

REGIONAL DISTRICT OF NANAIMO
COMMITTEE OF THE WHOLE
TUESDAY, MARCH 26, 2002
(immediately following the Special Board Meeting)

(Nanaimo City Council Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

- 4-12 Minutes from the Committee of the Whole meeting held on Tuesday, February 26, 2002.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 13-19 **Richard Taylor, UBCM**, re 2002 Resolution Process.
- 20-21 **Town of Ladysmith**, re Transit System.
- 22 **Jim Bowden, City of Nanaimo**, re Regional Transit Authority Feasibility Study Request.
- 23 **Agnes & Albert Meers**, re Request to Survey Park Boundaries - Crows Nest Park - Area E.
- 24-26 **George Legg**, re Progress Review Committee.
- 27 **Felicity Adams**, re Performance Review Committee Minutes.

DEVELOPMENT SERVICES

BUILDING INSPECTION

- 28-29 Section 700 Filings.

PLANNING

- 30-34 Request for Acceptance of Cash-in-Lieu of Park Land and Relaxation of the Minimum 10% Perimeter Requirement - Glenear Consultants on behalf of Chris Ball - Barnes & Leask Road - Area A.
- 35-40 Building Strata Conversion Application - Philip Sopow - 2525 Myles Lake Road - Area C.

- 41-44 Update on Implementation of Community Sewers for the Cedar Village and Surrounding Suburban Residential Lands - Area A.
- 45-53 Land Use and Subdivision Amendment Bylaw No. 500.281 & Home Lake Service Area Sewage Disposal Regulation Bylaw No. 1218.01 - Area H.
- 54-97 Electoral Area 'F' OCP Amendment Bylaw No. 1152.02.

COMMUNITY SERVICES

REGIONAL GROWTH MANAGEMENT

- 98-110 Growth Management Plan Monitoring Program - Scope & Approach.

CORPORATE SERVICES

FINANCE

- 111-120 2001 Audited Financial Statements.
- 121-127 2001 Public Bodies Information Report.

HOSPITAL

- 128-132 2001 Audited Financial Statements.

ENVIRONMENTAL SERVICES

LIQUID WASTE

- 133-167 Wastewater Treatment and Disposal Options Review - Qualicum Bay/Dunsmuir, Bowser and Extension.

UTILITIES/ENGINEERING

- 168-170 Rural Streetlighting LSA Amendment Bylaw No. 791.03.

COMMISSION, ADVISORY & SELECT COMMITTEE

- 171-173 Minutes from the District 69 Recreation Commission meeting held March 14, 2002. (for information)

That the following Community Grant In Aid be approved:

Family Resource Association \$500

That the following Youth Grant In Aids be approved:

Kidfest \$1,500
Errington Therapeutic Riding Association 1,500
Erik Goetzinger BMX Society 3,200
Arrowsmith Mountain Bike Society 3,400
Deep Bay Yacht Club Junior Sailing Program 2,700

174-177 Minutes from the Gabriola Island Recreation Commission meeting held March 11, 2002. (for information)

178-214 *That the report be received and that the Regional District of Nanaimo enter into an agreement with the Gabriola Recreation Society for the provision of recreation services to the residents of Gabriola Island.*

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, FEBRUARY 26, 2002, AT 7:30 PM
IN THE CITY OF NANAIMO COUNCIL CHAMBERS,
455 WALLACE STREET, NANAIMO, BC

Present:

Director J. Stanhope	Chairperson
Alternate	
Director H. Kreiberg	Electoral Area A
Director B. Sperling	Electoral Area B
Director E. Hamilton	Electoral Area C
Director D. Haime	Electoral Area D
Director G. Holme	Electoral Area E
Director J. McLean	Electoral Area F
Director R. Quittenton	Electoral Area H
Director J. Macdonald	City of Parksville
Alternate	
Director A. Kruyt	Town of Qualicum Beach
Director L. Sherry	City of Nanaimo
Director G. Korpan	City of Nanaimo
Alternate	
Director S. Lance	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. McNabb	City of Nanaimo

Also in Attendance:

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

DELEGATIONS

S. Gourlay & N. Czerny, re Grant Application for a Preschool Playground Structure – Cedar Heritage Centre and Cedar Heritage Centre Upgrade.

Ms. Gourlay stressed the need for the Heritage Centre and Playground for the residents of Cedar and the popularity of their recreational use to date.

Ms. Czerny outlined the progress of the ongoing projects and stressed the need for additional funding. Ms. Czerny also urged the Committee to approve an additional grant for the completion of the Cedar Heritage Centre building upgrades.

Stephanie McDowall, BCGEU, re Provincial Government Downsizing.

The delegation spoke with respect to the Provincial Government's downsizing of public service and cautioned the possible downloading of these services to local government without adequate funding.

MOVED Director Sherry, SECONDED Director Quittenton, that the delegations be received.

CARRIED

MINUTES

MOVED Director Sherry, SECONDED Director Quittenton, that the minutes of the regular Committee of the Whole meeting held January 22, 2002, be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Oceanside Development & Construction Association, re Growth Management Plan Consultant.

MOVED Director Korpan, SECONDED Director McNabb, that the correspondence received from Oceanside Development & Construction Association with respect to the Growth Management Plan review project consultant selection, be received for information.

CARRIED

Hans Cunningham, UBCM, re Protocol on Consultation and Cooperation.

MOVED Director Korpan, SECONDED Director McNabb, that the correspondence received from UBCM with respect to a proposed agreement with the British Columbia Environmental Network, be received for information.

CARRIED

Sgt. Randy Churchill, Oceanside Detachment, RCMP, re Arrowsmith Search & Rescue Request for Support of Building Addition.

MOVED Director Korpan, SECONDED Director McNabb, that the correspondence received from the Oceanside Detachment, RCMP with respect to Arrowsmith Search & Rescue's request for an addition to the Coombs-Hilliers Fire Department Hall, be received for information.

CARRIED

B.A. Hawkshaw, City of North Vancouver, re Cancellation of the Subsidy for Seniors' Transit Passes on Translink.

MOVED Director Korpan, SECONDED Director McNabb, that the correspondence received from the City of North Vancouver with respect to the Provincial Government's cancellation of the subsidy for seniors' transit passes on TransLink, be received for information.

CARRIED

B.A. Hawkshaw, City of North Vancouver, re Audio Book Services.

MOVED Director Korpan, SECONDED Director McNabb, that the correspondence received from the City of North Vancouver with respect to the Provincial Government's cancellation of funding for the audio book program, be received for information.

CARRIED

John Van Beek, re E & N Right-of-Way.

MOVED Director Korpan, SECONDED Director McNabb, that the correspondence received from John Van Beek with respect to preservation of the E & N Right of Way as a corridor for use by cyclists and hikers, be received for information.

CARRIED

PLANNING

Liquor License Increased Occupancy Capacity Application – Wheat Sheaf Hotel – 1866 Cedar Road – Area A.

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

CARRIED

Request for Relaxation of the Park Land Provision Requirement – WR Hutchinson on Behalf of A. Long – Myles Lake Road – Area C.

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

CARRIED

E & N Railway Closure and OCP/Zoning Bylaw Impacts.

MOVED Director Sherry, SECONDED Director Holdom, that the Electoral Area 'A', Electoral Area 'C', Electoral Area 'D' Lantzville, Electoral Area 'E', Electoral Area 'G' Englishman River, Electoral Area 'G' French Creek, and Electoral Area 'H' Official Community Plans be amended to designate the E & N rail line as Institutional.

MOVED Director Holdom, SECONDED Director Lance, that the motion be amended by replacing the word "Institutional" with the words "Transportation Corridor".

CARRIED

The question was called on the main motion as amended.

The motion CARRIED.

MOVED Director Sherry, SECONDED Director Holdom, that "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" and "Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285" be amended to zone the E & N rail line as Institutional to allow for the railway use only.

CARRIED

MOVED Director Sherry, SECONDED Director Kruyt, that the Ministry of Transportation be requested to approach the owners of the E & N railway to discuss alternatives and possible partnerships for the acquisition of the entire railway corridor to provide future opportunities to use the land as a transportation corridor.

CARRIED

Ken Vance, UBCM, re Amendments to Contaminated Site Regulations.

MOVED Director Korpan, SECONDED Director McNabb, that the correspondence received from UBCM with respect to provincial amendments to the contaminated site regulations, be received for information.

CARRIED

Robert Hobson, UBCM Environment Committee, re Drinking Water Review Panel.

MOVED Director Korpan, SECONDED Director McNabb, that the correspondence received from the UBCM Environment Committee with respect to the twenty-six recommendations brought forward by the independent provincially appointed drinking water review panel, be received for information.

CARRIED

Barry O'Neill, President, CUPE BC Division, re Drinking Water Protection.

MOVED Director Korpan, SECONDED Director McNabb, that the correspondence received from the CUPE BC Division with respect to protection of British Columbia's drinking water, be received for information.

CARRIED

DEVELOPMENT SERVICES

BUILDING INSPECTION

Section 700 Filings.

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

It was noted that the following filing has been resolved:

Lot D, District Lot 51, Plan 7705, Nanoose Land District, 2020 Seahaven Road, Electoral Area 'E', owned by B. and E. Duke.

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

- (a) Lot 15, Sections 18 and 19, Range 2, Plan VIP67150, Cedar Land District, 2395 Lindsey Road, Electoral Area 'A', owned by P Von Baich and M. Paradis;
- (b) Lot 4, Section 1, Range 7, Plan 28685, Cedar Land District, 3537 Whiting Way, Electoral Area 'A', owned by M. Radcliffe and R. Schickerowsky;
- (c) Lot 2, Section 19, Range 2, Plan VIP67150, Cedar Land District, 1380 Kurtis Crescent, Electoral Area 'A', owned by B. Porter and N. Velkjar;
- (d) Lot 1, Section 17, Range 7, Plan VIP67939, Cranberry Land District, 1933 Balsam Road, Electoral Area 'A', owned by G. Maibach;
- (e) Lot 41, Section 12, Plan 23190, Gabriola Island, Nanaimo Land District, 896 Pat Burns Avenue, Electoral Area 'B', owned by E. and R. Hoffmann;
- (f) Lot 4, District Lots 30 and 78, Plan 22994, Nanoose Land District, 3393 Dolphin Drive, Electoral Area 'E', owned by P. Perry;
- (g) Lot 18, Block A, District Lot 38, Plan 10777, Nanoose Land District, 1397 Marina Way, Electoral Area 'E', owned by H. and J. Goebel;
- (h) Lot 22, District Lot 49, Plan 32604, Nanoose Land District, 1221 Ormonde Road, Electoral Area 'G', owned by R. Todd.

CARRIED

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COMMUNITY SERVICES

ADMINISTRATION

Green Landing Wharf.

MOVED Director Sperling, SECONDED Director Macdonald,:

1. That the Regional District of Nanaimo request from Public Works and Government Services Canada an extension of the temporary lease of the Green Landing Wharf from March 31, 2002 to September 30, 2002.
2. That the Regional District request a written updated position from Public Works & Government Services Canada on the status of the Green Landing Wharf.

CARRIED

RECREATION & PARKS

Cedar Heritage Centre – Funding Request.

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

MOVED Director McLean, SECONDED Director Haime, that this item be tabled until the next Committee of the Whole meeting.

CARRIED

Park System Plan Amendment.

MOVED Director Quittenton, SECONDED Director Holme, that the Official Regional Park Plan Designation Amendment Bylaw No. 921.01, 2002 be given three readings and forwarded to the Minister of Water, Air and Land Protection for approval.

CARRIED

Revised Terms of Reference – Area G Parks, Recreation and Greenspaces Advisory Committee.

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

CARRIED

Trail Study for Electoral Area 'A'.

MOVED Director Holme, SECONDED Director McNabb, that the Terms of Reference for an Electoral Area 'A' Community Trail Study and Project Committee be approved.

CARRIED

Park Inspection Policy.

MOVED Director Holme, SECONDED Director Quittenton, that the Park Inspection Policy be approved.

CARRIED

Gabriola Island Regional and Community Park Acquisition.

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

CARRIED

TRANSIT

BC Transit – Service Hours Reduction.

MOVED Director Holdom, SECONDED Director Kruyt, that the report on conventional Transit service reductions as required by BC Transit be received for information.

CARRIED

Proposed Transit Fleet Changes for 2002.

MOVED Director McNabb, SECONDED Director Sherry, that four new replacement Dennis Dart Buses be approved for delivery from BC Transit in 2002.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Islands Trust – Election Services Agreement.

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

CARRIED

General Local Election Bylaw No. 1292.

MOVED Director Hamilton, SECONDED Director Sherry,:

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

CARRIED

Annual Report of Directors' and Committee Members' Remuneration and Expenses.

MOVED Director Macdonald, SECONDED Director McNabb, that the 2001 report on remuneration and expenses for Board and committee members be received.

CARRIED

Arrowsmith Search & Rescue – Addition to Coombs-Hilliers Fire Department Hall.

MOVED Director McLean, SECONDED Director Holdom,:

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

CARRIED

ENVIRONMENTAL SERVICES

LIQUID WASTE MANAGEMENT

Annual Report – Liquid Waste Management Plan.

MOVED Director Sherry, SECONDED Director McNabb, that the 2000 Annual Report on the Liquid Waste Management Plan be received.

CARRIED

Northern Community Sewer LSA Boundary Amendment Bylaw No. 889.20.

MOVED Director Holme, SECONDED Director Macdonald, that "Regional District of Nanaimo Northern Community Sewer Local Service Area Boundary Amendment Bylaw No. 889.20, 2002" be introduced for first three readings and be forwarded to the participants for consent.

CARRIED

Sewer Use Regulatory Bylaw No. 1225.

MOVED Director Sherry, SECONDED Director Krutz,:

1. That "Regional District of Nanaimo Sewer Use Regulatory Bylaw No. 1225, 2002" be introduced and read three times.
2. That "Regional District of Nanaimo Sewer Use Regulatory Bylaw No. 1225, 2002" having received three readings be adopted.

CARRIED

Maughan Road Sewerage Servicing Bylaw Nos. 1289, 1290 and 1291 – Duke Point Pollution Control Centre.

This report will be brought forward at a future date.

UTILITIES/ENGINEERING

Fairwinds Water LSA Conversion Bylaw No. 1288 – Area E.

MOVED Director Holme, SECONDED Director Sherry,:

1. That "Fairwinds Water Service Area Conversion and Boundary Amendment Bylaw No. 1288, 2002" be granted first three readings.
2. That "Fairwinds Water Service Area Conversion and Boundary Amendment Bylaw No. 1288, 2002" be forwarded to the Inspector for approval.

CARRIED

Arbutus Park Estates Water LSA Amendment Bylaw No. 930.02 – Area E.

MOVED Director Holme, SECONDED Director Sherry,:

1. That "Arbutus Park Estates Water Local Service Area Amendment Bylaw No. 930.02, 2002" be granted first three readings.
2. That "Arbutus Park Estates Water Local Service Area Amendment Bylaw No. 930.02, 2002" be forwarded to the inspector for approval.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Area A Parks, Recreation & Greenspaces Advisory Committee.

MOVED Director Holme, SECONDED Director Hamilton, that the minutes of the Area A Parks, Recreation & Greenspaces Advisory Committee meetings held November 15, 2001 and January 17, 2002 be received for information.

CARRIED

Area G Parks, Recreation & Greenspaces Advisory Committee.

MOVED Director Holme, SECONDED Director Haime, that the minutes of the Area G Parks, Recreation & Greenspaces Advisory Committee meeting held February 7, 2002 be received for information.

CARRIED

Nanoose Bay Parks & Open Space Advisory Committee.

MOVED Director Holme, SECONDED Director Hamilton, that the minutes of the Nanoose Bay Parks & Open Space Advisory Committee meeting held February 11, 2002 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that the Committee receive the report and that the RDN Tree Management Policy (C.1.1) not be amended.

CARRIED

District 69 Recreation Commission.

MOVED Director Quittenton, SECONDED Director McNabb, that the minutes as amended, of the District 69 Recreation Commission meeting held February 14, 2002 be received for information.

CARRIED

MOVED Director Quittenton, SECONDED Director Macdonald, that the Electoral Area Grants be combined with Community Grants, and Youth Agreements be combined with Youth Grants, and that the two grant programs be administered tri-annually, with the funding of \$82,500 equally split between the two programs.

CARRIED

MOVED Director Quittenton, SECONDED Director Holme, that the revised administrative guidelines for the Community Grants and Youth Grants programs be approved as presented in Attachment 1 with one amendment which is the deletion of item number 6 under Funding Criteria.

CARRIED

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

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Provincial Government Downsizing.

MOVED Director Korpan, SECONDED Director Holdom, that the Board support the City of Nanaimo's resolution with respect to the deep cuts to public services by the Province and resolve as follows:

Be it resolved that the Regional District of Nanaimo request the Provincial Government to ensure full community consultation on program reviews and funding reductions.

Be it further resolved that the Provincial Government not offload current Provincial Program responsibilities onto communities and families without ensuring program integrity and adequate funding.

And be it finally resolved that this resolution be submitted to the Union of BC Municipalities (UBCM), the Association of Vancouver Island Coastal Communities (AVICC) and to the area MLA's.

CARRIED

IN CAMERA

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

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:38 PM

CHAIRPERSON

FEB 21 2002

IMPORTANT NOTICE - UBCM RESOLUTIONS

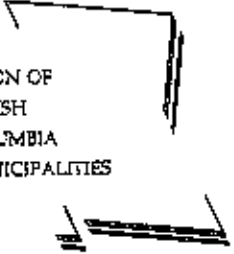
TO: UBCM MEMBERS

FROM: Richard Taylor, Executive Director

DATE: February 8, 2002

RE: 2002 RESOLUTION PROCESS

CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
COW Communication	



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This memo is designed to assist you in preparing your resolutions and to clarify the procedures employed by the UBCM Resolutions Committee in categorizing resolutions for the UBCM Convention. We urge all elected officials and staff to review the following information.

In 2001 the Resolutions Committee, in response to delegates feedback, set a goal to complete debate on all resolutions. The goal was met because your comments were heard and action was taken. The Resolutions Committee met this year on January 24 and reviewed the feedback received from the membership. In response, the objectives for the Resolutions Committee in 2002 are to again consider ALL resolutions and to improve attendance in the policy sessions at Convention. In order to achieve these objectives the following strategy and recommendations have been endorsed.

Debating all resolutions - Follow same strategy as in 2001 by:

- Planning 7.5 hours for policy sessions to ensure adequate time for resolutions.
- Employing disciplined scheduling by all Executive chairs (to cut-off times) for speeches and policy papers.
- Firm chairing - adhering to rules on repetitive speakers.
- Ensuring that members are familiar with the rules and procedure for resolutions consideration and that the information is readily available.
- Further classifying the Section B resolutions into three parts:
 - Part I - Resolutions to be Considered as a Block
 - Part II - Resolutions within the Jurisdiction of Local Government for Individual Debate
 - Part III - Resolutions of Concern to Local Communities for Individual Debate

in order to ensure that those policy issues in Section B that are new or have previously been not endorsed, and that are within local jurisdiction are debated first.

Improving attendance at the resolutions sessions by:

- Requesting that sponsor communities ensure a representative is present to introduce and speak to the resolution once the Chair has put the resolution to the floor.
- Improving the processing of resolutions by debating those Section B resolutions on issues within local jurisdiction before resolutions on other issues of interest to local communities.
- Working with the Convention Committee to look at causes limiting attendance, including program scheduling and the plenary environment.
- Respectfully requesting that members limit meetings with Provincial Ministers and staff during resolutions sessions.

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PROCEDURES FOR SUBMITTING RESOLUTIONS TO UBCM

1. DEADLINE FOR RESOLUTIONS

All resolutions must be received in the UBCM office by:

June 30th, 2002

[The deadline is set by UBCM Bylaws - s. 14(a)]

2. SUBMISSION TO AREA ASSOCIATIONS

UBCM encourages all members to submit their resolutions to their respective Area Association for consideration. The Resolutions Book will indicate whether or not the resolution has been endorsed, not endorsed or not presented to the Area Association.

3. SUBMISSION REQUIREMENTS

Resolutions submitted to the UBCM for consideration shall be submitted as follows:

- one copy of the resolution;
- the resolution should not contain more than TWO recital ("whereas") clauses;
- background documentation must accompany each resolution submitted, explaining the nature of the problem or concern.

Sponsors should be prepared to speak to their resolutions on the Convention floor (as the resolutions will not be "read" to the delegates by the Resolutions Committee). Resolutions should address topics that are of local government concern province-wide.

NOTE: THE UBCM MUST RECEIVE A HARD COPY OF ALL RESOLUTIONS, PREVIOUSLY FAXED, TO THE UBCM OFFICE FOR CONSIDERATION BY THE DEADLINE DATE FOR RESOLUTIONS - JUNE 30TH.

4. RESOLUTIONS COMMITTEE CONSIDERATION

UBCM policy provides for the separation of resolutions into three sections. The following guidelines shall be used in determining the appropriate section a resolution shall be placed in:

- a. **SECTION A** shall contain resolutions of importance to local government that have not previously been debated at the Convention.
- b. **SECTION B** shall be divided into three parts:
 - Part I - Resolutions to be Considered as a Block
These resolutions include:
 - previously considered and endorsed resolutions;
 - resolutions in keeping with the UBCM policy; or
 - other major previously approved policy papers/documents.
 - Part II and Part III - Resolutions For Individual Consideration
These resolutions will include:
 - resolutions on topics not previously considered
 - previously considered but not endorsed resolutions;
 - topics of local or regional significance;

- topics of national significance and recommended, as appropriate, for consideration by FCM.

*The resolutions committee has discretion in classifying these resolutions for Individual Consideration as:

- Part II: those issues considered within the jurisdiction of local government.
- Part III: those resolutions on matters of interest to local communities that are considered not within the jurisdiction of local government.

Resolutions under Part II and Part III that have not been debated by the Convention will be submitted to the Executive for appropriate action [note that the recommendation is printed in the Resolutions Book] and the sponsors advised of the Executive action.

SECTION B resolutions will only be considered after all SECTION A resolutions have been completed.

SECTION B resolutions will be dealt with on the Convention floor in the order in which they appear in the Resolutions Book.

- c. SECTION C shall contain resolutions that have been consolidated or grouped with other resolutions under SECTIONS A or B. Therefore, C resolutions will not be discussed on the floor of the Convention. C resolutions that have been referred to Regional District Day and the Small Talk Forum come forward to the floor of the Convention on Friday and the full membership has an opportunity to consider their recommendations.
- d. The Resolutions Committee shall combine resolutions on similar or related topics wherever possible. This is often done in the form of policy papers. For example, Section C resolutions pertaining to the same topic area are often incorporated into a policy paper or report that will be discussed at the Convention. (ie. *Environment Action Plan*).

5. RESOLUTIONS RECEIVED AFTER THE DEADLINE

Resolutions received after June 30th are not printed in the Resolutions Book and can only be admitted for debate by special motion during the Convention. The criteria for determining what is deemed to be an emergency can be found under item c (as listed below).

- a. Resolutions submitted following the expiry of the regular deadline shall comply with all other submission requirements and be forwarded to the UBCM by the Friday noon preceding the date of the Annual Conference (Sept. 20, 2002).
- b. Resolutions received after the June 30th deadline shall be examined by the Resolutions Committee and shall be separated into the following categories:
 - **Emergency** resolutions recommended to be placed before the Convention for Plenary discussion.
 - **Late Resolutions** not recommended to be admitted for Plenary discussion.
- c. Emergency resolutions are deemed appropriate for discussion only if the topic is such that it has arisen since the regular deadline date for submission of resolutions.
- d. **Emergency** resolutions shall be available for discussion after all SECTION A resolutions printed in the Resolutions Book have been debated but not before the time printed in the Convention Program.

6. RESOLUTIONS PROCEDURES

The membership adopted a number of amendments to improve the resolutions sessions and increase the time available for debate. These procedures will continue in 2002:

1. The process for introducing "B" resolutions will not require each individual resolution to be moved and seconded for introduction to the floor. "B" resolutions will be introduced as a block to the floor and then discussion will commence on each of the resolutions.
 - *This procedure increases the time available for debate by removing the requirement to have each 'B' resolution moved for consideration.*
2. A category of "emergency" resolutions has been established. Emergency resolutions would only include issues that have emerged after the June 30th deadline and would be recommended to be admitted for debate. Late resolutions not classified as emergency (therefore not admitted for debate) would be carried over to next year, and would be referred to the Area Associations for a recommendation.
 - *By creating this category of "emergency" resolutions the membership is made aware that only resolutions of urgency are deemed appropriate for debate. By referring late resolutions that are not classified as emergency to the next year's Convention, members are ensured that these issues are not lost. These resolutions will also be forwarded to the relevant Area Association for consideration to ensure the broader membership has an opportunity to make a recommendation.*
3. Previously considered and endorsed "B" resolutions are placed into a separate block and moved as a block to avoid repetitive debate on issues that continue to be brought forward and endorsed each year. The Chair will allow exemptions so individual resolutions can be withdrawn from the block for discussion.

7. OTHER MATTERS AFFECTING RESOLUTIONS HANDLING

The Resolutions Committee has indicated that:

- it will continue colour coding the covers of policy documents to assist members in identifying which policy matters are being dealt with at different times during the Convention;
- it will be very strict in adhering to the guidelines and will make every effort to ensure that sponsors' resolutions are clear and concise.
- it will endeavour to consider all resolutions submitted (as per guidelines) during the time allocated at the 2002 Convention (see page 1 reference to January 24, 2002 Executive meeting decisions).

Members should be aware that the above policies are not exhaustive but are in addition to the UBCM Bylaws and to the "Conference Rules and Procedures for Handling of Resolutions" that are adopted each year by the Convention.

8. ATTACHMENTS

- 1) Model Resolution
- 2) Guidelines for preparing resolutions to be presented at the UBCM Convention.

MODEL RESOLUTION

SHORT TITLE

Sponsor's Name

WHEREAS

AND WHEREAS

THEREFORE BE IT RESOLVED that

PLEASE NOTE: the specifics of punctuation.

(Note: A second "operative" clause, if it is absolutely required, should start as follows:

AND BE IT FURTHER RESOLVED that

GUIDELINES ON PREPARING RESOLUTIONS FOR UBCM

INTRODUCTION

Outlined below are guidelines to be used in the preparation of a resolution to the UBCM.

THE CONSTRUCTION OF A RESOLUTION

All resolutions contain a preamble and operative clause. The **preamble** *describes the issue* and the **operative** clause *outlines the action* being requested. The resolution should answer the following three questions:

- What's the problem?
- What's causing the problem?
- What's the best way to solve the problem?

Preamble:

The preamble commences with a recital, "WHEREAS" clause. Each clause is a separate but concise paragraph providing information as to the nature of the problem or the reason for the request. The preamble should not contain more than two "WHEREAS" clauses.

The preliminary clauses should clearly and briefly set out the reasons for the resolution. If the sponsor believes that the rationale cannot be explained in a few preliminary clauses, the problem should be more fully stated in supporting documentation.

Operative clause:

The "operative clause" begins with the words "THEREFORE BE IT RESOLVED". This clause should be as short as possible and it must clearly describe the action being requested.

The operative clause of the resolution must clearly set out its intent, stating a specific proposal for action by the UBCM. The wording should leave no doubt as to the action being requested and be appropriate to the problem outlined in the preamble.

HOW TO DRAFT A RESOLUTION FOR UBCM

1. *The language of a resolution should be simple, action oriented and free of ambiguous terms.*

A resolution that contains well-chosen words will receive the greatest understanding and will, most likely, succeed in achieving its goal.

2. *Each resolution should embody only one single specific subject.*

Since your community seeks to influence attitudes and actions, the resolution should directly state the desired action. Persuasive communication is unlikely if the audience does not have a clear idea of what action is being requested.

3. *Council or Board resolutions submitted to UBCM should be accompanied by factual information.*

Even the most perfectly constructed resolution, at times, fails to clearly indicate the intent of the action being requested. Where possible a resolution should be

accompanied by background information to ensure that the "intent" of the resolution is understood.

Two methods to enhance the clarification of the "intent" of the resolution are:

i. **Supplementary Information:**

The inclusion of a short memo (two paragraphs) from the author, which puts into perspective the background that gave rise to the presentation and eventual adoption of the resolution by local government.

- ii. If a report on the subject matter was presented to council/board in conjunction with the resolution, then a copy of the report should accompany the resolution. If it is not possible to send an entire report, then the essential background information should be extracted and sent with the resolution.

Resolutions submitted without adequate background documentation/ information may delay consideration of the resolution until the sponsor has been consulted and material provided outlining the intent of the resolution.

4. ***Resolutions should be properly titled.***

A title will assist in identifying the intent of the resolution and, furthermore, eliminate the possibility of misinterpretation.

A title is usually determined from the "operative clause" of the resolution. For ease of printing in the "Resolutions Book" and for clarity of intent, a title should not comprise more than three or four words.

5. ***Resolutions should contain accurate legislative references.***

The local government who is sponsoring the resolution should ensure that the jurisdictional responsibility has been correctly identified (e.g. ministry or department within the federal or provincial governments).

When references are made within a resolution to particular legislation and responsible ministry, the local government should ensure that the correct Act has been identified.

6. ***Resolutions should deal with issues that are province-wide.***

It is important to ensure that the issue identified in the resolution is relevant to other local governments across the province. This will provide for proper debate on the issue and assist UBCM in effectively representing your concern to the provincial/federal government on behalf of all BC municipalities and regional districts.



TOWN OF LADYSMITH

410 ESPLANADE, P.O. BOX 220, LADYSMITH, B.C. V9G 1A2

MUNICIPAL
RECREATION
PUBLIC WORKS
FAX

REGIONAL DISTRICT
OF NANAIMO

FEB 28 2002

Our File: 8310-0

CHAIR	GMCrS
CAC	GMDS
GACms	GMES

RECEIVED
FEB 08 2002
REGIONAL DISTRICT
OF NANAIMO

Cell Information x

DISPATCHED TO	HOW
✓ Mike D.	✓
✓ Copy Neil	
✓ Corinne	SB
✓ Brian	✓
✓ Peter	FA
✓ Wayne	✓
✓ Scott	SB
✓ Clerk	W
File	
Recycle	

February 5, 2002

BC Transit
520 Gorge Road East
PO Box 610
Victoria, BC
V8W 2P3

Attn: Steve New, Vice-President Municipal System Program

Dear Mr. New:

RE: TRANSIT SYSTEM - LADYSMITH, B.C.

The Town is aware that Transit will be undertaking a business plan for the south end of the Regional District of Nanaimo soon. The Town of Ladysmith requests that the study also include how linkages could be provided to our community.

We believe there is tremendous merit to look at connecting the RDN system to the existing system in the Cowichan Valley. The efficient movement of people within the greater region has significant economic and social benefits.

Council supports the provision of Transit services within our Town and participating in the broader network to strengthen all our opportunities.

Your support for this initiative would be appreciated.

Yours truly,

TOWN OF LADYSMITH

Councillor Al Gilroy, for
Robert Hutchins
Mayor

- c.c. Mike Donnelly, Mgr. of Transportation Services (Regional District of Nanaimo)
- Frank Raimondo, Chief Administrative Officer (Cowichan Valley Regional District)
- Hon. G Bruce (Minister of Skills, Development & Labour)
- G Harth, Administrator (Town of Ladysmith)
- D Pagey, Dir. of Parks, Recreation & Services (Town of Ladysmith)

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520 Gorge Road East,
P.O. Box 610
Victoria, British Columbia
Canada V8W 2P3
Phone (250) 385-2551
Fax (250) 995-5639
www.bctransit.com

RECEIVED

FEB 18 2002

REGIONAL DISTRICT
of NANAIMO

<input checked="" type="checkbox"/>	Mike D.	
<input checked="" type="checkbox"/>	Copy Neil	
<input checked="" type="checkbox"/>	Corinne	
<input checked="" type="checkbox"/>	Brian	
<input type="checkbox"/>	Peter	
<input type="checkbox"/>	Wayne	
<input type="checkbox"/>	Scott	
<input type="checkbox"/>	Clerk	
<input checked="" type="checkbox"/>	File	
<input type="checkbox"/>	Recycle	

February 14, 2002
COW.1

Mayor Robert Hutchins
Town of Ladysmith
Box 220
Ladysmith, BC V0R 2E0

Dear Mayor Hutchins:

Subject: *Transit System - Ladysmith, B.C.*


Thank you for your letter of February 5, 2002 on the subject of transit for Ladysmith and regional connections to the RDN and CVRD transit systems. I understand that your Council is interested in exploring the feasibility of local and regional public transit.

Transit feasibility studies are normally conducted under a cost-sharing agreement between the local government and BC Transit. We can undertake the study in this way but there may be a more direct method under the existing transit agreement with the CVRD. The CVRD Transit Service Agreement covers the entire regional district and the Transit Business Plan for the Cowichan Valley (August 2000) is a regional district-wide long range plan that includes service options for Ladysmith. If the Town can reach agreement with the CVRD to sponsor the study, then BC Transit can undertake the work under the existing CVRD transit service agreement at no extra cost.

I realize that the Cowichan Valley Transit Business Plan does not address the demand for regional transit linkages to the RDN. I'm sure the scope of the study could be extended for this, with agreement from the CVRD. BC Transit staff will be working with the RDN this Spring on a plan that will outline future transit service areas, including the South Side and Cedar neighbourhoods. This plan could include service options linking the RDN and Ladysmith.

BC Transit will work with your administrator to outline the necessary approvals and study process.

Yours truly,


Steve New
Vice President
Municipal Systems Program

Copy: Jennifer Forrest, Cowichan Valley Regional District
Mike Donnelly, Regional District of Nanaimo
Nick Marshall, Don Boyd, BC Transit

check
with
mike



CITY OF NANAIMO

VANCOUVER ISLAND • BRITISH COLUMBIA

no date

FEB 7 2002

REGIONAL DISTRICT OF NANAIMO

2002-FEB-25

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

REGIONAL DISTRICT OF NANAIMO	
MAR - 7 2002	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
<i>GMems - track</i>	

File No.: 0470-30

1. forward to Kelly (cow info) make a. for following.

2. file VAC Mar 1/02

Dear Mr. Connelly:

Re: "Council Motion"

I am writing to advise that at the regular meeting of Council held 2002-FEB-11, Council adopted a motion to request the Regional Transit Authority to undertake a feasibility study of various options and the costs of providing a high frequency transit link between Malaspina University College and the downtown core.

As you most likely are aware, Council has identified the revitalization of our downtown core as a priority. Council feels that providing a high frequency transit link will go along way in this revitalizing effort, as it will enable students to live, shop and enjoy the downtown while knowing they can easily access school.

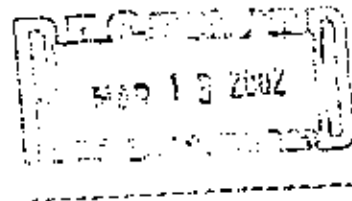
If you have any questions please contact me directly at 755-4404.

Yours truly,

J.T. Bowden
CITY CLERK

JB:nlr
g:/correspondence/action/rdnttransitdoc

Albert and Agnes Meers
3408 Blueback Drive
Nanoose Bay, B.C. V9P 9H9



March 11, 2002

Nanoose Bay Parks & Open Space Advisory Committee
C/o Mr. Frank Van-Eynde, Chairman
1599 Beaver Creek Wharf Road
NANOOSE BAY, B.C. V9P 9C4

Dear Chairman and Members of the Committee:

RE: Regional District Parks Policy: Trimming of Trees in Parks
- Nanoose Bay Community Park E6 - "Crows Nest Park"

Our property on Blueback Drive borders "Crows Nest Park". We understand that your Committee recently made a recommendation to the Regional District of Nanaimo that the current policy relating to trimming and cutting of trees in parks remain unchanged.

On Friday, March 8th, 2002, we observed two individuals trimming a tree that appeared to be within the park. We asked a neighbour, Tony Aussem, to investigate. Mr. Aussem approached the individuals who said that they were professional tree fallers and had been hired by Michael Chriss to cut trees within his property. Mr. Aussem observed them falling one fir and trimming branches of a Garry Oak. He subsequently attended the site with Jonathan Lobb, an employee of the Regional District Parks and Recreation Department. Mr. Lobb took a number of photographs but indicated that without proof that the trees cut were actually within park boundaries, no action could be taken.

In light of the fact that there has been illegal trimming and cutting of trees within this park in the past, we ask that your Committee request the Regional District to conduct a survey to delineate park boundaries to ensure that no infringement has taken place. If, in fact, there has been damage to trees within the park, we ask your Committee to have the RDN pursue charges for willful destruction of public property and to initiate civil action for the costs of survey and parcel restoration.

Yours truly,

Agnes Meers
AGNES MEERS

Albert Meers
ALBERT MEERS

c.c. Mr. Tom Osborne, RDN Parks & Recreation ✓

From: George Legg [legacy-is@shaw.ca]
Sent: Friday, March 01, 2002 11:30 AM
To: George Holme; Daniels, Kelly; Angus Weller; Frank Van Eynde
Subject: Progress Review Committee

George et al,

I thought it wise to forward a copy of my comments made at the Feb.27 meeting in order to avoid any reporting errors. Moreover, I would like this statement to go the Board at its next meeting. George Legg

To: Director:- George Holme, Chair, RDN & Chair, PRC -- From: George Legg ---27/02/02

The following responds to the minutes of the PRC meeting Jan. 31/02 and particularly the comments of Neil Connelly (NC) in Para. 4. "Review of the GMP Monitoring Program". My responses are in italics sequentially following the context of NC's comments in bold type:-

1. Refers to the primary use of subjective data in earlier reports.

The PRC recommended the expanded basis of the annual reporting by using objective data from both economic and health sectors wherein the indicator data was abundant, being important components of the quality of life and the principal focus of the GMP. It recommended the formation of subcommittees, supplemented by specialists in the respective fields, to work in these and other areas. Members were willing to volunteer their services. No action was taken.

2. Refers to the Sept. and Nov. Workshops (w/s).

At these no mention was made of the PRC's extensive indicator groundwork completed in prior years. Members raised, once again, the vital importance of health and economic indicators; the need for interrelated indicators for meaningful interpretations; and the integration of indicators for the eventual evolution of indices. These suggestions were, in fact, challenging the indicator database. Again, no action was taken by staff or the consultant.

3. Refers to the Annual Report 2000.

The PRC was afforded inadequate time to consider the composition and format of the report, the final draft of which it never reviewed although the consultant was afforded such an opportunity. The report quality was reflected in an almost zero demand by the public.

4. Reassessment of monitoring progress.

At the request of three distraught PRC members a meeting was held with NC to discuss the role, function and non-achievements of the PRC. They felt that the PRC was not honouring its mandate and requested changes as outlined (2 and 3 above) plus a reconsideration of PRC's relationship with the Board in terms of its priorities and activities. The members serious considered resigning but refrained in the hope that changes would occur. Again, no action and

PAGE
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no changes were forthcoming.

5. The consultant's interviews with members of PRC and miscellaneous others.

*There really was no need for the consultant's "interviews". The answers were contained in the terms of reference of the PRC in the context of the Region's **Master Implementation Agreement (MIA)**. Given that most of those interviewed or even those interviewing were insufficiently knowledgeable on the build-up required for the combined use of indicators (relative to the assessment of the total ecological system and its human subsystem) the outcome was of minimal value. Certainly the use of unrelated NGO's in the interview "survey" made the process highly suspect.*

6. NC's options for PRC's future.

NC 1) The "Larger Role", as described by NC is, in fact, that contained by the broader interpretation of the PRC's terms of reference, again, in the context of the intent of the MIA. It is the role which, from the start 4 years ago, members consistently wanted to pursue and repeatedly requested so. Staff didn't allow it to happen.

NC 2) The "Status Quo" became the denigrated function of the PRC through misdirection. The so called training and subcommittee delegation of work for the "Larger Role" suggested by NC was, in fact, what the PRC members requested years ago. Training in methodology and analysis should have been completed by a competent consultant at the outset and a professional framework established. The comparison of NC 1) and 2) exemplifies the confusion of staff.

NC 3) The "Restructure" option, is for the dissolution of the PRC. -nothing more, nothing less! It flies in the face of the terms of reference and MIA which dictated the public involvement through the PRC to directly support the Board. The "restructure" system suggests a confusing system of undefined, nonunionized, uninsured unpaid public volunteers working in the RDN offices. It also proposes through rhetorical confusion a method of public and Board involvement which the PRC members have already challenged at the last meeting as unrealizable. It demonstrates a confused approach to the entire matter which has permeated the activities of the PRC, despite the efforts of its members to correct the situation.

GL's Final Comments.

Measuring a community's progress in a meaningful and simple concise form is a complex task. Understanding the underlying principles and methodology for evolving the tools for evaluating the progression of a plan is also tedious. Evolving the all-embracing indices related to the community's quality of life needs professionalism. It was never intended to be and never will be a political function. Politicians must never be involved in the "how" of measurement; nor in the "what" has to be measured. The politician needs well substantiated and understandable assistance to help determine the right policies which indicate from collective factors, or indices, what has to be done to achieve defined goals? Goals which preserve, even better, improve the community's quality of life. This is the role of the PRC. For this purpose the PRC must be closely allied to the Board not at a distance insulated by layers of fluffy bureaucracy. The understanding of this role it appears to me to be the problem with staff not the PRC. Let the PRC develop its proper and comprehensive assisting tools.

