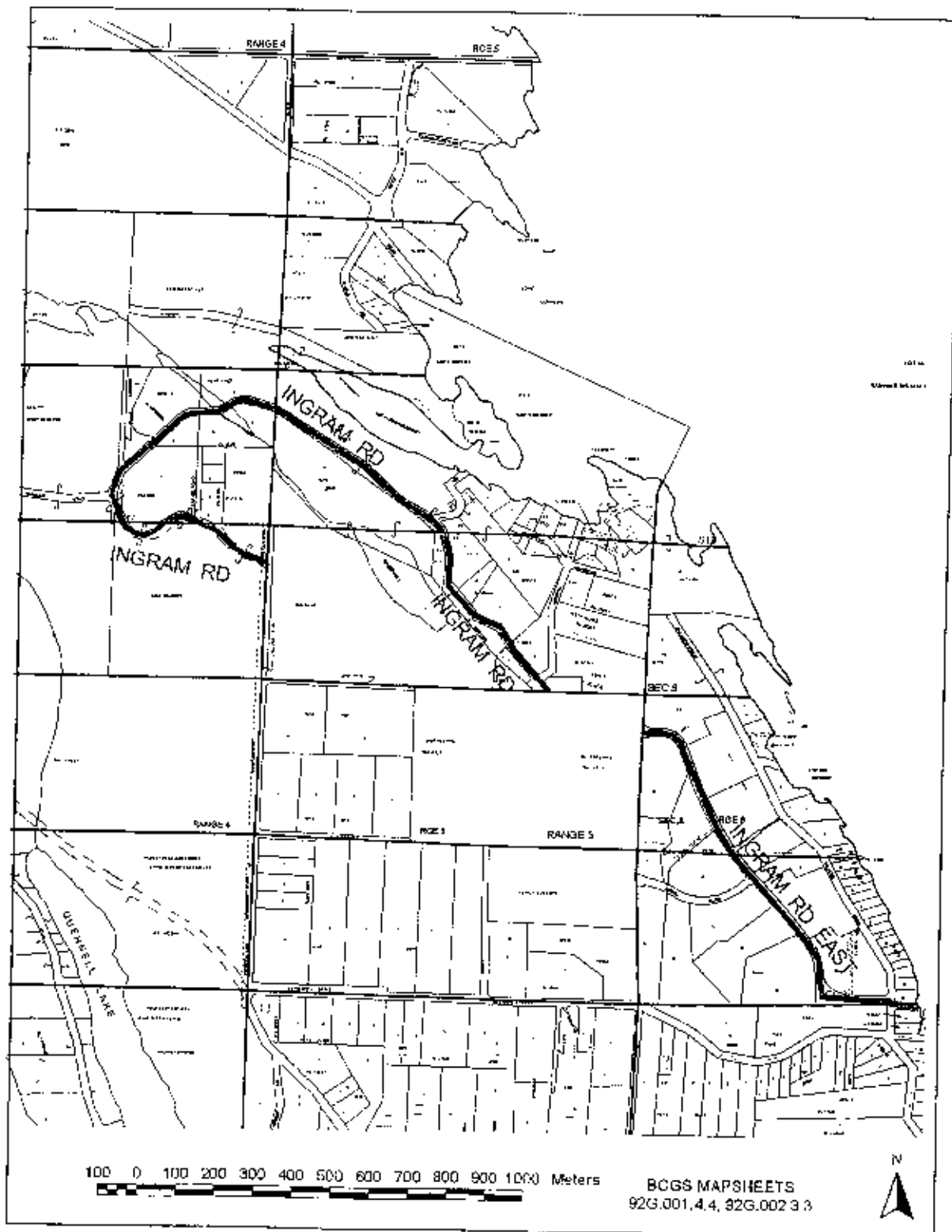

General Manager Concurrence


CAO Concurrence

COMMENTS:

devsvs/reports/2003/5450-00 fe Ingram Road name change.doc

Attachment No. 1
Location of Ingram Road and Ingram Road East



AGE
4/6



REGIONAL DISTRICT OF NANAIMO		
MAR 14 2003		
CHAIR	GMCrS	
CAO	GMDS	
GMCmS	GMES	

MEMORANDUM

TO: Dennis Trudeau
Manager of Liquid Waste

DATE:

March 10, 2003

FROM: Sean De Pol
Engineering Technologist

FILE:

5340-05

SUBJECT: Liquid Waste Management
Malaspina University-College
Greater Nanaimo Pollution Control Centre Biosolids Composting Update

PURPOSE

To advise the Board on the status of the Greater Nanaimo Pollution Control Centre's (GNPCC) biosolids composting contract with Malaspina University-College (MUC).

BACKGROUND

In February 2001 the Board directed the RDN to dispose of biosolids at the landfill or to a composting facility. Accordingly, a Request for Quotes (RFQ) was released July 2001. Four of the five bids received did not meet the requirement in the RFQ of having the approval of Ministry of Water Land and Air Protection (MWLAP). The one bid that did meet this requirement included a condition on receiving the yard waste contract that was put out to tender at the same time. Therefore none of the bids could be accepted.

A new RFQ was released, which gave the lowest bidder six months to meet the requirements of the Organic Matter Recycling Regulation (OMRR) following award of the contract. The RFQ closed in January 2002 and Malaspina University-College (MUC) was awarded the contract at \$50.17 per cubic metre. Following the award, MUC indicated in a letter dated June 28, 2002 that, "managed organic mater (composted biosolids) to be used as a forest fertilizer will meet all the requirements of the Organic Matter Recycling Regulation -- including product quality, storage, composting, application and monitoring as required under the OMRR."

MUC's proposal indicates the GNPCC biosolids will be processed to produce a compost, which the provincial regulations approve for agricultural use. Requirements for leachate collection, covering of the material, setbacks from streams and other provisions are included in the regulation to ensure protection of human and animal health. The MUC composting facility has an asphalt surface with a leachate collection system to ensure protection of the groundwater. The facility is within a recently clear-cut area, and there are no trails located within this area. The facility is approximately 400 metres away from the nearest surface stream and approximately 3,500 metres from the nearest source of water for domestic purposes; Ministry regulations call for at least 15 metres from any watercourse and 30 metres from any source of water for domestic purposes. Satisfied that the OMRR would be complied with the RDN signed a contract with MUC and in August 2002, MUC began taking biosolids to their wood lot facility.

At the August 13, 2002 Board meeting, as a result of a delegation by one of the unsuccessful bidders on the RFQ, the Board directed staff to report on the tendering process for the GNPCC biosolids composting contract and on any environmental concerns that relate to this contract. This report was presented to the August 27, 2002 Committee of the Whole meeting. Following this meeting, MUC felt it was important that they follow up on the concerns expressed about their composting proposal. MUC and RDN staff met September 5, 2002 and mutually agreed on the deferment of the contract to compost biosolids at the MUC wood lot for six (6) months. The deferment period was to allow MUC to confirm formal registration of their plans with MWLAP and to develop a more extensive public awareness program. Both these efforts were intended to demonstrate MUC good faith and the environmental safety of the project.

PUBLIC AWARENESS AND PROJECT CONCERNS

MUC's public awareness program included two open houses on January 18, 2003 at the Pleasant Valley Community Hall and February 6, 2003 at the Lantzville Improvement District (LID) office; RDN staff attended the open houses as an observer. At the open houses approximately 40 people had an opportunity to ask questions about the MUC forest fertilization project, take site tours of the composting facility and land application sites and review display material and information brochures. In general it was felt that there was a positive response to the biosolids project although there were a number of concerns presented.

The LID has expressed concerns about the lack of consultation with the Improvement District by RDN staff. The RDN considers open consultation a significant function of Environment Services operations. One of the conditions of the contract is that MUC comply with all statutes, regulations and bylaws applicable to the contract, which included consultation with MWLAP, Fisheries and Oceans Canada, and Central Vancouver Island Health Region. These agencies were contacted and had no objection to the project.

In addition, MUC staff consulted with Lantzville residents and adjacent property owners and on two occasions made delegations to the Committee of the Whole. One of the open houses was held at the LID office and was attended by LID representatives. In light of these activities, staff felt that there was opportunity for LID to have input into the MUC project. Further, prior to land application beginning in September 2003, MUC indicates they will contact user groups of the wood lot and continue addressing any public concerns related to the project.

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

On March 11th, 2003 Allan Dakin submitted his completed report with the following conclusions:

- 1. The soils located below the two Application Unit areas consist of relatively well drained sediments with a moderate silt content that is typically covered by a thin organic layer. These factors, coupled with the known characteristics of biosolids leachate, lead to the conclusion that most (99.9%) of the contaminants that potentially could leach from the biosolids would be removed while flowing through the first few centimeters of the soil profile.*

2. *As the depth to the water table in the fractured sedimentary bedrock below the Application Units is likely several tens of meters below ground surface, there is an opportunity for further renovation as the water percolates through this unsaturated zone.*
3. *Once in the fractured bedrock below the Application Units, groundwater will likely migrate towards one of the two northwest to southeast oriented fault zones, and/or related fractures. From there it is judged that it will flow towards, and discharge into, the ephemeral portion of Benson Creek.*
4. *The nearest known residence with a water supply well is located about 2.5 km east of the nearest Application Unit. Groundwater moves very slowly, with an estimate travel time of between 5 to 50 years to travel 2.5 km in the local bedrock, and hence there is a lot of time for natural biological and geochemical process to remove all traces of any biosolids leachate that somehow seeped into the fractured bedrock.*
5. *Biosolids is an organic waste that has been subjected to a moderate degree of treatment, and as such the leachate generated from this material is relatively weak. In the writer's opinion there is more likelihood of contamination of an aquifer from land application of animal manure, or the discharge from a small subdivision with septic tanks, than from the application of biosolids.*
6. *It is concluded that the proposed application of biosolids at the two Application Units in the Malaspina Forest will not have any impact on groundwater quality in any of the wells located in the region. This includes the Harby Road well field that is located 4.5 Km north of the nearest unit in another watershed, and any new wells located within 100m of the two Application Units.*

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

FINANCIAL IMPLICATIONS

A binding contract has been signed between MUC and the RDN. In the event that either party decides to terminate the contract they may be required to pay for loss of profits, damages and expenses. The alternative to sending biosolids to a composting facility is taking them to the landfill, which would increase the GNPCC biosolids handling costs by approximately \$70,000/year.

ENVIRONMENTAL IMPLICATIONS

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

SUMMARY

In February 2001 the Board directed that RDN staff dispose of biosolids in a landfill or to a composting facility. A contract tendered and awarded to MUC to compost GNPCC biosolids.

As a result of a delegation at the August 13, 2002 Board meeting by one of the unsuccessful bidders on the tender, the Board directed staff to report on the tendering process for the GNPCC biosolids composting contract. Following this meeting MUC felt it was important that they follow up on the concerns expressed and with the mutual agreement of the RDN the contract to compost biosolids was deferred for six (6) months. The deferment period was to allow MUC to develop a more extensive public awareness program, which included two open houses and consultation with Federal and Provincial agencies. At the open houses, it was felt that there was an overall positive response to the biosolids project and Federal and Provincial agencies contacted had no objection to the project.

The one major concern expressed about the project is related to potential impact on Lantzville's watershed. To address this concern the RDN retained Allan Dakin, P. Eng., P. Geo., of Piteau Associates to conduct an assessment of the potential impacts that land application of biosolids would have on local groundwater supplies, with particular reference to the impact on Lantzville's Hardy Road well field.

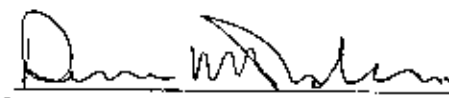
Mr. Dakin's report states, "It is concluded that the proposed application of biosolids at the two Application Units in the Malaspina Forest will not have any impact on groundwater quality in any of the wells located in the region. This includes the Harby Road well field that is located 4.5 Km north of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

RECOMMENDATION


That the Board receive the report on the update of the Greater Nanaimo Pollution Control Centre's biosolids composting contract with Malaspina University-College for information.



Report Writer



Manager Concurrence



General Manager Concurrence

CAO Concurrence

COMMENTS:



**REGIONAL DISTRICT
OF NANAIMO**

MAR 13 2003

CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
DATE	
FILE:	

MEMORANDUM

TO: Carcy McIver
Manager Solid Waste

FROM: Alan Stanley
Solid Waste Program Coordinator

March 11, 2003

5360-10

SUBJECT: Landfill and Transfer Station Yard Waste Composting Quote Results

PURPOSE

To consider quotes for composting yard waste delivered by RDN residents and businesses to the Regional Landfill and Church Road Transfer Station (CRTS).