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In reflection it would appear that much time and too much of the taxpayer's money has been spent with little progress achieved. That committee member's attempted by personal appeal to improve the performance of the PRC is quite evident. It was claimed by those same members of the committee that the original mandate of the PRC was not being implemented.

Since the existing staff attached to the PRC will be heavily engaged in the review of the GMP it is suggested that the PRC pursue its full and meaningful role under the broad intent of its terms of reference with the assistance of alternative members of the RDN staff.

George Legg

Felicity Adams
459 Hewgate Street
Nanaimo BC V9R 1G8

March 19, 2002

By email to: corpsrv@rdn.bc.ca

Director George Holme, Chair
Growth Management Plan Performance Review Committee
Regional District of Nanaimo Board
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Director and Board Chair Mr. Holme,

Re: Performance Review Committee Minutes dated February 27, 2002

I would like to bring to the attention of the Regional Board that the minutes of the Performance Review Committee meeting of February 27, 2002 do not adequately represent a recommendation of the Committee. I understand that the Board has already received the minutes although the Committee has not had a recent meeting to consider and approve the minutes.

The following recommendation was agreed to by the Committee.

- That a citizen-based plan monitoring committee be retained; and
- That a workshop be held to re-work the Performance Review Committee terms of reference before the end of the current members' term.

Unfortunately, I will be unable to be part of the PRC delegation to the Board Committee on March 26, 2002 due to work commitments, and request that this letter be part of the Committee agenda.

Yours sincerely,

Felicity Adams

Member, Growth Management Plan Performance Review Committee

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REGIONAL DISTRICT OF NANAIMO	
MAR 15 2002	
CHAIR	GMCrs
CAO	GMDS
GMCm8	GMES

MEMORANDUM

TO: Stan Schopp
Manager, Building Inspection Services

DATE: March 13, 2002

FROM: Allan Dick
Senior Building Inspector

FILE: 3810-20

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

PURPOSE

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

BACKGROUND

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

SUMMARY OF INDIVIDUAL INFRACTIONS

Electoral Area 'G'

- Owners Name:** Qualicum Farms Ltd.

Legal Description: Re-amended Lot A (DD 27360N), District Lot 8, Newcastle District, Plan 1949, except Parts in Plans 14093, 17057 and VIP58478

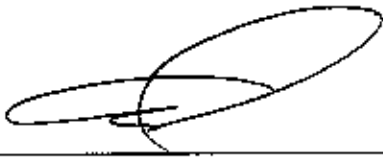
Street Address: 250 Hilliers Road

Summary of Infraction:

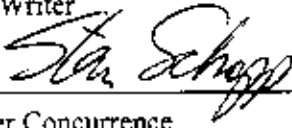
 - January 16, 2002 - letter sent certified mail to Trylon TSF (agent for leasee); final inspection required for communications tower; cc owner
 - January 25, 2002 - verification of certified mail received
 - February 7, 2002 - letter sent certified mail to Rogers Cantel (leasee); final inspection required
 - February 15, 2002 - verification of certified mail received
 - March 12, 2002 - attempted to contact leasee regarding final inspection; left message
 - March 12, 2002 - attempted to make phone contact again; leasee returned call and committed to complete by March 18, 2002

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:

devsrs/reports/2002/3810-20-section700March.doc



**REGIONAL
DISTRICT
OF NANAIMO**

REGIONAL DISTRICT OF NANAIMO	
MAR 18 2002	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
COW ✓	

MEMORANDUM

TO: Pamela Shaw
Manager of Community Planning

DATE: March 15, 2002

FROM: Susan Cormie
Senior Planner

FILE: 3320 30 24177

SUBJECT: Request for Acceptance of Cash-in-Lieu-of Park Land and Relaxation of the Minimum 10% Perimeter Requirement
Glencar Consultants on behalf of Chris Ball
Barnes and Leask Roads - Electoral Area 'A'

PURPOSE

To consider requests to pay cash-in-lieu-of dedication of park land and to relax the minimum 10% perimeter frontage requirement as part of a proposed four-lot subdivision development.

BACKGROUND

The applicant's agent, Glencar Consultants Inc., has requested that cash be paid in-lieu-of dedicating park land for the four-lot subdivision proposal located at Barnes and Leask Roads within Electoral Area 'A' and legally described as Lot 1, Section 18, Range 4, Cedar District, Plan 7206 Except Parcel A (DD 94411N) Thereof and Except Part in Plan 36841 (see Attachment No. 1 for location). The applicant's agent is also requesting that the minimum 10% perimeter frontage requirement be relaxed for one of the proposed parcels within the subdivision.

The subject property is currently zoned Residential 2 (RS2) and is within Subdivision District 'M' pursuant to the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". At this time, the applicant is proposing to subdivide the parent parcel into four lots, all 2000 m² or greater in size, therefore meeting the minimum parcel size requirements of Bylaw No. 500 (see Attachment No. 2 for proposed subdivision). The parcels are proposed to be serviced by individual private septic disposal systems and community water supplied by the North Cedar Improvement District.

Park Land Requirements

Pursuant to section 941 of the *Local Government Act*, the owner of the subject property has the option of:

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

Where an official community plan contains policies and designations respecting the location and type of future parks, the local government may determine whether the owner must provide land or cash. In this case, the Electoral Area 'A' Official Community Plan Bylaw No. 1240, 2001 specifies that park land dedication may be considered at the time of subdivision subject to meeting the preferred park and trail criteria set out in the Plan. The maximum amount of park land that the Regional District may request for this property is 5% or 73 m² of the total site area.

Minimum 10% Perimeter Frontage Requirements

Lot 4 is proposed to have a frontage of 18 metres or 3.8% of the perimeter. Therefore, as this proposed lot does not meet the minimum 10% parcel frontage requirement pursuant to section 944 of the *Local Government Act*, approval of the Regional Board of Directors is required.

ALTERNATIVES

1. To accept the request by the applicant for cash-in-lieu-of park land and approve the request for the relaxation of the minimum 10% frontage requirement for proposed Lot 4.
2. To deny the requests for cash in-lieu-of dedication of park land and relaxation of the minimum 10% frontage requirement.

DEVELOPMENT IMPLICATIONS

Official Community Plan Implications

Where the official community plan contains policies and designations respecting the location and type of future parks, the local government may determine whether the owner must provide land or cash. In this case, Electoral Area 'A' the Official Community Plan Bylaw No. 1240, 2001, contains park land related policies which stipulates that park land is desirable where preferred criteria may be met such as waterfront access, environmentally sensitive areas, or preserving viewpoints. As the subject property does not contain a preferred park and trail element, the OCP supports cash in-lieu-of park land.

Area 'A' Parks, Recreation and Green Space Advisory Committee Implications

Electoral Area 'A' has a Parks, Recreation and Green Space Committee to advise the Regional Board on park related matters including the acquisition of park land subject to the policies set out in the OCP. As the subject property does not contain a preferred park acquisition element and therefore not considered to be a potential park land acquisition area, the application has not been referred to this Committee.

Lot Configuration Implications

The parent parcel was originally subdivided which included a panhandle configuration accessing Barnes Road. Ministry of Transportation staff has indicated that road dedication is under review for the west lot line which includes the panhandle portion of proposed Lot 4. If the Ministry requires road dedication, the request for the 10% frontage relaxation will be redundant; however the Ministry has also indicated that if road dedication is not to be required, it will support the request for relaxation of the minimum 10% requirement.

Due to the proposed parcel size, proposed Lot 4 may be capable of additional subdivision. As a result, staff recommends that, if road dedication is not a requirement of subdivision, a section 219 covenant be placed on the parcel restricting further subdivision unless the minimum 10% frontage requirement can be met. A covenant will ensure that future owners will be aware of the limitations associated with further subdivision and will avoid future requests for the creation of additional parcels by way of a panhandle access. The applicant's agent has indicated verbally that he is in concurrence with a section 219 covenant as needed.

Environmentally Sensitive Areas Atlas

The Regional District of Nanaimo Environmentally Sensitive Areas Atlas indicates that there are no environmentally sensitive areas within the subject property.

FINANCIAL IMPLICATIONS

The subject property has an assessed value of \$135,000 according to the 2002 authenticated assessment roll. The valuation of the property for 5% cash-in-lieu of park land charges will be based on a certified appraisal of the land at the time of preliminary subdivision approval (PLA). Therefore, it is anticipated that the appraised market value may result in \$6,750.00 or higher contribution to Electoral Area 'A' community parks fund.

VOTING

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

SUMMARY

This is a request to provide cash-in-lieu-of park land pursuant to Section 941 of the *Local Government Act* as part of a nine-lot subdivision development and to relax of the minimum 10% perimeter frontage requirement. Ministry of Transportation staff has indicated that the application is under review for the consideration of road dedication along the west lot line, which would include the panhandle portion of proposed Lot 4. If the Ministry requires road dedication, the minimum 10% relaxation requirement will become redundant. However, Ministry staff has also indicated that if road dedication will not be a requirement, staff will have no objection to the request for 10% frontage relaxation.

With respect to the park land requirement, as the subject parcel does not contain a preferred park acquisition element as set out in the OCP it is recommended that the applicant be required to contribute cash-in-lieu of park land. Further, given the existing lot configuration of the parent parcel, no objections for the Ministry of Transportation's and concurrence from the applicant's agent in to register the section 219 covenant, staff recommend Alternative No. 1, to accept cash-in-lieu-of park land and approve the 10% frontage relaxation subject to the applicant registering a section 219 covenant on proposed Lot 4 restricting further subdivision.

RECOMMENDATION

That the requests, submitted by Glencar Consultants Inc., on behalf of Chris Ball, for cash-in-lieu of park land dedication be accepted and to relax the minimum 10% frontage requirement for proposed Lot 4, as shown on the plan of subdivision of Lot 1, Section 18, Range 4, Cedar District, Plan 7206 Except Parcel A (DD 94411N) Thereof and Except Part in Plan 36841, be approved subject to the applicant registering a section 219 covenant on proposed Lot 4 restricting further subdivision unless the minimum 10% requirement pursuant to section 944 of the *Local Government Act* can be met.



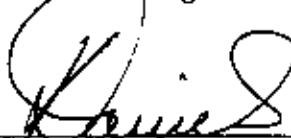
Report Writer



General Manager Concurrence



Manager Concurrence



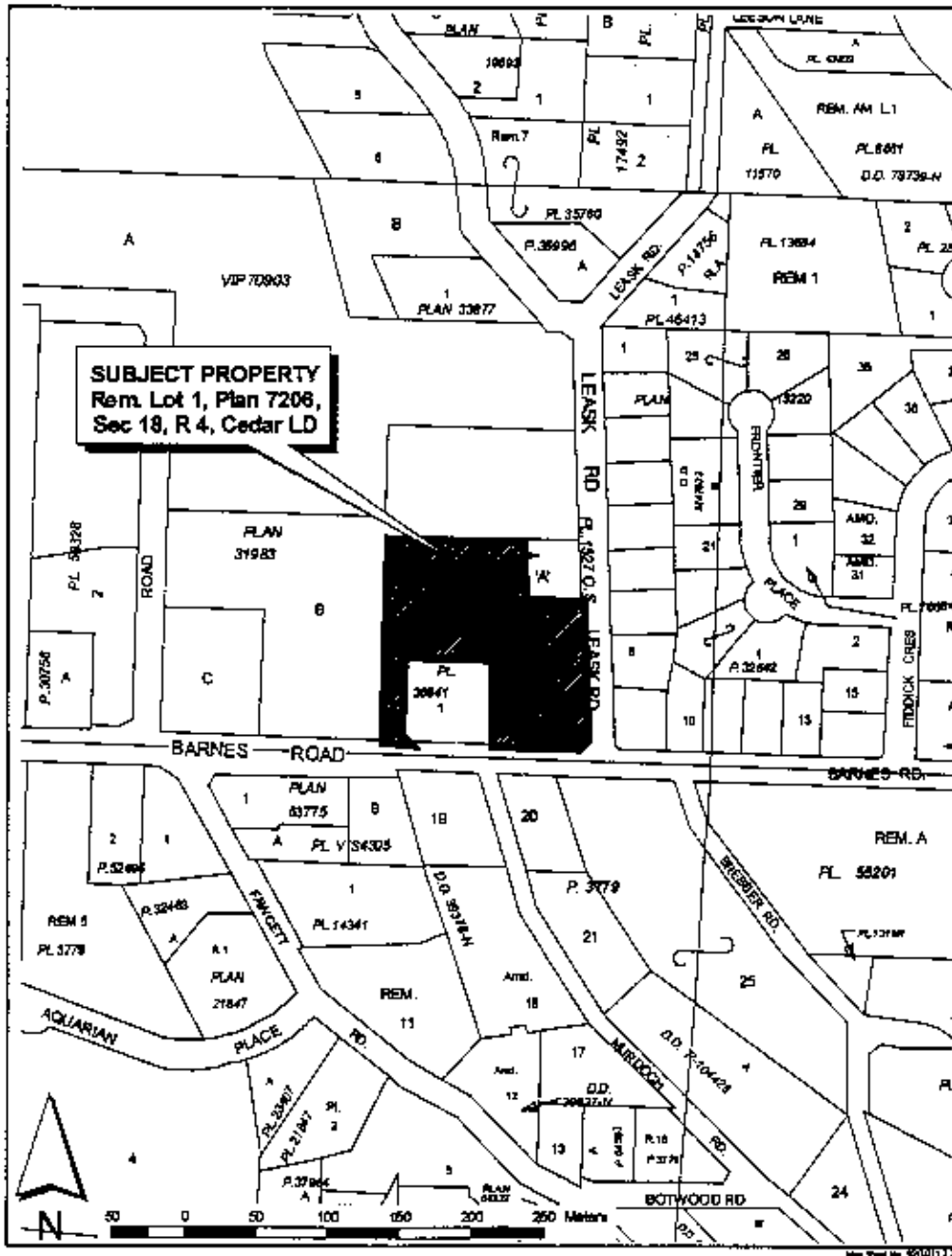
CAO Concurrence

COMMENTS:

Devsrs/reports/2002/frtge mr3320 20 24177 10% glencar.doc

ATTACHMENT NO. 1

LOCATION OF SUBJECT PROPERTY



PROPOSED PLAN OF SUBDIVISION AS SUBMITTED BY APPLICANT
(reduced for convenience)

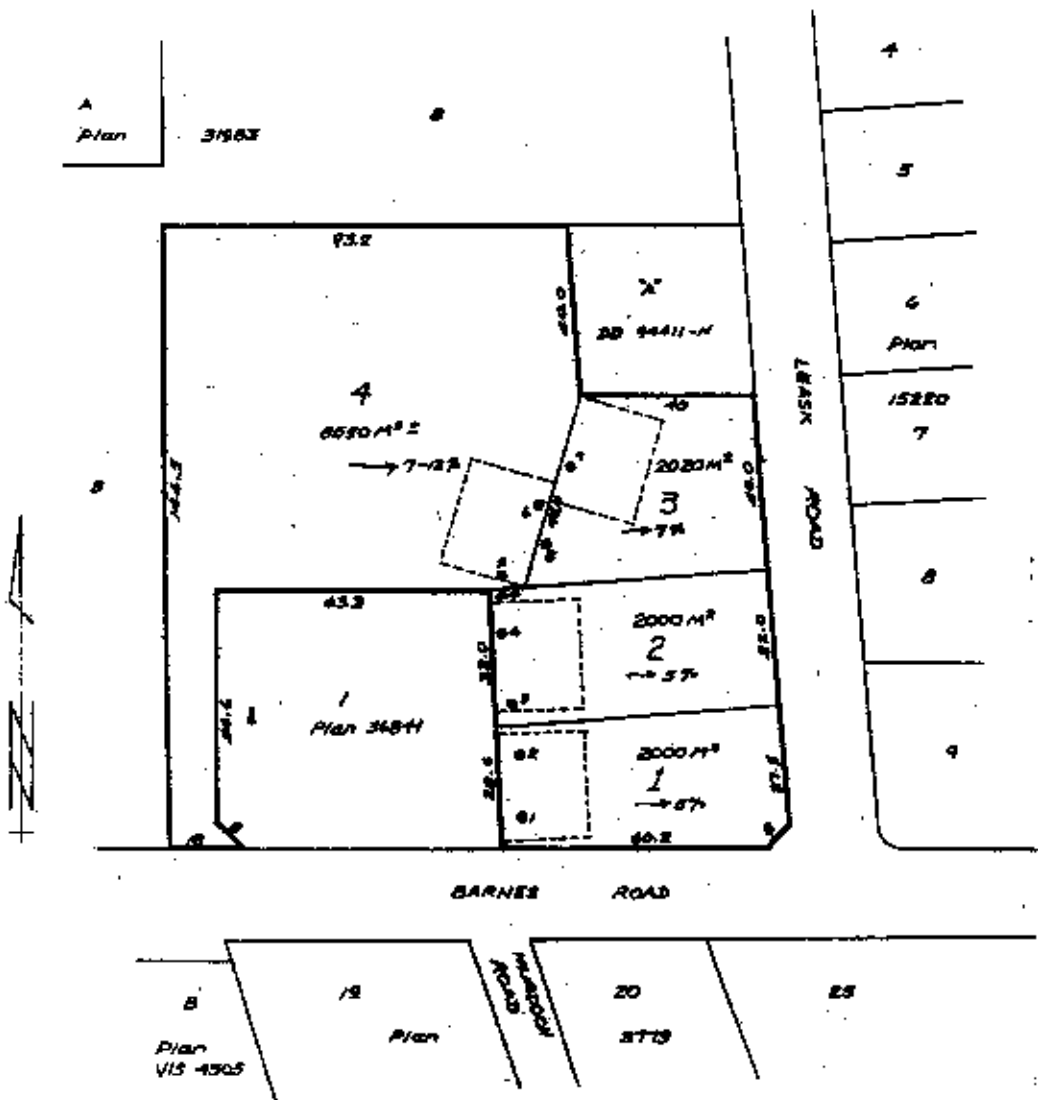
PROPOSED SUBDIVISION OF LOT 1, PLAN
7206, SEC. 18, RGE. 4, CEDAR DISTRICT

Scale: 1:1000

FOR RESIDENTIAL USE

● DENOTES TESTHOLE

----- DENOTES COVENANT AREA





REGIONAL DISTRICT C-7 NANAIMO		
MAR 18 2002		
CHAIR	GMCrs	
CAO	GMDS	
GMCmS	GMES	

MEMORANDUM

TO: Pamela Shaw
Manager of Community Planning

DATE: March 18, 2002

FROM: Susan Cornie
Senior Planner

FILE: 3320 00 - 2525 Myles Lake

SUBJECT: Building Strata Conversion Application – Philip Sopow
2525 Myles Lake Road, Electoral Area 'C'

PURPOSE

To consider a request to amend the conditions attached to the building strata conversion approval for 2525 Myles Lake Road.

BACKGROUND

The Regional Board of Directors, at its Regular Meeting held on August 14, 2001, approved a strata conversion application for the property located on Myles Lake Road within Electoral Area 'C' and legally described as Lot A, Section 8, Range 3, Cranberry District, Plan VIP53510 (see Attachment No. 1). The approved application involves the creation of 2 building strata lots over one existing single dwelling unit and one proposed dwelling unit (see Attachment No. 2 for proposed building strata subdivision). This approval is based on the Board policy relating to strata conversions as well as Section 242 of the *Strata Property Act*, which provides for the conversion of previously occupied buildings into strata lots subject to the approval of the Regional Board.

The Board's August 14, 2001 resolution requires that the existing building be brought up to current building code and the new building be built to current building code requirements. At this time, the applicant has brought the existing dwelling unit up to building code; however, the new dwelling unit is still under construction and therefore, proof, in the form of an engineer's report certifying that the structure has been built to code, has not been submitted to the RDN. The applicant now has a purchaser for the new dwelling unit. In order to complete the sale of the property, the applicant is requesting that the corresponding strata conversion plan of subdivision be approved by the Regional District and registered at Land Title Office as a building strata subdivision, prior to the proof of code requirements being submitted and accepted by the RDN.

The applicant has indicated verbally that the cost to finish the dwelling after framing will be \$70,000.00 and it is his intention to build in substantial compliance with the National Building Code of Canada. It should be noted that the subject property is located outside of RDN building inspection service areas.

ALTERNATIVES

1. To approve the request to remove the condition of approval for the new dwelling unit subject to requirements that the applicant enter into a restrictive covenant and construction agreement, complete with a bond, for the full amount of the finishing of the second dwelling (\$70,000.00) to be held until proof of compliance with the building code has been provided to the satisfaction of the RDN.
2. To deny the request for relaxation of the board policy with respect to the building being built in substantial compliance with the National Building Code of Canada.

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DEVELOPMENT IMPLICATIONS

RDN legal council has advised that Section 242 of the *Strata Property Act* applies to only those buildings previously occupied and therefore the *Act* is silent on unoccupied buildings being built to current building code, as in the case of the second dwelling. However, currently the Board policy requires that all buildings approved under the Strata Conversion policy, regardless whether the buildings are occupied or not, meet the current building code. As the subject property is not within a building inspection area, the Regional District cannot inspect the dwelling unit.

Alternative No. 1, for the applicant to enter into a section 219 covenant and construction agreement complete with bonding, will ensure that the dwelling unit will be built to code and will be consistent with the Board policy. It should be noted that the applicant will still need to provide proof of code requirements and proof, in the form of a BCLS survey, certifying that the dwelling unit meets all Bylaw No. 500, 1987 requirements including maximum height provisions.

Alternative No. 2, to deny the request, will ensure that the current Board approval and corresponding policy pertaining to strata conversions will be maintained; however, the applicant may not be able to fulfill the requirements of the pending sales agreement.

VOTING

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

SUMMARY

The applicant is requesting an amendment to the building strata conversion conditions, as approved by the Board at its Regular Meeting held on August 14, 2001 for the property located at 2525 Myles Lake Road. The applicant has a sale pending on the property and would like to register the strata conversion plan at Land Title Office prior to supplying the Regional District with confirmation that the second dwelling will be built in substantial compliance with the National Building Code. The applicant has submitted evidence that the first dwelling unit is built to code, which conforms to the requirements of the *Strata Property Act*. In order to meet the requirements of the current Board policy dealing with strata conversions applications and to be consistent to applying the policy to conversion applications, staff recommend Alternative No. 2 to require the applicant register a section 219 covenant, enter into a building construction agreement, and supply bonding in the amount of \$70,00.00 in a form acceptable to the Regional District of Nanaimo as outlined in Schedule No. '1' of this staff report.

RECOMMENDATION

That the request from Philip Sopow, to amend the Board resolution with respect to approval of the building strata conversion as shown on the Sketch Plan of Lot A, Cranberry District, Section 8, Range 3, Plan V1P53510, be approved subject to the conditions being met as set out in Schedule No. '1' of the staff report.

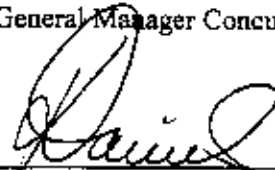


Report Writer

General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:

Devsys/reports/3300/20_2525 mr Sopow strata conv.doc

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26

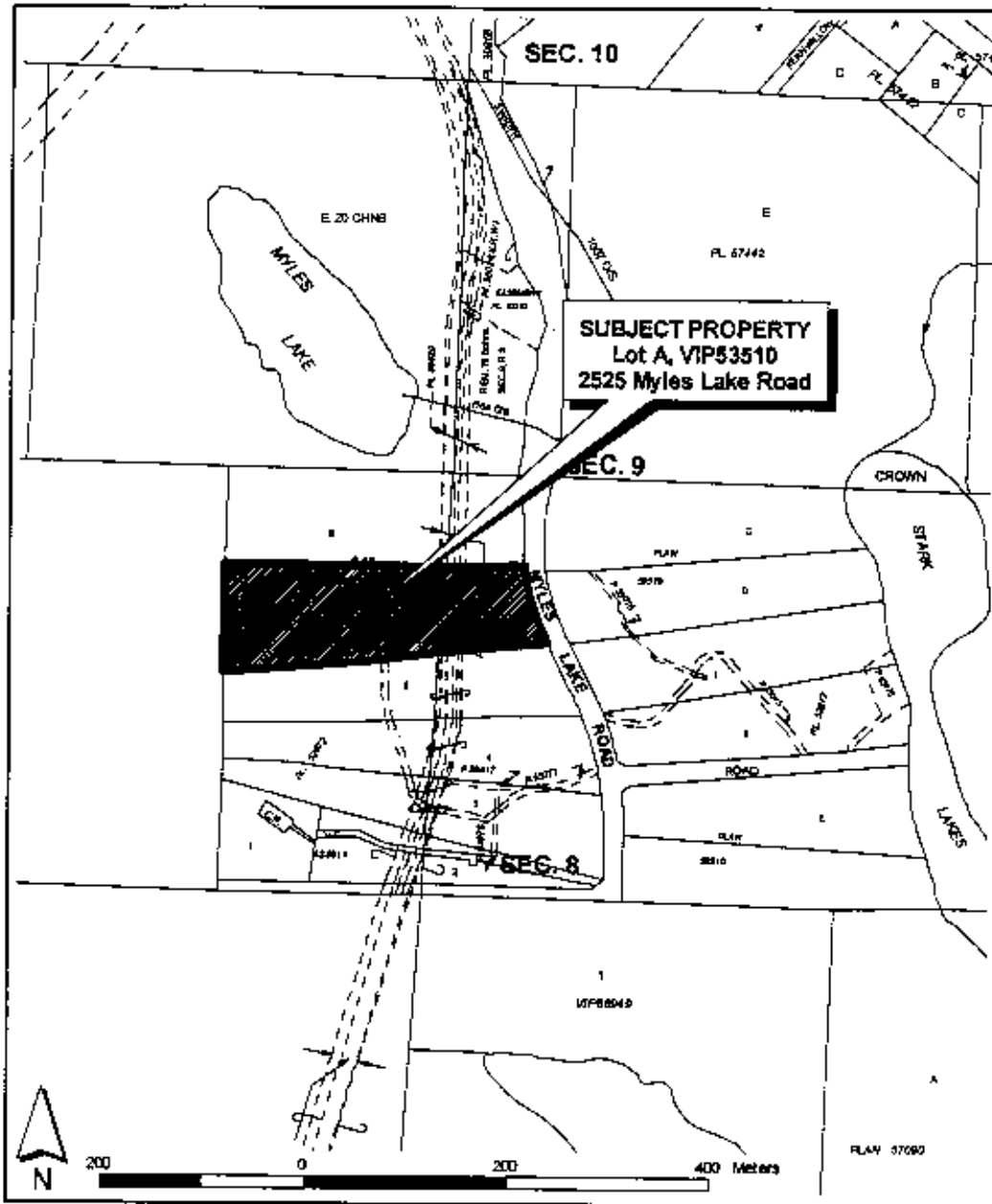
SCHEDULE NO. '1'

**CONDITIONS ATTACHED TO PROPOSED AMENDMENT TO BUILDING STRATA
CONVERSION OF 2525 MYLES LAKE ROAD**

The following conditions are to be completed by the applicant to the satisfaction of the Regional District of Nanaimo in addition to the conditions outlined in the Board resolution of August 14, 2001 pursuant to the subject property.

1. The applicant is to enter into a section 219 covenant restricting that the dwelling unit be built in substantial compliance with the National Building Code of Canada.
2. The applicant is to provide a bonding or letter of credit to a form acceptable by the Regional District in the amount of \$70,000.00 pending completion of the dwelling unit and proof at set out in Condition No. 3 to the satisfaction of the Regional District.
3. Professional engineer's report certifying that the new building strata has been built to the current code requirements.
4. Applicant's BCLS confirmation that new dwelling unit meets all requirements pursuant to Bylaw No. 500, 1987 including compliance with maximum height requirement.

ATTACHMENT NO. 1



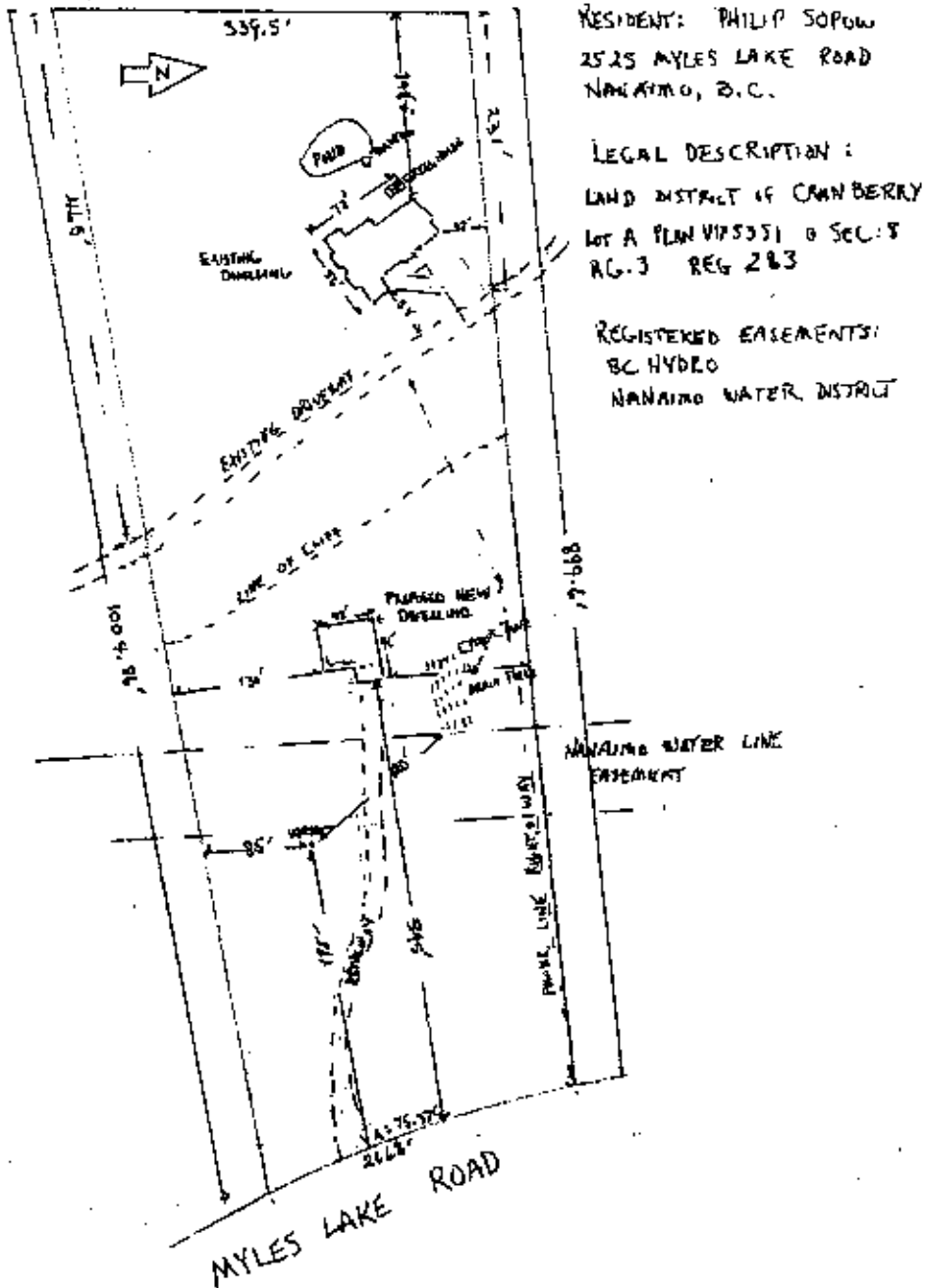
ATTACHMENT NO. 2

(Plan of proposed strata building conversion as submitted by applicant)

PLAN VIP52872

LOT A 2.609 HA.

SCALE 1/4" = 1'-0"



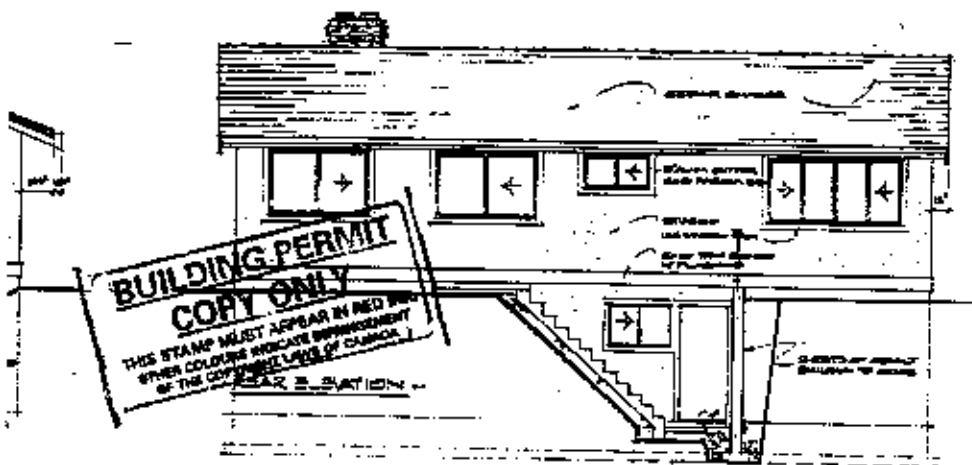
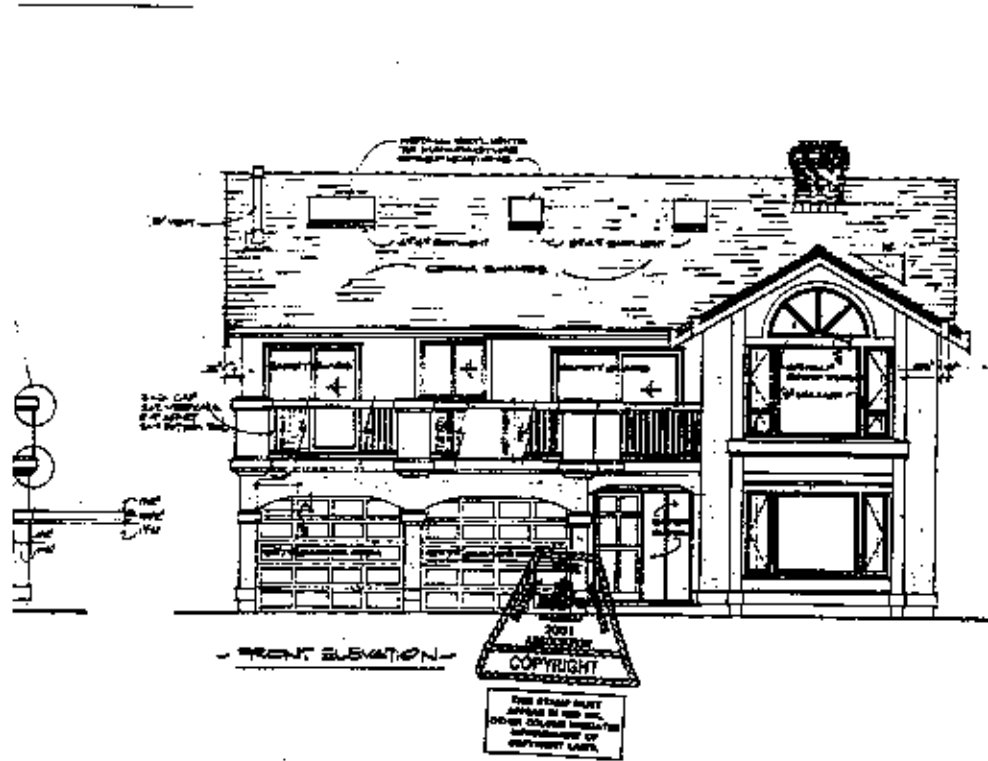
RESIDENT: PHILIP SOPOW
2525 MYLES LAKE ROAD
NANAIMO, B.C.

LEGAL DESCRIPTION:
LAND DISTRICT OF CANNIBERRY
LOT A PLAN VIP5351 @ SEC: 8
R.G. 3 REG 283

REGISTERED EASEMENTS:
BC HYDRO
NANAIMO WATER DISTRICT

ATTACHMENT NO. 3

(Proposed dwelling unit plans as submitted by applicant)



FINISH & DISE DESIGN LIMITED



REGIONAL DISTRICT OF NANAIMO			
MAR 18 2002			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
		<i>Cell</i>	<i>✓</i>

MEMORANDUM

TO: Pamela Shaw
Manager, Community Services

DATE: March 18, 2002

FROM: Susan Cormie, Senior Planner

FILE: 3050 01 CEDAR

SUBJECT: Update on Implementation of Community Sewers for the Cedar Village and Surrounding Suburban Residential Lands Electoral Area 'A'

PURPOSE

To provide an update on the status of providing community sewers to the Cedar Village and surrounding Urban Containment Boundary lands within Electoral Area 'A'.

BACKGROUND

The Electoral Area 'A' Official Community Plan Bylaw No. 1240, 2001 (OCP) was adopted in December 2001. The OCP provides direction for the expansion of community sewer services into the Cedar Village and the surrounding Suburban Residential Lands (Urban Containment Boundary) areas (see Attachment No. 1).

As part of the implementation process, two pre-design engineering studies of the service area were tendered and accepted by the Regional District in February 1998 and November 2001. This November 2001 study includes the total engineering costs associated with the expansion of the community sewer throughout the service area. By extracting costs from the report, staff has estimated the cost of constructing, operating, and maintaining the community sewer service to individual parcels to be \$1,147.00 per unit per year amortized over 20 years. This cost estimate does not include the cost of on-site of decommissioning septic tanks and providing the service connections to individual properties.

In conjunction with the OCP process, the Regional Board of Directors appointed the Cedar Sewer Advisory Committee in 1999. Under its Terms of Reference, this advisory committee's tasks include reviewing background information relating to the provision of sewers in the Cedar Village and surrounding Suburban Residential Lands; providing comments, from a local perspective, on the various approaches to the extension of community sewers into the area; and commenting on the cost estimates associated with the different approaches.

The Advisory Committee has met several times since its inception and most recently met to review the cost estimates and approaches to proceeding with the expansion of the sewer service.

In addition, staff has submitted an infrastructure implementation grant application to the Province for the construction of Cedar sewers. To date, the application has not been awarded due to competition from other municipalities and further requirements for substantiated proof of health risks and failed septic systems. Ministry staff has informed the RDN that additional technical proof involving a comprehensive

study of soils, hydrology, and a survey of on-site septic systems of the service area are required prior to considering grant monies being allocated to the Cedar sewer project. Staff has contacted the Ministry of Health who has indicated that the Ministry's records are not available for this area; however, the Chief Environmental Health Officer has indicated, in writing, that his office supports the expansion of community sewers into the area and is aware of septic failures in the area.

ALTERNATIVES

1. First, to direct staff to prepare an information pamphlet providing an update on the expansion of community sewers into the Cedar Urban Containment Boundary for direct mail to property owners within the proposed servicing area, and second, to prepare Terms of Reference in conjunction with the preparation of a comprehensive study of soils, hydrology, and a survey of on-site septic systems as part of the application process for the Cedar Infrastructure Implementation Grant.
2. To instruct staff to prepare an information pamphlet providing an update on the expansion of community sewers into the Cedar Urban Containment Boundary.
3. To postpone the Cedar Community Sewer initiative.

PUBLIC RELATIONS IMPLICATIONS

Staff met recently with the Cedar Sewer Advisory Committee and outlined the options for proceeding with the implementation of community sewers. These options include proceeding without grant monies to serve the entire service area, waiting for the sewer to be front-ended by a developer, or extending the service on an area-by-area basis.

As a result of recent discussions, the Committee has recommended that, without the grant funding, the sewer expansion is not a viable option for the community at this time and should not go forward to referendum in November 2002. However, the Committee noted that there may still be opportunity for initiatives on a phase-by-phase or area-by-area basis. The Committee also recommended that an information pamphlet be prepared which provides an update of the process and this pamphlet be distributed to the property owners within the service area. The Committee suggested that the pamphlet provide a summary of information only and that it be emphasized that the sewer initiative must come from the community and not the Regional District.

GROWTH MANAGEMENT/OFFICIAL COMMUNITY PLAN IMPLICATIONS

The expansion of community sewers into the Cedar Village and surrounding Suburban Residential Lands are consistent with the objectives and policies of the Electoral Area 'A' Official Community Plan Bylaw No. 1240, 2001 and the Growth Management Plan policies concerning servicing within the urban Containment Boundaries.

FINANCIAL IMPLICATIONS

There is a cost associated with supplementing the grant application through an engineer's report that addresses soil suitability, hydrology and the condition of on site septic systems. There is no funding currently allocated for this report. Further research on this report is required; it is recommended that a

Terms of Reference be developed, and preliminary estimates be obtained from engineering firms with specialization in this area. Staff would then report back to the Board with the results of this process.

VOTING

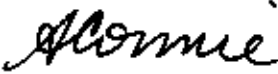
All Directors – one vote, except Electoral Area 'B'.