BACKGROUND

In February, RDN staff issued a Request for Quotations (RFQ) for the composting of yard waste from the Regional Landfill and the CRTS. The quote for the Regional Landfill included transportation to the proponent's facility. For the CRTS, proponent's quotes only included composting costs. The RDN is under contract with the Greater Vancouver Regional District (GVRD) to transport CRTS yard waste. The GVRD calculated transportation costs to each proponent's facility were added to the CRTS quotes to determine the net cost of the CRTS quotes. Proponents were made aware of this additional cost in the RFQ documents.

An important requirement of this RFQ was that the proponent has an existing composting facility that is compliant with the provincial Ministry of Water, Land and Air Protection's 'Organic Matter Recycling Regulation, B.C. Reg. 18/2002' (OMMR). This provincial regulation is in place to insure that all composting facilities in BC operate within specified environmental protection parameters. The International Composting Corporation listed a facility that is not OMMR compliant and their quote was rejected.

Proponents were also informed that the RDN could award two contracts, based on the lowest quotes received for each site.

The RFQ closed February 21, 2003. The following four quotes were received for composting yard waste from both facilities:

Proponent	Regional Landfill Quote Price \$/tonne (including transport)	CRTS Quote Price \$/tonne (excluding transport)	CRTS Transportation Prices \$/tonne	CRTS Net \$/tonne	OMMR Compliant
International Composting Corp.	\$37.00	\$28.00	\$8.54	\$36.54	No
Meadowlark Construction (dba. West Coast Landfill Diversion)	\$38.50	\$28.50	\$12.72	\$41.22	Yes
Qualicum Farms (previously Evansdale Farms)	\$39.93	\$29.93	\$6.36	\$36.29	Yes
Refuse	\$44.00	\$30.00	\$11.45	\$41.45	Yes

- Notes - **bold numbers** indicate lowest compliant quote
 - CRTS per tonne transportation costs based on 2002 average weight loads of 19.9 tonnes

PAGE
51

ALTERNATIVES

1. Award a contract to transport and compost yard waste from the Regional Landfill to Meadowlark Construction and award a contract to compost yard waste delivered from CRTS to Qualicum Farms.
2. Do not award contracts.

FINANCIAL IMPLICATIONS

The quote from Meadowlark Construction at \$38.50/tonne is the lowest compliant quote for the Regional Landfill. The quote from Qualicum Farms, at \$29.93/tonne plus \$6.36/tonne transportation costs, is the lowest compliant quote for the CRTS.

The term of the contract will be one year. The total cost of the two one-year contracts is projected to be \$191,825 based on 5,483 total tonnes of yard waste exported in 2002, 3,235 tonnes from the Regional Landfill and 2,248 tonnes from the CRTS. The estimated value of the Regional Landfill contract is \$124,542. The estimated value of the CRTS contract is \$67,283.

The 2003 budget for this work, which was based on previous contract costs, is \$214,373.

ENVIRONMENTAL IMPLICATIONS

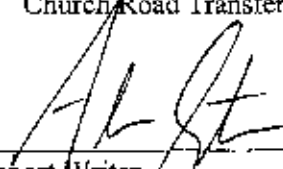
Composting yard waste at private sector facilities will save expensive landfill space for waste materials that do not have the potential to be beneficially re-used.

SUMMARY/CONCLUSIONS


In February staff released a Request for Quotations to compost yard waste delivered by RDN residents and businesses to the Regional Landfill and Church Road Transfer Station. The quote from Meadowlark Construction, at \$38.50/tonne is the lowest compliant quote for the Regional Landfill and the quote from Qualicum Farms, excluding transportation costs, at \$29.93/tonne (\$36.29/tonne net cost) is the lowest compliant quote for the CRTS. Both of these sites are OMRR compliant.

RECOMMENDATION

1. That Meadowlark Construction be awarded the contract for composting yard waste from the Regional Landfill and that Qualicum Farms be awarded the contract for composting yard waste from Church Road Transfer Station for \$38.50 and \$29.93 per tonne respectively.



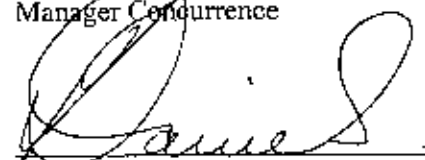
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
MAR 13 2003	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
<i>Call</i>	
DATE:	

MEMORANDUM

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

FROM: Natalie Cielanga, AScT
Engineering Technologist

SUBJECT: Nanoose Water Service Area
Enos Creek Watermain Construction Contract Award

DATE: March 10, 2003

FILE: 5500-22-NB-04-ENOS

PURPOSE

To consider the tender award for the Enos Creek Watermain upgrade.

BACKGROUND

Many of the waterlines in the Nanoose Bay Water System are old asbestos-cement pipe and are in need of replacement. The purpose of the Enos Creek Watermain project is to upgrade approximately 600 metres of asbestos-cement watermain with PVC pipe in the Enos Creek neighbourhood (see attached map). This project will also increase opportunities for looping the waterlines which allows for less restricted flows during maintenance.

Funds for this project have been allocated in the capital section of the Nanoose Bay Water System budget. The complete budget allocation for this project in 2003 is \$185,000 including engineering and contingencies.

Nine tenders were received on March 6, 2003 for the Enos Creek Watermain project. Tenders were received as follows

Chikangus Enterprises Ltd	\$116,583.87
Chew Construction Ltd.	\$117,715.08
Chet Construction Ltd.	\$127,380.10
Fournier Excavating	\$129,656.12
Hub Excavating	\$134,663.23
Hazelwood Construction Services (1999) Inc.	\$138,793.03
J. Milner Trucking Ltd.	\$141,959.75
CCM Construction Ltd.	\$166,108.10
Windley Contracting Ltd.	\$175,373.39

All tenders are complete and considered valid. The engineer's pre-bid estimate for construction was \$157,075. Chikangus Enterprises was the lowest bidder and they met the requirements set-out in the bid documents. Our consultant has evaluated the tenders and recommends award to Chikangus Enterprises for \$116,583.87.

ALTERNATIVES

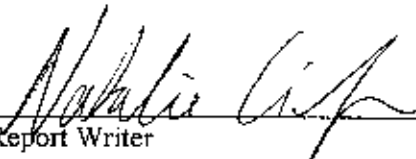
1. Not award the contract.
2. Award the contract to Chikangus Enterprises for the tendered price of \$116,583.87.