SUMMARY

The purpose of this staff report is to provide an update of the status of the implementation of community sewer service to the Cedar Village and surrounding Suburban Residential Lands. With respect to the Provincial / Federal Infrastructure Implementation Grant application, a grant has not yet been awarded due to competition from other jurisdictions and the requirement to provide more detailed information, proof of health risks and failed systems. In order to upgrade the grant submission, a detailed study of soils, hydrology, and a survey of existing on-site septic systems would be required which would involve the awarding of a contract. The Cedar Sewer Advisory Committee, upon receiving information with respect to the various options for proceeding with the implementation of community sewers and the associated costs, have recommended that without grant funding, the project is not viable at this time and should not proceed to referendum. However, the Committee also acknowledged that there might be opportunity for an initiative to extend the sewer on an area-by-area basis. In addition, the Committee has recommended that an information pamphlet be forwarded to all property owners within the servicing area providing an update of the process.

RECOMMENDATIONS

1. That staff prepare an information pamphlet providing an update on the expansion of community sewers into the Cedar Urban Containment Boundary for direct mail to property owners within the proposed servicing area.
2. That staff prepare Terms of Reference for the preparation of a comprehensive study of soils, hydrology, and a survey of on-site septic systems as part of the application process for the Cedar Sewer Infrastructure Implementation Grant and report back to the Board.




Report Writer



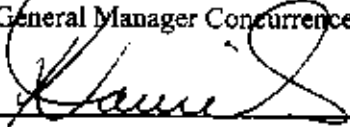
Manager Concurrence

COMMENTS:

3050 01 CEDAR nr sewer update.doc



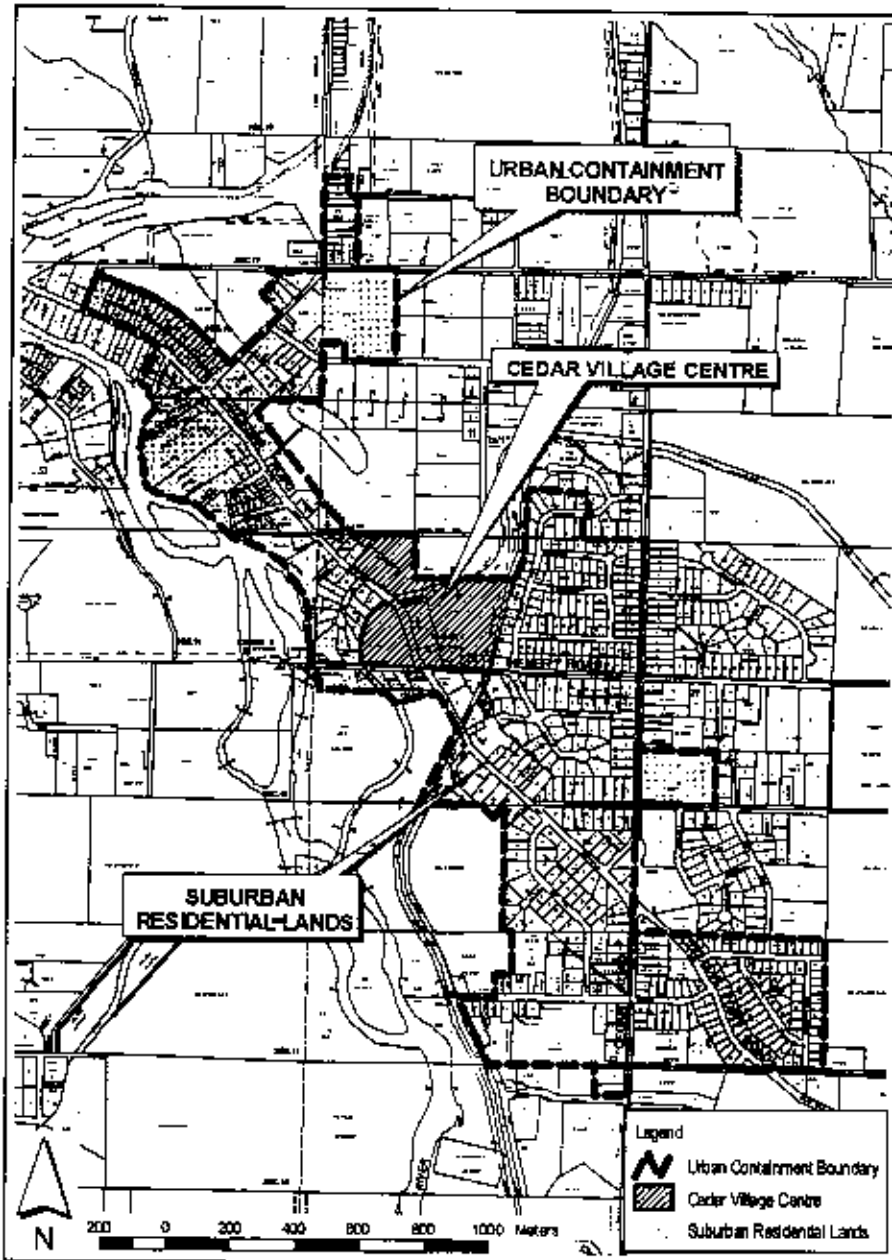
General Manager Concurrence



CAO Concurrence

ATTACHMENT NO. 1

CEDAR VILLAGE CENTRE AND SUBURBAN RESIDENTIAL LANDS





MAR 18 2002

CHAIR		GMCrs	
CAO		GMDS	
CMCms		GMES	
			<i>Coll</i>

MEMORANDUM

TO: Pamela Shaw
Manager of Community Planning

DATE: March 15, 2002

FROM: Brigid Reynolds
Planner

FILE: 3360 30 0202

SUBJECT: Horne Lake Comprehensive Development Zone 9 (CD9) – RDN Land Use and Subdivision Bylaw Amendment Bylaw No. 500.281, 2002
Horne Lake Service Area Sewage Disposal Regulation Bylaw Amendment Bylaw No. 1218.01, 2002
Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.274, 2001
Horne Lake - Electoral Area 'H'

PURPOSE

First, to consider minor amendments to the Horne Lake Comprehensive Development 9 (CD9) zone, introduce Bylaw No. 500.281 for 1st and 2nd reading and waive the requirement for a public hearing in favour of public notification; second, to consider minor amendments to Horne Lake Service Area Sewage Disposal Regulation Bylaw No. 1218, 2001 and introduce Bylaw No. 1218.01, 2002 for 1st, 2nd and 3rd reading; and third, to consider repealing Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.274, 2001.

BACKGROUND

As the Board will recall, in October 2001 "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.275" was adopted. This Bylaw created a new CD9 zone and rezoned the land surrounding Horne Lake from Resource Management 1 (RM1) to Comprehensive Development 9 (CD9) for the creation of a maximum of 400 Bare Land Strata lots (*see Attachment 1*). This process involved extensive consultation with agencies including Federal Fisheries and Oceans, Ministry of Water, Land and Air Protection, Ministry of Sustainable Resource Management, Ministry of Transportation, as well as the Horne Lake License Holders (now the Horne Lake Strata Corporation). Since the adoption of this bylaw, the bare land strata subdivision has been registered under Plan VIS5160.

Staff is continuing to work closely with the Horne Lake Strata Corporation and its members; since the adoption of the zoning, attention has focused on the issuance of Development Permits. As a result, it has come to staff's attention that a number of minor amendments are required to clarify and correct references to the CD9 zone. No substantive changes to the bylaw are being proposed as part of this amendment. Staff has prepared Amendment Bylaw No. 500.281 for the Board's consideration.

In addition to the proposed change to the zoning bylaw, this report requests consideration of amendments to the pump and haul bylaw. The Horne Lake Service Area Sewage Disposal Regulation Bylaw No. 1218, 2001 was adopted in December 2001 to establish regulations governing the collection, conveyance, treatment and disposal of sewage for the Horne Lake Service Area. Since the adoption of Bylaw No. 1218, RDN staff has been working closely with staff from Central Vancouver Island Health Region and the Horne Lake Strata Corporation to ensure the process is streamlined. The amendment to Bylaw No. 1218 includes an amended application form and fees form. These amendments are not substantive. Staff has now prepared Amendment Bylaw No. 1218.01 for consideration.

A third issue for the Board's consideration is repealing a previous Horne Lake zoning amendment bylaw. Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.274, 2001 received 3rd reading June 12, 2001. The purpose of this bylaw was to rezone portions of the land surrounding Horne Lake from Resource Management 1 (RM1) to a Comprehensive Development zone to allow a maximum of 400 Recreational Residences (registered as individual building leases). Subsequent to Bylaw No. 500.274 receiving 3rd reading, Bylaw No. 500.275 was adopted rezoning the same lands and creating a 400 Bare Land Strata lots as discussed above. Repealing Bylaw No. 500.274 is a housekeeping amendment.

ALTERNATIVES

1. To give Bylaw No. 500.281 1st and 2nd reading and waive the requirement for public hearing; to give Bylaw No. 1218.01 1st, 2nd and 3rd reading and to refer Bylaw No. 1218.01 to the Minister of Health; and to repeal Bylaw No. 500.274.
2. To deny Bylaw No. 500.281 and Bylaw No. 1218.01, and not consider repealing Bylaw No. 500.274.

LAND USE IMPLICATIONS

Bylaw No. 500.275 established a Comprehensive Development 9 (CD9) zone for portions of the land surrounding Horne Lake to allow a maximum of 400 Recreational Residences (registered as individual bare land strata lots). Amendment Bylaw No. 500.281 does not include any substantive changes to the CD9 zone but includes housekeeping amendments only.

Bylaw No. 1218 establishes regulations and requirements related to the provisions of the Pump and Haul service for lands that are included in the Horne Lake Service Area. Amendment Bylaw No. 1218.01 does not include any substantive changes to the Horne Lake sewage regulations but includes amendments to the application form and fees schedule thereby providing greater clarity for Horne Lake lot owners applying for the pump and haul service.

Bylaw No. 500.274 received 3rd reading June 4, 2001 and established a CD zone to allow 400 Recreational Residences registered as individual building leases. This proposed tenure was introduced prior to the decision by the Horne Lake License Holders to establish bare land strata title over the 400 recreational residences. Repealing Bylaw No. 500.274 is a housekeeping amendment to remove the bylaw from the system.

PUBLIC CONSULTATION IMPLICATIONS

This is an amendment to Bylaw No. 500; therefore, a public hearing is generally required pursuant to Section 890 of the *Local Government Act*. However, Section 890.4 of the *Local Government Act* allows local governments to waive the requirement for a public hearing where an Official Community Plan is in effect for the area subject to the proposed bylaw and where the bylaw is consistent with the Official Community Plan. This amendment is consistent with the Shaw Hill - Deep Bay Official Community Plan Bylaw No. 1007, 1996. In addition, a public hearing was held on August 1, 2001 for Bylaw No. 500.275 to rezone portions of the land surrounding Horne Lake from Resource Management 1 (RM1) to a Comprehensive Development 9 Zone (CD9). This public hearing received no objections from affected property owners.

Section 893 of the *Local Government Act* requires that where a public hearing has been waived, notice of the proposed bylaw amendment must be given. Notification will be undertaken between 2nd and 3rd reading of the bylaw and will be undertaken consistent with the *Local Government Act*.

No public hearing or notification is required for Bylaw No. 1218.01 or to repeal Bylaw No. 500.274.

GOVERNMENT AGENCY REFERRAL

Section 523 (2) of the *Local Government Act* requires that a bylaw regulating public health must be referred to the Provincial Health Officer for approval. Therefore, Bylaw No. 1218.01 must be referred to the Ministry of Health.

VOTING

All directors - one vote each except Electoral Area 'B'.

SUMMARY

This is an amendment to the CD9 zone of Bylaw No. 500 to clarify references within the bylaw and an amendment to the bylaw to Regulate Horne Lake Service Area Sewage Disposal Regulation Bylaw No. 1218, 2001. The proposed amendments contained in Bylaw No. 500.281 are minor housekeeping amendments and contain no substantive amendments to the bylaw. Bylaw No. 1218.01 also include minor housekeeping amendments to the application form and fee form to provide greater clarity. No substantive amendments to the bylaw are proposed.

This is also to repeal Bylaw No. 500.274 which received 3rd reading but has been superseded by Bylaw No. 500.275.

Staff recommends that Bylaw No. 500.281 receive 1st and 2nd reading and that the requirements for a public hearing be waived and that Bylaw No. 1218.01 receive 1st, 2nd and 3rd reading and be referred to the Provincial Health Officer for approval and that Bylaw 500.274 be repealed.

RECOMMENDATIONS

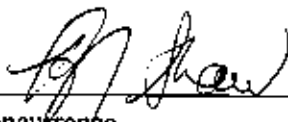
1. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.281, 2002" be introduced and given 1st and 2nd reading
2. That the requirements for the public hearing for "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.281, 2002" be waived pursuant to Section 890 (4) of the *Local Government Act*.
3. That notification for "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.281, 2002" be undertaken pursuant to Section 893 of the *Local Government Act*.
4. That the Home Lake Service Area Sewage Disposal Regulation Bylaw No. 1218.01, 2002 be introduced and given 1st, 2nd and 3rd reading and referred to the Provincial Health Officer for approval.
5. That Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.274, 2001 be repealed.



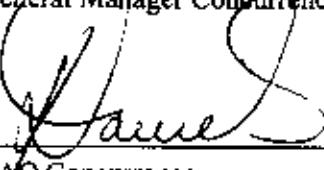
Report Writer



General Manager Concurrence



Manager Concurrence



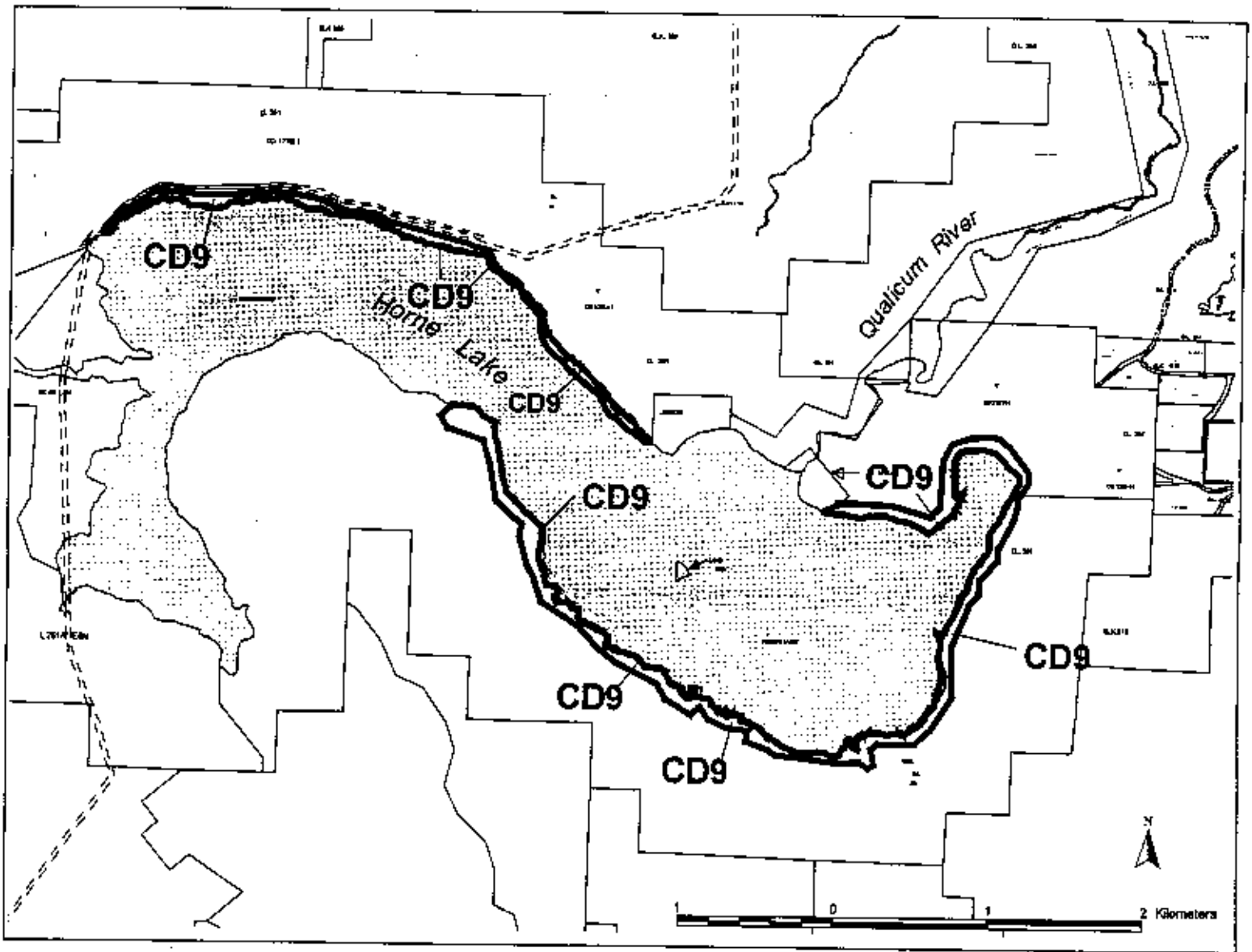
CAO Concurrence

COMMENTS:

devsvs/reports/2002/tot 3360 30 0202 nr bylaw no 500 281 home lk

Attachment No. 1

Map of Horne Lake



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 500. 281

**A Bylaw to Amend Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987**

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

A. Schedule 'A' of "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987", is hereby amended as follows:

1. **PART 6 LAND USE REGULATIONS, Section 6.4.107 HORNE LAKE COMPREHENSIVE DEVELOPMENT ZONE 9 (CD9) – 6.4.107.6 Other Regulations** is hereby amended as follows:

Subsection (a)(xi) is hereby amended by deleting the reference to Section 6.4.107.2 (b)(i) and replacing it with 6.4.107.2 (c)(i).

Subsection (a)(xiii) is hereby amended by deleting the reference to Section 6.4.107.2 (b)(i) and replacing it with 6.4.107.2 (c)(i).

Subsection (a)(xiv) is hereby amended by deleting the reference to Section 6.4.107.1 (c) and replacing it with 6.4.107.2 (d)(i).

B. This Bylaw may be cited as "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.281, 2002".

Introduced and read two times this _____ day of _____, 2002.

The requirement for a Public Hearing has been waived pursuant to Section 890.4 of the *Local Government Act* this _____ day of _____, 2002.

Read a third time this ____ day of _____, 2002.

Adopted this ____ day of _____, 2002.

Chairperson

General Manager, Corporate Services

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REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1218.01

**A Bylaw Amend the Bylaw To Regulate Sewage Disposal
In The Horne Lake Service Area**

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

- A. Regional District of Nanaimo Bylaw to Regulate Sewage Disposal in the Horne Lake Service Area Bylaw No. 1218, 2001 is hereby amended as follows:
1. By deleting Schedule 'A' **REGIONAL DISTRICT OF NANAIMO APPLICATION FORM HOLDING TANK DISPOSAL PERMIT** and replacing it with Schedule 'A' **REGIONAL DISTRICT OF NANAIMO APPLICATION FORM HOLDING TANK DISPOSAL PERMIT** attached to and forms part of this bylaw.
 2. By deleting Schedule 'B' **FEES** and replacing it with Schedule 'B' **FEES** attached to and forms part of this bylaw.
- B. This bylaw may be cited for all purposes as the "Horne Lake Service Area Sewage Disposal Regulation Bylaw Amendment Bylaw No. 1218.01, 2002".

Introduced and read three times this _____ day of _____, 2002.

Received the approval of the Minister of Health this _____ day of _____, 2002.

Adopted this _____ day of _____, 2002.

Chairperson

General Manager, Corporate Services

George Holme

Chairperson

Carni Mason

General Manager, Corporate Services

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE 'A'
APPLICATION FORM
HOLDING TANK DISPOSAL PERMIT**

Name of Property Owner: _____

Mailing Address of Property Owner: _____

Legal Description of Property for which application is made:

Strata Lot: _____ Plan: _____ DL: _____ LD: _____

Civic address of strata lot: _____

This form will be completed and submitted together with a site plan drawn to scale and showing the proposed location of the holding tank in relation to all buildings and structures, the natural boundary of Home Lake and any other watercourse and collection lines.

I (we) the undersigned are applying for holding tank disposal permit for the above noted property:

Property Owner(s) Signature: _____ Date: _____

For Office Use Only:

Zoning/development permit check:

Authorized Signature Date DP/DVP # (if applicable)

Health authorization for use:

Authorized Signature Date

Environmental Services registration:

Authorized Signature Date File No.

Note:

The Local Health Region has jurisdiction for approval of on-site sewage disposal systems. Property owners must obtain a permit for all on-site works and pay any charges imposed by the Local Health Region for inspection or other purposes.

Owners are advised that tank installation and design requirements will be specified by the Local Health Region as part of their approval of this application.

Approval of this application by the Local Health Region is required before the property has authority to discharge septage to a Regional District septage disposal facility.

This Permit may be cancelled or suspended for failure to comply with the terms of the Home Lake Service Area Sewage Disposal Regulation Bylaw No. 1218, 2002.

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Schedule 'B' to accompany "Home Lake
Service Area Sewage Disposal Regulation
Bylaw No. 1218.01, 2002"

George Holme

Chairperson

Carol Mason

General Manager, Corporate Services

REGIONAL DISTRICT OF NANAIMO

SCHEDULE 'B'

FEES

Annual Fee (up to Dec. 31, 2004)	\$100.00
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MAR 20 2002

CHAIR	GMCrS
CAC	GMDS
MEMBER	GMES

MEMORANDUM

TO: Pamela Shaw
Manager of Community Planning

DATE: March 19, 2002

FROM: Geoff Garbutt
Senior Planner

FILE: 6480 00 115202

SUBJECT: Electoral Area 'F' Official Community Plan Bylaw Amendment Bylaw No. 1152.02, 2002

PURPOSE

To receive a summary of public, agency, and municipal comments with respect to the proposed amendment to the Electoral Area 'F' Official Community Plan (OCP) and, further, to consider giving second reading to the amendment bylaw and proceed to public hearing.

BACKGROUND

At the January 8th, 2002 Regional Board Meeting, the Electoral Area Directors' Select Committee Report was received and staff were directed to proceed with amendments to the Electoral Area 'F' Zoning Bylaw as recommended by the Select Committee. In order to accommodate the Select Committee amendments to the Zoning Bylaw for minimum permitted lot size for ALR parcels, staff were also directed to initiate amendments to the OCP to permit a minimum permitted parcel size of 2 ha for lands within the Agricultural Land Reserve.

Given this direction, staff made the necessary amendments to the Zoning Bylaw, then the OCP Consultation Strategy and the OCP Amendment Bylaw were drafted. At the February 12th, 2002 Regional Board Meeting, the Board received these documents and moved that:

the Electoral Area 'F' Official Community Plan Amendment Bylaw Consultation Strategy be endorsed and that the "Regional District of Nanaimo Electoral Area 'F' Official Community Plan Amendment Bylaw No. 1152.02, 2002" be introduced and given 1st reading and referred for consultation.

This OCP amendment would permit a minimum permitted parcel size of 2 ha for lands within the Agricultural Land Reserve.

As outlined in the Official Community Plan Consultation Strategy, formal referral letters were sent to government agencies and adjacent municipalities. An information flyer and comment sheet was direct mailed to ALR landowners in Electoral Area 'F' to solicit input from this stakeholder group. Public input notices were placed in the March 5th and 8th editions of the Parksville-Qualicum News, the March 5th edition of the Harbour City Star and the RDN Website.

ALTERNATIVES

1. To receive the staff report and give 2nd reading to "Regional District of Nanaimo Electoral Area 'F' Official Community Plan Bylaw Amendment Bylaw No. 1152.02, 2002" and proceed to Public Hearing.
2. To receive the staff report and abandon "Regional District of Nanaimo Electoral Area 'F' Official Community Plan Bylaw Amendment Bylaw No. 1152.02, 2002".

CONSULTATION IMPLICATIONS

Agency/Municipal Feedback

Formal referrals were sent to the Land Reserve Commission (LRC), Ministry of Agriculture, Food and Fisheries (MoAFF), Ministry of Transportation (MoT), Ministry of Sustainable Resource Management, City of Parksville, Town of Qualicum Beach, Regional District of Alberni-Clayoquot, Nanoose First Nation, Qualicum First Nation, School District No. 69 and the Coombs Farmer's Institute. Staff has received comments from a number of these agencies and their comments are attached as *Schedule 1*. The LRC, MoAFF and the Coombs Farmers Institute all raise issues around the potential impacts that this amendment will have on the ability for ALR parcels to be used for agricultural purposes. These agencies have indicated concerns with the impacts that the proposed amendment will have on ALR lands.

Land Reserve Commission comments indicate that they are opposed to the OCP amendment citing the Commission's mandate to protect the viability of farmland in the province. Staff notes that while LRC staff previously suggested that with overwhelming support they might consider the proposal, the Commission has new issues as outlined in their response.

MoAFF comments indicate that they are concerned about the proposed change in the minimum parcel size. A large minimum parcel size is strongly encouraged because it is much more likely that a farm business can be developed to provide family income and employment on larger parcels. The Ministry indicated that, once parcel sizes drop below 4 ha there is a tendency for such sites to be owned by rural residents who do not have an agricultural focus and rarely conduct any meaningful agriculture. For those wishing to farm organically the keeping of livestock is significantly restricted. In the context of the soil variability in the area there are greater opportunities on larger parcels to utilize the better soils productively and place buildings or non-soil based agriculture on the poorer soils. The necessary set back distances required for certain agricultural activities become more difficult to achieve, decreasing agricultural potential and increasing the potential for conflicts at the interface.

The Coombs Farmer's Institute echoed the MoAFF comments, stating that they feel that the 4 ha parcel size should remain due to the fact that smaller parcels are no longer economically viable for farming, smaller parcels lead to conflicts between agricultural practices and higher density residential development.

The Town of Qualicum Beach indicated concerns with the encouragement of non-farm uses on 2 hectare parcels, future difficulties with parcel consolidation, increased potential for conflicts between farm and non-farm uses, and that the proposal is contrary to the rural integrity policies of the Growth Management Plan.

Comments from the Ministry of Transportation, Ministry of Sustainable Resource Management and the Alberni-Clayoquot Regional District indicated that they are unaffected or have no objection to the proposed amendment.

Public Consultation Feedback

In order to solicit stakeholder comments, an information flyer and comment sheet was mailed to over 675 ALR landowners in Electoral Area 'F'. This flyer provided some background on the OCP amendment and asked the landowners to provide comments on the proposal. In order to solicit general public input, notices of the ALR amendment were placed in the community newspapers and on the RDN website. Approximately 122 responses were received; 60% indicated support for the proposed amendment and 40% indicated opposition to the amendment. A summary of these comments is attached as *Schedule 2*.

As outlined in the attached comment sheets and email responses, individuals that support the OCP amendment have raised a number of key issues. The majority of these positive comments focused on:

- the location of existing ALR parcels adjacent to existing rural residential development;
- poor soil quality of ALR parcels in Area 'F';

- existing parcelization of the area;
- economic advantages of subdivision (for property owners and local governments); and
- general dissatisfaction with the existing 4 ha minimum permitted parcel size.

As outlined in the attached comment sheets and email responses, there were a number of individuals that do not support the OCP amendment. Feedback indicated that the proposed parcel size of 2 ha is not adequate to realistically support agricultural operations. Comments received indicated that 2 ha does not provide adequate space for agricultural buildings and provide distance separation and setbacks for potential manure storage, dwellings, septic fields and wells. Some feedback received during the consultation process for the OCP amendment questioned why the RDN would consider amending this parcel size given the amount of community input and discussion that was received during the drafting of the OCP. Key issues raised by these individuals focused on the potential future impacts that subdivision of 2 ha lots will have on:

- farm viability;
- rural lifestyle/rural integrity;
- groundwater quantity and quality;
- mixing existing farm operations and rural residential parcels (noise and smell complaints);
- growth management; and
- future provision of farm products and foodstuffs.

GROWTH MANAGEMENT PLAN IMPLICATIONS

With respect to the Growth Management Plan (GMP), the proposed OCP amendment has the potential to have a significant impact on the intensity of development in the resource lands identified in the Regional District. Amending the minimum parcel size for lands located in the Agricultural Land Reserve from 4 ha to 2 ha may have an impact on the future development of a large portion of Electoral Area 'F', with a significant increase in the number of potential additional housing units directed away from the urban containment boundaries. In addition, region-wide interest in the possible subdivision of ALR land on the fringe of urban and rural residential areas may increase due to a possible decision to reduce minimum parcel size polices in Area F to less than other OCPs and zoning in the region. It must be recognized however, that all new subdivisions will require approval by the Land Reserve Commission (LRC).

OFFICIAL COMMUNITY PLAN IMPLICATIONS

As noted above, the Board has given 1st reading to OCP Amendment Bylaw No. 1152.02 that proposes to reduce the minimum parcel size for land located in the Agricultural Land Reserve (ALR) from 4 ha to 2 ha and further has amended the proposed zoning bylaw at 2nd reading to reflect the amendment. In accordance with the requirements of the *Local Government Act*, this OCP amendment must effectively precede the proposed concurrent consideration of the zoning bylaw; that is, the proposed OCP amendment must be adopted before the zoning bylaw is adopted.

Critical to the adoption of this amendment bylaw is Section 882 of the *Local Government Act*, which requires that any OCP amendment that has an impact on ALR lands be referred to the Land Reserve Commission (LRC) for comment prior to being considered for Board approval. It is also noted that if the proposed OCP amendment is to proceed the Board must, in sequence, consider the plan in conjunction with the following after 1st reading: its financial plan or capital expenditure program as applicable; any waste management plan that is applicable in the regional district; and comments from the Land Reserve Commission.

Currently there are approximately 726 parcels located in the ALR. Given the size of existing parcels, under the current OCP policies and a minimum parcel size of 4 ha, approximately 175 new parcels could possibly be created if approved by the LRC. If the OCP is amended to permit a reduced minimum parcel size of 2 ha, the result is the potential to create approximately 1,000 new parcels on ALR lands if approved by the LRC.

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VOTING

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

SUMMARY/ CONCLUSIONS

Based on information received during the Zoning Bylaw consultation process and comments from the Area Director, the Select Committee of Electoral Area Directors felt that reducing the minimum permitted parcel size for land in the ALR was a significant community issue. The Area Director expressed the feeling that by reducing the minimum permitted parcel size for ALR land, the potential exists to address concerns with respect to land use regulation in Area 'F'.

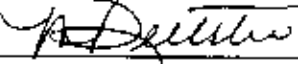
Based on the feedback received from area residents, there is general level of concern with the proposed OCP amendment, particularly around the potential impacts of increased subdivision of ALR land. As outlined above, the potential exists to create over 1,000 new parcels in the ALR. Concerns have been expressed that due to their small size, these parcels would have reduced agricultural production capability. When this is combined with the lack of support that this amendment has from the Ministry of Agriculture, Food and Fisheries and ALR Stakeholders such as the Coombs Farmer's Institute, it is unclear that the proposed OCP amendment would be endorsed and approved by the Land Reserve Commission.

Given these concerns and the requirements outlined in the *Local Government Act* requiring Land Reserve Commission approval of the amendment, staff recommends that "Regional District of Nanaimo Electoral Area 'F' Official Community Plan Amendment Bylaw No. 1152.02, 2002" be abandoned. Further, recognizing that the proposed zoning bylaw for Area 'F' must be consistent with the OCP, staff recommend that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002" be amended to increase the minimum permitted lot size for the A-1 zone to 4 ha to be consistent with the land use policies in "Regional District of Nanaimo Electoral Area 'F' Official Community Plan Amendment Bylaw No. 1152, 1999".

It is also noted that at the March 12, 2002 Regular Meeting of the Board, Director McLean requested that the minutes of the February 12, 2002 Regular Board Meeting be amended to reflect the words "citing a possible conflict of interest should development occur on his property in the future" with respect to the above noted discussions on ALR lands. Given this potential for a conflict of interest as declared by the Director, staff have recommended that the Public Hearing on the "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002" be delegated to Director Stanhope or Director Hamilton as his alternate.

RECOMMENDATION

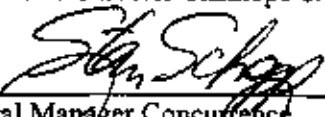
1. That the staff report be received and "Regional District of Nanaimo Electoral Area 'F' Official Community Plan Amendment Bylaw No. 1152.02, 2002" be abandoned.
2. That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002" be reintroduced and given 1st and 2nd reading and proceed to public hearing as amended to increase the minimum permitted lot size for the A-1 zone to 4 ha to be consistent with the land use policies in "Regional District of Nanaimo Electoral Area 'F' Official Community Plan Amendment Bylaw No. 1152, 1999".
3. That the holding of the Public Hearing with respect to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002" be delegated to Director Stanhope or Director Hamilton as his alternate.


per Report Writer


Manager Concurrence

COMMENTS:

devs/reports/2002/6480 00 115202 nr EAF ocp amend.doc


General Manager Concurrence


CAO Concurrence

PAGE
52

Schedule No. '1'
Agency Comments



Ministry of Agriculture, Food & Fisheries
5785 Duncan Street, Duncan B.C. V9L 5G2

PLANNING DEPT

-03- 11 2002

RECEIVED

Geoff Garbutt
Senior Planner RDN
6300 Hammond Bay Rd.
Nanaimo B.C. V9T 6N2

March 11, 2002

Dear Mr. Garbutt:

RE: Electoral Area 'F' Official Community Plan Amendment Bylaw No.1152.02

Thank you for this opportunity to review your OCP. On review of the OCP, the issue that stands out is the suggestion of 2 ha minimum for lands designated Resource and located within the Agricultural Land Reserve. In many other plan areas the minimum parcel size is 3 ha. The Ministry of Agriculture, Fisheries and Food strongly encourages a higher minimum lot size. We are concerned about the low minimum parcel size for a number of reasons:

- It is much more likely that a farm business can be developed to provide family income and employment on larger parcels.
- Once parcel sizes drop below 4 ha there is a tendency for such sites to be owned by rural residents who do not have an agricultural focus and rarely conduct any meaningful agriculture. For those wishing to farm organically the keeping of livestock is significantly restricted.
- In the context of the soil variability in the area there are greater opportunities on larger parcels to utilize the better soils productively and place buildings or non-soil based agriculture on the poorer soils.
- The increase in the overall population and their domestic animals increases the potential for negative impacts - trespass, litter, damage caused by dogs, etc.
- The necessary set back distances required for certain agricultural activities become more difficult to achieve, decreasing agricultural potential and increasing the potential for conflicts at the interface.
- Subdivision into smaller parcels is likely to increase the unit cost of land. Two 2 ha sites are likely to cost more than one 4 ha site, thus making it more

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- difficult for a prospective farmer to acquire sufficient land to conduct a viable farming operation. The costs escalate once parcels have been built on.
- There may come a time when it is very expensive for the residents of the Regional District of Nanaimo to import all of their food needs. At that time it would be much more efficient to generate food production from larger parcels than to rely on food production from parcels 2 ha in size. There is little question smaller parcels can be utilized for food and fibre production, however the percentage of area allocated to buildings, roads and other infrastructure rises as parcel size declines. Current agricultural production in developed countries is predicated on readily available low cost energy. Is low cost energy always going to be readily available?
- There is already a significant number of smaller parcels that should meet the farm communities needs for small parcels.
- Items 3, 4, 6 and 7 from the list of Community Values all support a larger minimum parcel size than 2 ha.

Based on the above concerns of the Ministry of Agriculture Fisheries and Food please give serious consideration to maintaining the current 4 ha minimum parcel size.

The adoption of the Official Community Plan to agree with the Regional Growth Management plan (Regional Context Statement) offers significant support for and benefit to agriculture. We agree with and support the balance of the OCP.

Sincerely

Wayne Haddow PAg.
Regional Agrologist

March 12, 2002

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C.
V9T 6N2

Fax: 250-390-4163

Attention: Sandra Frazee Aie "F"

Dear Geoff Gerbutt,

To inform you, that according to the R.C. Farmer's Institute roster, Coombs Farmer's Institute mandate is the responsibility for district 69 agricultural issues.

The Coombs Farmer's Institute received your flood letter on March 11, 2002. We had our AGM on March 20th and the Amendment Bylaw No 1152.02,2002 of Electoral Area F Official Community plan was discussed. A majority vote stated: that the current 4 ha A.R.L. parcel size should remain. The following reasons were expressed:

- smaller parcels are no longer agricultural economically viable
- smaller parcels enhance agricultural practices conflicts with higher density population
- limited use of land for valued agricultural production due to building code restrictions and agricultural practices guidelines
- premium cost of production due to island transportation costs, availability of agricultural products, supplies and services.

The Coombs Farmer's Institute knows the potential value of agricultural land to our community for sustainable food production. This is a valuable commodity within a community and enhances the local economy.

The members expressed the sentiment that if the 2 ha. parcel size were to be established, then the concept of A.R. parcels is redundant and this land classification should cease to exist.

Sincerely,



Sylvia Naden, Chairperson
Coombs Farmer's Institute
Phone: 250-248-9240

03/20/02 WED 14:14 FAX

002



Land Reserve Commission
Working Farms, Working Forests

March 19, 2002

Reply to the attention of Roger Chestnam

Geoff Garbutt
Senior Planner
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Sir:

Re: Electoral Area F Official Community Plan Amendment Bylaw No. 1152.02,2002

Our Ref: S - 32274

Thank you for your letter dated 13th February 2002.

Further to our letter of 20th December 2001 the Commission has now had an opportunity to review the proposed changes in the light of the comments of the MAFF Regional Agriologist in his letter to you dated 11th March 2002. As a result of the review, the Commission wishes to reiterate the reservations expressed in our 20th December letter. Moreover, it considers that the proposal is contrary to the Commission's mandate and accordingly, could be viewed as inconsistent with the *Agricultural Land Reserve Act*. It is thus unable to support the proposed changes, even if it paves the way for the adoption of a zoning bylaw.

When the Commission reviewed the OCP in July 1999 it expressed its disappointment with the direction of the policies in the OCP relating to agriculture from those originally proposed after the initial public process. The Commission considers the proposed reduction of the minimum parcel size to 2 ha to be a continuation of this trend. As was pointed out in our 20th December letter and by the Regional Agriologist, parcels of 2 ha are not as valuable to agriculture as larger parcels. In fact it is unlikely that the Commission, in the context of its mandate to preserve agricultural land and encourage farming, will be receptive to supporting subdivision to create 4 ha. parcels, even though the current Area "F" OCP recognizes this level of parcelisation subject to Commission approval.

As mentioned in our letter of December 20th the Commission wishes to encourage the Regional District to consider using the OCP as a basis for discussion regarding delegated decision making powers relating to subdivision and non-farm land use applications in Area "F". The issue of minimum parcel size and how it is dealt with in the context of delegation is an important one. In the Commission's view, the retention of the 4 ha minimum will assist that process.

In the light of the above comments we urge the Regional District to reconsider the proposal with a view to retaining the existing minimum parcel size provisions.

Yours truly,

LAND RESERVE COMMISSION

Per: 
K. B. Miller, Chief Executive Officer

Cc: Wayne Haddow, Ministry of Agriculture, Food and Fisheries, Duncan
Jill Hatfield, Ministry of Agriculture, Food and Fisheries - Courtenay

RC/ty

SENT BY: MIN. OF TRANSPORTATION; 2-25- 2 : 9:52AM : Planning & Dev Apps+

3904163:# 1/ 1



VIA FACSIMILE
(250-390-4163)

ORIGINAL
DO NOT REMOVE

File: 53170-53/CID

February 25, 2002

Regional District Of Nanaimo
6300 Hammond Bay Road
Nanaimo, British Columbia V9T 6N2

Attention: Geoff Garbutt

Dear:

Re: Electoral Area 'F' Official Community Plan Amendment Bylaw No. 1152.02,
2002

Further to your letter of February 13, 2002, please be advised that I have now had the opportunity to review the above noted covenant.

The Ministry of Transportation has no comments or concerns related to this Official Community Plan amendment.

Yours truly,

R. J. Howat
Provincial Approving Officer
Vancouver Island Region

RJH/vad/area3.doc

Ministry of
Transportation

Vancouver Island Region
Planning & Development
Approvals

Postal Address:
86475 Metrol Drive
Nanaimo, British Columbia
V9T 2L3

Site Address:
Telephone: (250) 390-6170
Facsimile: (250) 390-6191

Web Address:
www.gov.bc.ca/tran

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6/1



**ORIGINAL
DO NOT REMOVE**

RECEIVED

FEB 25 2002

REGIONAL DISTRICT
of NANAIMO

February 21, 2002

File: 400-20/SRM-GEN

Geoff Garbutt
Senior Planner
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Geoff Garbutt:

Thank you for your letter dated February 13, 2002, requesting our review and comments with respect to the proposed amendment to the Electoral Area "F" Official Community Plan (OCP).

By copy of this letter, I have forwarded your request to Neil Banera, Regional Director of Land and Water British Columbia Inc. (formerly British Columbia Assets and Land Corporation) as they are the agency that deals with issues affecting crown land and water.

I trust you will receive comments from them in a timely fashion.

Yours truly,

A handwritten signature in black ink, appearing to read "Mike Lambert".

Mike Lambert
Regional Director
Vancouver Island-Lower Mainland Region

cc: Neil Banera, Regional Director
Land and Water British Columbia Inc.

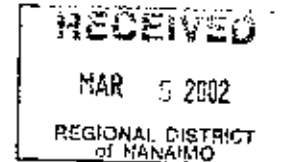


**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3 Telephone (250) 720-2700 FAX: (250) 723-1327

February 28, 2002

Geoff Garbutt
Nanaimo Regional District
6300 Hammond Bay Road
P.O. Box 40
Nanaimo, B.C.
V9R 2H0



Dear Mr. Garbutt,

Re: Proposed Electoral Area "F" Official Community Plan Amendment

The Alberni-Clayoquot Regional District Board met on February 27, 2002 and reviewed the proposed Electoral Area "F" Official Community Plan amendment. The Alberni-Clayoquot Regional District's interests are unaffected by the amendment.

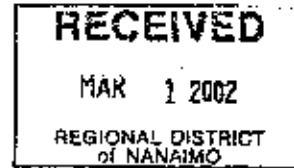
Yours truly,

Mike Inq
Planner



**British Columbia
Assets & Land Corporation**

An agency of the government of British Columbia



February 27, 2002

File: 11140-20-V020

Geoff Garbutt
Senior Planner
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Geoff Garbutt:

Re: Amendment to Electoral Area "F" Official Community Plan

I am pleased to advise that British Columbia Assets and Land Corporation (BCAL) has a new name – Land and Water British Columbia (LWBC). This change represents the new mandate and vision of the corporation and reflects a more dynamic culture that will be better able to meet the challenge of doing business differently. For further details on the new direction for LWBC, please visit the website at www.lwbc.bc.ca.

Land and Water British Columbia has no concerns with proposal to amend the OCP to reduce the minimum permitted parcel size from 4 ha. to 2 ha. for lands designated Resource and located within the Agricultural land Reserve.

Yours truly,

Keith Anderson
Senior Land Officer

ID: i MAR 19'02 10:13 No.004 P.01



TOWN OF QUALICUM BEACH

INCORPORATED 1981

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

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

March 18, 2002

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

Attention: Geoff Garbutt, Senior Planner

Dear Mr. Garbutt

Re: Area F OCP Amendment - Change 4 Hectare Minimum Parcel Size to 2 Hectare Minimum

Thank you for your referral in regard to the above. My comments are provided as follows:

1. As with the majority of two hectare parcels in Qualicum Beach, established many years ago, a two hectare parcel size is often seen as an opportunity to create a residential estate type property with associated non-farm uses e.g., horse stables/arena.
2. It will be much more difficult for a farmer of the future to consolidate a number of parcels for a viable agricultural operation, particularly if there is an increased number of established residential use properties containing expensive non-farm improvements.
3. The potential of an additional 825 smaller lots created by the proposed amendment creates a greater potential for conflict between agricultural farm owners and non-farming neighbours.
4. Agricultural Land Reserve policies are designed to provide land for BC's food production in the long term. A parcel size of two hectares may be untenable for agricultural use in the long term. This would be contrary to the rural integrity policies of the Regional Growth Management Plan.

Yours truly

P.T. (Paul) Butler
Director of Planning
Town of Qualicum Beach

File: 6530-20-AREAP
P: Letters/02/pbutler.f

03/20/02 WED 14:14 FAX

002



Land Reserve Commission

Working Farms, Working Forests

March 19, 2002

Reply to the attention of Roger Cheatham

Geoff Gerbitt
Senior Planner
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Sir:

Re: Electoral Area F Official Community Plan Amendment Bylaw No. 1152.02,2002

Our Ref: S - 32274

Thank you for your letter dated 13th February 2002.

Further to our letter of 20th December 2001 the Commission has now had an opportunity to review the proposed changes in the light of the comments of the MAFF Regional Agrologist in his letter to you dated 11th March 2002. As a result of the review, the Commission wishes to reiterate the reservations expressed in our 20th December letter. Moreover, it considers that the proposal is contrary to the Commission's mandate and accordingly, could be viewed as inconsistent with the *Agricultural Land Reserve Act*. It is thus unable to support the proposed changes, even if it paves the way for the adoption of a zoning bylaw.

When the Commission reviewed the OCP in July 1999 it expressed its disappointment with the direction of the policies in the OCP relating to agriculture from those originally proposed after the initial public process. The Commission considers the proposed reduction of the minimum parcel size to 2 ha to be a continuation of this trend. As was pointed out in our 20th December letter and by the Regional Agrologist, parcels of 2 ha are not as valuable to agriculture as larger parcels. In fact it is unlikely that the Commission, in the context of its mandate to preserve agricultural land and encourage farming, will be receptive to supporting subdivision to create 4 ha. parcels, even though the current Area "F" OCP recognizes this level of parcellation subject to Commission approval.

As mentioned in our letter of December 2001 the Commission wishes to encourage the Regional District to consider using the OCP as a basis for discussion regarding delegated decision making powers relating to subdivision and non-farm land use applications in Area "F". The issue of minimum parcel size and how it is dealt with in the context of delegation is an important one. In the Commission's view, the retention of the 4 ha minimum will assist that process.

In the light of the above comments we urge the Regional District to reconsider the proposal with a view to retaining the existing minimum parcel size provisions.

Yours truly,

LAND RESERVE COMMISSION

Per: 

K. B. Miller, Chief Executive Officer

CC: Wayne Haddow, Ministry of Agriculture, Food and Fisheries, Duncan
Jill Hatfield, Ministry of Agriculture, Food and Fisheries - Courtenay

RC/iv

Schedule No. '2'
Summarized Public Comments, E-mails and Public Submissions

We own 22 acres of ALR land . We intensively farm about 3 ac's . , the rest is in pasture , bush and of course house and out buildings

I feel that it is wrong to cut ALR land down to 5 ac's . Following are some of my main reasons.

- 1 - Will become over size urban lots.
- 2 - Cause more urban and farming conflicts.
- 3 - Size makes it more difficult to be economically viable , even as a part-time farmer.
- 4 - Difficult to have good farming practices . i.e.; Crop rotations .
- 5 - Much harder to financially justify mechanization over hand labour .
- 6 - Physical costs of hand labour on employees and owners . i.e.; Physical fatigue .
- 7 - It will further increase land speculators .

Most 5 acre lots , become over size urban lots for people to play with or private estates . Since these are in the farming community , there will be more urban and farming conflicts .

Once you remove the area needed for house ,well ,septic and outbuilding , you may have only 2 to 3 acres left to farm . If you are good you may gross up to \$10,000/ac . That makes between \$20,000 to \$30,000 gross . You may net between \$2000 to \$6000 at the end of the year . The work involved is tremendous and as I have witness most people quit after a few years and play hobby farmer or do nothing with their land . Which puts them back at my first point .

With such a small amount of land , it makes it hard to justify purchasing equipment to make the jobs less manual . i.e. ; High clearance row crop tractor used \$30,000 plus ; Specialized cultivation equipment \$10,000 ea. plus ;Potato Digger \$4000 .

Good farming practices become very challenging . Like needing to Continuous crop the land without resting the soil or good crop rotations . For example strawberries should not grown be in the same place where Strawberries , Raspberries , Potatoes , Peppers or Tomatoes are grown in the previous four or five years. This will eventually affect the financially return per acre .

In maintaining larger land parcels , it gives the farmer more options how to farm or expand their operation . It also does not trap future generation in dealing with unconomical farms .

If you decide to change the parcel size of ALR land , you might as well remove all land from ALR because that is the enviably end . Most people have bought ALR land knowing it is ALR and the rule that apply to it. We already have many people trying to speculate with ALR land . This will only increase with reduction of parcel size .

813 Sussex Place
Qualicum Beach
B.C. V9K 2P2
March 7th 2002

RDN Planning Dept

Re Parcel size in ALR Electoral area 'F'

Dear Sir

Historical perspective of these situations would indicate, with other houses built on divided properties, this leads to creeping development. Other areas of the Province have implemented such schemes with the sad result of subdivisions ringing rural areas.

From a practical point of view 2 hectares cannot sustain on a continuous basis more than two beef animals or the equivalent animal units and still not provide enough land for the disposal of animal wastes. Because of the nature of the soils in that area intensive vegetable or fruit farming are restricted or it would now be practiced.

Traffic on the roads will increase and who pays the maintenance cost, water use will double increasing the load on the aquifer in a water short region. Because very few people can make any taxable income on the small parcels there will be an increase in underused land. Experience in the Fraser Valley would suggest that smaller parcels will tend to go into a spiral of unproductive decline.

Taxation - Increased taxation will always bring a mercenary gleam to a politician's eye. In the case of doubling the properties of contributing farm taxation this will in the long run be more expensive to the RDN exchequer, due to an increased demand as outlined above - better roads, better water supply, increased ditch maintenance for water removal and farm drainage. As a tax payer, I object to this un-thought out approach.

Stewardship - This does not to my mind, meet the requirements of the Growth Management Plan Review under the Vision Statement Status Quo options - protection of open space or the New option - contained urban development and protection of rural integrity.

Over the course of time, on these two hectare parcels there will be a constant call to remove them from the ALR as "unproductive units" (it happened before in other areas), causing an effective blockage of the ALR appeal system, tying up RDN staff time and using my tax monies in a reactive process.

Hopefully these comments will prompt a careful rethink of the process of the changes.

The economics, which while in the short term may look appealing, have not been put to the realistic test of the future.

Yours Truly



R G BRYANT

Eileen & Trevor Wicks
P O Box 196 Errington B C
V0R 1V0
250 248 9824
tewicks@island.net

Planning Dept.
Regional District of Nanaimo

Re: Subdividing A L R land in Area 'F',

**The Official Community Plan In Electoral Area 'F' DOES NOT SUPPORT A
MINIMUM PARCEL SIZE OF 2 HECTARES for subdivision of A L R land.**

- During the development of the Electoral Area 'F' Official Community Plan, hundreds of volunteer hours were spent debating this issue.
- The conclusions were very clear and well documented, the rural integrity of the area is dependent upon the preservation of the larger parcels of ALR land.
- The Land Commission has not regulated ALR land use in the past, and will not be able to enforce the land use regulations in the future.
- The Growth Management Plan calls for quality rural life, ecological integrity, natural appeal to tourists, end to sprawl, environmental protection, in a natural paradise. The reverse would be true if the ALR land is subdivided and developed.
- Any hope for a sustainable agricultural economy in the future will be lost if this subdivision of ALR land were allowed.
- The total 'build out density' of the area, including residential, hobby farm, home based businesses, and other developments, combined with the existing multi-mixes of land uses would destroy all of the 'integrity' in the rural lifestyle.
- The accumulative effect of additional development, soil loss, water degradation, and natural vegetation removal, would leave large parts of this area barren and unproductive within a few decades.
- The area cannot provide an adequate and safe supply of drinking water now, additional population will make the situation much worse for everyone in the region.
- The capacity of the land to effectively dispose of waste water has been exceeded in many parts of the area, the smell of sewage waste and animal manure is rapidly replacing the sweet smell of the old growth forest.

Please implement zoning bylaws as soon as possible, based on the OCP that we worked so hard to produce.

Sincerely Trevor Wicks

27 Feb 02 10:37p

James Bass

604 898 9379

P. 1



Bass Environmental Systems

Home: Box 1123, Squamish, B.C. V0N 3G0
Phone: (604) 898-9395 Fax: (604) 898-9379

To: Lindsay Fax 250 390 7511

Phone: 250 954 3798

From: Jim Bass Date: February 27, 2002

Re: Parcel Size in ALR Pages: 1 (including this page)

DL 95, portion south of Allbrook Road

I received the notice in the mail referring to the proposal to reduce the lot size to 2 hectares.

I am in favor of this proposal, and agree with the Directors recommendation. With the advent of more efficient / economical liquid waste systems available, I see that reducing lot size is appropriate.

Other comments:

- Set backs from streams - we have a seasonal drainage (6 months per year) through our property which flows into Shelley Creek. I would like some clarification on any setbacks, or what criteria is being utilized in defining Riparian reserves. In respect to setting a precedence, I notice that the Weyerhaeuser cut block logged in year 2000, immediately west of our property in D.L. 48, has minimal riparian area left adjacent the drainage.
- In general - I see imposing rules upon landowners is a serious imposition upon individuals rights. Set aside areas, such as riparian management zones, ought to be considered only where fish resources are proven, not on intermittent / seasonal waters that eventually feed into systems at some distance down slope. More focus needs to be given on protecting the high value proven fish resources, including compensating land owners for these setbacks.

Yours truly,



James Bass

President, Bass Environmental Systems

H&F Ventures Ltd.
1010 Herring Gull Way
Parksville, B.C. V9P 1R2
Phone 250-248-8155 Fax 250-248-4894

March 7, 2002

RDN Planning Department
Fax 390-7511

**Re: Parcel Size in the Agricultural Land Reserve
Electoral Area F Planning Project**

Dear Sir:

We own Land in Area F, in the ALR.

We certainly endorse the proposal, to allow 2 hectare/5 acre parcels within the ALR.

This is a much better use of land (and roads and utilities) and is much more consistent with the size of the other parcels, not in the ALR.

We believe that this is a positive change and ought to be supported.

Regards,


Hans Heringa, P.Eng.

HH/mvRDN



REGIONAL
DISTRICT
OF NANAIMO

Electoral Area 'F'

Planning Project

Parcel Size in the Agricultural Land Reserve Comment Sheet:

Do you think that the Official Community Plan should support a minimum parcel size of 2 hectares (5 acres) instead of 4 hectares (10 acres) for subdivision of ALR land in Electoral Area 'F'.

1. Yes, I do on parcels of 10 acres is hardly enough for anyone to run a profitable farm. A lot of the land which is ALR is not suitable to sustain any sort of farming. I would agree if everyone had the right to subdivide their ALR land, not just the select few who are making all the fuss!

Other Comments-

As long as there are controls on what is done when the land is subdivided. Would the smaller parcels also be ALR? What zoning would they have? Would all ALR land be able to be subdivided or just certain parcels?

Arrowsmith Greenhouses

2. Yes, of course! None of this land would support any family anyway!

Don Christianson
2875 Alberni Hwy.
Qualicum Beach, BC V9K 1Y3

3. Yes, this will support & help develop our rural economy.

4. A resounding "YES". Most of this area is not arable so large parcels of land are not utilized except as a big backyard. There is always demand for 5 acre parcels with one house for hobby farm or privacy.

Scott Dunn Fax

5. Yes—I support minimum size of 2 hectares or less in some case— example area F has many home based businesses on ALR land—if a business requires one acre—then this portion of land should be reclassified for property tax i.e. commercial or light industrial resulting in more property tax revenue.

6. Yes

Nick Malansky Box 698 Coombs BC V0R 1M0

7. I support 2 hectare parcel size on all ALR land in area F.

Doug Schug 1580 Alberni Hwy. 250 248 8545

8. I fully support a minimum parcel size of 2 hectares. We are in the ALR.

Other Comments-

I do not support the OC Plan for Area F. We enjoy living here under the present system.

Jack McLean

16. I am owner of Lot 1 Plan 24073 DL 143 Nanoose LD, Except Plan VIP 59900 in the ALR. I am in support of the change to 2 hectares (5 acres).

J.H. McLean

15. I am Owner of Lot 14 DL8 Plan 1981 Cameron LD Except Easterly 5 Chains. I support a minimum parcel size of 2 hectares (5 acres).

Jack McLean

14. I am owner of ALR lot #12 plan 1981 Dist lot 8 Cameron LD. I am in support of the change to 2 hectares this allows a owner to give a lot to other members of the family

Jack H McLean

13. I am co owner of lot 1 Plan 16583 DL Lot 8 Cameron LD. in the ALR. I support the change to 2 hectares, 4 hectares is to large for rural residential lots. This property is 6 acres in size

William H McLean

12. I am co owner of lot 1 Plan 16583 DL Lot 8 Cameron LD. in the ALR. I support the change to 2 hectares, 4 hectares is to large for rural residential lots. This property is 6 acres in size

or all out.

Existing ALR land should remain intact as well as lot sizes, otherwise it should be scrapped. All in

Other Comments-

11. it should remain 10 acres. The smaller the parcel the less likely agricultural activity will take place there. It also puts more pressure on farm operations because really these 5 & 10 acre parcels are large acre residential properties.

L. Laukkanen
1266 Middlegate Rd, Errington, BC

10. No. supporting any interference with the ALR is a mistake.

Turner Box 11, Errington, B C V0R 1V0

farm full time.

We feel if there was more government funding where soil and climate conditions permit farming, then more people would be willing to farm. We are both hobby farmers because we cant afford to

Other Comments-

9. We think every parcel of land should be looked at separately. There is land in the ALR that could never be farmed and some land that should be being used to farm.

Church of Ascension

17. I own L13 Plan 1981 DL 8 Cameron LD. It is in the ALR. My answer to your question is Yes (2 hectares).

William H. McLean

18. I do support 2 hectares parcel size in Area 'F'. Thank you.

Thomas H. Jones

1200 McLean Road, Qualicum Beach, BC V9K 1W5

19. I am in favour of 5 acres parcels. I am a landowner on CHATSWORTH RD.

Chris McLeod

1035 Chatsworth Road, Qualicum Beach, BC V9K 1V5

Other Comments-

I suggest you stop the bickering with our duly elected representative, Director Jack McLean, and get down to business. Quit trying to shove stuff down our throats.

20. It should remain 10 acres.

21. Yes

Other Comments-

I support Jack McLean on this decision.

22. Yes, I think 5 acres is a more appropriate size. Most of the farm land is at best marginal for crops or stock. I think the only viable farming would be with greenhouses or chickens and in that case 5 acres is plenty.

Brian Bass

23. YES Minimum parcel size of 2 hectares instead of 4 hectares of subdivision of ALR land in area F is definitely the way to go.

Adrian & Doreen Tanner

24. Absolutely—Yes

25. No. No. No.

Other Comments-

The agricultural land reserve is just that and shouldn't be subdivided any smaller for any purpose.

26. Yes—This is a realistic - common sense idea. Virtually no one I know uses their 10 acres for agricultural production.

Rod Swift

Box 369 Errington BC V0R 1V0

27. Yes. 5 acres should be sufficient for a septic field. If the parcel size is reduced—why is it necessary to make it next to impossible to subdivide? A past area F representative told me that the subdivision applications were decided by whim more than anything else. He himself could not see why one parcel

was allowed subdivision and another like property was disallowed. I also believe that the inflated cost for application should be refunded if the subdivision is turned down. Why this extra cost? Isn't it part of the job you're being handsomely paid for?

Other Comments-

The majority of the people in Area F do not want zoning bylaws. We do resent the RDN trying to impose them regardless of our wishes. Why wasn't it or why isn't it put to a proper fair vote? It would seem that the RDN has its own agenda and it is definitely in conflict with the property owners wishes and desires.

28. Yes I agree with the above statement.

JD & EM Hamilton
3349 Alberni Hwy Qualicum Beach, BC V9K 1Y5

29. Yes. There are many parcels of less than 4 hectares now and I think they should be made to conform so they are legal. It is possible to have a fair income from small holdings i.e. market garden etc.

1193 Winchester Rd Qualicum Beach, BC V9K 1W9

30. We think that the Official Community Plan should support a minimum parcel size of 2 hectares instead of 4 hectares for subdivision of ALR land in Electoral Area F.

Other Comments-

The Area F Official Community Plan and the Area F bylaws should be submitted to a referendum in the democratic fashion.

Gunter-Hildegard (meybusch@shaw.ca)

31. Where possible we feel that the minimum should be 2 1/2 acres.

Cyril & Johanne Neden

32. 10 acres is what we would like it to be. It would be a shame to see it all cut up into 5 acre parcels. Thanks.

Sharon Louthan

33. This proposal would increase the tax base. It would allow some of the non-usable land usable. In this I mean it would allow the current owners to clean up their property and increase the land value with the improvement. Much of the land in the ALR is not being used because of this restriction.

Kathy

34. I think the minimum size should be 10 acres. In many cases even bigger when the soil conditions are not up to farming agriculture.

Other Comments-

I am not against zoning. So long as we are not getting any Legal Non-Conforming.

35. 10 acres would be better (spoken as one who has about 2 acres in the ALR). If it really is ALR land, there has to be some economy of scale. Otherwise, 5 acre parcels are not likely to support much farming related activity, so the ALR destination and purpose will be significantly diluted.

There will not be agricultural activity on agricultural land—there will be house sitters, and other purposes, because of the economic limits on what 5 acres could produce. Better would be—a review of whether land really meets/merits ALR designation—a tax structure that gives some relief to agricultural operations starting at the 10 acre limit, or something similar.

Other Comments-

My involvement in this issue has been limited and I know there are many factors to consider. As well, my property is not affected by the issue. Please take that into consideration in weighing my comments.

Gale Prestash
1244 Ruffels Road

36. Yes, because there is very few places of land where you could do any kind of farming. The whole area should never have been in the ALR in the first place.

Other Comments-

With proper septic system. Some areas have well water problems—to my knowledge we pay taxes towards municipal water system.

J. Kivimaki

37. YES

38. No, I don't believe this move makes sense because the ALR was/is in place to protect the possible farm lands of the province. If a landowner needs/wants to subdivide, its normally for profit and that does not serve the agricultural land base.

Other Comments-

Profit taking will leave farmland covered and too expensive to turn back to food production. With the continued increase in our global population, we will need higher food production as well as the trees to feed us oxygen. We all know this, "Some are guilty, all are responsible." Hessler

Thanks, Bronwyn Brown

39. NO CHANGES

Other Comments-

Leave well enough alone.

Chris Dingwall
1320 Middlegate

40. I was under the impression that the ALR was to protect farmland. There are only a few areas in Errington that have acceptable soil and water for farming. Even 10 acre parcels are actually too small for farming and there is not enough property to look after septic tanks without even thinking of the additional organic/animal waste adding to this. The water (wells) will easily become contaminated.

Other Comments-

I do not believe or agree with a 5 acre minimum. I also disagree with a 10 acre minimum.

Wendy Voeller
1480 Grafton Avenue Errington BC V0R 1V0

41. Yes

Other Comments-

Our experience is that larger lots are not that much in demand. The most popular size is 2.5 acres with purchasers not prepared to pay much more for larger costs, particularly above 5 acres.

Wicklow West Holdings

42. Absolutely not. There is no way that 5 acres can be considered a "farm" for the "non-fertile" land we live on. I would have been happier with a minimum of 20 acre parcels.

Other Comments-

Many lots here are not subdivided but 10 acres will support any number of trailers with illegal septic fields, i.e. no drainage. I would really like it if this was addressed; fines, inspections etc.

43. Yes, it would help a lot. I believe that 2 hectares would be all right. Thank you.

Norm Sharp Box 302 Coombs, BC V0R 1M0

44. We are in full support with Jack McClean, and the RDN Board Motion allowing 5 acre (2 hectare) parcel sizes in the area F OCP & Bylaw.

Other Comments-

Dagmar & Allen Looy

45. Regarding parcel size in agricultural land. In response to this issue we support, it should be a maximum 4 hectares and open zoning.

Other Comments-

Another alternative would be to have a maximum set back in feet from any adjacent road.

Roman Strocen

46. YES!

Ed Dobler Contracting Ltd

47. I am not totally against a 5 acre minimum but must look beyond that—will 2 houses be allowed on a 5 acre parcel in the ALR? It is my understanding that presently any property in the ALR can have a main residence and a mobile home. I can see this on 10 acres minimum but question whether it should be the case on a 5 acre min. My decision would be affected by the water restrictions. Also, I do not think the 2nd residence should be restricted to a mobile only.

Other Comments-

It should be a matter of choice but possibly with a sq. ftg. Restriction on the 2nd residence, or max # of bedrooms.

J. Paterson

48. I am 100% for ALR land to be 5 acres instead of 10 acres. I believe 2—2 1/2 acres is large enough. You can't make a living on 10 acres anyway.

Carolyn Eveleigh
1035 Liberty Drive Victoria, BC

49. We fully support 5 acre parcels instead of 10 acres. No one in our area farms 10 acres. These parcels are mostly residential & do not need this much land. With our growing population, we need more acreage for new families.

Gloria & Earl Mycock Errington Road

50. I say yes. Finally, I am for 5 acre ALR parcels instead of 10 acres. Who can make a living only on 10 acres. Some ALR land is totally unusable farm land anyway. Why have the restrictions. Keep the 100+ farm lands. You know where they are it is good usable land & you can plan around it.

Ernie Nagy
1311 Unrau Rd Qualicum Beach, BC

51. NO! Don't fritter away our ALR base — we need more local grown produce, more farms, not more subdivisions! Keep the 10 acre minimum parcel size. For some reason many (or some) people seem to think we can do without agricultural land. This baffles me.

Other Comments-

I served on the Area F Steering Committee for 2 years. I am disappointed that, after all our work (based on community input) to keep the 4 hectare size, it's now been reduced. Someone please explain this to me.

Richard Arnold, Box 437

52. NO! Keep it 4 hectares. We need farms, not subdivisions.

Other Comments-

Stick to the provisions of the original OCP Steering Committee. (I feel the same way as my husband)

Robin Arnold Box 437

53. No. ALR regulation should be enforced, not eroded. ALR lands protect our wetlands, wildlife, rivers and streams & buffer zones for farms. People that purchased ALR land should have been aware of limitations.

Other Comments-

The more small parcels without sewer/water is not justifiable.

Chris & Johanna Layton
2055 Swayne Rd Errington

54. No. I believe that there is not a shortage of 5 acre parcel of lands available for the public. A quick check of the real estate ads & at the assessment office indicates that there is ample turnover of both 5 & 10 acre parcels. Reducing the allowable size could in fact see an influx of smaller parcels as people with larger holdings i.e. 100 acre subdivide and would result in an oversupply and depress prices for those size properties. So . . . if one has a mortgage on a present parcel

and the price is artificially depressed the lending institution would not have adequate security for the loan.

Other Comments-

Please keep me informed and if meetings are called please call them on more than one night as people are busy or ill.

Gerard Janssen

55. No—will only put pressure on ALR lands to subdivide into unviable small acreages. If property owner wishes to proceed with parcels below 4 hectares I feel they should apply for & obtain a variance on individual merits of their application.

Other Comments-

Will OCP address minimum parcel size requirements of Sec 946 Municipal Act S/D within ALR or home site severance.

Nick Vandermolen
901 Epron Rd Qualicum Beach V9K 1X7

56. We would support a minimum parcel size of 2 hectares for subdivision of ALR land in Electoral Area F.
Bruce and Barbara Galick
1211 – 1719 Station Road March 7 2002

Other Comments-

My personal feeling is if this is what it takes to bring more acceptance of the overall OCP it is a relatively minor concession to make. If we did not have 60% of the land in FLR I might feel quite different. I cannot envision the majority of the ALR landowners in the next 20 years rushing out to sub-divide into 5-acre parcels. I think the rural setting can still be maintained with the 2 hectare parcel size.

57. It should remain 10 acres. The smaller the parcel the less likely agricultural activity will take place there. It also puts more pressure on farm operations because really these 5 & 10 acre parcels are large acre residential properties.

Other Comments-

Existing ALR land should remain intact as well as lot sizes, otherwise it should be scrapped. All in or all out.

58. Yes, the OCP should support the 2 hectare lot size.
R. Brittain
2900 Grafton Avenue Qualicum Beach, BC V9R 1W8

59. Yes, 2 hectares is better.
Christine Jean Brittain

60. No. If the concept of Agricultural Land Reserve was to hold land available for future generations for agricultural purposes, then to create smaller parcels (2 hectares) would only encourage the further settlement of a residential nature. It would become more difficult to create viable agricultural holding if the properties were in the hands of a larger number of people. Since such smaller holdings (2 hectares) would encourage more residential development, a further level of stress would be placed

upon the water table, which is already (apparently) being lowered – ALR should be left at the present minimum parcel size 4-hectares.

Other Comments-

Thank you for this opportunity for input.

Tony and Yoskyl Webb

325 Connaught Ave North Van, BC V7K 1Y3 (owners of ALR land Alberni Hwy)

61. YES.

D. Morin

126 E 35th Avenue Vancouver, BC V5W 1A6

62. Yes, please. S.A.P. Thanks. We own property on 133 Middegate Road, Lot 1, Plan 23043, District Lot 139, Nanoose Land District, PID 003-204-413.

E. Waite

63. Yes, I would support a minimum parcel size of 2 hectares (5 acres).

L.A. Zinck 3365 Acton Road, Qualicum Beach, BC.

64. I am strongly opposed to reducing the parcel size from 4 to 2 hectares – I believe we should support maintaining ALR land size as large as possible, rather than reduce it to multiple minimal land sizes. Once ALR has been reduced to smaller "hobby" farm sizes, it will never be viable to support agricultural activities in the future. It is extremely short sighted to consider a reduction of minimum parcel size, and the short term gain it may provide to some landowners will be a long term loss for the community, and agriculture in general.

Other Comments-

As an ALR property owner, please stick by your original guidelines and maintain the 4 hectare lot size. Thank you!

H & R Catherall

65. Yes, I believe the OCP should support minimum parcel size of 2 hectares. Perhaps even smaller.

Other Comments-

I think the ALR should reconsider some of the properties within the ALR for removal from the ALR as some properties within the ALR are quite obviously not agricultural land.

66. For properties not in ALR – the minimum should be 1 hectare rather than 2 hectares where suitable. I refer to the 'Rocking Horse' sub-division where this used to be true, i.e. the date line restrictions on Rocking Horse Properties be removed.

Pat and Sylvia Flynn

2055 Sanders Road Nanoose Bay, BC V9P 9C2

67. Yes!! I don't believe that there are many families coming to this area that plan on making a living on 10 acres of land, especially in the field of agriculture. A smaller acreage (re 5 acres) would be more appealing to those who want a country home; a small garden; room for a dog or two and room for doing crafts.

68. Yes, I do. This proposal is long overdue. AS the population density increases there is an ever-increasing demand for building lots and small holdings. Effluent disposal as determined by the health department and drinking water supply should be the determining factors with regards to parcel size.

Alfred Menninga
RR 4, 1251 Fitchett Road Gibsons, BC V0N 1V4

Other Comments-

The ALR has outlived its usefulness. Agriculture has not been a viable industry on Vancouver Island for many years now. We, the owners of ALR land, feel discriminated against. We can buy produce cheaper than we can ever grow it in this country. Let's get realistic.

69. YES 98% of the people in Area 'F' don't support your OCP so why are you asking us now what we think. There is very little agriculture land in Area 'F' so the smaller the parcels the better but what about the Land Reserve Commission? Have you got an agreement with them? I understand that the LRC has the final say. Maybe this whole thing is an effort for Bob Lapham to whitewash Jack McLean.

70. NO to lower parcel size will result in more people and all the problems. Our lot is 14 acres in size and we want to keep the rural concept going.

George Bradasch
660 Stevens Road, Qualicum Beach, BC

71. We support 5 acres for subdivision of ALR land.

Other Comments-

We are not in favour of any OCP for Area 'F'.
Don and Pat Waterston
1452 Grafton Avenue

72. I think that the OCP should support a minimum parcel size of 2 hectares (5 acres).

Edward J. Hutchinson and Lesley A. Bolton
3080 Palmer Road Qualicum Beach, BC V9K 1W5

73. No. Large pieces of land are what make a rural place feel rural. Errington will become increasingly special in years to come if it maintains its rural feel as Parksville grows closer. Such steps towards development are impossible to withdraw, and are foolish if not absolutely necessary.

Robin Shackleton
Box 55, Errington, BC

74. We think it should be 4 acres parcels. We feel 10 acres is not enough to farm, also there is more people moving in this area all the time, so it should be smaller parcels.

75. We presently live on 10 acres in Area 'F' and have seen many changes over the years. We presently have deer, bears, a cougar, many birds, frogs, etc. sharing out space. At one time we frequently saw bear crossing the road. Not anymore with all the clearing. Also water (for wells) can be a problem. We don't want to see the lot size made any smaller. 10 acres is small enough. Thank you.

Anne Raffle and F. Raffle

76. NO. Agricultural Land Reserve minimum parcel size should remain at 4 hectares (10 acres) or larger.

Emily Neden

77. NO. Agricultural Land Reserve minimum parcel size should remain at 4 hectares (10 acres).

Other Comments-

I feel very strongly that ALR land should be protected as Agricultural land. There is not that much good arable land on Vancouver Island and someday in the future we may have to grow all our own food. If we subdivide the larger acreages as they are today, we will never have the farm lands that we will need.

Florence Neden

78. No. Agricultural Land Reserve minimum parcel size should remain at 4 hectares (10 acres) or larger. I want agricultural land to remain protected from subdivisions and held as agricultural land to be used for farming.

Other Comments-

If the ALR lots are cut up into 2 hectares (5 acres) what will we do for water and sewer. We will be one large septic field.

Jim Neden

79. Yes, I believe the minimum parcel size should be 5 acres.

80. Yes, I think the Official Community Plan should support a minimum parcel size of 2 hectares (5 acres) for subdivision of ALR land in Electoral Area 'F'.

81. We feel any property less than 20 acres should not be subdivided. Farm land is very important. It's easy to chop it up, but hard to put back together. Even if it is not farmed at present it will be there for future.

Other Comments-

When you go to a store it's hard to find produce that does not have a USA stamp on it.

Albert and Shirley Gentry

865 Carson Road, Qualicum Beach, BC V9K 1V7

82. Yes, I do support a minimum parcel size of 2 hectares (5 acres) instead of 4 hectares (10 acres) for subdivision of ALR land in Electoral Area 'F'.

Bernice Clason

991 Chatsworth Road, Qualicum Beach, BC V9K 1V5

83. Yes.

Other Comments-

It also would have been a good idea to have an identification of the land each of these "flyers" is coming from to ensure only people in the ALR are answering.

84. No, I think the minimum parcel size should be 4 hectares.

Nancy de Candoie

85. The OCP should strongly support a minimum parcel size of 4 (four) hectares for subdivision of ALR land, if it is ever allowed. The Growth Management Plan designates ALR and FLR in Area F as resource land with good reason. It is sorely need now and in the future. It is even more critical to maintain larger parcel sizes with the ALC putting more responsibility on local governments. Area F has a good example of allowing small (2 hectare) subdivision on ALR parcels in Virginia Estates. The result is serious overcrowding of people and animals of "rural" land. All the committee work done previous to the OCP supported larger lot size on the ALR, for the very reason, the ability to have agriculture enterprise to its full potential. This is the critical issue for future agriculture, and its importance to Area F.

Other Comments-

We have a serious issue now of compromised drinking water in Area F. This is the overall effect of human activity on the watershed we live in here. We do want to remain rural with minimum regulation. However, smaller lot sizes and too many septic systems – houses, will lead to ever poorer drinking water sources. Let common sense prevail and the OCP reflect the need to protect larger ALR properties, mine included, and keep our future brighter.

There will always be some people in Area F with other motives that see nothing wrong with smaller and smaller lot sizes no matter what class of land. They do most of the pressuring on the RDN. It's their aim in life to develop land for profit by upzoning. [Andy Brown, 1642 McKibben Road, Errington, (Box 200), BC]

86. c/o owner of 1642 McKibben Road, Errington

The OCP should support a minimum parcel size of 4 hectares (10 acres). When the local planning committees were meeting to formulate recommendations for the OCP, there was good cross-representation of concerned parties. At the meetings, the agreed upon compromise was 10 acres. The pressures to reduce the size to 5 acres are from a group of people interested in subdivision for profit and do not represent the cross representation of parties. Please support the original, agree upon, size of 10 acres.

Current rulings for ALR land allow one permanent residence and one temporary residence. A 5-acre parcel would allow 2 residences with 2 septic fields plus assorted animals for 2 families on one ALR parcel. Already there are many non-conforming ALR parcels. Example: One of our neighbours is an acreage just under 5 acres. There are 4 households: primary residence plus basement suite plus a cabin, plus a mobile home. There are also 4 horses, 4 dogs and several dozen chickens. All manure is dumped on the property. Another neighbour has one residence on 5 acres and has 5 to 9 horses at all times. All manure is dumped on the property. There are no bylaws to deal with livestock waste, and the potential for water contamination is huge!, not to mention the increase in number of septic fields.

Having had a 163 acre farm, I strongly feel that neighbouring parcels to working farms should be no less than 20 acres. People like the pastoral view but are not tolerant of early morning noise and odours, etc. that are part of daily farming life. Allowing 5 acre pieces will quadruple the complaints and also quadruple the number of loose dogs that are problematic for farmers' livestock. All of these problems are well documented in Saanich.

Please help us keep our area rural and safe to live in. Please do not bow to pressure from people whose interest is primarily monetary gain. Our area is too small to allow the mentality to prevail. Please support the original recommendation of 10 acre minimum.

Thank you for asking for our input. Sincerely, Joy Brown

87. If I have to choose I vote for the 4 hectares subdivision—only as a last resort. However, I would really like it if no division is allowed on ALR land. The rural quality of life here is so much more enhanced. Please keep it the way it is, no subdivision of ALR designated property.

Mr. Takao Tanabe
PO Box 989, Parksville, BC V9P 2H1

88. Greetings! We strongly support a minimum parcel size of 2 hectares (5 acres) for the following reasons:

- Smaller packages of land (2 hectares) will provide more land available at reasonable prices.
- 2-Controlled 2 hectare properties will produce a greater regional district tax-base and therefore better services will become possible.
- Two hectare properties are large enough to provide potable water and effective septic systems, given the existing approvals required.
- In the future, water lines may need to be provided. If the larger (4+ hectare divisions) are maintained, the costs per landowner in Area F will be prohibitively expensive. With additional 2 hectare developed properties, the costs per landowner eventually will be within reach.
- The 2 hectare (5 acre) divisions will maintain a rural environment.
- The 2 hectare divisions will still be subject to ALR regulations.
- We've done extensive research with the district agrolgist to determine viable
- farm products. There are many ways to go broke farming in this area. Land costs of the larger properties, plus taxes and operating expenses, make it virtually impossible to farm and make a living. An added concern is that much of the land is minimal farm land; we've cleared piles of rock from the half acre that we now have under cultivation.
- However, farm products (such as flowers, market garden, farm bed & breakfast) are **economically probable** on a 2 hectare division, as the the land costs and taxation costs will be reduced. Two hectare divisions will make selected farm-based businesses viable.

We appreciate having the opportunity to provide our perspective.

Nancy Randall and Neil Callander
2040 Grafton Avenue, Errington BC V0R 1V0

89. Yes___ to the 2 hectares for subdivision of ALR land in Electoral area F

90. I strongly feel that the minimum parcel size should be 2 hectares instead of the current 4 hectares. Also I would like to see in the new zoning some sort of land use planning so I a landowner would know what or what cant be built on adjacent property. This way you can decide if you want to purchase or make improvements to the property.

John Eden, 2590 Palmer Road, Coombs

91. We support a minimum parcel size of 2 hectares (5acres) for subdivision of ALR land in Area"F"

Warde & Leora Richardsen
2298 Grafton Avenue, Coombs

92. NO

Other Comments-

The really depends on what you think the area should be like as a place to live. The reality is that in area F, the only realistic type of farming that can be practiced on the small acreage (less than 80) is animal based agriculture. That means that with our climate and soil types, that the smallest reasonable size would be 4 hectares and not 2.

Also, one should realistically consider just how small a lot size is practical in terms of supporting sewage systems and water systems. In area F there is no central sewage or water system. We must rely upon wells and septic systems. How much can you draw on the aquifer before it begins to have difficulty? How much sewage you dump into the ground before it begins to contaminate the aquifer? How many parcels, that if divided, would have suitable ground for septic systems under current provincial regulations? Not that those are even loosely enforced in area F at present.

For me there are other considerations as well. I would like to think that a certain ethic and esthetic could prevail. That being the quiet country life. Or perhaps I should say acreage life. I have lived in areas in the past that have reduced the minimum lot size from 20 to 10 to 5 to 2.5 and finally down to 1/2 city. I moved. I don't want to live in places like that. When I moved to Errington 15 years ago the minimum lot size was still 10. Even that was a bit crowded for my tastes, but it isn't too bad, so I've stayed. By reducing the lot size any further you will simply be destroying the environment of the area.

Those people who want the smaller lot size want it for a reason: to sell off half their property and make a "whack of dough". They have no consideration for the esthetic values that they would be destroying. They cannot think ahead and see just exactly what kind of future problems they are creating for themselves: sewage, water, quiet, privacy. They will be the first to cry foul and demand a government paid and subsidized water and sewage system when the aquifer becomes contaminated. And it will, absolutely become fouled.

So, NO, I don't not want to see the minimum lot size reduced any further. In fact, I would prefer to see the minimum lot size increased to 20 acres. That would pretty much guarantee a sustainable population.

William C. Allen, BLS, EET
allenwc@infomatrix.ca
www.infomatrix.ca

93. I own 10 acres of land in area F. My understanding of the proposal to reduce the allowable parcel size of ALR to 2 hectares is that this would promote more subdivision of land in the area and, ultimately a greater population density. Also, it seems to me that the move would allow more development of land in the area, including greater industrialization. Is this true? If so, I don't support the proposal. I think it is important that we protect land in the area from over development and urbanization.