FINANCIAL IMPLICATIONS

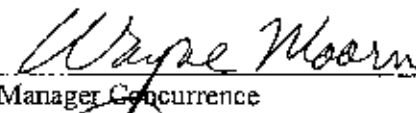
The tender results are within the engineer's estimate for construction and the funds are available in the 2003 budget to complete this project.

RECOMMENDATION


1. That the Regional District of Nanaimo award the Enos Creek Watermain project to Chikangus Enterprises for the tendered amount of \$116,583.87.



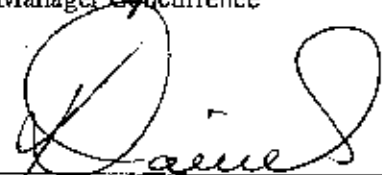
Report Writer



Manager Concurrence



General Manager Concurrence



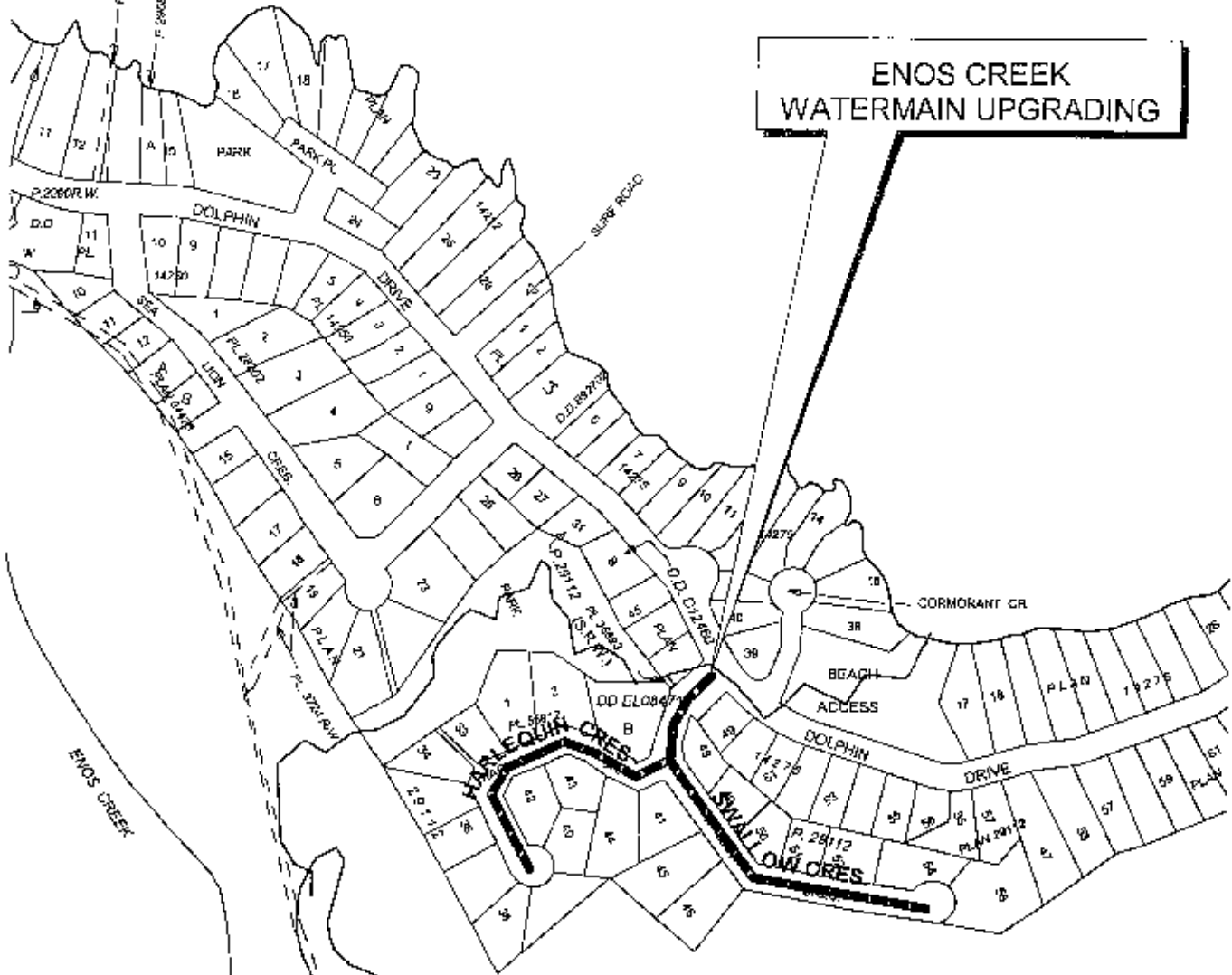
CAO Concurrence

COMMENTS:

P. 6210

P. SUBSEQ. S. R. W.
P. 28087

ENOS CREEK WATERMAIN UPGRADING



PLAN 28219

PLAN 944 ROW

D.L.78

50 0 50 100 150 200 250 300 meters

PAGE 55



REGIONAL DISTRICT OF NANAIMO			
MAR 13 2003			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
[Handwritten initials]			

TO: John Finnie, P.Eng. DATE: March 11, 2003
 General Manager, Environmental Services

FROM: Wayne Moorman, P.Eng. FILE: 5500-20-FC-01
 Manager, Engineering and Utilities

SUBJECT: Capital Charges for French Creek Sewer Local Service Area

PURPOSE

To introduce for adoption, French Creek Sewer Local Service Area Capital Charge Bylaw No. 1330, 2003.

BACKGROUND

The Regional District of Nanaimo operates a service to construct and operate "major facilities" for the conveyance, treatment and disposal of sewage in the Northern Community (Bylaw 889). These major facilities are the French Creek Water Pollution Control Centre, the coastal lift stations, force mains, coastal interceptors and the ocean outfall. Further, the RDN operates a local sewer service to "collect and convey" sewage from the French Creek Sewer Local Service Area to the major facilities (Bylaw 422). These local services are the Chartwell/Sandpiper, Columbia Beach, Morningstar and associated collection systems in the French Creek area.

The Regional District currently has a Development Cost Charge (DCC) bylaw (Bylaw 934) which allows RDN to collect development cost charges on new development within the specified area. The difficulty arises when single properties join the local service area and do not trigger DCCs or properties outside the DCC area are included in the service area. Charges for properties that do not evoke DCCs must be charged under another section of the *Local Government Act*, otherwise these lots avoid contributing to the value of the infrastructure.

Under Section 363 of the *Local Government Act*, made applicable to regional districts by way of Section 797.2, a Board, by bylaw, may impose a fee or charge in respect of all or part of a service of the regional district. The regional district may therefore impose a capital charge bylaw on new properties being added to a sewer local service area. A bylaw is necessary to ensure properties that are added to the service area pay a contribution toward the capital value of the "major facilities" and the "collection and conveyance facilities". In the past the RDN collected these Capital charges through Bylaw 422.07. Recently, staff reviewed this bylaw and determined the section on capital charges needed revision to properly allocate capital charges to major facilities and to collections systems. Bylaw 422 has recently been amended to remove capital charges.

In order to correctly allocate capital charges staff propose to introduce Bylaw 1330 for "collection and conveyance" and Bylaw 1331 for "major facilities" (see separate report). Bylaw 1330 will assess a fee for "collection and conveyance" based on the final number of units which may be created from the parcel or parcels being added to the FCSLSA. For instance, if a single lot can be subdivided into more than one lot under the existing zoning, the fee will be calculated based on the maximum subdivision potential. To recognize the passage of time the capital maintenance is a continuous requirement, the fee will increase by 3% compounded on January 1st each year.

PAGE 56

Capital charges are collected as current revenue and thus flows directly back to existing taxpayers in the year a new property is added to the system.

ALTERNATIVES

1. Proceed with the bylaw as presented.
2. Do not proceed with the bylaw.

FINANCIAL IMPLICATIONS

Alternative 1

The French Creek Sewer Local Service Area has a book value of \$1,026,100.00. There are 1,914 folios in the service area resulting in a capital charge of \$540.00 per unit.

Alternative 2

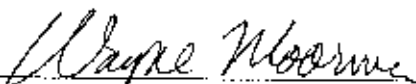
In the absence of a capital charge there is no cost to a property owner for access to an existing system of "collection and conveyance". Capital charges insure that properties being added to a service area pay a contribution towards the capital value of the system.

SUMMARY/CONCLUSIONS


The RDN has established a sewer local service to collect and convey sewage to the "major sewage facilities". From time to time properties outside existing sewer local service areas request inclusion into the service. These properties, in the past, paid a capital charge to join the FCSLSA via Bylaw 422, a rates and regulations bylaw. This charge has been removed from bylaw 422 as it was unclear and staff recommends a capital charge in Bylaw 1330 for "sewage collection and conveyance". A capital charge ensures properties being added to a local service area pay a contribution toward the capital value of the system. The capital charge for the French Creek Sewer Local Service Area has been established at \$540.00 per unit. A parallel bylaw (separate report) has been proposed for a capital charge for "major facilities".

RECOMMENDATION

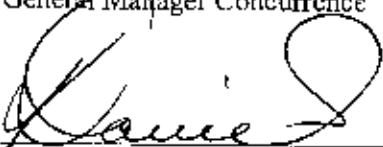
1. That "French Creek Sewer Local Service Area, Capital Charge Bylaw No. 1330, 2003" be introduced for first three readings.
2. That "French Creek Sewer Local Service Area, Capital Charge Bylaw No. 1330, 2003" having received three readings be adopted.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

PAGE
57

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1330

A BYLAW TO IMPOSE CAPITAL CHARGES
FOR THE FRENCH CREEK SEWERAGE
FACILITIES LOCAL SERVICE AREA

WHEREAS by "French Creek Sewerage Facilities Local Service Area Establishment Bylaw No. 813, 1990" the Regional District established a service for the provision of sewerage facilities;

AND WHEREAS Section 363 of the *Local Government Act*, made applicable to Regional Districts by way of Section 797.2, authorizes a Board to, by bylaw, impose a fee or charge in respect of all or part of a service of the Regional District;

AND WHEREAS capital improvements will be required to provide the service to additional customers or additional capacity purchased if an expansion of the local service area boundaries occurs and therefore the Board desires to impose a capital charge on each parcel added to the local service area under a boundary expansion;

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

1. The owner of any parcel of land proposed to be added to the French Creek Sewerage Local Service Area must pay to the Regional District, the applicable charge set out in Schedule 'A' to this bylaw to provide funds to pay a contribution toward the capital value of the system.
2. The charge imposed under Section 1 must be paid to the Regional District prior to the adoption of a bylaw amending the boundaries of the service area.
3. This bylaw may be cited for all purposes as "French Creek Sewer Local Service Area Capital Charge Bylaw No. 1330, 2003".

Introduced and read three times this ____ day of _____, 2003.

Adopted this ____ day of _____, 2003.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

PAGE
58

Chairperson

General Manager, Corporate Services

SCHEDULE 'A'

Capital Charges Payable:

\$540.00 per unit based on the greater of

- (i) the number of registered lots or
- (ii) the equivalent number of single family residential units or lots permitted under the zoning for the property

The capital charges prescribed in this bylaw shall increase by 3% compounded each January 1st.



MAR 13 2003

MEMORANDUM

CHAIR		GMCrs	
CAO		GMDS	
GMCm8		GMES	

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

DATE: March 11, 2003

FROM: Wayne Moorman, PEng
Manager, Engineering and Utilities

FILE: 5500-20-FC-01

SUBJECT: Capital Charges for Northern Community Sewer Service Area

PURPOSE

To introduce for adoption, Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003.

BACKGROUND

The Regional District of Nanaimo operates a service to construct and operate "major facilities" for the conveyance, treatment and disposal of sewage in the Northern Community (Bylaw 889). These major facilities are the French Creek Water Pollution Control Centre, the coastal lift stations, force mains, coastal interceptors and the ocean outfall. Further, the RDN operates a local sewer service to "collect and convey" sewage from the French Creek Sewer Local Service Area to the major facilities (Bylaw 422). These local services are the Chartwell/Sandpiper, Columbia Beach, Morningstar and associated collection systems in the French Creek area.

The Regional District currently has a Development Cost Charge (DCC) bylaw (Bylaw 934) which allows RDN to collect development cost charges on new development within the specified area. The difficulty arises when single properties join the local service area and do not trigger DCCs or properties outside the DCC area are included in the service area. Charges for properties that do not evoke DCCs must be charged under another section of the Local Government Act, otherwise these lots avoid contributing to the value of the infrastructure.