Alex & Rhonda Scheiber
Silver Fern Farm, Parksville, British Columbia

94. To whom it may concern: I feel the minimum lot size for the ALR should be 2 Ha. Which is a reasonable size for a hobby farm.

Thomas G Marshall
2165 Swayne Rd, Coombs BC

95. As there are already 5 acre lots in area F it would seem the precedent is set. Yes, we agree with 5 acre parcel sizes. We live on one in area F.

Michael and Elaine Gamble

96. As an ALR landowner and commercial farmer in area "F" I have some very serious concern about this proposed parcel size decrease. A 5 acre parcel is simply a country estate and is far too small for all but the most intense agriculture. All too often you see non agricultural uses on the small ALR parcels. Of the four 5 acre lot on Fisher Rd. none produce food. One is the site of a cabinet factory, one a country estate wooded with a one acre lawn, one is wooded with a cabin and the last a private horse stable. All of these people live urban lifestyles and commute daily. This commute and commercial traffic on this once quiet dirt road is now dusty, loud and has forced me to upgrade fences significantly.

It has been my experience that urban people are unsympathetic to rural realities like fence repair, manure smell, seasonal farm equipment noise and dog management. I recently had a cow dragged down and killed by dogs who lived on three of the four 5acre parcels that adjoin my farm. Trespass, vandalism, theft, fence and crop damage by a higher population density would be inevitable.

When a five acre lot is developed the buildings are usually place based on aesthetics not agricultural sensibilities. How often have you seen a once productive field, chopped into 5 acre lots, with a long driveway, house and yard smack in the middle. This land is lost to agriculture probably forever.

I must point out that the "A" in ALR stands for agricultural. Not country estate, not cheap commercial land and not subdivision potential. From an agricultural point of view a 40 acre lot size would be more appropriate. If the 5 acre lot size is adopted you can be sure to hear the argument "its too small to farm, so lets remove it from the ALR".

John Murphy
Aspenwood Farms

97. I do support a minimum parcel size of 2 hec for subdiv of air land.

klaus Schmitt
3715 barry, los angeles ca 90066

98. We are not in favour of reducing the minimum parcel size in the ALR. The need for agricultural land in the area remains. Population in the region is growing substantially, and, as far as we know, everyone wants to eat food. We need a 20% land-base to do this, and land with good potential for farming must be retained. Once the land has been broken up into smaller and smaller parcels it's potential for food-production will be lost to residential and other uses. The RDN can help shape a sustainable future for the whole region by maintaining ALR parcels appropriate for food production in area F.

N. Goldsberry and S. Bradshaw of Coombs

99. With complete self interest in mind (and why should I be different?) I do NOT support reducing the minimum parcel size within the ALR to less than 4 Ha. My concern is that this could lead to considerably more development than that which is sustainable on well and septic tank services. Now I live on ALR land that is slightly less than 2 ha. I take issue with the minimum side yard building set back in the proposed bylaw and expressed this in an earlier e-mail. I think that a 5 meter side yard building set back is more than sufficient, particularly for properties such as mine (!) that are less than 5 ha. Thanks for asking

What's the schedule for adoption of the bylaw...? Any chance you will get it done in under 30 years since I started this process up here? good luck on this

Rusty Joerin
Box 286 Errington V0R 1V0

100. I am responding to your enquiry into minimum parcel size for area F. We already have parcel sizes smaller than 10 acres, so I don't understand what the debate is. My problem is for us, is that we have an almost 8 acre peice of land which someday we would like to divide for sale or to give to our children. It's hard to divide eight acres equally into 5 acres parcels. I feel there should be smaller parcel of lands even below 5 acres. This area is going to expand, we need to get on with the concept of Parksville moving out to Area F.

Sylvia Campbell

101. As a resident of ALR land in Area 'F' I support the change in minimum parcel size being reduced from 4hectares to 2hectares

Barbara Terry
2411 Grafton Avenue, Coombs, B.C. VOR 1M0, Block 7, Plan 1918, District Lot 140, Nanoose Land District.

102. Absolutely not. First of all it would affect the wells in the area. Quantity and quality of water because of higher use and more sewers. It would discourage farming by not having enough land to make it economical. The whole point of having land in the ALR is to encourage a farm based community. By reducing parcel size you soon just have another suburb of the city. You would next increase taxes to pay for city water and sewers. Soon you would lose valuable farm land to wealthy people who just want an estate type setting.

Agriculture" in the dictionary clearly states: "the science or practice of LARGE - SCALE soil cultivation (ef. HORTICULTURE), farming (F)".

NOT URBAN SPRAWL!!

Anna J. Bambroughj

103. I do think the OCP should support a minimum 2 hectare size for ALR land in Area "F" providing certain other conditions are met. All properties in a zoned area are under same bylaws whether Agricultural or non agricultural. The bylaws are enforced by the same agency(RDN) whether agricultural or not.

Other comments -

The ALR has no enforcement .If the regional district cannot regulate ALR land then I would not support smaller subdivision of ALR land.

JOHN BLOOD and VIOLET BLOOD
1249 Winchester RD., Qualicum Beach B.C.

104. We support the change to 5 acre parcels in Area F. We would also like the RDN to deal with the disbanding of the FLR, before the Area F plan is enacted. We were told that the FR-1 designation was necessary to match the Provincial regulation on our land. Since these regulations are being eliminated, we feel that the RDN needs to delete this category. In our case, we are bordered by R-2 and would like to see our parcel designated the same.

Yours sincerely,

Marv & Carol Wolver
Lot 25, Grafton Ave, Errington, BC Legal Disc. Lot 25, District Lot 139, Nanoose District, Plan 1913

105. I agree with the 2 hectare subdivision size. I would however like to see some flexibility on the minimum width of 100 meters to allow division of larger blocks that cannot meet this width requirement but would still create lots which are much larger than 2 hectares. For example instead of the minimum 100 meters for these situations the rule could be a maximum 3:1 length to width ratio. In addition I think there should be a provision for some creativity on the shape of the lots as long as they are larger than the minimum size.

Regards
Alf Randall

106. Parcel size in the ALR should be changed to 2 hectares instead of 4 hectares.

Signed Sonny Erickson & Heather Tryon 2851 Grafton Ave Coombs

107. As per your ad in the March 5, 2002 edition of The News asking for comments, I would like to see the following change made to the policies related to subdivision: a minimum parcel size of 2 hectares instead of 4 hectares for land in the ALR in Area F.

Susan Thompson

108. In response to your newspaper ad regarding making the minimum lot size for ALR lands 2ha instead of 4ha I would like to express my input. I live on 2ha now, not in the ALR, and know from experience that 2ha is a comfortable rural lot size allowing for a house, a shop, some lawn, personal garden and a reasonable vegetative buffer to maintain privacy. There is not much room for a commercial agriculture use, at best possibly a semiproductive hobby farm.

Given that each parcel of ALR land allows a house and some out buildings I feel permitting ALR land to be subdivided down to 2ha parcels will effectively remove it from the intentions of agricultural use. There are no regulations that ensure ALR land will be used for agricultural purposes, (only extremely poorly enforced regulations that limit non agricultural uses) therefore 2ha parcels will simply be a means of turning ALR land into residential land.

I urge you not to allow subdivision to minimum parcel sizes less than 4ha on ALR land, plan for the future and at least keep ALR lands in minimally workable parcels no smaller than 4ha.

Thank you, John Mansell
1375 Kopemick Rd, Errington V0R 1V0

109. YES, we are in favour of having the minimum parcel size of 2 hectares (5 acres) in Area F for ALR land.

Keith & Pearl McBride

110. The proposal to change policies related to subdivision in the ALR to support minimum parcel size of 2 hectares instead of 4 hectares should NOT proceed for the following reasons:

1. Although we are not familiar with the OCP for Area F we feel confident that neither the OCP or the community input which produced it would support such action. We cannot believe that a Select Committee of Directors would ignore this grass-roots document.

2. There are extreme concerns about the ability of the Arrowsmith and quantity that is affordable to the residents of the watershed. The Land Commission and the RDN apparently do not adequately enforce the current minimal land use regulations that are intended to protect the water supplies. We project that if the higher density is permitted there will be accelerated deterioration in the quality and flow characteristics of water through the region.

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3. The RDN has to recognize that just as industry seems to have migrated from the incorporated areas to Area F, so will home buyers. Why would anyone who wants to build a "large" home buy a postage-stamp sized lot in one of the nodes when for the same price they can probably buy a spacious lot in the ALR (with minimal enforcement of bylaws)?

4. It is our understanding that many existing wells in the area do not provide safe water and that many septic fields do not function properly. Will all areas that are approved for this higher density be required to install community water and sewer? Alternatively, will significant DCC's be applied to newly created parcels to provide funding for sophisticated down-slope water treatment plants that will be required to provide safe water to the Nanoose - Qualicum Beach corridor? If not, then this proposal should be withdrawn.

5. We have heard complaints from land owners in the area that they can't make a living on the agricultural land in Area F. Breaking it up into 2hectare parcels will guarantee that no one will make a living from the land. It's tough making a living on 3 or 4 sections of land in Alberta and Saskatchewan.

6. All this talk of reducing lot sizes is playing into the hands of land speculators. Even this proposal will raise the price of land and lock-out people with real farming intentions. If parcel size is reduced to 2 hectares you should at the same time petition the government to take the land out of the ALR. There is at least a slight chance that the RDN could do a better job of enforcing land use regulations.

We encourage the RDN to create zoning regulations for Area F that are consistent with the Official Community Plan and the Regional Growth Management Plan, and which protect the watershed so it can continue to provide sufficient, affordable, quality water to the residents of the Arrowsmith watershed now and for the foreseeable future.

Michael Jessen, P.Eng.

1266 Jukes Place (French Creek), Parksville, V9P 1W5

111. I am totally opposed to reducing parcel size from 4 hectares to 2 hectares. It shows great shortsightedness on the part of the Select Committee of Electoral Area Directors to even recommend such a move.

Land owners are aware of the "restrictions"—(safeguards would be a better term)—imposed upon the land and should appreciate that they have a responsibility to maintain it (the land) for agricultural purposes, present or potential, and not use it for a "get rich quick" opportunity.

I know there is the argument that most of the A.L.R. in question is not suitable for farming — this is nonsense — we're not talking large scale wheat growing but small scale diversified farming.

With the potential for a disaster — be it weather, environmental change, drought, war, earthquake etc — Vancouver Island must be, to as large an extent as is possible, self supporting in food production. The time may very well come that we will be totally dependent upon the small farmer. Instead of destroying any potential there is for food production in this area, all efforts should be directed towards encouraging it.

With 725 parcels of land made available for subdivision, Area F's population could possibly double, triple or even quadruple within a very short period of time — what impact would this have upon that most essential resource — water ?? — it's availability and potability would surely be dangerously compromised.

The Area Directors generally and Area F's Director in particular should be looking towards the long term — 25,30 years and beyond — and acknowledge that these parcels of 4 hectares and up must be preserved. I urge all the Directors to show some real leadership and, unpopular though it may be at this time, that they recommend the parcel size remains at 4 hectares minimum.

Sheila Emmens Errington.

112. I was on the OCP steering committee and the Agricultural sub-committee and I believe I can assure people that I have talked to would like to see it stay at 4 ha (10 acres). Most comments were that

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land isn't good enough to farm but it shouldn't be made any smaller due to water and sewer. My wife and I own approximately 12 acres and we feel that 10 acres is small enough in the rural area.

Other Comments-

I believe that Farmland needs to be saved for the future. Farmers and ALR land owners need more freedom to be able to make a living on their property without destroying it. I would like to know who decided on the set-backs. At the OCP steering committee and the Agricultural sub-committee, the setbacks were to come off the NON ALR land, not the ALR land. Acreage owners build where they are feasible, not worrying about setbacks.

Drive around area F and see how many barns and houses are too close to the property lines. They built there because it is the highest and driest place on the land. There are many places like that, mine being one of them. Our lot size is 131.16m wide and 387.76m long with a building site of 60m long and 131.16 wide on Howard Rd.

113. I DO NOT support a minimum parcel size of 2 hectares. Upon receiving the flyer indicating this proposal, my immediate thought was "Why? Who wants this? Why would "they" want it? The answer I received from the RDN was "some people have asked to have this". The flyer states it is a "recommendation from the "Select Committee of Electoral Area Directors". Why is it recommended? Who is benefitting from this "recommendation"? How was this "recommendation" arrived at?

In 1982 a Guide document was jointly published by the Ministry of Municipal Affairs and the Agricultural Land Commission in which the relationship between the ALR and local government plans and bylaws was considered. Within this document the impact of subdivision on agriculture is briefly described and the Commission's position on subdivision of land in the ALR is outlined.

"The Agricultural Land Commission does not have regulations stipulating minimum parcel sizes for land in the ALR."

But then goes on to qualify the statement, "Although there are exceptions, the Commission as a general rule, regards any subdivision of land in the ALRs as being detrimental to the agricultural use of that land. Subdivision of a specific parcel or area often creates expectations of possible subdivision over a broader area and small parcels may limit the range of agricultural options. The Commission, therefore, generally does not favour designations where the minimum lot size or density regulation is inconsistent with existing lot sizes in the area and / or is inconsistent with the intent of the Agricultural Land Commission Act."

In my understanding and in all the literature I can find, it is extremely difficult to quantify a minimum parcel size. Here are some comments from a group of Rural Planning Consultants in Australia:

A View From The Edge Issues in Rural and Metropolitan Fringe Planning

Ian Sinclair, Principal Consultant, Edge Land Planning Rural and Environmental Planning Consultants
As published in New Planner, The Magazine of the Planning Profession in NSW Number 41, December 1999

Is there a minimum lot size for agriculture? This is the Holy Grail for rural planners and one which we grapple with all of the time.

The short answer to the question is no, there is not an ideal minimum lot size for agriculture. There are a number of issues that have to be considered when trying to determine a minimum lot size.

We must distinguish between the terms 'viable' and 'sustainable' in order to discuss the issue properly. Viability, when applied to agricultural production really only applies to the economic return. However, sustainability brings in social and environmental issues as well as the economic ones. A 2 ha market garden may make a good economic return and therefore be viable or economically sustainable, but also may cause rural land use conflict and increase the nutrient load in the surrounding streams and therefore is not socially and environmentally sustainable.

Agriculture is diverse in its land needs - intensive uses do not require the same amount of land as an extensive use to be sustainable. Market gardening can be sustainable on 4 - 10 ha whilst you need in the order of 40 to 80 ha for a dairy farm.

We also have to look at the issue of the current fragmented nature of agricultural land and the problems that causes for the economic, social and environmental future of agriculture. Most of the smaller lots (concessional lots mainly of around 2 ha) are used for rural residential use, although some are used for agriculture."

So it seems that a minimum parcel size cannot and should not be arbitrarily based upon the "recommendations", or "upon the request of some people", without a very comprehensive review of the economic, social, and environmental factors affected by such a decision.

Until I know the answers to these questions, I cannot make an informed decision. I have not received an adequate response from the RDN.

I can however, recommend that the mainimum parcel size be maintained at 4 hectares, until the impacts of a smaller size can be fully studied. If viable, Minimum Lot Sizes can easily be reduced to 2 hectares in the future, however, once it is reduced, it will be virtually impossible to reverse that decision.

Please err on the side of caution and prudent planning.

Regards,
John Hildebrandt

RECEIVED



PLEASE DROP OFF, MAIL, FAX OR
EMAIL YOUR RESPONSE TO:

RDN Main Office
Toll Free: 954-3798 or 1-877-607-4111-
Fax: (250) 390-7511
Email: areafzoning@rdn.bc.ca
Mail/In Person: 6300 Hammond Bay Rd, Nanaimo,
V9T 6N2

Do you think that the Official Community Plan should support a minimum parcel size of 2 hectares (5 acres) instead of 4 hectares (10 acres) for subdivision of ALR land in Electoral Area 'F'?

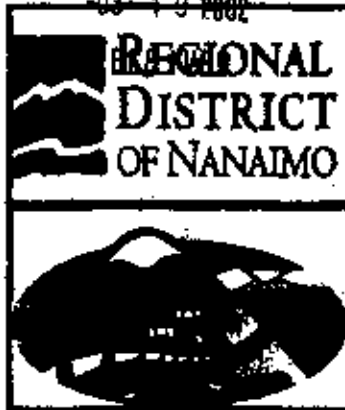
No. We must be very careful about development. The grandfathered status for those with existing needs well. When it comes to ALR land - why are we considering subdividing it at all? Isn't this more properly a consideration for "rural residential" land.

Don Kinzley
1239 Lecker Rd.
(248.6621)

Any other comments?

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03-19-2002



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Do you think that the Official Community Plan should support a minimum parcel size of 2 hectares (5 acres) instead of 4 hectares (10 acres) for subdivision of ALR land in Electoral Area 'F'?

YES I think the Community Planning should support 5 acre parcel size instead of 10 acre size for ALR land in Area F.

Mike Shaver



Mike Shaver
2225 Mils Rd.
Qualicum Beach, B.C.
PHONE (250) 753-3700

Any other comments?

From: Gerry Staff [gstaff@bcsupernet.com]
 Sent: Sunday, March 17, 2002 10:44 AM
 To: AreaZoning
 Subject: Parcel size in the ALR

As a homeowner in Area F with a 10 acre parcel I suppose I should welcome the proposal to reduce the minimum size lot to 5 acres from the present 10 acres. This would probably make my property more saleable when the time comes as it could then be sub-dividable, providing there was road access. However my concern is with the water table. With the growing population in the area, water access and the contamination of the what water there is, is already a problem. With the smaller lots, more wells will be dug, more septic fields will be laid (with or without inspections) and the problem will only worsen. Many of our present problems in Area F stem from the fact that we have virtually no zoning and little or no inspections. This would appear to be the way that many of the residents wish the situation to remain. I for one however support the need for zoning and with it, a programme for inspections, if this area is to preserve its present (past ?) rural lifestyle. Unfortunately, we appear to be in the minority so no doubt the pressures being exerted by the vociferous but marginal majority will prevail and the 5 acre minimum parcel size will go through. This I feel though will only further erode this 'rural' atmosphere that the everyone supposedly seeks to preserve. My sympathies are with the officials at RDN who are looking for ways to settle this thorny problem !!! Gerry Staff, 1850 Grafton Avenue, Errington.

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 <p>REGIONAL DISTRICT OF NANAIMO</p>	<p>PLEASE DROP OFF, MAIL, FAX OR EMAIL YOUR RESPONSE TO:</p>
	<p>RDN Main Office Toll Free: 954-3798 or 1-877-607-4111- Fax: (250) 390-7511 Email: areafzoning@rdn.bc.ca Mail/In Person: 6300 Hammond Bay Rd, Nanaimo, V9T 6N2</p>

Do you think that the Official Community Plan should support a minimum parcel size of 2 hectares (5 acres) instead of 4 hectares (10 acres) for subdivision of ALR land in Electoral Area 'F'?

Yes I believe a minimum parcel size @ 2 hectares or 5 acres is appropriate for subdivision of ALR land in Electoral Area "E"

Handwritten lines for additional response.

Any other comments?

How will we be notified of any decisions if and when they are made and what if any ramifications would result. I currently sit as a shareholder on title of 40 acres. Attempts to reduce size have resulted in costs to be heard and denials as the outcome on land which is inappropriate for agricultural purposes though have been told the ridiculous statement "You could raise chickens". I can well imagine the love of neighbors to 40 acres of chickens!!!

Beetstra, Marion

From: John Peacey [jpeacey@msn.com]
Sent: Saturday, March 16, 2002 12:08 PM
To: AreaZoning
Subject: Zoning from 10 acres to 5 acres

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I strongly disagree with the proposed change from 10 acre to 5 acre subdivision in zone f. I do not believe it's enough land to support the necessary septic and wells per lot.

- John Peacey



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Do you think that the Official Community Plan should support a minimum parcel size of 2 hectares (5 acres) instead of 4 hectares (10 acres) for subdivision of ALR land in Electoral Area 'F'?

*Do not change parcel size any smaller than
6 hectares*

*Robert Earl Ware
Lot 69 DL 179 nanaimo Dist.
P.O. Box 50, Ervington B.C.
1366 Middleton Rd. V9R 9V0*


 <p>REGIONAL DISTRICT OF NANAIMO</p>	<p>PLEASE DROP OFF, MAIL, FAX OR EMAIL YOUR RESPONSE TO:</p>
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Do you think that the Official Community Plan should support a minimum parcel size of 2 hectares (5 acres) instead of 4 hectares (10 acres) for subdivision of ALR land in Electoral Area 'F'?

YES

Any other comments?

WE THINK ITS A GREAT IDEA
HOPE IT GOES THROUGH.

 REGIONAL DISTRICT OF NANAIMO	RECEIVED MAR 19 2002 REGIONAL DISTRICT	PLEASE DROP OFF, MAIL, FAX OR EMAIL YOUR RESPONSE TO:
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Do you think that the Official Community Plan should support a minimum parcel size of 2 hectares (5 acres) instead of 4 hectares (10 acres) for subdivision of ALR land in Electoral Area 'F'?

There are few small parcels of land that can support any agricultural endeavor I see ones division say Agricultural Land as a real estate grab and believe that B.C. needs a stronger agriculture sector not a more dilute one.

Four Hectares should be the bare minimum

Any other comments?

We can grow vegetables and animals plus if we want grow trees + fish



CHAIR	GMCrs
CAO	GMDS
GMCmS	GMES
	<i>Call</i>

MEMORANDUM

TO: Neil Connelly
General Manager, Community Services

DATE: March 18, 2002

FROM: Christina Thomas
Senior Planner

FILE:

**SUBJECT: GROWTH MANAGEMENT PLAN MONITORING PROGRAM -
SCOPE AND APPROACH**

PURPOSE

To obtain the Board's direction regarding the scope and approach of the RDN program to monitor the Growth Management Plan, including the role of the Performance Review Committee.

BACKGROUND

The Regional District of Nanaimo is obligated to monitor its Growth Management Plan. The Local Government Act states that "a regional district that has adopted a regional growth strategy must (a) establish a program to monitor its implementation and the progress made towards its objectives and actions; and (b) prepare an annual report on that implementation and progress". The Master Implementation Agreement, between the Regional District and the Province, also commits the RDN to "establish a program to monitor Plan implementation and prepare an annual progress report".

The Regional District's program to monitor its Growth Management Plan has evolved and expanded over time. Initially the Regional District satisfied the requirement to report on Growth Management Plan implementation progress with the preparation of an annual report for 1997 by staff that was based on 'in-house' information and data, not on 'indicators' or 'indicator data'. No committee was involved in the 1997 report.

The Performance Review Committee (PRC), a citizen committee chaired by the Regional Board Chair, was established in 1998 with the Board's approval of Terms of Reference for the Committee (*Attachment 1*). The Committee was initially comprised of one member from each advisory planning commission in the region. The Committee now includes eight member municipality residents and 8 electoral area residents, pursuant to amendments made to the Committee's Terms of Reference in 2000 and in response to the Board's decision to dissolve electoral area advisory planning commissions. The Terms of Reference for the Committee state that the Committee's mandate is "to design and implement monitoring indicators that measure progress towards meeting the RGMP goals," and that "the primary role of the PRC will be to report to the Regional District of Nanaimo Board on a regular basis on matters involving the monitoring of the implementation of the Regional Growth Management Plan and evaluating the Plan's effectiveness".

The Committee has prepared annual reports for 1998, 1999, and 2000 in conjunction with staff. The first two reports were based primarily on subjective data about the Plan policies, not 'indicators' or 'indicator data'. At the Committee's request, the Regional Board provided a one-time budget of \$50,000 (of which \$25,000 was a grant provided by the Province) in 2000 to obtain consulting resources to help identify 'indicators' and obtain baseline data for the 'indicators'. The third report prepared with the Committee,

the 2000 report, is based on the 'indicators' selected by the Committee at the two workshops conducted as a part of that project (*Attachment 2*) and the baseline 'indicator' data obtained.

Given the evolution of the monitoring program over the last five years there is a need for the Board to provide direction regarding the long-term approach to the program. A set of 'indicators' that can be used to monitor Plan progress has essentially been developed and only requires fine-tuning. The program now basically involves the collection, analysis and reporting on the indicator data annually, in the form of written reports published and disseminated by the Regional District. Also, the membership terms of all 16 PRC members expire in July of 2002.

In recognition of the fact that the Regional District's program to monitor the Growth Management Plan had reached a 'decision point' and an awareness that some members of the PRC had expressed discontent regarding how the Regional District is fulfilling its Growth Management Plan monitoring requirement, the RETHINK GROUP was retained to conduct one-on-one telephone interviews with each member of the PRC in November of 2001. The purpose of the interviews was to examine the current terms of reference for the PRC and to evaluate work done to date, with the intent to developing a viable, long-term approach to monitoring the Growth Management Plan. The complete results of these interviews were presented to the PRC on November 19, 2001 and are available at the Community Services Department in the RDN Administration office. Opportunities were provided for the PRC to provide feedback about the interview results and the monitoring program at PRC meetings on November 19, 2001, January 31, 2002, and February 27, 2002. (*The Board received minutes for these meetings at its December, February and March meetings*). Staff presented three preliminary options for the Growth Management Plan Monitoring Program to the Committee at the January 31st meeting for Committee discussion.

The interview results, and previous Committee meeting discussion, highlight several key issues, from staff's perspective, that need to be considered in developing a viable approach to monitoring the Growth Management Plan, as follows:

1. ***There is a lack of linkage between monitoring reports and Regional Board decision-making.*** Each year the annual report has been forwarded to the Board for receipt as a part of the regular Board agenda. Limited opportunities have been provided for the PRC to present the annual report to the Board in person or discuss the results of the report with the Board. The Board's key involvement in the PRC work is through the participation of the Board Chair as the Committee Chair.
2. ***There is a mismatch between resources available to the Growth Management Plan Monitoring Program and program demands.*** To date, the only specific budget that has been allocated to the project is a one time project budget of \$50,000, for the purpose of retaining consulting services to work with the PRC to select 'indicators', to purchase the baseline data for the indicators, and to establish a database to store and analyze the indicator data. The budget and staffing resources have been able to resource the Committee work to date on a limited basis. The program requires ongoing funding and the allocation of staff resources. The amount of funding and staff resource required is a function of the scope and approach of the monitoring program.
3. ***There is a mismatch between committee membership and responsibilities, or there is a need for Committee training, or there is a need to reconsider whether a Committee is vital to the Growth Management Plan Monitoring Program.*** The Terms of Reference for the Performance Review Committee provide for a set of responsibilities that require substantial technical knowledge and experience (i.e. planning concepts and terminology, legislation, plan monitoring concepts and methodology, statistical interpretation, public consultation, etc.) yet the membership criteria for the Committee do not require such technical knowledge and experience. The Terms of Reference also

provide the Committee with an advisory responsibility on topics typically allocated to elected officials such as the Board (i.e. recommendations regarding decision making and policy). Some members have expressed difficulty in fulfilling these responsibilities, and have requested training in some of the above noted areas. Staff has attempted to address this request by delivering presentations about planning concepts and by providing members with written information about planning. Committee member attendance at meetings has been somewhat irregular since the completion of the indicator selection workshops in the Fall of 2000.

4. ***There has been a lack of public involvement and public interest in the Growth Management Plan Monitoring Program.*** Each year the RDN has published annual reports on progress towards the Plan vision and goals and made the availability of the report publicly known through advertisements in newspapers, the Regional Perspectives newsletter, and the RDN web site. Additionally, the reports for the last two years have been posted on the RDN web site. Web site visitation statistics indicate that the reports have attracted relatively few viewers. Hard copies of the reports have been provided to individuals free of charge on a request basis. The number of reports requested has increased from less than 25 copies to approximately 700 copies of the report per year, since 1997. As a result of the low level of public awareness of the program to date, the findings of the reports have likely had minimal impact. Dialogue with residents about the topic has been limited to discussions with the Performance Review Committee, a committee of 16 residents.

The Regional District has discretion regarding how it fulfills the obligation to monitor the Growth Management Plan. It could choose to fulfill the minimum requirements of this obligation by requesting staff to prepare annual reports on Plan implementation and progress towards Plan objectives and actions based on data and information readily available in-house at no cost (a relatively basic approach, such as 1997 Annual Report on the Growth Management Plan). At the other extreme, it could fulfill the obligation by establishing a more comprehensive monitoring program that involves 'indicators', the purchase or acquisition of data for the 'indicators', citizen or other committee involvement in the preparation of reports, the design and publication of reader-friendly visually appealing reports, public distribution of the report, and public events regarding the Growth Management Plan and Plan implementation progress. In general, the sophistication and comprehensiveness of such a program is directly proportional to the cost of the program, the more comprehensive a monitoring program is the greater the expense and time required to prepare the reports.

There are many options available for the Board to choose to fulfill its obligation to monitor the Growth Management Plan. The options can be defined in terms of the amount and type of data used to prepare reports, how the report is written, the design and layout of the report, the method the report is published, the method the report is distributed, and the method public involvement.

Kelly Daniels, CAO, met with two representatives of the Performance Review Committee on March 4, 2002 at the representatives' request. The representatives submitted a list of questions, the committee's concerns, and the committee's suggestions (*Attachment 3*). The approach proposed by Committee representatives would include:

- the Committee's formation of sub-committees that would meet on a regular basis;
- the sub-committees would drive the agenda, the process and the minutes of the meetings;
- staff providing the resources requested and required of the sub-committees;
- the sub-committees reporting to the entire Committee every two months or more frequently if required;
- the Committee appointing a Chair from among its members (presently one of the Board members is the Committee chair);

- the RDN would provide a meeting place for all sub-committee and Committee meetings.
- The approach proposed by the Committee appears to have most in common with Alternative 4, described below.

How Regional Growth Strategy Monitoring Requirements Are Fulfilled in Other Jurisdictions

The Greater Vancouver Regional District (GVRD) appears to have the most comprehensive regional growth strategy monitoring program. The GVRD prepares and publishes professionally designed and printed reports that are based on a wide range of data that is available in house. Reports are made available on the GVRD web site and on a request basis. The GVRD has staff specifically dedicated to data collection and analysis. At the other extreme, the Central Okanagan and Thompson Nicola Regional Districts have yet to issue an annual report on their regional growth strategy progress. None of the regional districts currently develop annual reports in conjunction with a citizen committee or hold public events to publicize and get feedback about progress towards regional growth strategy vision and goals as a part of their regional growth strategy monitoring programs.

ALTERNATIVES

Four alternative methods of fulfilling the requirement to monitor Growth Management Plan implementation and progress towards Plan objectives and actions are provided for the Board's consideration:

1. A **basic** monitoring program that includes:
 - satisfying the minimum requirements through the preparation of annual reports based on data and information that is available in-house;
 - a very basic report design that is photocopied and made available to the public through the RDN web site and on request;
 - no committee or public events.
2. A **mid-level** monitoring program that includes:
 - the preparation of annual reports based on basic Census and other data for the indicators (not specific customized Census data);
 - staff as the author of the annual report;
 - a professionally designed report that is printed and made available to the public through the RDN web site and delivery (like the Regional Perspectives);
 - no committee;
 - 1 or 2 annual public events.
3. An **enhanced mid-level** monitoring program that includes:
 - the preparation of annual reports based on basic Census and other data for the indicators (not specific customized Census data);
 - staff as the author of the annual report;
 - a professionally designed report that is printed and made available to the public through the RDN web site and delivery (like the Regional Perspectives);
 - a committee that meets a maximum of 4 times per year and has the specific role of providing a committee perspective on the draft annual report and providing advice regarding the 1 or 2 annual public events;
 - 1 or 2 annual public events.

4. A **comprehensive** monitoring program that includes:
- the preparation of annual reports based on basic Census data, other data, specific customized Census data, plus potentially a wide range of other data not necessarily specific to the indicators chosen;
 - a committee role in the authoring the annual report;
 - a professionally designed report that is printed and made available to the public through the RDN web site and delivery (like the Regional Perspectives);
 - a committee that meets approximately 12 times per year; and
 - 1 or 2 annual public events.

FINANCIAL IMPLICATIONS

All of the options have financial implications for the Regional District. All the alternatives require staff time to obtain and analyze data, to develop graphic materials to illustrate the data, and to develop the annual report, and as such the cost of this work is not included in the cost assessment for each alternative. However, it should be noted that, in general, the more data that is desired in the report the more time it would take to obtain the data, analyze it, produce graphical representations of the data, and write the accompanying report. Alternative 1 requires the lowest amount of financial resources at approximately \$170 per year. Alternative 2 requires approximately \$24,000 per year. Alternative 3 requires approximately \$33,300 per year (\$9300 more than Alternative 2, because it provides for 4 committee meetings). Alternative 4 requires the most financial resources, at a minimum of approximately \$55,400 per year. The financial implications of each option are detailed in the following table:

COST COMPONENTS	ALTERNATIVE 1 (\$ YEAR)	ALTERNATIVE 2 (\$ YEAR)	ALTERNATIVE 3 (\$ YEAR)	ALTERNATIVE 4 (\$ YEAR)
Data	0	2000 (basic Census & other data, no specialized Census tables)	2000 (basic Census & other data, no specialized Census tables)	2000 /year for basic Census data, plus \$3500 in Census years for each special data table requested, plus an undetermined additional amount, but could be very costly
Design & Layout	0	5000	5000	5000
Method of Publishing	70	2000	2000	2000
Method of Report Distribution	100	5000	5000	5000
Committee Involvement	0	0	9300	12 meetings @ \$2325 per meeting = 27,900
Public Meeting	0	10,000	10000	10,000
Estimated Total Annual Cost	170	24,000	33,300	Minimum of 55,400 (assuming a maximum of \$5500 spent on data)

The Regional Development Services budget for 2002 does not provide for the budgetary requirements of the monitoring programs pursuant to Alternatives 2, 3, and 4. Appropriate budgets, as identified above, would need to be allocated to the monitoring program in the budgetary process in future years in order to undertake the work program described in Alternatives 2, 3 and 4.

PUBLIC CONSULTATION IMPLICATIONS

All of the options involve a level of public consultation.

Alternative 1 provides the least opportunity for public consultation, as annual reports would only be circulated to residents on an “as requested” basis, the report design would likely not be as reader-friendly or attractive to a general audience, and there would be no committee or public events.

Alternative 2 provides for the production of a reader-friendly annual report that is likely to be attractive to a broad audience, as well as an equal opportunity for every interested resident in the region to become involved in the Plan monitoring initiative, through receipt of the annual report by every household in the region and an opportunity to participate in annual public events. Public events would provide an opportunity for all interested individuals to share their perspectives about the Growth Management Plan and progress towards the Plan vision and goals. Public events have the possibility of raising the profile of the Growth Management Plan in the general public and generating more interest in it. Public events would also provide an equal opportunity for all individuals interested in the topic to participate and share their perspective. Such events could include guest speakers and other components that would appeal to the general public.

Alternative 3 provides for a greater amount of public consultation than Alternative 2. It provides for the same public consultation as Alternative 2, plus an opportunity for a small, select committee to meet a maximum of four times per year for the specific purpose of providing another perspective on the draft annual report and providing advice about the annual public events to be conducted.

Alternative 4 provides for the greatest amount of public consultation as it provides for the same public consultation as Alternative 2, plus an opportunity for a small, select committee that meets a maximum of 12 times per year to be more directly involved.

WORK PROGRAM IMPLICATIONS

All of the options have work program implications.

Regardless of the alternative selected, the Regional District needs to fulfill its requirement to report on progress towards Growth Management Plan implementation in 2001. Given that the Growth Management Plan is currently being reviewed and the full package of the 2001 Census of Canada data is not yet available (only total population counts are available at the present time), it is proposed that staff prepare an abbreviated, basic report on Growth Management Plan implementation activities undertaken or completed in 2001, such as was completed in 1997 (i.e. a report not based on the indicators selected).

Selection of Alternatives 3 or 4 necessitates an additional requirement, to develop terms of reference for the committee referred to in these options, for consideration and approval by the Board. The current terms of reference for the Performance Review Committee are out of date, and consideration needs to be given to such components as membership criteria, membership term, roles and responsibilities, decision making and resources, in order to better respond to the Board’s direction and to some of the issues described earlier in the report.

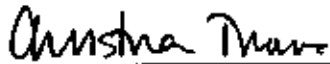
CONCLUSION

Four alternative methods of fulfilling the requirement to monitor Growth Management Plan implementation and progress towards Plan objectives and actions are provided for the Board’s consideration. Alternative No. 3 is recommended. It supports an **enhanced mid-level** monitoring program that includes the preparation of annual reports by staff about Plan progress that are based on basic Census and other standard data for the indicators chosen to date (with some refinements to the indicators where necessary, but no specialized Census tables), a professionally designed report that is printed and made available to the public through the RDN web site and delivery to every household in the region (like the

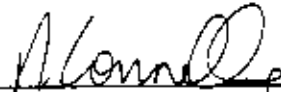
Regional Perspectives), a committee that meets a maximum of four times per year and has the specific role of providing another perspective on the draft annual report and providing advice regarding the annual public events, and one or two annual public meetings that all interested residents in the region may attend and participate in instead of a committee. In staff's assessment, Alternative 3 is the most cost effective use of limited resources to prepare an annual report, to inform the public about Growth Management Plan implementation progress, and to provide opportunities for all interested individuals to contribute their perspectives about Growth Management Plan implementation progress and learn more about the Plan (either through receipt of the annual report, attendance at an annual public event, or committee membership).

RECOMMENDATION

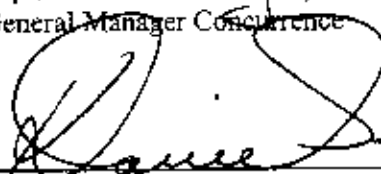
That the Regional District fulfill its obligation to monitor Growth Management Plan implementation and progress towards Plan objectives and action by pursuing an **enhanced mid-level** monitoring program, including staff's preparation of terms of reference for a new committee, as described in Alternative 3.



Report Writer



General Manager Concurrence



CAO Concurrence



Background

In January 1997, the 'Growth Management Plan for the Regional District of Nanaimo' was adopted, establishing goals and policies to guide the development of the Regional District over the next 25 years. The Plan articulates a vision of a desirable future and a strategy for attaining this vision for the Board and residents in the Regional District.

Following the adoption of the Plan, the Regional District of Nanaimo committed to moving into the 'implementation' phase of the growth management initiative. As part of this phase, the RDN entered into a Master Implementation Agreement (MIA) with the province. The purpose of the Agreement is to:

- provide for ongoing consultation between the RDN and province to achieve the goals of the Growth Management Plan;
- address areas of concern that require priority attention; and
- identify areas where further work or specific implementation agreements may be required.

While the Agreement recognizes that the active support of the RDN, the City of Nanaimo, City of Parksville, Town of Qualicum Beach, provincial agencies and crown corporations is required for the Growth Management Plan to succeed, the Agreement also acknowledges that the public has a critical role in Plan implementation. Public consultation to date has occurred through a series of round table discussions, numerous information meetings, several workshops, two public hearings, and numerous staff presentations to groups and organizations.

As the Plan moves from the 'adoption' stage to the 'implementation' phase, the requirement for public involvement moves from ad-hoc opportunities to the need for ongoing, active, consistent involvement to ensure that the goals identified through the public process to date are implemented through RDN projects and initiatives. The Municipal Act also requires that the Regional District establish a program to monitor Plan implementation and progress and prepare an annual report. To achieve greater public involvement in the plan and measure progress toward goal achievement, a 'Performance Review Committee' is proposed to be created.

Mandate of Committee

The Regional District of Nanaimo will establish a Performance Review Committee to design and implement monitoring indicators that measure progress toward meeting RGMP goals.

The primary role of the Performance Review Committee will be to report to the Regional District of Nanaimo Board on a regular basis on matters involving the monitoring of the implementation of the Regional Growth Management Plan and evaluating the Plan's effectiveness.

Committee Roles and Responsibilities

PRC members shall be expected to perform the following roles:

Advisory Role:	Monitoring Role:
<ul style="list-style-type: none"> • recommendations on new mechanisms for consulting with residents; • liaise between their local communities and the RDN, providing recommendations on increasing residents' awareness of the RGMP and associated studies; • communications and media relations; • formation of smaller ad-hoc committees for specific issues; • advice on structure and content of annual reports; • input and feedback on RGMP documents. 	<ul style="list-style-type: none"> • reviewing background information related to monitoring the RGMP; • selecting key objectives from the Plan which provide direction for evaluating the implementation of the goals and strategies of the RGMP; • identifying available and measurable indicators related to key objectives; • recommendations on measuring the 'success' of goal achievement through benchmarks and performance indicators; • compilation of list of indicators to be used in annual reports to evaluate progress toward goal achievement; • ongoing evaluation of indicators to ensure that quality data is available to support the indicators; that data is available for the entire region; and that data can be compiled at an accurate scale or measure.