Under Section 363 of the Local Government Act, made applicable to regional districts by way of Section 797.2, a Board, by bylaw may impose a fee or charge in respect of all or part of a service of the regional district. The regional district may therefore impose a capital charge bylaw on new properties being added to a sewer local service area. A bylaw is necessary to ensure properties that are added to the service area pay a contribution toward the capital value of the "major facilities" and the "collection and conveyance facilities". In the past the RDN collected these capital charges through Bylaw 422.07. Recently, staff reviewed this bylaw and determined the section on capital charges needed revision to properly allocate capital charges to major facilities and to collections systems. Bylaw 422 has recently been amended to remove capital charges.

In order to correctly allocate capital charges, staff propose to introduce Bylaw 1331 for "major facilities" and Bylaw 1330 for "collection and conveyance" (see separate report). Bylaw 1331 will assess a fee for "major facilities" based on the final number of units which may be created from the parcel or parcels being added to the local sewer service area. For instance, if a single lot can be subdivided into more than one lot under the existing zoning, the fee will be calculated base on the maximum subdivision potential. To recognize the passage of time and that capital maintenance is a continuous requirement, the fee will increase by 3% compounded on January 1st each year.

PAGE 60

Capital charges are collected as current revenue and thus flow directly back to existing taxpayers in the year a new property is added to the system.

ALTERNATIVES

1. Proceed with the bylaw as presented.
2. Do not proceed with the bylaw.

FINANCIAL IMPLICATIONS

Alternative 1

The Northern Community Sewer System has a book value of \$22,161,460.00. Properties in the City of Parksville, Town of Qualicum Beach, French Creek, Pacific Shores and Surfside Sewer Local Service Areas are serviced by the "major facilities". There are 11,284 folios in the service area resulting in a capital charge of \$1,964.00 per unit.

Alternative 2

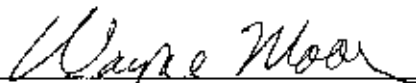
In the absence of a capital charge there is no cost to a property owner for access to an existing system. Capital charges ensure that properties being added to a service area pay a contribution towards the capital value of the system.

SUMMARY/CONCLUSIONS


The RDN has established a service to construct and operate "major sewage facilities". From time to time properties outside existing sewer local service areas request inclusion into the service and hence require the services of our "major sewage facilities". These properties are not required to pay DCCs but the RDN is entitled to impose a capital charge on new properties being added to a local service area. A capital charge ensures properties being added to a service area pay a contribution toward the capital value of the system. The capital charge for the Northern Community Sewer Local Service Area has been established at \$1,964.00 per unit. A parallel bylaw (separate report) has been proposed for a capital charge for the FCSLSA "collection and conveyance facilities".

RECOMMENDATION

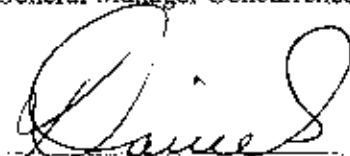
1. That "Northern Community Sewer Local Service Area, Capital Charge Bylaw No. 1331, 2003" be introduced for first three readings.
2. That "Northern Community Sewer Local Service Area, Capital Charge Bylaw No. 1331, 2003" having received three readings be adopted.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

BYLAW NO. 1331

A BYLAW TO IMPOSE CAPITAL CHARGES FOR THE SEWER LOCAL SERVICE SUB-AREAS WITHIN THE NORTHERN COMMUNITY SEWER LOCAL SERVICE AREA

WHEREAS by "Northern Community Sewer Local Service Area Establishment Bylaw No. 889, 1993" the Regional District established a service to construct and operate major facilities for the conveyance, treatment and disposal of sewage (i.e., French Creek Water Pollution Control Centre, lift stations, force mains, interceptors, outfalls);

AND WHEREAS by "Northern Community Sewer Local Service Area Development Charge Bylaw No. 934, 1994", the Board imposed development cost charges on new developments within the local service area for the purpose of providing funds to assist the Regional District to pay the capital costs of providing, construction, altering or expanding major sewerage facilities to service directly or indirectly, development in respect of which the charges are imposed;

AND WHEREAS Section 363 of the Local Government Act, made applicable to Regional Districts by way of Section 797.2, authorizes a Board to, by bylaw, impose a fee or charge in respect of all or part of a service of the Regional District;

AND WHEREAS capital improvements will be required to provide the service to additional customers or additional capacity purchased if an expansion of the local service area boundaries occurs and therefore the Board desires to impose a capital charge on each parcel added to the local service area under a boundary expansion;

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

1. The owner of any parcel of land to be added to the Sewer Local Service Sub-Areas within the Northern Community Sewer Local Service Area (Bylaw 889) must pay to the Regional District, the applicable charge set out in Schedule 'A' to this bylaw to provide funds to pay a contribution toward the capital value of the system.
2. The charge imposed under Section 1 must be paid to the Regional District prior to the adoption of a bylaw amending the boundaries of the service area.
3. This bylaw may be cited for all purposes as "Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003".

Introduced and read three times this ____ day of _____, 2003.

Adopted this ____ day of _____, 2003.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

PAGE
62

Chairperson

General Manager, Corporate Services

SCHEDULE 'A'

Capital Charges Payable:

\$1,964.00 per unit based on the greater of

- (i) the actual number of registered lots or
- (ii) the equivalent number of single family residential units or lots permitted under the zoning for the property

The capital charges in this bylaw shall increase by 3% compounded each January 1st.

LANTZVILLE IMPROVEMENT DISTRICT / REGIONAL DISTRICT OF NANAIMO

THE LANTZVILLE PARKS &
OPEN SPACE ADVISORY COMMITTEE MEETING

MINUTES

February 3, 2003 - 7:00 PM

The Lantzville Recreation Hall, 7192 Lantzville Road

1. **CALL TO ORDER**

The meeting was called to order at 7:07 p.m.

2. **INTRODUCTIONS**

Committee Present: Jerry Bilodeau, Susan Crayston, Peter Law, Brenda McConachie, Anne Thomas

Committee Absent: Dean Harvey, Denise Haime

Staff Present: Jeff Ainge, RDN Parks Coordinator, Jane Ayers, LID Administrator

3. **APPROVAL OF AGENDA**

MOTION 03:01

THAT the Parks and Open space Advisory Committee approves the agenda as amended to add items 7(b) Brochure and 7(c) Nanoose Band Open House.
CARRIED

4. **ELECTION OF CHAIRPERSON AND DEPUTY CHAIR**

The Administrator accepted nominations for the position of Chairperson. Dean Harvey was nominated as Chair by Brenda McConachie and seconded by Susan Crayston. Dean Harvey had previously indicated his willingness to stand for the position of Chair. As there were no further nominations, Dean Harvey was declared Chair of the Parks and Open Space Advisory Committee.