Committee members shall be expected to commit to the following responsibilities:

- Work productively toward the implementation of the Regional Growth Management Plan;
- Establish information requirements and parameters of RGMP monitoring mechanisms;
- Assist in the preparation of annual reports;
- Prepare, an assessment of the monitoring mechanisms and progress toward goal achievement, to be presented annually to the Regional District of Nanaimo Board; and
- Attend meetings, workshops and other functions, as required.

The PRC members may be requested to assume other roles and responsibilities in addition to those noted above, as directed by the Board of the Regional District of Nanaimo.

Membership Criteria/Selection

The Committee will consist of a maximum of 16 members, with eight electoral area residents and eight member municipality residents. In addition, the Chair of the Regional District of Nanaimo Board will serve as chair for PRC meetings and act as a voting member.

Membership criteria will include:

- willingness and ability to commit to volunteering the necessary time over a two year period;
- Interest in the future of the Regional District of Nanaimo;
- willingness and ability to consider issues from both a regional and local perspective;
- skills and experience related to roles and responsibilities of the PRC;
- ability to work toward consensus with people who hold different views.

Selections will seek to create an appropriate balance and mix of people:

- from across the region;
- of various ages, genders, and other demographic characteristics;
- with a variety of interests and perspectives on social, environmental and economic issues.

Term

Members will be appointed by the RDN Board to a two year term.

Members who miss three consecutive meetings may have their membership revoked at the discretion of PRC.

Members may apply for re-selection at the end of their term appointment, with re-appointment subject to Board approval.

No alternatives or substitute member appointments will be required.

It is expected that committee members will commit to attending 3 to 4 meetings each year (it is possible that a greater commitment may be required in 1998 as the committee's work program is developed).

Decision Making

Decisions on recommendations to the RDN Board will be made by consensus, whenever possible. If necessary, votes may be taken, and minority reports may be submitted to the Board in addition to the majority opinion.

PRC meetings will be open to the public, however non-PRC members will not have speaking or voting rights. The chair of the PRC may recognize non-PRC members as a delegation and allow them a time-limited opportunity to present to PRC on an issue directly relevant to PRC's mandate. Minutes, reports and recommendations from PRC meetings will also be made public and will be available for viewing at the Community Services Department.

Resources

The Regional District of Nanaimo's Community Services Department will provide staff resources to the PRC including arranging meetings, agendas, minute taking, distribution of materials, and other administrative functions. Any budget requirements for the PRC will be included within the budget of the Community Services Department and subject to the normal annual review and approval process by the Regional District of Nanaimo Board.

GROWTH MANAGEMENT PLAN: INDICATORS OF PLAN PROGRESS

GOAL 1: STRONG URBAN CONTAINMENT

- Population density inside and outside Urban Containment Boundaries.
- Amount of land inside and outside Urban Containment Boundaries.
- Number of applications to change Urban Containment Boundaries.

GOAL 2: NODAL STRUCTURE

- The proportion of housing types within designated nodes.
- The diversity of amenities in designated nodes.
- Housing within 400 metres of retail facilities, services, schools, greenspace, and bus stops.
- Housing tenure, affordability, and demographic groups served by nodes.

GOAL 3: PROTECTION OF RURAL INTEGRITY

- Percentage of rural land in different designations.
- Actual use on rural resource lands.
- Resource industry employment by sector.

GOAL 4: ENVIRONMENTAL PROTECTION

- Drinking water – annual number of samples testing positive for fecal coliform.
- Quality of treated effluent from sewage treatment plants.
- Number of public bathing site closures.
- Number of shellfish harvesting closures.
- Percent of land protected, by type and jurisdiction.
- Air quality – ground level ozone and PM2.5.
- Percent of watercourses protected by development permit area designation.
- Percent of shoreline length having intact adjacent vegetation.

GOAL 5: IMPROVED MOBILITY

- Number of bus riders.
- Mode of transportation to work.

GOAL 6: VIBRANT AND SUSTAINABLE ECONOMY

- Unemployment rate.
- Migration by age and education.
- Educational attainment levels.
- Type of occupations.
- Post-secondary specialization.
- Income distribution.
- Households spending over 30% of their income on housing.

GOAL 7: EFFICIENT SERVICES AND RESOURCE USE

- Liquid waste generation.
- Amount of garbage to landfill and amount recycled per resident.
- Serviced households per kilometer of both sanitary sewer line and water line, inside Urban Containment Boundaries.

GOAL 8: COOPERATION AMONG JURISDICTIONS

- Narrative description of senior government decisions contrary to official community plans.
- Narrative description of annual initiatives to support and implement the Growth Management Plan involving the Regional District of Nanaimo.

RDN - Growth Management Plan

Performance Review Committee

Questions:

- Why does staff recommend disbanding the committee?
 - a) Cost?
 - b) Inefficient use of staff resources?
 - c) Format is not working, i.e. unrealistic or too cumbersome?
 - d) Inadequate community representation and input?
 - e) Lack of interest by committee members?
 - f) Too many expectations and questions asked by committee members?
 - g) Too many demands from committee members?
 - h) Other?

Committee's Concerns:

- Terms of Reference not followed, i.e. reporting directly to the Board on a regular basis.
- Process is staff driven, i.e. committee has no input in format, agenda, minutes, etc. Staff should provide the resources not drive the process.
- Lack of results and subsequent lack of attendance, participation and interest by committee members.
- Suggestions and recommendations made by members are not reflected in the minutes and are not followed/implemented.
- Committee should appoint chairman from the members.
- Some members feel that the selection of the consultants did not reflect the direction the committee had selected. Committee input could have been provided during the consultant selection process,
- Historical data were requested but not provided, i.e. Health and Economic indicators are readily available at low cost.
- The committee did not have the opportunity to review the final draft of the 2000 Annual Report.

RDN - Growth Management Plan

Performance Review Committee

Committee's Suggestions:

- The committee should be restructured into smaller sub committees consisting of a group of members with specific interest and expertise. This would regenerate the interest of the members and would create a real sense of accomplishment and ownership of the process.
- The sub committees should drive the agenda, the process and the minutes of their meetings. RDN staff should only provide the resources requested and required by the sub committee.
- The sub committees should meet on a regular basis and should be provided a regular meeting place.
- The sub committees should report the entire PRC every two months or more frequently if required.
- The full committee would then only meet on a less frequent basis resulting in reduced demand on staff resources.
- Sufficient time should be allowed to complete the process.
- Terms of reference should be followed at all times.
- The committee members do not feel that proposed process of public events would generate more input from the general public. The committee is of the opinion that it represents and reflects the interest the community and that seeking broader community input would not be successful.
- Appointment terms of committee should be staggered to assure continuity.
- The committee believes that the above suggested restructuring would result in:
 - a) A reduced, more appropriate and more efficient use of staff and other resources.
 - b) A more satisfactory and rewarding role for the committee members.
 - c) A more efficient planning, measuring and monitoring process.



REGIONAL DISTRICT OF NANAIMO			
MAR 19 2002			
CHAIR		GMCrs	
CAO		GMDS	
GMCmS		GMES	
		Co. DATE	
		FILE:	

MEMORANDUM

TO: N.Avery
Manager, Financial Services

FROM: Wayne Thexton
Senior Accountant

March 6, 2002

SUBJECT: Report on the 2001 Audited Financial Statements

PURPOSE

To provide comments on the financial performance of the Regional District of Nanaimo for the fiscal period ending December 31, 2001.

BACKGROUND

Staff are pleased to present to the Board the audited financial statements for the year ending December 31, 2001. Bound copies have been distributed to the members - this report will comment on highlights of the District's financial performance.

The consolidated statements have been prepared following the recommendations of the Public Sector Accounting and Auditing Board (PSAAB) and include financial activity from the General Revenue Fund, the Capital Fund, and the Reserve Fund. The Regional District maintains a system of internal accounting controls designed to provide reasonable assurances for the safekeeping of assets and the reliability of financial records. The objective of the statements is to fairly present the financial position of the Regional District. The audit firm of McGorman Maclean is responsible for reporting to the Board the results of their audit. Their audit opinion letter is attached as part of this report.

Appendix A - Consolidated Statement of Financial Activities

The consolidated Net Revenues from operating activities was \$3,153,372 in 2001 (2000, \$969,677). The increase over 2000 was largely revenue driven and breaks down as follows:

Increase in:

Property taxes	\$	625,000
Operating Revenue	\$	1,236,600

Note that for presentation purposes debt payment obligations related to municipal members are included both in total revenues and total expenditures, but are equal and have no impact on the operating activities of the Regional District (2001, \$2,863,867 - 2000, \$5,137,289)

Appendix B - Revenue Fund Schedule of Revenues and Expenditures

This schedule captures the results of activities that form the basis of the annual operating budget. The primary difference between this schedule and the consolidated statement is that proceeds from new debt issues and interest credited to reserves and capital funds are not reported as operating activities. For example, short and long term borrowing (Financing Activities Appendix A) provided \$2,356,358 and total interest income was \$1,004,212 of which \$315,177 was allocated to the Revenue Fund for operating purposes.

2001 operating revenues were better than forecast. While landfill disposal fees were about \$500,000 less than budgeted, transit fares and building permits exceeded expectations (\$464,000 and \$107,000 respectively). Transit ridership has increased about 12% over 2000 and we now carry over 2,000,000 passengers per year. 2001 service improvements included additional hours on Sundays and an express service from Chase River to North Nanaimo, which now carries about 550 people daily. Most recently the Transportation department's bus drivers were nominated for the Nanaimo Chamber of Commerce Sterling Customer Service Award.

Appendix C - Consolidated Statement of Financial Position

The Net Financial Liabilities consolidated balance of \$1,707,339 (2000, \$4,818,900) (Page 3 of the Annual Financial Report) represents the overall future revenue requirements needed to pay for past transactions. The 2001 Fund Balances position as at December 31, 2001 was \$22,886,602 compared to \$18,901,316 in 2000, an increase of \$3,985,286. The individual fund positions were as follows:

Fund Name	Ending 2000	Change in Year	Ending 2001
General Revenue Fund	\$ 4,984,189	\$ 905,872	\$ 5,890,061
Reserve Accounts	348,682	1,753	350,435
Reserve Funds	<u>14,862,784</u>	<u>867,629</u>	<u>15,730,413</u>
	<u>5,211,466</u>	<u>869,382</u>	<u>16,080,848</u>
Capital and Loan Fund	(1,294,339)	2,210,032	915,693

Long-term debt outstanding for Regional District services increased from \$21,222,236 in 2000 to \$21,775,000 in 2001. New debt in the amount of \$2,389,202 was issued in 2001 to cover costs expended for the construction of the Nanoose Bay Bulk Water Northwest Bay Road water main and the San Pareil Water System improvements.

Appendix D - Schedule of Reserve Fund Balances

Regional District Reserve Funds increased by \$867,629 in 2001. This change included the following transactions:

Sources

- \$537,139 - transferred in from the Revenue Fund
- \$688,486 - interest earnings
- \$34,411 - debt surplus refunds from the Municipal Finance Authority
- \$15,900 - developer cash-in-lieu of parkland dedication

Uses

- \$130,185 - Nanoose Bay Volunteer Fire Department fire truck
- \$264,389 - Dashwood Volunteer Fire Department fire truck.
- \$10,371 - feasibility study costs

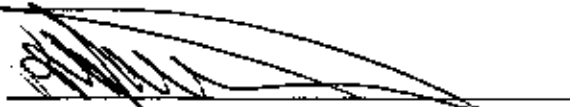
Appendix E- Schedule of Development Cost Charges

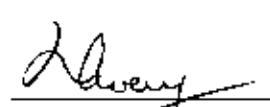
Development Cost Charge Fund activity was somewhat lower than in 2000. \$742,061 was collected in 2001, down slightly from \$867,189 in 2000. The total DCCs collected to December 31st, 2001 stands at \$3,932,172.

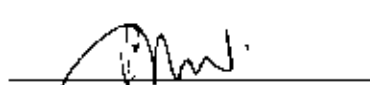
The financial statements have, in staff's opinion, been properly prepared within the framework of the accounting policies applicable to local government entities. These statements present, in all significant respects, the financial position of the Regional District of Nanaimo as at December 31, 2001.

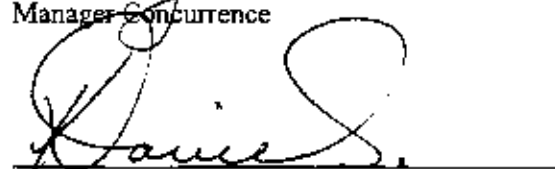
RECOMMENDATION

That the report on the audited financial statements for the year ended December 31, 2001 be received.



Report Writer

Manager Concurrence

General Manager Concurrence

C.A.O. Concurrence

COMMENTS:

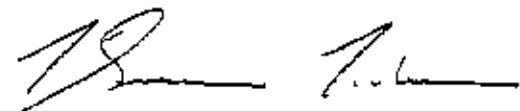
AUDITORS' REPORT

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, 2001 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 Regional District's management. 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 financial statements present fairly, in all material respects, the financial position of the Regional District as at December 31, 2001 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles for British Columbia municipalities.



Chartered Accountants

Parksville, Canada
February 20, 2002

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2001

	<u>Budget</u>	<u>2001</u>	<u>2000</u>
Revenues			
Property taxes	\$ 19,633,380	\$ 19,633,380	\$ 19,008,056
Grants in lieu of taxes	186,616	159,781	221,409
Operating grants	3,611,351	3,387,063	3,354,259
Operating revenues	11,747,304	11,865,502	10,620,226
Developer contributions	-	27,027	27,537
Other	169,415	298,181	231,144
Interest on investments	300,000	1,004,212	1,197,255
Debt recoveries from member municipalities	2,859,360	2,863,867	5,137,289
MFA debt surplus refunds	-	303,018	158,318
	<u>38,507,426</u>	<u>39,542,031</u>	<u>39,953,493</u>
Expenditures			
General government services	2,628,955	1,083,744	1,195,609
Planning and development	2,552,622	2,204,213	1,859,476
Environmental services	18,456,573	12,197,204	13,067,556
Utility services	3,409,009	2,683,634	3,773,431
Transportation services	7,949,083	8,340,966	7,528,641
Protective services	1,526,491	1,909,694	1,432,209
Parks, recreation and culture	5,362,568	5,105,337	4,989,605
Debt payments for member municipalities	2,859,360	2,863,867	5,137,289
	<u>44,744,661</u>	<u>36,388,659</u>	<u>38,983,816</u>
Net Revenues (Expenditures)	<u>(6,237,235)</u>	<u>3,153,372</u>	<u>969,677</u>
Add:			
Financing activities			
Short-term and long-term debt issued	-	2,356,358	8,837
Trade payable repayments	-	(8,837)	(48,138)
Debt actuarial adjustments	(430,064)	(462,785)	(389,827)
Debt principal repayments	(1,419,195)	(1,419,172)	(1,448,316)
Increase (Decrease) in long-term financing	<u>(1,849,259)</u>	<u>465,564</u>	<u>(1,877,444)</u>
Unfunded expenditures:			
Employee benefits	-	77,275	-
Landfill closure and post closure costs	-	289,075	103,848
	<u>-</u>	<u>366,350</u>	<u>103,848</u>
Change in Fund Balances	<u>\$ (8,086,494)</u>	<u>3,985,286</u>	<u>(803,919)</u>
Fund Balances, beginning (Pg 3)		<u>18,901,316</u>	<u>19,705,235</u>
Fund Balances, ending (Pg 3)		<u>\$ 22,886,602</u>	<u>\$ 18,901,316</u>

**REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
SCHEDULE OF REVENUE AND EXPENDITURES
AS AT DECEMBER 31, 2001**

	Corporate Services (Schedule A)	Development Services (Schedule B)	Community Services (Schedule C)	Environment Services (Schedule D)	Actual 2001	Budget 2001	Actual 2000
REVENUES							
Tax requisition	\$ 3,525,768	\$ 1,202,197	\$ 5,965,911	\$ 8,939,504	\$19,633,380	\$19,633,380	\$19,008,056
Grants	-	65,630	3,275,588	45,845	3,387,063	3,611,351	3,354,259
Grants in Lieu	43,295	4,455	36,193	75,838	159,781	186,616	221,409
Interest	315,177	-	-	-	315,177	300,000	426,674
Permit fees & other	-	533,507	95,249	-	628,756	433,080	578,215
Operating revenues	-	207,311	3,842,460	2,560,330	6,610,101	6,181,854	6,066,259
Disposal fees	-	-	-	5,091,004	5,091,004	5,600,000	4,473,672
Other	4,626,675	-	-	180,097	4,806,772	4,659,867	6,783,888
	<u>8,510,915</u>	<u>2,013,100</u>	<u>13,215,401</u>	<u>16,892,618</u>	<u>40,832,034</u>	<u>40,608,168</u>	<u>40,912,432</u>
EXPENDITURES							
General administration	517,977	369,280	1,562,097	891,862	3,341,236	3,450,759	3,089,027
Professional fees	187,979	284,056	268,971	508,436	1,249,442	1,811,319	1,004,704
Community grants	69,557	-	68,293	-	137,850	142,906	156,500
Legislative	190,946	-	-	-	190,946	213,565	187,121
Recreation program costs	-	-	159,510	-	159,510	269,696	201,328
Equipment operating	85,156	9,753	57,146	-	152,055	162,342	145,605
Building operating	110,569	40,074	396,676	219,238	766,557	846,211	750,085
Vehicle operating	85,667	15,918	1,791,299	888,433	2,781,317	2,838,651	2,878,208
Other operating	59,613	120,312	308,006	6,140,734	6,628,665	6,410,669	6,581,874
Wages & Benefits	1,339,121	1,176,319	7,005,878	3,203,054	12,724,372	12,885,377	12,013,299
Capital purchases	369,052	59,121	370,138	952,651	1,750,962	3,474,182	1,664,203
	<u>3,015,637</u>	<u>2,074,633</u>	<u>11,988,014</u>	<u>12,804,428</u>	<u>29,882,912</u>	<u>32,505,676</u>	<u>28,691,954</u>
OPERATING SURPLUS	<u>5,495,278</u>	<u>(61,733)</u>	<u>1,227,387</u>	<u>4,088,190</u>	<u>10,749,122</u>	<u>8,100,492</u>	<u>12,220,478</u>
Debt retirement							
- interest	1,843,201	-	338,019	1,776,552	3,957,772	3,965,145	3,997,634
- principal	995,559	-	177,532	1,239,825	2,412,916	2,412,935	4,092,975
- foreign exchange	30,877	-	-	-	30,877	31,175	779,335
Reserves- contributions to /from	229,639	-	-	329,500	559,139	964,419	944,903
Transfers-to/from other govts	2,146,911	-	735,834	-	2,882,745	2,929,684	2,672,597
	<u>5,245,987</u>	<u>-</u>	<u>1,251,385</u>	<u>3,345,877</u>	<u>9,843,249</u>	<u>10,303,358</u>	<u>12,487,444</u>
CURRENT YEAR SURPLUS (DEFICIT)	<u>249,291</u>	<u>(61,733)</u>	<u>(23,998)</u>	<u>742,313</u>	<u>905,873</u>	<u>(2,202,866)</u>	<u>(266,966)</u>
Prior year's surplus	728,670	873,039	1,112,602	2,269,877	4,984,188	4,984,186	5,251,155
TOTAL SURPLUS	<u>\$ 977,961</u>	<u>\$ 811,306</u>	<u>\$ 1,088,604</u>	<u>\$ 3,012,190</u>	<u>\$ 5,890,061</u>	<u>\$ 2,781,320</u>	<u>\$ 4,984,189</u>

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2001

	<u>2001</u>	<u>2000</u>
Financial Assets		
Cash and money market deposits (Note 2, Pg. 5)	\$ 18,622,467	\$ 21,345,850
Accounts receivable (Note 3)	2,576,874	2,068,083
Investments (Note 4)	9,007,840	2,000,000
Other assets (Note 5)	<u>146,013</u>	<u>132,241</u>
	<u>30,353,194</u>	<u>25,546,174</u>
Financial Liabilities		
Short-term loans (Note 6)	16,460	61,980
Accounts payable (Note 7)	2,100,614	2,294,919
Other liabilities (Note 8)	1,375,502	1,264,037
Unfunded Liabilities (Note 9)	2,793,514	2,427,164
Deferred revenue (Note 10)	3,999,443	3,094,738
Long-term debt (Notes 11, 12, Pg. 38)	40,594,974	40,824,057
Less: Municipal Debt (Note 11)	<u>(18,819,974)</u>	<u>(19,601,821)</u>
	<u>32,060,533</u>	<u>30,365,074</u>
Net Financial Assets (Liabilities)	<u>(1,707,339)</u>	<u>(4,818,900)</u>
Capital Assets (Liabilities)		
Capital assets (Pg. 34)	<u>88,974,133</u>	<u>86,794,058</u>
	<u>88,974,133</u>	<u>86,794,058</u>
Net Position	<u>\$ 87,266,794</u>	<u>\$ 81,975,158</u>
Regional District Equity Position		
Revenue Fund	\$ 5,890,061	\$ 4,984,189
Reserves	16,080,848	15,211,466
Capital Fund	<u>915,693</u>	<u>(1,294,339)</u>
Fund Balances (Note 14)	<u>22,886,602</u>	<u>18,901,316</u>
Equity in Capital Assets (Pg. 32)	<u>67,173,706</u>	<u>65,501,006</u>
Unfunded liabilities (Note 9)	<u>(2,793,514)</u>	<u>(2,427,164)</u>
Regional District Equity Position	<u>\$ 87,266,794</u>	<u>\$ 81,975,158</u>

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF RESERVE FUND BALANCES

AS AT DECEMBER 31, 2001

	Feasibility	Coombs Fire	Errington Fire	Extension Fire	Nanose Fire	Dashwood Fire	Landfill Acquisition	Parks Acquisition	Extension Recreation	Admin Computer	Admin Building
ASSETS:											
DUE FROM REVENUE FUND (Pg 13)	\$ 30,399	\$ 129,562	\$ 24,491	\$ 64,405	\$ 301,423	\$ 24,728	\$ 6,880,509	\$ 903,853	\$ 36,312	\$ 247,042	\$ 1,093,243
ACCOUNTS RECEIVABLE - OTHER	18,270										
	48,669	129,562	24,491	64,405	301,423	24,728	6,880,509	903,853	36,312	247,042	1,093,243
LIABILITIES AND FUND BALANCE:											
FUND ACTIVITY											
Balance, beginning	19,040	106,305	23,405	58,687	374,179	280,170	6,575,473	848,370	38,781	138,138	1,045,959
Add:								15,900		100,000	
Contribution by developers & others											
Contribution from Revenue Fund	40,000	18,239		3,000	40,000	3,000					
MFA surplus											
Interest earned		5,018	1,086	2,718	17,429	5,947	305,036	38,683	1,657	7,904	48,520
Less:											
Feasibility costs	(10,371)										
Parks Purchase											
Contribution to Capital Fund (Pg 33)					(130,185)	(264,389)					(1,236)
Transfer DCCs to Revenue Fund											
Transfers to Other Agencies									(2,126)		
FUND BALANCE Ending (Note 14)	\$ 48,669	\$ 129,562	\$ 24,491	\$ 64,405	\$ 301,423	\$ 24,728	\$ 6,880,509	\$ 903,853	\$ 36,312	\$ 247,042	\$ 1,093,243

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF RESERVE FUND BALANCES
AS AT DECEMBER 31, 2001**

SD#9 E#11	Southern Wastewater	Sunside Sewer	Pacific Shores Sewer	French Creek Sewer	French Creek Water		Madrona Water	Fairwinds Water		Nanoose Bulk Water		French Creek Bulk Water		Actual 2001	Actual 2000
					Water	Water		Water	Water	Water	Water	Water	Water		
\$ 73,801	\$ 5,399,496	\$ 803	\$ 1,917	\$ 293,500	\$ 43,485	\$ 36,973	\$ 106,961	\$ 12,240	\$ 6,800	\$ 15,693,103	\$ 14,850,464				
73,801	5,399,496	803	1,917	293,500	43,485	36,973	106,961	12,240	6,800	15,730,413	14,862,784				
ASSETS:															
DUE FROM REVENUE FUND (Pg 13)															
ACCOUNTS RECEIVABLE - OTHER															
LIABILITIES AND FUND BALANCE:															
FUND ACTIVITY															
67,233	4,849,878	-	-	249,073	41,557	32,997	102,219	7,920	4,400	14,862,784	13,215,165				
3,400	320,000	890	1,890					4,320	2,400	15,900	899,757				
3,166	229,518	13	27	12,408	1,928	1,564	4,742			537,139	81,257				
										688,486	758,668				
										(10,371)	(61,398)				
										(395,810)	(44,386)				
										(2,126)	(1,996)				
\$ 73,801	\$ 5,399,496	\$ 803	\$ 1,917	\$ 293,500	\$ 43,485	\$ 36,973	\$ 106,961	\$ 12,240	\$ 6,800	\$ 15,730,413	\$ 14,862,784				

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF DEVELOPMENT COST CHARGES
DEFERRED REVENUE BALANCE
AS AT DECEMBER 31, 2001**

	Northern Wastewater DCCs (1)	Southern Wastewater DCCs (2)	Bulk Water DCCs (3)	Actual 2001	Actual 2000
ASSETS:					
DUE FROM REVENUE FUND (Pg 13)	\$ 1,889,016	\$ 1,898,845	\$ 144,311	\$ 3,932,172	\$ 3,035,591
	<u>1,889,016</u>	<u>1,898,845</u>	<u>144,311</u>	<u>3,932,172</u>	<u>3,035,591</u>
LIABILITIES BALANCE:					
DEFERRED REVENUE ACTIVITY					
Balance, beginning	1,517,869	1,456,971	60,751	3,035,591	2,027,762
Add:					
Contribution by developers & others	294,879	367,955	79,227	742,061	867,189
Interest earned	76,268	73,919	4,333	154,520	140,640
Less:					
Transfer DCCs to Revenue Fund					
Transfers to Other Agencies					
LIABILITY BALANCE Ending (Note 10)	<u>\$ 1,889,016</u>	<u>\$ 1,898,845</u>	<u>\$ 144,311</u>	<u>\$ 3,932,172</u>	<u>\$ 3,035,591</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 2002		
CHAIR	GMCrS	
CAO	GMDS	
GMCmS	GMES	

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

DATE: March 19, 2002

FROM: N. Avery
Manager, Financial Services

FILE: 0135-20-PUBO

SUBJECT: 2001 Public Bodies Information Report – Supplier Payments and Employee Remuneration

PURPOSE

To present information to be incorporated into the 2001 Public Bodies Information Report.

BACKGROUND

The *Financial Information Act* of British Columbia requires local government to publish annually certain financial information providing details of amounts paid to suppliers of goods and services, and amounts paid to employees. Each supplier to whom more than \$10,000 has been paid in the fiscal year ending December 31st as well as remuneration and expenses totalling more than \$50,000 paid to employees of the Regional District must be identified. All other supplier and employee amounts are aggregated for reporting purposes. This information forms part of a booklet which includes excerpts from our audited financial statements and is available to the public at a cost of \$5.00. The Board has previously received the report on the audited financial statements – this report deals with the information on suppliers and employee remuneration.

The attached schedules list the supplier and employee information for the year ended December 31, 2001. Part B lists suppliers of goods and services to whom we have paid more than \$10,000 – (2001 - \$14,122,079; 2000-\$18,245,641). Suppliers to whom we have paid less than \$10,000 total \$2,019,074 (2000 - \$1,926,530).

Part C reports amounts paid to employees for both remuneration and expenses such as travel, meals and accommodation while on Regional District business and professional association dues. Remuneration amounts over \$50,000 totalled \$2,766,057 (2000-\$2,262,733) while \$8,241,948 (2000-\$8,192,621) was paid to employees earning less than \$50,000.

ALTERNATIVES

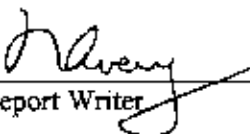
This is a reporting statutory requirement – there are no alternatives available.


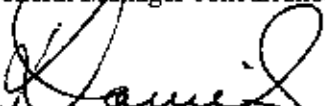
SUMMARY

In addition to annual audited financial statements, public bodies in the Province of B.C are required to publish in summary form, lists which show amounts paid to suppliers and employees. The 2001 information has been compiled and is attached for the Board's information.

RECOMMENDATION

That the 2001 Public Bodies Financial Information on supplier payments and employee remuneration be received for information.


Report Writer


General Manager concurrence

C.A.O. concurrence

COMMENTS:

PART B

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2001
SORTED BY AMOUNT**

GREATER VANCOUVER SEWERAGE & DRAINAGE DISTRIK	\$	1,273,687.93	Solid waste export
PETRO-CANADA	\$	731,438.86	
SALISH DISPOSAL INC	\$	695,919.44	Garbage collection & recycling contractor
BC HYDRO	\$	630,172.40	
ASSOCIATED ENGINEERING (BC)LTD	\$	519,864.26	
NANAIMO CITY OF	\$	515,396.00	Recreation Facilities/Sportsfields agreement
SUPERIOR EMERGENCY EQUIPMENT LTD	\$	330,630.78	
FINNING INTERNATIONAL INC	\$	321,757.62	
PACIFIC BLUE CROSS	\$	281,555.92	
KNAPPETT INDUSTRIES LTD	\$	275,786.97	
CANADIAN WASTE SERVICES INC	\$	273,599.89	Garbage collection & recycling contractor
LIND CONSTRUCTION LTD	\$	265,220.97	
FOURNIER EXCAVATING LTD	\$	225,372.81	
TELUS COMMUNICATIONS (BC) INC	\$	186,393.85	
HAZELWOOD CONSTRUCTION SERVICES INC	\$	180,507.81	
PARKSVILLE CITY OF	\$	166,838.59	Sewer/Water/Miscellaneous Services
KOERS & ASSOCIATES ENGINEERING LTD	\$	164,822.81	
DELL COMPUTER CORPORATION	\$	162,394.10	
SUN LIFE ASSURANCE CO OF CANADA	\$	155,675.79	
STAPLES MCDANNOLD STEWART	\$	155,220.76	
WORKERS' COMPENSATION	\$	149,202.31	
QUALICUM BEACH TOWN OF	\$	140,259.10	Sewer/water/Emergency Planning Coordinat
PROFIRE EMERGENCY EQUIPMENT	\$	138,148.94	
ERRINGTON VOL FIRE DEPT	\$	130,617.33	Fire services agreement
SOUND CONTRACTING LTD	\$	126,796.80	
INSURANCE CORPORATION OF BC	\$	122,126.65	Vehicle fleet insurance
MEDICAL SERVICES PLAN OF BC	\$	121,260.00	
PARKSVILLE CITY OF	\$	117,145.00	Fire services agreement
NANAIMO CITY OF	\$	114,265.09	Sewer/Water Services
CENTRA GAS BRITISH COLUMBIA INC	\$	109,950.62	
LECTRA MARKETING	\$	106,387.21	
PUNTLIDGE GAS/HEATING	\$	93,821.78	
EASY TREAT CORPORATION	\$	92,536.29	
CANEM SYSTEMS LTD	\$	90,262.72	
MUNICIPAL INSURANCE ASSOCIATION OF BC	\$	90,114.61	Liability insurance
CIBA SPECIALTY CHEMICALS CANADA INC	\$	89,347.07	
ROBINSON D CONTRACTING LTD	\$	88,834.81	
COWICHAN VALLEY REGIONAL DISTRICT	\$	88,363.86	Fire services agreement - Yellowpoint Fire
WESTLAND RESOURCE GROUP	\$	86,347.60	
NEW FLYER PARTS	\$	85,939.91	
TREE ISLAND INDUSTRIES LTD	\$	84,591.65	
DASHWOOD VOL FIRE DEPT	\$	83,091.11	Fire services agreement
LANDFILL BIRD CONTROL (CHAD FROSTAD)	\$	81,281.48	
AON REED STENHOUSE INC	\$	75,163.66	Property insurance
GRAND & TOY	\$	72,332.70	
BC BUILDINGS CORPORATION	\$	71,333.66	
FOUR STAR WATERWORKS LTD	\$	70,913.15	
B C S P C A	\$	70,404.72	Animal control contractor
PARKSVILLE CITY OF	\$	70,279.00	Sportsfield agreement
NANAIMO & DISTRICT HARBOURFRONT CENTER	\$	70,217.00	Harbourfront Theatre funding
BRENNTAG CANADA INC	\$	68,772.21	

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2001**

J MILNER TRUCKING LTD	\$	68,430.75	
RASCAL TRUCKING LTD	\$	68,127.53	
DAYTON & KNIGHT LTD	\$	64,489.69	
MORROW ENVIRONMENTAL CONSULTANTS INC	\$	63,995.03	
WESTCOAST LANDFILL DIVERSION INC	\$	63,703.14	
WPC BUILDING SERVICES	\$	62,760.83	
GENERAL CHEMICAL PERFORMANCE PRODUCTS	\$	61,096.04	
TORRY & SONS PLUMBING & HEATING LTD	\$	60,541.47	
NORSEMAN PLASTICS LIMITED	\$	58,157.12	
SCHOOL DISTRICT NO 69	\$	57,617.18	
PARKSVILLE CITY OF	\$	54,945.00	Fire services agreement
LONG LAKE AUTO PARTS LTD	\$	51,460.12	
COOMBS HILLIERS VOL FIRE DEPT	\$	50,205.56	Fire services agreement
KAL TIRE	\$	49,384.69	
FYFE'S WELL DRILLING LTD	\$	49,333.17	
GUILLEVIN INT INC IND/SAFETY	\$	48,600.04	
NANAIMO ANIMAL SHELTER LIMITED	\$	47,776.36	Animal control contractor
QUALICUM EXCAVATING LTD	\$	47,328.29	
WESTBURNE ELECTRICAL INC	\$	46,404.23	
WESTERN POWER CABLE JOINTING LTD	\$	46,010.85	
MALASPINA UNIVERSITY-COLLEGE	\$	45,991.02	Illegal dumping enforcement
SPERLING HANSEN ASSOCIATES	\$	43,075.37	
NEO GRAPHIC COMMUNICATIONS	\$	41,571.01	
A C TAXI LTD	\$	41,478.25	Handidart taxi service contractor
TRADEWIND ELECTRIC LTD	\$	41,241.36	
CANADA POST CORPORATION	\$	40,608.53	
CANADIAN BRAKE SUPPLY LTD	\$	38,441.31	
ND LEA CONSULTANTS LTD	\$	36,868.16	
ALSCO UNIFORM & LINEN SERVICES LTD	\$	35,630.36	
BUDGET STEEL LTD	\$	34,310.74	
BREAKWATER ENTERPRISES LTD	\$	33,605.96	
MARITIME LIFE ASSURANCE COMPANY	\$	33,411.08	
NANAIMO CITY OF	\$	33,338.00	Fire services agreement
DUNCAN ELECTRIC MOTOR LTD	\$	32,371.33	
OSTLING & ASSOCIATES COMMUNICATIONS	\$	31,582.21	
CYTEC CANADA INC	\$	31,557.29	
NANAIMO CITY OF	\$	31,555.00	D68 911 dispatch contract
EARTHBANK RESOURCE SYSTEMS	\$	31,416.82	
QUALICUM BEACH TOWN OF	\$	31,054.00	Sportsfield agreement
DUCMAR INVESTMENTS LTD	\$	30,530.73	
HARBOUR PARK LEASING LTD	\$	28,722.88	
NANOOSE VOLUNTEER FIRE DEPT	\$	28,661.64	Fire services agreement
R & G EQUIPMENT RENTALS LTD	\$	27,931.72	
V ROBERTS & ASSOCIATES LTD	\$	27,926.75	
ISLAND PUBLISHERS LTD	\$	27,924.44	
VADIM COMPUTER MGMT GROUP LTD	\$	27,376.17	
KAMAN INDUSTRIAL TECHNOLOGIES	\$	27,336.46	
NANAIMO DAILY NEWS/HARBOUR CITY STAR	\$	27,307.40	
TRINEX INTERNET SOLUTIONS	\$	27,293.89	
AURORA LABORATORY SERVICES LTD	\$	27,147.62	
UNION OF BC MUNICIPALITIES	\$	26,121.70	Annual association dues
MYCOCK E	\$	25,166.40	
BRUCE CARSCADDEN ARCHITECT INC	\$	25,050.00	
A 1 SEPTIC TANK SERVICE	\$	24,804.78	
MCGORMAN MACLEAN	\$	24,648.52	Auditor/accounting services

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2001**

SECURICOR CASH SERVICES	\$	24,014.77
C4 ENGINEERING LTD	\$	22,707.90
HARRIS HUDEMA CONSULTING GROUP LIMITED	\$	22,565.32
SHORELINE EQUIPMENT	\$	22,405.27
SMITH CAMERON INDUSTRIAL	\$	22,397.82
ACTION TANK & PUMP SERVICE	\$	21,990.03
COPCAN CONTRACTING LTD	\$	21,956.40
AZZA BLUE PRINT LTD	\$	21,951.90
COMPUPLAN BUSINESS MANAGEMENT	\$	21,867.55
NOORT INVESTMENTS	\$	21,368.39
CONESTOGA-ROVERS & ASSOCIATES	\$	21,343.92
P/Q NEWS	\$	21,295.10
JIM BOORMAN CONSTRUCTION LTD	\$	21,179.15
HARRIS & COMPANY	\$	21,150.98
GROVER COMMUNICATIONS INC	\$	21,113.46
ALSTOM USA INC	\$	20,993.38
UNITED PETROLEUM PRODUCTS INC	\$	19,753.75
MCI SERVICE PARTS COMPANY	\$	19,360.79
WOODGROVE CHEVROLET OLDSMOBILE LTD	\$	18,824.71
GAMMY VENTURES LTD	\$	18,798.86
EBA ENGINEERING CONSULTANTS LTD	\$	18,746.40
A C E COURIER SERVICES	\$	17,841.54
STEVE MARSHALL FORD LINCOLN LTD	\$	17,816.07
ANDERSON CIVIL ENGINEERING	\$	17,598.09
ADVANCED FIRST AID TRAINING & SERVICES INC	\$	17,387.50
SHELL CANADA PRODUCTS	\$	17,337.22
ROBINS FLOTECH LTD	\$	17,028.18
619048 BC LTD	\$	16,960.09
ROGERS AT&T	\$	16,542.10
ASCOM TMS IN TRUST	\$	16,078.89
PITNEY BOWES OF CANADA	\$	15,824.72
PACIFIC BUSINESS EQUIPMENT LTD	\$	15,321.74
MICHELIN NORTH AMERICA (CANADA) INC	\$	15,133.88
HI-REZ SOLUTIONS	\$	15,129.03
E S R I CANADA LIMITED	\$	14,987.02
EAST ISLAND PETROLEUM	\$	14,925.58
COAST TRACTOR & EQUIPMENT LTD	\$	14,841.07
RETHINK (WEST) INC	\$	14,542.83
HAYLOCK BROS PAVING LTD	\$	14,481.59
FORT FABRICATION & WELDING LTD	\$	14,417.02
PENNY DOUG	\$	14,405.86
SIGN CONNECTION	\$	13,955.88
CHRIS WILSON REFRIGERATION & COMMERCIAL APPLIAI	\$	13,887.00
MERLIN GRAPHICS	\$	13,885.35
TERO CONSULTING LTD	\$	13,834.75
BRIDGESTONE/FIRESTONE CANADA INC	\$	13,817.32
PASCAL ENTERPRISES	\$	13,757.52
URBAN SYSTEMS LTD	\$	13,581.71
GROVE EQUIPMENT	\$	13,452.00
NANAIMO RECYCLING EXCHANGE	\$	13,358.57
STAPLES	\$	13,305.46
ACME SUPPLIES LTD	\$	13,300.05
ISLAND INDUSTRIAL & MILL SUPPLY LTD	\$	13,190.16
ISLAND BUSINESS PRINT GROUP LTD	\$	13,083.10
HUB CITY PAVING LTD	\$	13,005.41

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2001**

COMMERCIAL AQUATIC SUPPLIES	\$	12,991.50	
INDACHEM INC	\$	12,903.89	
SYLVIS ENVIRONMENTAL	\$	12,874.58	
WESTLAND INSURANCE GROUP LTD	\$	12,852.00	Fleet vehicle insurance
SUPREME BUILDING MAINTENANCE LTD	\$	12,762.40	
ANACHEMIA CANADA INC	\$	12,750.77	
FAIRWINDS COMMUNITY & RESORT	\$	12,511.51	
BLUE COYOTE DESIGN	\$	12,438.87	
PC AUTOMATION INC	\$	12,385.25	
AFFORDABLE LANDSCAPING & SPRINKLERS	\$	12,382.89	
PFG CONTRACTING	\$	11,889.93	
RSL COM CANADA INC	\$	11,853.56	
SCANSA CONSTRUCTION LTD	\$	11,787.01	
LORDCO AUTO PARTS	\$	11,668.66	
SWIFTSURE TAXI CO LTD	\$	11,449.10	Handidart taxi service contractor
ACKLANDS-GRAINGER INC	\$	11,394.09	
CLEARTECH INDUSTRIES INC	\$	11,319.27	
SOCCERTRON	\$	11,298.20	
SALT AIR MARINE SERVICES LTD	\$	11,150.10	
SCL PLASTICS INC	\$	11,149.40	
ANSWERPLUS COMMUNICATION SERVICES INC	\$	11,141.88	
COMPUGEN LOGISTICS LTD	\$	11,141.42	
EXTENSION & DISTRICT RECREATION COMMISSION	\$	11,126.26	Sportsfield maintenance/investment earnings
E MADILL OFFICE COMPANY LTD	\$	11,032.58	
GARTNER LEE	\$	10,805.03	
BERK'S INTERTRUCK LTD	\$	10,761.92	
VICTORIA CONSULTING NETWORK LTD	\$	10,700.00	
XEROX CANADA LTD	\$	10,636.75	
FOOTPRINTS SECURITY PATROL INC	\$	10,582.01	
PACIFIC PRESS	\$	10,566.37	
LEVELTON ENGINEERING LTD	\$	10,515.60	
ENTERASYS NETWORKS	\$	10,450.22	
SIMSON-MAXWELL	\$	10,425.01	
SUSSEX CONSULTANTS LTD	\$	10,392.85	
JANITORS' WAREHOUSE	\$	10,373.16	
POPE & SONS REFRIGERATION LTD	\$	10,223.43	
TOTAL OVER \$10,000	\$	14,122,079.20	
TOTALS UNDER \$10,000	\$	2,019,073.75	
TOTAL ALL	\$	16,141,152.95	

PART C
REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF EARNINGS, TRAVEL AND OTHER EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2001
ALPHABETICAL ORDER

EMPLOYEE NAME	EARNINGS	EXPENSES
ARNOLD ROBERT	\$51,382.21	149.80
AVERY NANCY J	\$69,991.74	3,755.40 Manager Financial Services
BASTARACHE CEDRIC	\$51,486.71	242.22
BROPHY MICHAEL	\$62,465.91	1,157.24
BURLEY SCOTT M	\$52,486.64	1,776.96
BUROW NORMAN	\$60,669.29	381.31
CHESTNUT MIKE J	\$54,174.25	1,362.81
COATES MICHEAL A	\$55,315.81	259.43
CONNELLY NEIL M	\$84,499.94	5,049.13 General Manager Community Services
CORMIE SUSAN M	\$52,745.07	290.73
DANIELS KELLY D	\$101,932.04	9,102.41 Chief Administrative Officer
DICK ALLAN G	\$50,555.63	301.10
DODSWORTH JOHN L	\$54,934.30	
DONNELLY MICHAEL G	\$69,218.52	2,503.17 Manager Transportation Services
FEE STEWART J	\$50,977.33	62.06
FINNIE JOHN O	\$84,499.94	3,425.92 General Manager Environmental Services
GRANT THOMAS AR	\$50,813.84	
HALVORSON HAROLD	\$53,549.83	791.80
HILL WILLIAM R	\$54,235.27	738.06
HILL WAYNE	\$64,891.54	235.02
KALLEN TONY	\$51,753.04	67.80
KNICKLE JAMES G	\$52,907.59	1,600.61
KUZIEK PETER	\$66,034.22	1,770.36
LAFOREST MICHEL	\$52,973.26	
LAPHAM ROBERT K	\$85,298.36	5,107.55 General Manager Development Services
MASON CAROLL	\$84,781.20	2,206.17 General Manager Corporate Services
MCIVER CAREY L	\$69,954.92	10,501.30 Manager Solid Waste
MOODY MICHAEL R	\$67,057.76	4,445.69 Manager Information Services
MOORMAN WAYNE F	\$68,416.32	3,296.43 Manager Engineering & Utilities
OSBORNE THOMAS W	\$69,525.89	3,401.97 Manager Parks & Recreation
PEARSE MAUREEN	\$63,198.10	955.51 Manager Administrative Services
PORTEOUS DAN	\$54,197.00	2,221.93
SCHOPP STAN D	\$67,570.30	3,915.88 Manager Inspection Services
SHAW PAMELA J	\$67,448.36	2,680.86 Manager Planning Services
SHORTMAN JIM	\$51,138.92	9.63
SINGBEIL DONALD A	\$52,699.73	
STOCKER GLEN	\$52,141.87	
SWANSON ROBERT	\$58,678.70	1,559.41
THEXTON B WAYNE	\$61,473.44	3,581.05 Senior Accountant (Deputy Treasurer)
THOMAS CHRISTINA	\$59,369.70	2,508.51
TORIGLIA ANTHONY J	\$54,139.45	2,625.48
TRUDEAU DENNIS M	\$69,954.92	2,145.37 Manager Liquid Waste
VAN SWIETEN ARNOLD	\$50,929.49	44.34
WARNER BRIAN	\$51,478.18	1,777.74
WARNER DEREK ROBERT	\$52,110.06	
TOTAL OVER \$50,000	\$2,766,056.59	88,008.16
TOTAL UNDER \$50,000	\$8,241,948.24	162,282.15
TOTAL	\$11,008,004.83	250,290.31



REGIONAL DISTRICT OF NANAIMO		
MAR 19 2002		
CHAIR		GMCrs
CAO		GMDS
GMCms		GMES
		Col. ✓
		DATE:
		FILE:

Nanaimo Regional
Hospital District
MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

FROM: N. Avery
Manager, Financial Services

SUBJECT: 2001 Audited Financial Statements

March 14, 2002

PURPOSE

To provide comments on the 2001 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 the contents of the 2001 financial report.

Appendix A – Consolidated Statement of Financial Position

This statement identifies the asset and liability balances as at December 31st, 2001.

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 2001 budget approval was \$1,380,000.

Appendix B – Consolidated Statement of Financial Activities

This statement shows the activity from the three funds – Revenue, Capital and Reserve funds. Debt and capital grants are the primary activities and accordingly there is relatively little change year over year. In 2001, \$827,363 in long term debt was secured for projects, which were completed.

Appendix C- Schedule of Revenue Fund Activities

Most of the activity for the Hospital District is funded by the Revenue Fund through annual budget approvals. An accumulated Revenue Fund surplus of \$315,715 is on hand at the end of 2001.

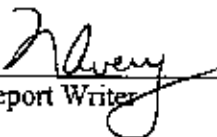
The surplus is the result of the Board's approval to raise property taxes 5% in 2001 in advance of the final long term debt associated with the completion of Phase II. In 2002, a 2% property tax increase was approved pending clarification on the timing for completion of this major project.

SUMMARY


The Regional Hospital District is required to undergo an annual financial audit. This has been completed and staff have provided brief comments on the results of operations for the year ended December 31st, 2001.

RECOMMENDATION

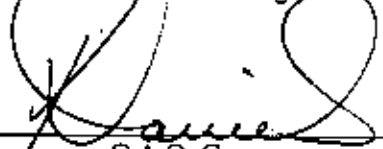
That the report on the 2001 audited financial statements of the Nanaimo Regional Hospital District be received.



Report Writer



General Manager Concurrence



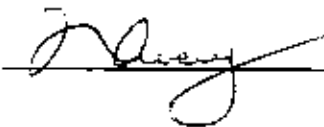
C.A.O. Concurrence

COMMENTS:

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2001**

	<u>2001</u>	<u>2000</u>
Financial Assets		
Cash	\$ 2,432,748	\$ 2,170,670
Accounts receivable	4,792	11,086
Hospital construction advances	483,764	465,399
	<u>2,921,304</u>	<u>2,647,155</u>
Financial Liabilities		
Short term debt (Note 2)	483,764	427,352
Accounts payable	167,454	268,105
Accrued liabilities	367,017	380,919
Long term debt (Schedule D, Note 3)	14,043,299	14,499,752
	<u>15,061,534</u>	<u>15,576,128</u>
Net Financial Assets(Liabilities)	<u>\$ (12,140,230)</u>	<u>\$ (12,928,973)</u>
Regional Hospital District Equity Position		
Revenue fund (Schedule A)	\$ 315,715	\$ 182,558
Reserve fund (Schedule B)	1,954,372	1,769,140
	<u>2,270,087</u>	<u>1,951,698</u>
Capital fund (Schedule C)	(14,043,300)	(14,499,752)
Unfunded liabilities(Note 4)	(367,017)	(380,919)
	<u>(14,075,230)</u>	<u>(14,108,923)</u>
Regional Hospital District Equity (Deficit) Position	<u>\$ (12,140,230)</u>	<u>\$ (12,928,973)</u>

Approved:



Manager Financial Services

See notes to consolidated financial statements

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
AS AT DECEMBER 31, 2001**

	<u>Budget</u>	<u>2001</u>	<u>2000</u>
Revenues			
Property tax revenues	\$ 4,516,840	\$ 4,516,840	\$ 4,322,335
Grants-in-lieu of taxes	23,170	25,287	25,128
Interest on investments	107,425	70,825	97,588
Other revenue	66,626	66,626	26,141
	<u>4,647,435</u>	<u>4,679,578</u>	<u>4,471,192</u>
Expenditures			
Administration	8,000	10,070	8,000
Debenture issue costs		14,479	2,192
Grants to health care facilities	1,380,000	1,194,768	1,101,275
Short term loan interest and bank charges	147,020	32,895	18,512
Interest on long-term debt	2,329,900	1,825,739	1,822,119
Construction advances converted to long term debt	-	812,884	123,066
	<u>3,864,920</u>	<u>3,890,835</u>	<u>3,075,164</u>
Net Revenues	<u>782,515</u>	<u>788,743</u>	<u>1,396,028</u>
Add(Deduct)			
Financing activities:			
Long term debt issued	-	827,363	125,258
Debt principal repayments	(790,200)	(790,193)	(786,405)
Debt actuarial adjustments	-	(493,621)	(588,802)
Increase (decrease) in long term financing	<u>(790,200)</u>	<u>(456,451)</u>	<u>(1,249,949)</u>
Unfunded expenditures:			
Long-term debt interest (Note 4)	-	(13,903)	89,451
Change in Fund Balances	<u>\$ (7,685)</u>	318,389	235,530
Fund Balances, beginning(Page 2)		<u>1,951,698</u>	<u>1,716,168</u>
Fund Balances, ending (Page 2)		<u>\$ 2,270,087</u>	<u>\$ 1,951,698</u>

Approved:



Manager Financial Services

See notes to consolidated financial statements

**NANAIMO REGIONAL HOSPITAL DISTRICT
SCHEDULE OF REVENUE FUND ACTIVITIES
AS AT DECEMBER 31, 2001**

SCHEDULE A

	<u>Budget</u>	<u>2001</u>	<u>2000</u>
Revenues			
Property tax revenues	\$ 4,516,840	\$ 4,516,840	\$ 4,322,335
Grants-in-lieu of taxes	23,170	25,287	25,128
Interest on investments	107,425	70,825	97,588
Other revenue	-	66,626	26,141
	<u>4,647,435</u>	<u>4,679,578</u>	<u>4,471,192</u>
Expenditures			
Administration	8,000	10,070	8,000
Short term loan interest and bank charges	147,020	32,895	18,512
Long term debt interest	2,329,900	2,333,263	2,321,470
	<u>2,484,920</u>	<u>2,376,228</u>	<u>2,347,982</u>
Operating Surplus	2,162,515	2,303,350	2,123,210
Transfer to Reserve Fund (Page 8)	1,380,000	1,380,000	1,379,085
Debt principal repayment	790,200	790,193	786,405
	<u>2,170,200</u>	<u>2,170,193</u>	<u>2,165,490</u>
Current Year Surplus (Deficit)	(7,685)	133,157	(42,280)
Prior years' surplus	-	182,558	224,838
	<u>-</u>	<u>182,558</u>	<u>224,838</u>
Total Operating Surplus	<u>\$ (7,685)</u>	<u>\$ 315,715</u>	<u>\$ 182,558</u>

See notes to consolidated financial statements



REGIONAL DISTRICT CoW NANAIMO	
MAR 18 2002	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
	<i>Call</i>

MEMORANDUM

TO: Dennis Trudeau
Manager of Liquid Waste

DATE: March 7, 2002

FROM: Sean De Pol
Engineering Technologist

FILE: 5340-30

SUBJECT: Liquid Waste Management
Wastewater Treatment and Disposal Options Review
Qualicum Bay/Dunsmuir, Bowser and Extension

PURPOSE

To present to the Board the results of the wastewater treatment and disposal studies for Qualicum Bay/Dunsmuir, Bowser and Extension.

BACKGROUND

On January 25, 2000 the Regional Board directed staff to apply for provincial planning grants to study wastewater treatment and disposal options for various nodal areas within the RDN. In August 2000, Ministry of Municipal Affairs awarded three planning grants for the nodal areas of Qualicum Bay/Dunsmuir, Bowser and Extension. The planning grants were used to prepare three studies that provided a technical assessment of physical characteristics of the area, documentation of problem areas, ultimate land use trends and build-outs with the intent of producing a conceptual servicing strategy for the areas. Innovative approaches to sewage collection treatment and disposal were to be examined and it is anticipated that the strategies presented in the studies may be used for the other nodal areas in the RDN.

Wastewater management in each of the nodal areas currently consists of on-site septic tank/tile fields servicing individual properties. Many of the lots have old septic tanks with drainage fields built in less than ideal soils, or are close to the water table or foreshore area. Many of the septic tanks are nearing the end of their service life. High coliform levels, possibly from septic tank effluent, have been measured in some watercourses in the area. Alternative wastewater servicing is required for these areas to protect public health and the environment.

In addition to protecting the public health and environment, wastewater servicing will permit additional development within the nodal areas in accordance with existing zoning bylaws. Additional development will allow these nodal areas to achieve the level and variety of services desired for healthy and complete, liveable communities as defined in the Regional District of Nanaimo's Regional Growth Management Plan (RGMP).

The potential wastewater servicing alternatives for the nodal areas are:

- Option 1- *Regional Sewerage System Option*: Provision of local wastewater collection systems at each nodal area, along with pumping stations and force mains required for transmission of collected wastewater to existing RDN trunk sewers, treatment plant and marine outfalls.
- Option 2 – *Local Community System Option*: Provision of local wastewater collection systems, wastewater treatment plants and effluent disposal facilities for the nodal area.
- Option 3 – *Do nothing*: Maintaining the status quo does not alleviate public health and environmental concerns due to failing septic systems. If this option is selected, servicing should be re-evaluated in a few years.

Technical Feasibility:

The reports prepared by Associated Engineering for Qualicum Bay/Dunsmuir, Bowser and Extension were completed in March 2002 (see Attachment 1 - executive summaries). These reports conclude that both the regional sewerage system and the local system approaches are technically feasible for Qualicum Bay/Dunsmuir and Bowser. However for Extension, decentralized community wastewater servicing is technically feasible but is not economically practical. Alternatively, regional wastewater treatment at the Greater Nanaimo Water Pollution Control Centre (GNPCC) is economically feasible, however the City of Nanaimo does not support servicing lands outside of city boundaries at this time. As a result, regional wastewater servicing for Extension is not a viable option and should be revisited at a later date.

The reports also state that for Qualicum Bay/Dunsmuir and Bowser to be connected to a regional system, lengthy sewer mains will be required, creating the potential for wastewater to become septic on route to the treatment plant, resulting in odour issues. In addition, lengthy sewer mains may encourage urban sprawl along the trunk sewer, which is in contrast to the region's long-term growth management strategy. Furthermore, connection to a regional system can be more expensive than a decentralized system due to the cost of large conveyance systems. With these points in mind a number of servicing scenarios for Bowser and Qualicum Bay/Dunsmuir were evaluated. The most economical option evaluated is a community wastewater treatment system to service Bowser and Qualicum Bay/Dunsmuir collectively. A single decentralized community wastewater treatment system provides the best economies of scale for the capital and operation and maintenance costs of the facility.

Public Consultation:

A public information meeting was held on November 30th, 2001 to present study information and obtain input on the proposals to provide wastewater treatment facilities in Electoral Area 'H'. In addition, all property owners in lands designated as potential areas (all lands within urban containment boundaries and the surrounding residential areas) and identified stakeholders were direct-mailed a survey requesting their comments on the proposal.

Approximately 150 individuals attended the information meeting and some 200 written comments were received by email, fax and mail. Approximately 70% of the responses indicated that the RDN should continue to investigate options for wastewater disposal and treatment (see Attachment 2 for a summary of written responses and survey data).

The next step following this study phase would be to undertake an engineering pre-design of a preferred option. Accordingly, staff propose a further public information meeting to discuss the results of the studies and to gauge support for a pre-design option. The meeting will include stakeholders such as business groups, ratepayer groups, government agencies and health departments. If the results of the pre-design study is supported by affected property owners, staff would prepare the necessary bylaws to

establish a service area with voting taking place in conjunction with local government elections in November 2002. Concurrent with the electoral consent process an amendment to the Liquid Waste Management Plan will be initiated as required under that legislation.

The cost of a pre-design study which will further define the costs for the preferred option will be in the order of \$20,000. Two alternatives are available for funding study costs. The Local Government Act permits costs to be recovered either from the Regional District as a whole or from the area which benefits directly from the study.

ALTERNATIVES

1. That the wastewater treatment and disposal options and servicing studies for Qualicum Bay/Dunsmuir and Bowser and Extension be received.

That a pre-design option be determined in consultation with property owners in Electoral Area H and staff be authorized to proceed with a pre-design study to determine costs of construction.

That Electoral Area 'H' raise property taxes in 2002 in the amount of \$20,000 for a pre-design study and that the 2002 budget be amended accordingly.

2. That the wastewater treatment and disposal options and servicing studies for Qualicum Bay/Dunsmuir and Bowser and Extension be received.

That a pre-design option be determined in consultation with property owners in Electoral Area 'H' and staff be authorized to proceed with a pre-design study to determine costs of construction.

That the study be funded in the amount of \$20,000 from the general RDN feasibility fund.

3. Do not proceed further in developing servicing options for any nodal area at this time.

FINANCIAL IMPLICATIONS

Alternative 1

Servicing initiatives generally follow a three-phase process. Firstly, the principles for planning are outlined in the Official Community Plan (OCP). Next, in some cases, concurrent with the OCP, the scope and preliminary costing of a servicing strategy are developed by the community. Finally, a pre-design study determines construction costs, which form the basis of establishing a service area to build and operate the new facilities. The first two phases, which cover principles and servicing criteria are funded by the Electoral Area Planning budget.

Pre-design engineering studies are a step in the implementation process intended to establish the feasibility of a new service and would be funded from a source outside of the Electoral Area Planning budget. The financial impact in Electoral Area 'H' of raising property taxes in the amount of \$20,000 for a pre-design study would be \$5.15 per \$100,000 of assessment. Should a new service area be established following the pre-design study, this amount would be recovered directly from the new service area and would be refunded to Electoral Area H as a whole.

Alternative 2

Under this alternative, the Board would continue with its past practice of funding pre-design study feasibility initiatives from the General Administration budget in which all members participate. The general feasibility study fund has a balance of about \$35,000, which is sufficient to cover the costs of the pre-design study and would require no additional taxes from any member in 2002. Should a service area

be established following the pre-design study, this amount would be recovered directly from the new service area and would be refunded to the general feasibility study fund.

Alternative 3

There is no financial impact with this alternative.

GROWTH MANAGEMENT/OFFICIAL COMMUNITY PLAN IMPLICATIONS

The consideration of wastewater treatment options for Electoral Area 'H' is consistent with the objectives and policies of the Shaw Hill – Deep Bay Official Community Plan and the Regional Growth Management Plan. Both plans anticipate the eventual servicing of village centres, urban containment boundary areas, and if necessary for environmental or health reasons, adjacent residential lands.

DEVELOPMENT IMPLICATIONS

The lands within the urban containment boundaries and the surrounding residential lands are generally comprised of older, smaller sized parcels; however, there are a number of parcels capable of further subdivision. The OCP supports the expansion of sewer services to Electoral Area 'H' to facilitate the development of lands within the urban containment boundaries. Connections to adjacent residential areas may also be considered with the intent that community sewers will be provided for environmental and health reasons and not for the purpose of facilitating development. If community sewer services are extended into Electoral Area 'H', approximately 1,653 new parcels could result within the urban containment boundaries (subject to all other conditions of subdivision).

SUMMARY/CONCLUSIONS

The Ministry of Municipal Affairs provided three planning grants to assist with the development of wastewater treatment and disposal options for the nodal areas of Qualicum Bay/Dunsmuir, Bowser and Extension. The servicing studies, which are complete, examined three servicing options for all nodal areas:

- Option 1 – Regional Wastewater Treatment
- Option 2 – Decentralized Community Wastewater Treatment
- Option 3 – Do nothing

At this time the Extension servicing report concludes that community treatment is technically feasible but is not economically feasible. Staff recommend receiving the report on treatment options for Extension.

For the Qualicum Bay/Dunsmuir and Bowser areas the study concluded that the most economical option was a community wastewater treatment system to service Bowser and Qualicum Bay/Dunsmuir collectively. Staff propose to present these final study conclusions to property owners in Bowser and Qualicum Bay/Dunsmuir to determine support for a preferred servicing option.

Following the conclusion of these studies, the next step is to undertake a pre-design study of a preferred treatment and disposal option. The costs of a pre-design study form part of the recoverable costs associated with establishing new service areas. The Local Government Act provides two alternatives for cost recovery – either from the District as a whole or from the area which benefits from the pre-design study. If property taxes are raised in Electoral Area H to fund a pre-design study, the estimated cost is about \$5.15 per \$100,000 of assessment – the 2002 annual budget would need to be amended in order to provide for this source of funding in 2002. Alternatively, the general feasibility fund has a balance of \$35,000 which could be allocated towards the pre-design study without requiring any new property taxes

from any member in 2002. If a new service is established, the pre-design study costs would be a charge against the operating budget of the new service and would be refunded to the original source of funding.

Staff recommend that Electoral Area 'H', as the area benefiting from the study be the source of funding for a pre-design study.


If property owners in the design area support the costs identified in the pre-design study, staff would proceed with the necessary bylaws to establish a new service and electoral consent would be sought in conjunction with local government elections in November 2002.

RECOMMENDATIONS

1. That the wastewater treatment and disposal option and servicing studies for Qualicum Bay/ Dunsmuir and Bowser and Extension be received.
2. That staff be directed to consult with the stakeholders to determine the preferred servicing option and to take that option to pre-design to determine costs of final construction.
3. That Electoral Area 'H' raise property taxes in the amount of \$20,000 and that the 2002 budget be amended accordingly.



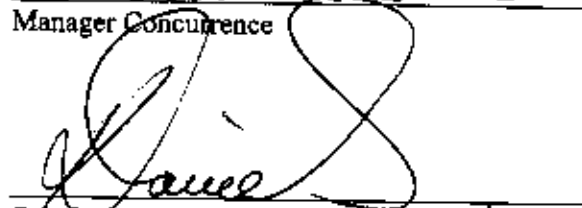
Report Writer



Manager Concurrence



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

EXECUTIVE SUMMARY

REGIONAL DISTRICT OF NANAIMO

**Servicing Study for
Qualicum Bay and Dunsuir**

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EXECUTIVE SUMMARY



1 BACKGROUND

The Qualicum Bay and Dunsmuir nodal areas are located in the northern part of the Regional District of Nanaimo (RDN), in Electoral Area H. Qualicum Bay is an established residential community with an existing tourist commercial centre located on the Old Island Highway (19A). Other amenities in the area include a community centre, parkland, and seniors housing.

Dunsmuir is also located on the Old Island Highway at the intersection of Home Lake Road. This nodal area has an established residential community and some commercial businesses.

Wastewater management in Qualicum Bay and Dunsmuir mainly consists of on-site septic tanks and tile fields servicing individual properties. Many of the lots have old septic tanks with drainage fields built in improperly draining soils and/or close to the water table or foreshore area. As a result, high coliform levels, possibly from septic tank effluent, have been measured in some of the watercourses in the area. To protect public health and the environment, alternative wastewater servicing options are required.

In addition to addressing public health and environmental concerns, wastewater servicing will permit additional development within the nodal areas, allowing them to grow and achieve a more desirable level and variety of services for a healthy, complete, livable community, as defined in the RDN's *Growth Management Plan* (RDN, 1997).

The RDN commissioned this wastewater servicing study for the Qualicum Bay and Dunsmuir nodal areas in conjunction with similar studies for the Bowser and Extension nodal areas. A number of the wastewater servicing scenarios evaluated in this study consider combined servicing of Qualicum Bay and Dunsmuir with Bowser. Therefore, this report should be read in conjunction with a similar report prepared for the Bowser nodal area.

2 WASTEWATER SERVICING OPTIONS

This study considers the following wastewater servicing options:

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- **Option 1 - Decentralized Community Wastewater Treatment** involves wastewater servicing and treatment at a new local wastewater treatment plant
- **Option 2 - Regional Wastewater Treatment** involves wastewater servicing and treatment at an existing regional wastewater treatment plant
- **Option 3 - Do nothing** at this time. RDN would put the project on hold and may re-evaluate wastewater servicing for the area in a few years.

3 SCOPE OF WORK

This study evaluates the above wastewater servicing options for Qualicum Bay and Dunsmuir and their respective capital and annual operation and maintenance (O&M) costs. The scope of work was defined within the framework of the RDN's *Liquid Waste Management Plan*.

4 NODAL AREAS DEVELOPMENT

The RDN's *Growth Management Plan* and the *Shaw Hill/Deep Bay Official Community Plan* (OCP) designate Qualicum Bay and Dunsmuir as nodal areas--communities with a variety of services and amenities for residents. The plan advocates sewer service to suit the development needs of the nodal area. In general, the plan supports servicing only inside the area's urban containment boundaries (UCB), which define the limits of a nodal area. However, servicing outside the UCBs can be provided to adjacent areas to reduce threats to public health or the environment; no additional development would be permitted in these adjacent areas.

Currently, development within Qualicum Bay and Dunsmuir is limited by the lack of wastewater servicing. The OCP allows for residential densities in nodal areas of up to five units per hectare. Densities up to 12 units per hectare may be considered. With servicing, Qualicum Bay and Dunsmuir have the potential to add up to 1192 residential, commercial, and institutional units.

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5 DESIGN BASIS**5.1 SERVICING SCENARIOS**

The relative proximity of Qualicum Bay to Dunsmuir makes it practical to consider one wastewater treatment facility for both nodal areas; separate community systems for each nodal area were not considered.

Eight servicing scenarios were evaluated as part of the wastewater servicing studies for Qualicum Bay, Dunsmuir, and Bowser. Scenarios include servicing Qualicum Bay and Dunsmuir nodal areas; Bowser, Qualicum Bay, and Dunsmuir; and other variations of these scenarios which include areas surrounding the village centres. The intent of evaluating the different areas was to ascertain if economies of scale could be gained by bringing in a wider area and more population.

5.2 POPULATIONS

The RDN Planning Department identified a population density of 2.3 people per unit and ultimate (build-out) populations as follows:

- Qualicum Bay: 2477
- Dunsmuir: 2309
- Bowser: 1219.

5.3 DESIGN CRITERIA

Wastewater flows were developed based on these population and an average per capita wastewater generation rate of 400 litres per capita per day. It was assumed that a new decentralized wastewater treatment plant would have to meet secondary treatment effluent quality, in accordance with the provincial Municipal Sewage Regulations.

REPORT

6 WASTEWATER COLLECTION, TREATMENT, AND DISPOSAL

6.1 COLLECTION

A conceptual plan for local wastewater collection and conveyance was developed as part of the study. A local sewer system, typically including conventional gravity sewers, pump stations, and force main, would be required for both decentralized and regional wastewater treatment options.

6.2 TREATMENT

Decentralized or local community wastewater treatment systems are a move away from the "big pipe" and "big plant" to a smaller facility that services only the local area. This approach is consistent with the RDN's *Growth Management Plan*. Regional wastewater treatment with long wastewater collection systems from a wide geographic area to a large plant generally promotes "urban sprawl".

A variety of wastewater treatment technologies are available for a decentralized wastewater treatment plant. The study evaluated three generic categories of wastewater treatment processes, as follows:

- Conventional: Sequencing Batch Reactors (SBRs)
- Innovative: Membrane Reactors (MBR)
- Natural: Advanced Ecologically Engineered System/Living Machine

All processes evaluated can provide secondary treatment. The SBR system is available from a number of vendors, making this technology very competitively priced. The RDN operates an SBR plant at Duke Point. As this process has the lowest capital and annual O&M costs of the three processes evaluated, its costs have been used in the comparison of scenarios shown on Table S1.

Regional servicing would consist of collection and conveyance of wastewater from the nodal area(s) to a regional wastewater treatment facility, namely, the RDN's French Creek Water Pollution Control Centre. This secondary treatment plant is currently operating near capacity. The nodal areas could not connect to the French Creek plant without immediately initiating plans to increase the plant capacity. Notwithstanding plant capacity issues, Table S1 presents costs for the

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regional option based on buy-in and annual operating and maintenance cost provided by the RDN.

6.3 EFFLUENT REUSE AND DISPOSAL

The study evaluates options for effluent reuse and disposal. The major opportunities for reuse are commercial irrigation, agriculture and silviculture. With the west coast climate, effluent reuse is available for only a portion of the year. Storage and/or disposal would be required for the remainder of the year.

Ground disposal of effluent depends on the availability of permeable soils, like sands and gravel, that can accept a high rate of effluent application on a continuous basis.

Many communities have river, lake, or marine outfalls for effluent disposal. A marine outfall, which is the more likely option for Qualicum Bay and Dunsmuir, must be designed to promote dilution and dispersion, and consider the limnology, water chemistry, biology, and hydrology of the water body or water course. Table S1 shows costs for a marine outfall, which has a lower capital cost than ground disposal.

7 COMPARISON OF OPTIONS

Decentralized community wastewater treatment meets the RDN's long-term growth strategy and resolves issues with failed and failing septic systems. Compared to regional wastewater treatment, decentralized wastewater treatment controls urban sprawl that can develop along a long conveyance system to a regional facility. A suitable site would need to be established for a new treatment facility. A new treatment facility will also require additional operations and maintenance personnel, as well as administrative staff.

Regional wastewater treatment can provide economies of scale for the capital and annual operation and maintenance costs of the facility. With an existing facility in place, that is, the French Creek Water Pollution Control Centre (WPCC), siting a new plant would not be required. Other advantages include less administration cost and none of the regulatory issues associated with adding a new plant. Pump stations and force mains would be required to convey wastewater from the nodal areas to the French Creek WPCC. Wastewater can become septic in long sewers and odours can become an issue.

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Maintaining the status quo does not alleviate public health and environmental concerns due to failing septic systems. In addition, with current wastewater servicing, development in the Qualicum Bay and Dunsmuir nodal areas is limited. If this option is selected, servicing should be re-evaluated in a few years.

Table S1 presents the total costs and cost per connections for the three most economical scenarios for decentralized treatment versus regional treatment. For the decentralized wastewater treatment system, the SBR process was selected for wastewater treatment and an outfall was assumed for effluent disposal; these costs were lowest of the options evaluated. This selection is for evaluation purposes only, and is not a recommendation on the proposed process for treatment and disposal.

The regional treatment option does not include costs for any upgrades required to the French Creek WPCP to accommodate wastewater flow from the nodal areas.

8 PUBLIC RESPONSE

As part of this study, the RDN held a public information meeting to ascertain public support for wastewater servicing. Approximately 100 residents and interested stakeholders attended the meeting. In general, attendees supported wastewater servicing for the nodal areas and also for surrounding areas. Cost of wastewater servicing was a concern to attendees.

In addition, the RDN received 120 mailed and faxed responses from the public, providing their opinions and concerns with respect to wastewater servicing. Of these responses, more than 70% supported wastewater servicing. Again, cost was a major concern.

9 CONCLUSIONS

Wastewater servicing for Qualicum Bay and Dunsmuir will improve wastewater treatment, thus safeguarding public health and the environment. In addition, servicing will increase development potential in the nodal areas, permitting the development of much needed additional services and amenities in both nodal areas.

The RDN's Growth Management Plan supports decentralized community wastewater treatment to halt urban sprawl. This study shows that a decentralized wastewater treatment system is more cost effective than regional wastewater treatment.

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This study evaluated a number of servicing scenarios. For Qualicum Bay and Dunsmuir, Scenario 2, servicing the Qualicum Bay and Dunsmuir nodal areas alone is the most economical option at \$660 per connection per year. For Bowser, servicing with Qualicum Bay and Dunsmuir (Scenario 3) presents economies of scale at \$670 per connection per year compared to \$870 per connection per year for servicing Bowser alone. Although Scenario 3 is the best option for Bowser, this would not likely be the preferred option for Qualicum Bay and Dunsmuir as it increases their cost per connection.

Scenario 3a evaluates maintaining costs for Qualicum Bay and Dunsmuir connections at their optimum level - Scenario 2-\$660 per connection per year, and calculating annual costs for Bowser connections based on the difference between Scenarios 3 and 2. Compared to servicing Bowser alone (\$870), Scenario 3a reduces the cost of Bowser connections by \$150 to \$720 per connection per year.

Based on the responses received, the public supports wastewater servicing for Qualicum Bay and Dunsmuir.

10 RECOMMENDATIONS

- Proceed with a second public consultation to confirm the preferred scenario for wastewater servicing.
- Complete the Phase 1 - Preliminary Assessment in accordance with the RDN's Liquid Waste Management Plan.
- Assuming public acceptance of Phase 1, proceed to Phase 2 - Pre-Design Assessment in accordance with the RDN's Liquid Waste Management Plan.

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Table S1
Wastewater Servicing Costs for Selected Scenarios

Scenario	Study Area	Collection System Costs, \$ million		Treatment Plant Costs, \$ million		Outfall Costs, \$ million		Capital Costs, \$ million	Total Engineering, \$ million	O&M Costs, \$ million	Annual Cost per Connection, \$
		Capital	O&M	Capital	O&M	Capital	O&M				
Decentralized Community Wastewater Servicing											
1	Bowser	1.2	0.035	1.6	0.080	0.99	0.025	3.8	0.39	0.14	870
2	Qualicum Bay & Dunsmuir Nodal Areas	5.0	0.15	4.8	0.24	1.2	0.028	10.9	1.2	0.42	660
3	Bowser, Qualicum Bay & Dunsmuir Nodal Areas	7.4	0.22	5.6	0.28	1.2	0.029	14.1	1.5	0.53	670
3a	Bowser, Qualicum Bay & Dunsmuir Nodal Areas	2.4	0.07	0.8	0.04	0	0	3.2	0.33	0.11	720
	Qualicum Bay & Dunsmuir	5.0	0.15	4.8	0.24	1.2	0.029	10.9	1.2	0.42	660
Regional Wastewater Servicing											
7	Bowser, Qualicum Bay & Dunsmuir Nodal Areas	15.6	0.47	6.9	0.98	0	0	22.4	1.6	1.5	1300
8	Bowser, Qualicum Bay, Dunsmuir & surrounding areas	32.6	0.98	10.4	1.5	0	0	43.0	3.4	2.5	1580

1. Cost estimates are based on 2002 dollars
 2. 30% Contingency has been included capital costs
 3. Engineering is based on 15% of the capital costs
 4. Regional Wastewater Servicing assumes buy-in cost of \$2636 per connection. Annual O&M is based on year 2000 O&M costs (\$3.3 million) for the French Creek WPCC.
 5. Annual cost per connection is based on an interest rate of 6% amortized for 20 years.

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REGIONAL DISTRICT OF NANAIMO

Servicing Study for Bowser

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EXECUTIVE SUMMARY



1 BACKGROUND

The Bowser nodal area is located in the northern part of the Regional District of Nanaimo (RDN), in Electoral Area H. Bowser is an established residential community with an existing commercial and tourist centre located on the Old Island Highway (19A). Wastewater management in the Bowser nodal area mainly consists of on-site septic tanks and tile fields servicing individual properties. Many of the lots have old septic tanks with drainage fields built in improperly draining soils and/or close to the water table or foreshore area. As a result, high coliform levels, possibly from septic tank effluent, have been measured in some of the watercourses in the area. To protect public health and the environment, alternative wastewater servicing options are required for these areas.

In addition to addressing public health and environmental concerns, wastewater servicing will permit additional development within the Bowser nodal area, allowing the area to grow and achieve a more desirable level and variety of services for a healthy, complete, livable community, as defined in the RDN's *Growth Management Plan* (RDN, 1997).

The RDN commissioned this wastewater servicing study for the Bowser nodal area in conjunction with similar studies for the Qualicum Bay, Dunsmuir, and Extension nodal areas. A number of the wastewater servicing scenarios evaluated in this study consider combined servicing of Bowser with Qualicum Bay and Dunsmuir. Therefore, this report should be read in conjunction with a similar report prepared for the Qualicum Bay and Dunsmuir nodal areas.

2 WASTEWATER SERVICING OPTIONS

This study considers the following wastewater servicing options:

- **Option 1 - Decentralized Community Wastewater Treatment** involves wastewater servicing and treatment at a new local wastewater treatment plant
- **Option 2 - Regional Wastewater Treatment** involves wastewater servicing and treatment at an existing regional wastewater treatment plant
- **Option 3 - Do nothing at this time.** RDN would put the project on hold and may re-evaluate wastewater servicing for the area in a few years.

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3 SCOPE OF WORK

This study evaluates the above wastewater servicing options for Bowser and their respective capital and annual operation and maintenance (O&M) costs. The scope of work was defined within the framework of the RDN's *Liquid Waste Management Plan*.

4 NODAL AREAS DEVELOPMENT

The RDN's *Growth Management Plan* and the *Shaw Hill/Deep Bay Official Community Plan* (OCP) designate Bowser as a nodal area, a community with a variety of services and amenities for residents. The plan advocates sewer service to suit the development needs of the nodal area. In general, the plan supports servicing only inside the area's urban containment boundaries (UCB), which define the limits of a nodal area. However, servicing outside the UCBs can be provided to adjacent areas to reduce threats to public health or the environment; no additional development would be permitted in these adjacent areas.

Currently, development within Bowser, Qualicum Bay and Dunsmuir is limited by the lack of wastewater servicing. The OCP allows for residential densities in nodal areas of up to five units per hectare. Densities up to 12 units per hectare may be considered. With servicing, the Bowser village centre has the potential to add up to 366 residential, commercial, and institutional units.

5 DESIGN BASIS

5.1 SERVICING SCENARIOS

Eight servicing scenarios were evaluated as part of the studies for Bowser, Qualicum Bay, and Dunsmuir. Scenarios include servicing Bowser alone; Bowser, Qualicum Bay, and Dunsmuir; and other variations of these scenarios which include the areas surrounding the village centres. The intent of evaluating the different areas was to ascertain if economies of scale could be gained by bringing in a wider area and more population.

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5.2 POPULATIONS

The RDN Planning Department identified a population density of 2.3 people per unit and ultimate (build-out) populations as follows:

- Bowser: 1219
- Qualicum Bay: 2477
- Dunsmuir: 2309.

5.3 DESIGN CRITERIA

Wastewater flows were developed based on these population and an average per capita wastewater generation rate of 400 litres per capita per day. It was assumed that a new decentralized wastewater treatment plant would have to meet secondary treatment effluent quality, in accordance with the provincial Municipal Sewage Regulations.

6 WASTEWATER COLLECTION, TREATMENT, AND DISPOSAL

6.1 COLLECTION

A conceptual plan for local wastewater collection and conveyance was developed as part of the study. A local sewer system, typically including conventional gravity sewers, pump stations, and force main, would be required for both decentralized and regional wastewater treatment options.

6.2 TREATMENT

Decentralized or local community wastewater treatment systems are a move away from the "big pipe" and "big plant" to a smaller facility that services only the local area. This approach is consistent with the RDN's *Growth Management Plan*. Regional wastewater treatment with long wastewater collection systems from a wide geographic area to a large plant generally promotes "urban sprawl".

A variety of wastewater treatment technologies are available for a decentralized wastewater treatment plant. The study evaluated three generic categories of wastewater treatment processes, as follows:

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- Conventional: Sequencing Batch Reactors (SBRs)
- Innovative: Membrane Reactors (MBR)
- Natural: Advanced Ecologically Engineered System/Living Machine.

All processes evaluated can provide secondary treatment. The SBR system is available from a number of vendors, making this technology very competitively priced. The RDN operates an SBR plant at Duke Point. As this process has the lowest capital and annual O&M costs of the three categories evaluated, its costs have been used in the comparison of scenarios shown on Table S1.

Regional servicing would consist of collection and conveyance of wastewater from the nodal area(s) to a regional wastewater treatment facility, namely, the RDN's French Creek Water Pollution Control Centre. This secondary treatment plant is currently operating near capacity. The nodal areas could not connect to the French Creek plant without immediately initiating plans to increase the plant capacity. Notwithstanding plant capacity issues, Table S1 presents costs for the regional option based on buy-in and annual operating and maintenance cost provided by the RDN.

6.3 EFFLUENT REUSE AND DISPOSAL

The study evaluates options for effluent reuse and disposal. The major opportunities for reuse are commercial irrigation, agriculture and silviculture. With the west coast climate, effluent reuse is available for only a portion of the year. Storage and/or disposal would be required for the remainder of the year.

Ground disposal of effluent depends on the availability of permeable soils, like sands and gravel, that can accept a high rate of effluent application on a continuous basis.