Peter Law was nominated for the position of Deputy Chair by Brenda McConachie and seconded by Anne Thomas. Peter Law indicated his willingness to stand for this position. As there were no further nominations, Peter Law was declared Deputy Chair.

Deputy Chair Law assumed the Chair in the absence of Dean Harvey.

5. **APPROVAL OF MINUTES OF DECEMBER 2, 2002 MEETING**

MOTION 03:02

THAT the Parks and Open Space Advisory Committee approves the Minutes of the December 2, 2002 meeting as amended to reflect the presence of Anne Thomas and the absence of Susan Crayston at this meeting.
CARRIED.

6. **CURRENT BUSINESS**

a. **Accretion**

This item was tabled to the next meeting.

b. **Household Questionnaire for the Winds Park**

Peter updated the Committee on the progress of this project. Peter arranged with Robbie Dhillon, of School District 68, for a Dover High School student, Taylor Booth to

- develop a questionnaire about the Winds Park
- circulate the questionnaire
- summarize the results
- prepare a report and
- present the report to the Committee.

Taylor would be doing this project as part of a work experience program.

7. **NEW BUSINESS**

a. **2003 Projects**

The Committee reviewed a memorandum from staff about 2003 parks and open space projects. The Committee directed staff to ask the Trustees of the Lantzville Improvement District if the following professionals could be hired

- a landscape architect to develop proper schematic plans for Elm Park and the Sebastion Road beach access;
- a consultant, such as a structural engineer, to provide suggestions to improve the Huddlestone Road beach access stairs to prevent damage from the combination of high winter tides, logs and high winds.

The Committee was informed that Seaview School has an excess supply of bike racks that could be available for LID beach accesses and parks (Copley and Rotary Parks in particular).

For the next meeting, the Committee is to prioritize the projects that will be undertaken this summer.

b. **"Your Lantzville Shoreline"**

The brochure, "Your Lantzville Shoreline", was to have been included as an insert in the January issue of *The Lantzville Log*. Many residents did not receive their copy. The Committee directed staff to make these available in the District office and The Bookworm. The Committee asked staff to write a letter to the RDN thanking them and commending RDN staff, Brigid Reynolds, for her efforts.

c. **Nanoose Band Open House**

Peter Law reported to the Committee about an Open House he attended at the Nanoose First Nation Community Hall on January 25, 2003. The Nanoose Band proposes to construct a sewage treatment plant and marine outfall. Chatwin Engineering is designing this facility.

8. **REPORTS**

Lantzville Improvement District: Susan Crayston discussed the LID water quality initiatives, such as the temporary chlorinator and the installation of back flow preventers.

Regional District of Nanaimo: Jeff Ainge provided the Committee with a copy of the Nanoose Bay Beach Access Questionnaire, a memorandum dated January 10, 2003 on 2002 Committee Achievements and an RDN handout, "Recreation and Parks Department Year in Review 2002".

9. **CORRESPONDENCE**

The Committee discussed the recent inquiry about a park bench donation. LID has not yet developed a formal bench donation program. Other jurisdictions, such as Qualicum Beach, have found it expedient to enter into contracts with donors. Contracts ensure that expectations and responsibilities are defined. The Committee directed staff to investigate the bench donation programs of other jurisdictions.

10. **ROUND TABLE**

The Committee reminded staff to apply for a "beach clean up" project next fall.

11. **NEXT MEETING MONDAY, MARCH 3, 2003 AT 7:00 P.M.**

12. **ADJOURNMENT**

The Committee adjourned at 9:15 p.m.

APPROVED BY THE COMMITTEE

Chairperson

Secretary

Minutes

Electoral Area 'G' Parks and Open Space Advisory Committee
Wednesday March 5, 2003
Meeting Room, District 69 Arena, Parksville

Attendance: Brian Coath (chairperson), Mabel Klee, Craig Young, Jacqueline Thomson
Public: Thomas McArthur, French Creek Residents' Association Chairperson
Apologies: Joe Stanhope, Director (Electoral Area 'G'), Bill Reed, Bruce Cownden
Staff: Susan Cormic (Senior Planner), Jonathan Lobb (Parks Technician)
Delegations: Todsens Design and Construction Ltd.:
Bob Taylor Richard Todsens
Linda Todsens Helen Sims (developer's agent)

The meeting was called to order at 3:04 p.m. with Brian Coath as Chairperson.

Introductions were made by Committee members, delegates, and staff.

COMMUNICATIONS & CORRESPONDENCE

Following a motion by this Committee on January 16, 2003 (*MOVED Craig Young, SECONDED Brian Coath that the Electoral Area 'G' Parks and Open Space Advisory Committee recommend that the RDN Board not approve the modification of the boundary of Park G-13 as part of the Todsens Design and Construction Ltd. subdivision plan insofar as the separate 1217 m² western portion is undesirable as parkland and the park should be kept in one continuous parcel.*), the developers made changes to their subdivision proposal with regards to the proposed park boundary adjustment (Community Park G-13). This new proposal was submitted to the Regional District Planning Department and a subsequent staff report on this issue was distributed to members of this Committee. The report recommended "that the Electoral Area 'G' Parks and Open Space Advisory Committee be requested to provide further comments and recommendations on the revised park land exchange proposal as suggested by staff prior to the March 11, 2003 Board meeting."

The developer's agent announced the changes made to their subdivision proposal as a result of the concerns of the Committee. In addition to this, a 3-metre extension to the west of a portion of the eastern edge of proposed Lots 13 and 14 was offered.

Delegations and the member of the public then left the meeting.

COMMITTEE ROUND TABLE

There was discussion of the staff report, the amended subdivision proposal, and various riparian, water, and park management issues.

Nick Vandermolten, Deputy Approving Officer, Ministry of Transportation, was contacted by telephone during the meeting by Susan Cormic to confirm the release of a statutory right-of-way (ROW) extending

from the northern boundary of the existing Community Park to the southern edge of the proposed White Pine Way during the course of the subdivision approval. Mr. Vandermolen stated that the existing ROW would be released, becoming private land owned by the developer. This portion of the lot is part of the land being offered by the developer in exchange for parkland to the south and west.

MOVED Craig Young, SECONDED Mabel Klee, that the Electoral Area 'G' Parks and Open Space Advisory Committee recommend approval of the Park Land Exchange subject to:

- a) written confirmation from the developer of the offered:
 - i) addition of a 3.0-metre wide strip from lots 13 and 14;
 - ii) commitment from the developer to provide park improvements of \$7500.00 in kind under the supervision of the Recreation and Parks Department;
- b) solution of the engineering and liability issues regarding Alexander Brook at the proposed White Pine Way in consultation with the Regional District of Nanaimo;
- c) written confirmation that full park access is to be provided as part of the initial parcel development (access from both White Pine Way and the future Everett Drive/Meadow Way are required).

NEXT MEETING DATE

This Committee will meet again on **Thursday, March 13, 2003 at 7:00 p.m., at the District 69 Arena in Parksville.** Agenda packages will be distributed on or around the beginning of March 2003.

ADJOURNMENT

Meeting was adjourned at 5:55 p.m.

PAGE
68

**Minutes of the District 69 Recreation Commission Regular Meeting
Held on Thursday, March 13, 2003, at 2:00pm
at Qualicum Beach Civic Centre, Qualicum Beach**

Attendance:

Frank Van Eynde
Fred Demmon

Craig Young
Jack Wilson

Dave Bartram
Eve Flynn

Staff:

Tom Osborne

Neil Connelly

Marilynn Newsted, Recording Secretary

Delegation:

Parksville Panters - Ed Melville, President
Vern Fraser, President Elect, PGOSA
Peter Kucey, Founding Member, PGOSA

Absent:

Patty Biro

Reg Nosworthy

Chair Van Eynde called the meeting to order at 2:00pm.

Chair Van Eynde noted the late delegation from PGOSA / Parksville Panters.

MOVED Commissioner Flynn, SECONDED Commissioner Young, to receive the delegation.

CARRIED

DELEGATION

- 2.1 Mr. Kucey and Mr. Melville both addressed the Commission, stating that their organizations supported the inclusion of a seniors' prime time and non-prime time rate category in the District 69 Fees and Charges Policy and requested that Commission review their stand in that regard.

MINUTES

- 3.1 MOVED Commissioner Demmon, SECONDED Commissioner Bartram, that the minutes of the District 69 Recreation Regular Meeting held on February 13, 2003, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

- 4.0 Commissioners received late correspondence from Parksville Royals Baseball Club.

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the correspondence from Parksville Royals Baseball Club be received. CARRIED

REPORTS

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

Mr. Osborne stated that the steam/dry sauna room planning for the Ravensong Aquatic Centre is in progress.

Mr. Osborne reported stated staff had met with the new Multiplex users on February 27, 2003, and that the majority of ice time requests could be accommodated. He also noted the deadline for the Cold Beverage Supply rights at the new Multiplex had been extended to March 14, 2003.

Mr. Osborne displayed the new *Active Living Guide for Spring/Summer 2003*, noting it was the first ever two-season and glossy cover guide issued by the Department.

Mr. Osborne also announced that Colleen Douglas, Community Programmer for children and youth, received the provincial Leadership Award for the "On The Move" category from PROMOTION plus on Friday, March 7, 2003, at an awards ceremony in Vancouver.

MOVED Commissioner Bartram, SECONDED Commissioner Young, that District 69 Recreation Commission forward a letter of congratulation to Colleen Douglas on her achievement. CARRIED

Commissioner Bartram requested staff provide detailed information with regard to the Area 'H' beach access garbage collection contract and the beach access development opportunities in Area 'H'.

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

NEW BUSINESS

- 8.1 Mr. Osborne reviewed the Multiplex Arena Progress Report, noting that the project schedule is on track. He stated the April 26th Farewell Ceremonies at the District 69 Arena will be a full-day event with displays and small presentations happening throughout the day. He also noted the Gala Opening at the new Multiplex will be in

October 2003 as there will be a soft opening for the new facility to allow staff time to gain experience in the operation of the new facility before a major public event takes place.

- 8.2 Commission reviewed the Arena Rental Rates (Seniors) -- District 69 Arena/Multiplex Report and the presentation by the delegation from PGOSA and the Parkville Panthers.

MOVED Commissioner Young, SECONDED Commissioner Demmon, that a seniors' prime time and non-prime time rate category be included in the District 69 Fees and Charges Policy for September 2003 and that the District 69 Recreation Commission Fees and Charges Committee be reconvened to set the applicable hourly rental rates and the 2003 Annual Budget be adjusted to reflect ice rental revenue changes. CARRIED

- 8.3 Mr. Osborne reviewed information received on the Parkville Curling Club Society Membership Drive.

MOVED Commissioner Demmon, SECONDED Commissioner Bartram, that the letter from the Parkville Curling Club regarding the membership drive be received.

CARRIED

- 8.4 Mr. Osborne called for five commission members to sit on the Multiplex Facility Name Sub-Committee.

Commissioners Van Eynde, Demmon and Flynn, volunteered to sit on the Multiplex Facility Name Sub-Committee. Commissioner Biro and Commissioner Nosworthy were also included to fill the five vacancies on the Committee. Commissioner Bartram and Commissioner Wilson agreed to sit as alternate members.

There will be one meeting of the Multiplex Facility Name Sub-Committee on April 2, 2003, at 2:00 pm, at the District 69 Arena meeting room.

- 8.5.1 Commissioner Young and Commissioner Demmon both volunteered to attend the BCRPA 2003 Symposium on May 1st, 2nd and 3rd, at the The Coast Plaza Hotel in Vancouver.

COMMISSIONER ROUNDTABLE

9. Commissioner Young stated that the Parkville Bicycle Advisory Committee met with the City of Parkville to discuss the improvement of bicycle trails within the City of Parkville and the integration and compatibility of the trail system within the City and Regional District.

Commissioner Young suggested that staff pursue the possibility of receiving a benefit from the 2010 Legacy Fund.

ADJOURNMENT

MOVED Commissioner Bartram, SECONDED Commissioner Demmon, that the meeting be adjourned at 3:20pm.

NEXT MEETING

The next meeting will be held at 2:00 pm, Thursday, April 10th, at the Qualicum Beach Civic Centre.