Many communities have river, lake, or marine outfalls for effluent disposal. A marine outfall, which is the more likely option for Bowser, must be designed to promote dilution and dispersion, and consider the limnology, water chemistry, biology, and hydrology of the water body or watercourse. Table S1 shows costs for a marine outfall, which has a lower capital cost than ground disposal.

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7 COMPARISON OF OPTIONS

Decentralized community wastewater treatment meets the RDN's long-term growth strategy and resolves issues with failed and failing septic systems. Compared to regional wastewater treatment, decentralized wastewater treatment controls urban sprawl that can develop along a long conveyance system to a regional facility. A suitable site would need to be established for a new treatment facility. A new treatment facility will also require additional operations and maintenance personnel, as well as administrative staff.

Regional wastewater treatment can provide economies of scale for the capital and annual operation and maintenance costs of the facility. With an existing facility in place, that is, the French Creek Water Pollution Control Centre (WPCC), siting a new plant would not be required. Other advantages are less administration cost and none of the regulatory issues associated with adding a new plant. Pump stations and force mains would be required to convey wastewater from the nodal areas to the French Creek WPCC. Wastewater can become septic in long sewers and odours can become an issue.

Maintaining the status quo does not alleviate public health and environmental concerns due to failing septic systems. In addition, with current wastewater servicing, development in the Bowser nodal area is limited. If this option is selected, servicing should be re-evaluated in a few years.

Table S1 presents the total costs and cost per connections for the three most economical scenarios for decentralized treatment versus regional treatment. For the decentralized wastewater treatment system, the SBR process was selected for wastewater treatment and an outfall was assumed for effluent disposal; these costs were lowest of the options evaluated. This selection is for evaluation purposes only, and is not a recommendation on the proposed process for treatment and disposal. The regional treatment option does not include costs for any upgrades required to the French Creek WPCC to accommodate wastewater flow from the nodal areas.

8 PUBLIC RESPONSE

As part of this study, the RDN held a public information meeting to ascertain public support for wastewater servicing. Approximately 100 residents and interested stakeholders attended the meeting. In general, attendees supported wastewater servicing

for the Bowser village centre and surrounding areas. Cost of wastewater servicing was a concern to attendees.

In addition, the RDN received 120 mailed and faxes responses from the public providing their opinions and concerns with respect to wastewater servicing. Of these responses, more than 70% supported wastewater servicing. Again, cost was a major concern.

9 CONCLUSIONS

Wastewater servicing for Bowser will improve wastewater treatment, thus safeguarding public health and the environment. In addition, servicing will increase development potential in the nodal area, permitting the development of much needed services and amenities in the Bowser nodal area.

The RDN's Growth Management Plan supports decentralized community wastewater treatment to halt urban sprawl. This study shows that a decentralized wastewater treatment system is more cost effective than regional wastewater treatment.

This study evaluated a number of servicing scenarios. Servicing Bowser with Qualicum Bay and Dunsmuir (Scenario 3) is the most economical option for Bowser at \$670 per connection per year compared to \$870 per connection per year for servicing Bowser alone. Although Scenario 3 is the best option for Bowser, this would not likely be the preferred option for Qualicum Bay and Dunsmuir as it increases their annual cost per connection. Scenario 3a evaluates maintaining costs for Qualicum Bay and Dunsmuir connections at their optimum level (Scenario 2-\$660 per connection per year), and calculating annual costs for Bowser connections based on the difference between Scenarios 3 and 2. Compared to servicing Bowser alone (\$870 per connection per year), Scenario 3a reduces the cost of Bowser connections by \$150 to \$720 per connection per year.

Based on the responses received, the public supports wastewater servicing for Bowser.

10 RECOMMENDATIONS

- Proceed with a second public consultation to confirm the preferred scenario for wastewater servicing.

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- Complete the Phase 1 - Preliminary Assessment in accordance with the RDN's Liquid Waste Management Plan.
- Assuming public acceptance of Phase 1, proceed to Phase 2 - Pre-Design Assessment in accordance with the RDN's Liquid Waste Management Plan.

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**Table S1
Wastewater Servicing Costs for Selected Scenarios**

Scenario	Study Area	Collection System Costs, \$ million		Treatment Plant Costs, \$ million		Outfall Costs, \$ million		Capital Costs, \$ million	Total Engineering, \$ million	O&M Costs, \$ million	Annual Cost per Connection, \$
		Capital	O&M	Capital	O&M	Capital	O&M				
Decentralized Community Wastewater Servicing											
1	Bowser	1.2	0.035	1.6	0.080	0.99	0.025	3.8	0.39	0.14	870
2	Qualicum Bay & Dunsmuir Nodal Areas	5.0	0.15	4.6	0.24	1.2	0.029	10.9	1.2	0.42	660
3	Bowser, Qualicum Bay & Dunsmuir Nodal Areas	7.4	0.22	5.8	0.28	1.2	0.029	14.1	1.5	0.53	670
3a	Bowser, Qualicum Bay & Dunsmuir Nodal Areas	2.4	0.07	0.8	0.04	0	0	3.2	0.33	0.11	720
	Qualicum Bay & Dunsmuir	5.0	0.16	4.8	0.24	1.2	0.029	10.9	1.2	0.42	660
Regional Wastewater Servicing											
7	Bowser, Qualicum Bay & Dunsmuir Nodal Areas	15.6	0.47	6.9	0.98	0	0	22.4	1.6	1.5	1300
8	Bowser, Qualicum Bay, Dunsmuir & surrounding areas	32.6	0.98	10.4	1.5	0	0	43.0	3.4	2.5	1560

1. Cost estimates are based on 2002 dollars

2. 30% Contingency has been included capital costs

3. Engineering is based on 15% of the capital costs

4. Regional Wastewater Servicing assumes buy-in cost of \$2636 per connection. Annual O&M is based on year 2000 O&M costs (\$3.3 million) for the French Creek WPCC.

5. Annual cost per connection is based on an interest rate of 6% amortized for 20 years.

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Servicing Study for Extension

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EXECUTIVE SUMMARY



1 BACKGROUND

The Extension nodal area is located in the southern part of the Regional District of Nanaimo (RDN), in Electoral Area C. Established around the turn of the 20th Century as a coal mining town, Extension is a well established and historic residential community.

Wastewater management in the Extension nodal area currently consists of on-site septic tanks and tile fields servicing individual properties. In general, septic systems were built on small lots and in a high water table. The Central Vancouver Island Health Region advised that the area has a history of tile field failures. As a result, high coliform levels could become an issue in local watercourses. To protect public health and the environment, alternative wastewater servicing options are required for this area.

In addition to addressing public health and environmental concerns, wastewater servicing will permit additional development within the Extension nodal area, allowing the area to grow and achieve a more desirable level and variety of services for a healthy, complete, livable community, as defined in the RDN's *Growth Management Plan* (RDN, 1997).

The RDN commissioned this wastewater servicing study for Extension in conjunction with similar studies for the Bowser, Qualicum Bay, and Dunsmuir nodal areas.

2 WASTEWATER SERVICING OPTIONS

This study considers the following wastewater servicing options for Extension:

- **Option 1 - Decentralized Community Wastewater Treatment** involves wastewater servicing and treatment at a new local wastewater treatment plant
- **Option 2 - Regional Wastewater Treatment** involves wastewater servicing and treatment at an existing regional wastewater treatment plant
- **Option 3 - Do nothing** at this time. RDN would put the project on hold and may re-evaluate wastewater servicing for the area in a few years.

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3 SCOPE OF WORK

This study evaluates the above wastewater servicing options for Extension and their respective capital and annual operation and maintenance (O&M) costs. The scope of work was defined within the framework of the RDN's *Liquid Waste Management Plan*.

As part of this study, RDN staff contacted the City of Nanaimo to determine the City's position on the possibility of connecting Extension to the City's wastewater collection system. City of Nanaimo staff concurred that connecting Extension to its municipal wastewater collection system is a practical option for providing sanitary servicing. However, the City of Nanaimo has traditionally refused to allow municipal services beyond city boundaries and, therefore, will not support consideration of servicing Extension via the city's system. Based on the City of Nanaimo's decision, Option 2 - Regional Wastewater Treatment is not a viable option. However, for comparison and documentation purposes only, costs for Option 2 are presented in this study.

4 NODAL AREAS DEVELOPMENT

The RDN's *Growth Management Plan* and the *Arrowsmith Benson-Cranberry Bright Official Community Plan (OCP)* designate Extension as a nodal area--a community with a variety of services and amenities for residents. The plan advocates sewer service to suit the development needs of the nodal area. In general, the plan supports servicing only inside the area's urban containment boundaries (UCB), which define the limits of a nodal area. However, servicing outside the UCBs can be provided to adjacent areas to reduce threats to public health or the environment; no additional development would be permitted in these adjacent areas.

Currently, development in Extension is limited by the lack of wastewater servicing. The OCP allows for residential densities in nodal areas of up to five units per hectare. Densities up to 22 units per hectare may be considered. If Extension had wastewater servicing, its development potential would increase, allowing growth needed to attain the services and amenities of a village centre.

5 DESIGN BASIS

The RDN Planning Department identified an ultimate (build-out) population of 900 for Extension and a population density of 2.3 people per unit. Wastewater flows were

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developed based on this population and an average per capita wastewater generation rate of 400 litres per capita per day. It was assumed that a new decentralized wastewater treatment plant would have to meet secondary treatment effluent quality, in accordance with the provincial Municipal Sewage Regulations.

6 WASTEWATER COLLECTION, TREATMENT, AND DISPOSAL

6.1 COLLECTION

A conceptual plan for local wastewater collection and conveyance was developed as part of the study. A local sewer system, typically including conventional gravity sewers, pump stations, and force main, would be required for both decentralized and regional wastewater treatment options.

6.2 TREATMENT

Decentralized or local community wastewater treatment systems are a move away from the "big pipe" and "big plant" to a smaller facility that services only the local area. This approach is consistent with the RDN's *Growth Management Plan*. Regional wastewater treatment with long wastewater collection systems from a wide geographic area to a large plant generally promotes "urban sprawl".

A variety of wastewater treatment technologies are available for a decentralized wastewater treatment plant. The study evaluated three generic categories of wastewater treatment processes, as follows:

- Conventional: Sequencing Batch Reactors (SBRs)
- Innovative: Membrane Reactors (MBR)
- Natural: Advanced Ecologically Engineered System/Living Machine.

All processes evaluated can provide secondary treatment. The SBR system is available from a number of vendors, making this technology very competitively priced. The RDN operates an SBR plant at Duke Point. As this process has the lowest capital and annual O&M costs of the three processes evaluated, its costs have been used in the comparison of servicing options shown on Table S1.

Regional servicing would consist of collection and conveyance of wastewater from Extension to the City of Nanaimo's wastewater collection system, and ultimately to the existing RDN Greater Nanaimo WPCC, a primary treatment plant. Because the City of Nanaimo does not support servicing communities beyond city boundaries, regional servicing of Extension is not viable. For comparison purposes only, Table S1 shows costs, including buy-in to the RDN system and annual O&M costs, for regional and decentralized servicing. Costs for connection to the City system were not available.

6.3 EFFLUENT REUSE AND DISPOSAL

The study evaluates options for effluent reuse and disposal. The major opportunities for reuse are commercial irrigation, agriculture and silviculture. With the west coast climate, effluent reuse is available for only a portion of the year. Storage and/or disposal would be required for the remainder of the year.

Ground disposal of effluent depends on the availability of permeable soils, like sands and gravel, that can accept a high rate of effluent application on a continuous basis. Based on the reported high water table in the Extension area, it is uncertain whether favourable sites could be found.

Many communities have river, lake, or marine outfalls for effluent disposal. A river or lake outfall, which is the more likely option for Extension, must be designed to promote dilution and dispersion and consider the limnology, water chemistry, biology, and hydrology of the water body or watercourse. Table S1 shows costs for a lake or stream outfall, which has a lower capital cost than ground disposal.

7 COMPARISON OF OPTIONS

Decentralized community wastewater treatment meets the RDN's long-term growth strategy and resolves issues with failed and failing septic systems. Compared to regional wastewater treatment, decentralized wastewater treatment controls urban sprawl which can develop along a long conveyance system to a regional facility. A suitable site would need to be established for a new treatment facility. A new treatment facility would also require additional operations and maintenance personnel, as well as administrative staff.

Regional wastewater treatment can provide economies of scale for the capital and annual operation and maintenance costs of a facility. With an existing facility in place, that is, the Greater Nanaimo WPCC, siting a new plant would not be required. In addition, there would be less administration cost and none of the regulatory issues associated with adding a new plant. A pump station and force main would be required to convey wastewater from the Extension nodal area to the Greater Nanaimo WPCC. Wastewater can become septic in long sewers and odours can become an issue, as a result.

Maintaining the status quo does not alleviate public health and environmental concerns due to failing septic systems. In addition, with current wastewater servicing, development in the Extension nodal area is limited, thereby limiting the ability of the area to become a more diverse and complete community. If this option is selected, servicing should be re-evaluated in a few years.

Table S1 presents the costs of decentralized treatment versus regional treatment, for comparison purposes only. For the decentralized wastewater treatment system, the SBR process was selected for wastewater treatment and an outfall was assumed for effluent disposal; these costs were lowest of the options evaluated. This selection is for evaluation purposes only, and is not a recommendation on the proposed process for treatment and disposal. The regional treatment option does not include costs for any upgrades required to the City or RDN's wastewater systems to accommodate the Extension wastewater flow, nor buy-in and operation and maintenance costs that the City may charge for new connections. Buy-in costs to the Greater Nanaimo WPCC are \$879 for new connections and \$89 per connection per year for operation and maintenance.

8 CONCLUSIONS

Wastewater servicing for Extension will improve wastewater treatment, thus safeguarding public health and the environment. In addition, servicing will increase the development potential in Extension, allowing the development of a wide variety of services and amenities in the nodal area.

The RDN's *Growth Management Plan* supports decentralized community wastewater treatment to discourage urban sprawl. However, this study shows that, for Extension, regional wastewater treatment at the Greater Nanaimo Water Pollution Control Centre, via the City of Nanaimo's wastewater collection system, is the most cost-effective option. As the City of Nanaimo does not support servicing lands outside of city boundaries at this

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time, the regional wastewater servicing option is not viable. As a result, the Regional District of Nanaimo has elected to maintain the status quo, Option 3 - Do Nothing. The RDN will revisit wastewater servicing for Extension at a later date.

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Table S1
Wastewater Servicing Costs for Selected Scenarios

Option	Collection System Costs, \$ million		Treatment Plant Costs, \$ million		Outfall Costs, \$ million		Capital Costs, \$ million	Total Engineering, \$ million	O&M Costs, \$ million	Annual Cost per Connection, \$
	Capital	O&M	Capital	O&M	Capital	O&M				
Decentralized Community Wastewater Servicing	1.9	0.057	1.3	0.065	0.49	0.012	3.7	0.48	0.14	1160
Regional Wastewater Servicing	2.9	0.086	0.35	0.023	0	0	3.2	0.30	0.11	960

1. Cost estimates are based on 2002 dollars
2. 30% Contingency has been included capital costs
3. Engineering is based on 15% of the capital costs
4. Regional wastewater servicing assumes buy-in costs of \$679 per connection and \$89 per connection per year for operation and maintenance.
5. Annual cost per connection is based on an interest rate of 6% amortized for 20 years.

Electorate Area 'H' Sewer Servicing Project

January 14/2002

Comments from surveys (both at meeting and received by mail/fax/email)

- 1 Please don't help us!
- 2 We do not want to see a pump and truck away system
- 3 I am building in 5 years and would like sewer service if available, or would plan the house for it if thought to be available later
- 4 At last! I have waited 20 years for the sewer system. Let's just get on with it
- 5 Need further information
- 6 Information on where village centres are, more info on grants for properties, min parcel size implications
- 7 Question if property is in village centre
- 8 Keep informed
- 9 Want to maintain rural atmosphere for this area and do not want larger developments
- 10 Cost factor- short term vs. medium term, We fully support pursuing a community sewer system for the ecology of Deep Bay. We must keep the water clean for the oysters, scallops, that we eat. We also need a sewage outlet for the boats
- 11 No more taxes. Things are OK just the way they are
- 12 We do not want RDN here! Thanks!
- 13 Our waterfront home was built in 1994. Stringent and expensive septic standards were the name of the game. Rightly so! We feel we have made our contribution to the environment. Our taxes are high and keep going up. Our pensions do not.
- 14 Consultation with residents is first priority and cost per household
- 15 A sewer system is overdue for these centres. We should move forward with this project ASAP
- 16 We are happy with our efficient septic system
- 17 Map could be clearer- why shaded areas outside centres?
- 18 I believe we need the sewer service- good for community health, cleaner harbour/waterfront, future growth which we need to survive for our children's future
- 19 With the newer regs for septic systems, are sewer services necessary?
- 20 We are part time residents and therefore don't need to change but if the cost was low enough we would gladly go for it
- 21 We are currently using a pump and haul system for our septic service. With increasing fees, this is becoming more and more expensive. A sewer service would be a great benefit to us
- 22 We who live in rural areas do so because we like a simple, non intrusive way of life. We do not want, nor can afford the grandiose ideas of the RDN
- 23 Don't want sewer service! We all have septic tanks. It's a lot of money and should be a referendum
- 24 I am in favour of my area being included in sewer servicing but would like the option of paying to connect as I develop my property.
- 25 Unclear on infrastructure only and acres on outside properties
- 26 I oppose any large scale development in area H. My septic field is operating quite well- thank you. Now buzz off and pave over some other part of the country!
- 27 Difficult to give opinion without knowing all the costs- overall individual and how property owners will pay i.e.: one time charge
- 28 Sewer is long overdue
- 29 Beachfront property that is developed should be considered in sewer development
- 30 Completely in favour of sewer system
- 31 Let's get this going now. It's about time. The sooner the better
- 32 I am against community sewer services and the higher densities these services could bring. Most of us who live outside the existing towns (QB, Parksville) do so because of the lower densities.
- 33 Are there problem areas now? Is this just one more way to eliminate those of us who

- are summer only, even though we have owned the property since 1969? We pay now for 12 months and subsidize the water and garbage collection for permanent residents.
- 34 Whoever composed the sentence regarding parcel size must have a doctorate in bafflegab. If you cannot communicate in plain English, don't expect people to support your proposals
- 35 I agree with the statement that sewer services outside village centre boundaries only considered to serve existing levels of development. That is, no development in ALR and FLR lands would be serviced if such a development went ahead against GMP and OCP policy.
- 36 If in fact monies are available (my information is there is not) then the Province of BC and the government of Canada should return it to the taxpayers or apply it to the ever increasing provincial and national debts.
- 37 We need firstly an increased Water Reservoir Capacity and additional supply lines to the Bowser/Deep Bay area before we start to worry about a new sewer system. The septic systems in our area are of very recent vintage and are also very costly. The 1/2 acre lot parcels should be maintained, this being one of the attractions this area has to offer. We also need an other access roadway into our subdivision, besides Jameson Road. Our director should concentrate his efforts more in this direction. I do strongly oppose the sewer project! Lets use our tax dollar more wisely.
- 38 Local experiments with small treatment sewer plants have not been positive!
- 39 To make the system viable we need to allow much higher densities in the village centres. Also by presenting cost figures the way you did you essentially killed the plan. Poor planning on your behalf- you should know a lot more about people before you speak
- 40 I agree with higher densities in the village nodes but only with appropriate sewer choices in place. It's time to put the sewer infrastructure in place in our area to try to keep hook up costs down for everyone. Don't like the idea of hitting developers hard or there will be no development at all
- 41 Since finding out the individual costs related to this project and the length of time needed to pay for it, I have lost all interest. If we started paying today, I would be dead before the final payment was made
- 42 Service the nodes first then we hope the federal government will have reached the conclusion that infrastructure throughout the country is a priority and we will have more help
- 43 We paid \$7000 for a septic system and don't feel the need to pay again for service. If developers want sewer they should pay for it. Frankly, we don't believe this should be enforced at any cost to us
- 44 Cost is a big factor to me. Single person on a fixed income
- 45 I don't feel a sewer system is feasible or warranted. The proposed sewage treatment plan and numerous pumping stations are a waste of taxpayer's money in this time of economic uncertainty. We would not vote for this. What we have now fulfills environmental needs and our needs. A definite thumbs down. the smell of the French Creek one and the noise of the pump station is terrible.
- 46 What would be the costs? Opposed if costs are too high
- 47 My business is in Alberta and later on the island- plumbing, heating and AC. I have installed many septic systems of different styles and types. My concern has always been that it will pollute our most valuable and soon hard to come by resource - pure clean water. Effluent residue eventually finds its way into the aquifer. Sewage disposal in my opinion is of the utmost importance
- 48 With 40 years of experience in the construction industry, I am certain that most developers do not need the bureaucracy in making their decisions as to where to develop sites. Three local viable residential sites- Craig Bay, Fairwinds, Arbutus Ridge are not based on village concepts planned by Regional Districts. The utility infrastructures were built by developers and paid for by the purchasers of developed units. As for the concept of the area chosen or planned for Qualicum Bay as such- obviously no one from the Regional District has made a site visit to see that most of the area is a swamp and environmentally unfriendly. If the RDA/Victoria plans to uphold the local ALR designations even though there are few signs of commercial farming, then the area would not be developed because no long term employment will be developed to sustain an increase in population. Clients through the years have included Grosvenor International, Daon, Narod, Cantea, City of Surrey, Ocean Park Developments, Imperial Ventures, Geoff Hobbs and Associates, Dept of

Highways, CN, CP, FRPD, Columbia Bitulithic, Jack Awe Ltd.

- 49 I am currently constructing a new home faced with (very soon) applying for permit to construct a septic system on my 1.7 acre property. I would very much like to have any further info on whether I qualify for extended sewage service and approximately when service could be expected.
- 50 I would take exception to the way that the grant was presented at the local meeting as being 'free money'. This is tax money whether from the provincial government or the local government and the source is the same- taxation. Infrastructure grants would be much better used in updating the supply of domestic water than on sewer systems that are currently not required from a health perspective. The use of individual septic fields on min 0.5 acre lots has functions efficiently for many years in the local environment. A sludge treatment plant outside of residential areas would make sense. My understanding is that a cost factor of \$30,000 approx over 20 years is required for each connection plus connection from the residence to the property line. On average normal residential value is in the order of \$150,000. Hence you propose an investment of 20% of the current property value which would not be recovered at resale, but would probably be deducted at resale if the connection was not made. This is simply not acceptable economics. The reason given for the initiative was to attract developers shy would be want to attract developers and end up like Surrey or Richmond on the mainland. If the developers cannot work with the current lot size regulations to make a profit then they should try other employment. The RDN has a commitment to consult and inform improvement districts on proposals that effect the district. Deep Bay or a any other district has not been consulted in this regard by either the Director or the RDN direct. Why?
- 51 Currently we had to install a holding tank. This is a cost of \$180 every two months. A permanent structure addresses everyone. The holding tank was because we were short 6" of native soil and were not allowed to add soil. The cost continues to increase with no input from residents who have no choice.
- 52 We don't believe a sewer system is needed if it means large development proposals and costs
- 53 We own a home in Bowser- we were attracted to the area because of its semi-rural atmosphere. We like things the way they are. Besides, haven't we read one newspaper article after another on French Creek's treatment plan odours?
- 54 A sewer servicing initiative now may attract large development and possible participation in the cost of the system
- 55 The sooner the better!
- 56 What is the guarantee that septic fields work properly and were properly installed? I believe that this is an environmental necessity, eventually. No matter how we try, there is always someone defying the rule- as we see and smell in the burning department- and I know that some septic are not 100% perfect.
- 57 I support community sewer services. There is no employment in our area except oyster growers which employ approx 80 men. If we don't get a sewer system here in Deep Bay- its just time before the Oyster growers are out of business.
- 58 We do not get any services for our tax dollars in this area. We pay for everybody else's services. If our tax dollar stayed in our area we would pay for a sewer system.
- 59 Would there be a capital cost shared in proportion to the rated value of the property, size of property (land or otherwise)? How much development potential is there in Bowser considering the economy?

Exploring Options for Community Sewer Services - Electoral Area H
Community Comments

	Total # Mail/Fax	% responses Mail/Fax	128 Total # at meeting	% responses at meeting	63 Total # at meeting	Cumulative Total #	Cumulative Total %	191 Total #	Cumulative Total %
Do you support the existing sewer service for the Village Centre?	87	68	44	70	131	69	69	131	69
Yes	25	20	14	22	39	20	20	39	20
No	8	6	1	2	9	5	5	9	5
Neither	68	56	35	56	103	54	54	103	54
What information do you need to make a decision on service?	81	66	39	62	120	63	63	120	63
Options/technologies available	42	34	27	43	69	36	36	69	36
Costs	59	48	30	48	89	47	47	89	47
Impact on environment	39	32	24	38	63	33	33	63	33
Options on connecting- now vs. later	48	39	25	40	73	38	38	73	38
Impacts on health	6	5	5	8	11	6	6	11	6
Info on increased development potential	55	45	22	35	77	40	40	77	40
Other information	35	29	14	22	49	26	26	49	26
What is the timing for sewer service initiative?	8	7	11	17	19	10	10	19	10
Short term- 2 years	27	22	11	17	38	20	20	38	20
Med/Long term- 5 to 10 years	88	70	40	63	126	66	66	126	66
Wait for large development to contribute to costs	15	12	9	14	24	13	13	24	13
Don't proceed at all	13	11	3	5	16	8	8	16	8
Grant to fund the Village Centre?	46	38	28	44	74	39	39	74	39
Support	61	50	28	44	89	47	47	89	47
Oppose	3	2	3	5	6	3	3	6	3
Neither	12	10	2	3	14	7	7	14	7
Do you support the Village Centre?	46	38	28	44	74	39	39	74	39
Yes	61	50	28	44	89	47	47	89	47
No	3	2	3	5	6	3	3	6	3
Yes and No	12	10	2	3	14	7	7	14	7
Don't know									

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REGIONAL DISTRICT OF NANAIMO	
MAR 14 2002	
CHAIR	GMCrs
CAO	GMDS
GMCms	GMES
<i>Call</i>	
DATE:	
FILE:	

MEMORANDUM

TO: Wayne Moorman
Manager of Engineering and Utilities

FROM: Natalie Cielanga
Engineering Technologist

SUBJECT: Utilities
Rural Streetlighting Local Service Area
Boundary Amendment

DATE: March 8, 2002

FILE: 5500-21-01

PURPOSE

To consider a boundary amendment to Bylaw 791 which established the Rural Streetlighting Local Service Area.

BACKGROUND

Our mapping department recently discovered an overlap of property in both the Rural Streetlighting Local Service Area (RSLLSA) Bylaw 791, and the Sandpiper Streetlighting Local Service Area (SLLSA) Bylaw 909 (see attached map). The properties are paying a parcel tax towards both the RSLLSA and the SLLSA although they are only served by one set of streetlights. In order to rectify this situation, the properties should be removed from one of the Streetlighting Local Service Areas. The Sandpiper SLLSA covers the adjacent neighbourhood; therefore keeping the properties within this Local Service Area would maintain a contiguous boundary. The subject properties should therefore be removed from the Rural Streetlighting Local Service Area, Bylaw 791.

ALTERNATIVES

- 1) Do not amend the boundary.
- 2) Amend the boundary.

FINANCIAL IMPLICATIONS

The property owners will continue to pay towards the SLLSA but will not pay towards the RSLLSA.

RECOMMENDATION

- 1. That "Rural Streetlighting Local Service Area Amendment Bylaw No. 791.03, 2002" be granted first three readings, and
- 2. That the "Rural Streetlighting Local Service Area Amendment Bylaw No. 791.03, 2002" be forwarded to the inspector for approval.

Natalie Cielanga

Report Writer

Wayne Moorman

Manager Concurrence

[Signature]

General Manager Concurrence

[Signature]

CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 791.03

A BYLAW TO AMEND THE RURAL
STREETLIGHTING LOCAL SERVICE
ESTABLISHMENT BYLAW NO. 791

WHEREAS Regional District of Nanaimo Bylaw No. 791 established the Rural Streetlighting Local Service;

AND WHEREAS the Board wishes to amend the Local Service Area boundaries in accordance with Section 802(1)(b) of the *Local Government Act*;

AND WHEREAS the consent of the Directors of Electoral Areas E and G have been obtained;

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

1. The boundaries of the Rural Streetlighting Local Service Area are hereby revised to exclude the properties outlined on Schedule A attached hereto and forming part of this bylaw.
2. The amended boundaries of the Rural Streetlighting Local Service Area shall be as shown outlined on Schedules 'B-1' and 'B-2' attached hereto and forming part of this bylaw.
3. Bylaw No. 791.02 is hereby repealed.
4. This bylaw may be cited as "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.03, 2002".

Introduced and read three times this ____ day of _____, 20__.

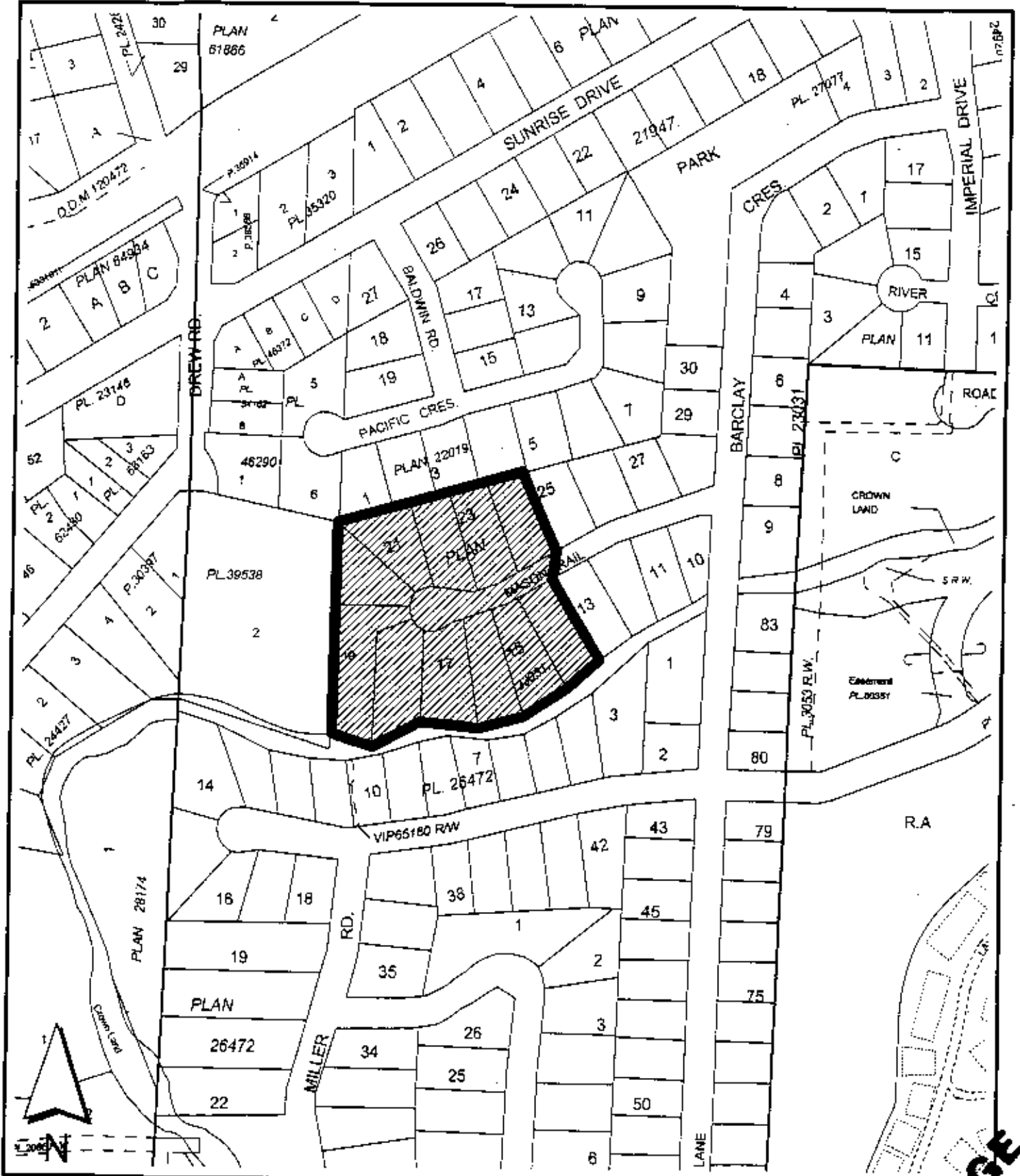
Received the approval of the Inspector of Municipalities this ____ day of _____, 20__.

Adopted this ____ day of _____, 20__.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

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**Minutes of the District 69 Recreation Commission Regular Meeting
Held on Thursday, March 14, 2002, at 7:00 p.m.
Qualicum Beach Civic Centre, Qualicum Beach, BC**

Attendance: Frank Van Eynde - Chair
Richard Quittenton
Fred Demmon
Barbara Terry
Reg Nosworthy
Craig Young
Scott Tanner
Jack Pipes

Staff: Tom Osborne
Dan Porteous

Regrets:

Chair Van Eynde called the meeting to order at 7:00 p.m. and welcomed members and staff.

Delegations

No delegations were received.

Minutes

It was noted that Commissioner Fred Demmon's attendance was not reflected in the minutes at the February 14, 2002 meeting when in fact he was present.

MOVED Commissioner Quittenton, SECONDED Commissioner Nosworthy that the minutes of the District 69 Recreation Commission Regular Meeting held on February 14, 2002 be approved as amended.

CARRIED

MOVED Commissioner Demmon, SECONDED Commissioner Tanner that the minutes of the District 69 Recreation Commission Grant-In-Aid Committee Meeting held on March 6, 2002 be approved.

CARRIED

Communications / Correspondence

No Communications / Correspondence

Reports

a) Grant-In-Aid Committee Recommendations – D. Porteous

Mr. Porteous reviewed the minutes and recommendations from the March 6, 2002 Grant-In-Aid Committee Minutes.

MOVED Commissioner Young, Seconded Commissioner Terry that the following Community Grant In Aid be approved:

Family Resource Association	\$ 500.00
	CARRIED

MOVED Commissioner Quittenton, Seconded Commissioner Young that the following Youth Grant In Aids be approved:

Kidfest	\$ 1,500
Errington Therapeutic Riding Association	\$ 1,500
• Grant to be used to offset total program costs, not to subsidize a few members.	
Erik Goetzinger BMX Society	\$ 3,200
• Grant to be used for the construction of a storage shed.	
Arrowsmith Mountain Bike Society	\$ 3,400
• Grant to be used for equipment for youth who do not have access to their own equipment.	
Deep Bay Yacht Club Junior Sailing Program	\$ 2,700
• Grant to be used to purchase a motor subject to the Deep Bay Yacht Club securing a coach boat.	
	CARRIED

The Commission discussed the applications from Oceanside Middle School Parent Advisory Council and PASS / Woodwinds Adventure Education Program. There was general concern by some Commission members that the applications were for programs that are under the auspice of School District 69 school curriculum and that there were issues about perceived downloading of such programs on to another level of government.

MOVED Commissioner Young, SECONDED Commissioner Demmon that the approval of the applications from Oceanside Middle School Parent Advisory Council and PASS / Woodwinds Adventure Education Program be deferred to the April 2002 District 69 Recreation Commission to allow further review if these programs are under the auspice of School District 69.

Commissioner Terry abstained from vote. DEFEATED

MOVED Commissioner Young, SECONDED Commissioner Tanner that the Youth Grant In Aid application by Oceanside Middle School Parent Advisory Council in the amount of \$2,300 be denied

Commissioner Terry abstained from vote. CARRIED

MOVED Commissioner Quittenton, SECONDED Commissioner Pipes that a Youth Grant in Aid be approved for the PASS/ Woodwinds Adventure Education Program in the amount of \$4,231.

Commissioner Terry abstained from vote. DEFEATED

b) Staff Reports

Commissioner Nosworthy expressed a concern regarding format changes to the Ravensong Aquatic Center Staff Report not being done as requested at the February 14, 2002 Commission meeting.

ACTION: Staff will follow-up on making the revisions prior to the following months report.

MOVED Commissioner Quittenton, SECONDED Commissioner Pipes that that staff reports on the Ravensong Aquatic Centre, District 69 Arena and Recreation Coordinating be received.

CARRIED

New Business

a) Arena RFP Process – T. Osborne

Mr. Osborne provided an update to the Commission on the RFP Process. The RFP went out on February 25, 2002. An informational briefing meeting was held for interested proponents on March 5 of which over a dozen participants were in attendance. To date 3 parties have registered and it is anticipated with others indicating they will be registering. A list of the number of registration will be provided upon the closing of the RFP on March 22, 2002 including proponent's names. An evaluation team will review the RFP in preparation for a staff report and recommendations going to the April 9, 2002 Regional District Board Meeting.

b) District 69 Recreation Fees and Charges Policy Sub Committee – T. Osborne

A sub-committee to review the existing policy and to provide recommendations to the Commission on 2003 Fees and Charges was set up comprising of Commissioners Pipes, Tanner, Young, and Demmon. The sub committee will meet over the next 2 months and report back to the Commission at the regular meetings in May and June of 2002.

CARRIED

Commissioner Roundtable

Commissioner Nosworthy had some concerns to the financial impacts to EA F in regards to recent surveys done to determine usage levels at District 69 field facilities.

Commissioner Young informed the Commission that he attended a meeting of the Parksville Bicycle Advisory Committee.

Commissioner Pipes indicated he hoped all the time he spent on the Arena Committee was not in vain and hopes to see that the decisions undertaken by the committee will prove some use to the process of providing an additional ice sheet in District 69.

Commissioner Van Eynde informed that he and Commissioner Pipes are still working on the Horne Lake Regional Park Advisory Committee preparation of an interim management plan for the Park.

Adjournment

MOVED Commissioner Quittenton that the meeting be adjourned at 8:50 p.m.

Next Meeting

The next meeting will be held at 7:00 p.m., Thursday, April 11, 2002 at the Qualicum Beach Civic Centre.

Chairperson

Minutes of the Gabriola Island Parks and Recreation Commission
Held Monday, March 11, 2002 at 7:00 p.m.
Women's Institute Hall

Present: Commissioner A. Lemieux Chairperson
Director B. Sperling
Commissioner V. Hartman
Commissioner G. Murphy
Commissioner J. Labell
Commissioner M. Roux

Also in Attendance:

Tom Osborne	Manager of Recreation and Parks
Dan Porteous	Recreation Program Supervisor

The Chair, Andre Lemieux, called the meeting to order at 7:05 pm.

Delegations

MOVED Commissioner Hartman, SECONDED Commissioner Murphy, that Grace Sayers be permitted to address the Commission as a late delegation. CARRIED

Ms. Grace Sayers (200 Daniel Way, Gabriola Island, VOR 1X3), President of the Gabriola Spinners and Weavers Guild, addressed the Commission, requesting permission to view the second portable at Rollo McClay Park with a concept in mind of utilizing the portable as a location for the Guild to work from. The Guild could use the space as a meeting room, for workshops, to store their equipment and supplies, and to house a 10' loom, on which they are working on their current project, a 10' tapestry. The Guild is prepared to consider sharing the space with other interested parties. Their present location is short-term and about to expire; therefore, there is a need to acquire a space as soon as possible.

Past Minutes

MOVED Commissioner Sperling, SECONDED Commissioner Roux, that the minutes of January 21, 2002 be adopted. CARRIED

Discussion took place with regard to the February 11th minutes of the Commission. A decision to amend the minutes under 'Delegations' (point 1) as follows:

Insert the word "maintenance" between the words "sharing" and "costs" on the third line of the paragraph.

MOVED Commissioner Sperling, SECONDED Commissioner Roux, that the amended minutes of February 11, 2002 be adopted. CARRIED

Communications / Correspondence

MOVED Director Sperling, SECONDED Commissioner Roux, that the letter from Mr. Meyers be received.

Reports

a) Gabriola Recreation Society Proposal (written – Dan Porteous):

Mr. Porteous presented a report regarding the development of an agreement with the newly established Gabriola Recreation Society to provide recreation services to the residents of Gabriola Island on behalf of the Regional District of Nanaimo based on direction from the Board in July of 2001. The report outlined the terms of the agreement, the alternative of maintaining the status quo of a grants program administered by the Commission and the recommendation to enter into an agreement with the Society. The report also recommended that staff be directed to prepare a report to consider dissolving the Commission and to prepare a Terms of Reference to establish an Electoral Area 'B' Community Parks and Open Space Advisory Committee.

Discussion took place with respect to the report. Although Commissioners were supportive of entering into an agreement with the Society, Director Sperling addressed concerns with respect to the second recommendation, as did Commissioner Hartman, requesting more time to discuss the future of the Commission.

MOVED Director Sperling, SECONDED Commissioner Hartman, that the report be received and that the Regional District of Nanaimo enter into an agreement with the Gabriola Recreation Society for the provision of recreation services to the residents of Gabriola Island.

CARRIED

MOVED Director Sperling, SECONDED Commissioner Label, that the second recommendation regarding a staff report that provides for the Gabriola Island Parks and Recreation Commission to be dissolved and for a Terms of Reference to be prepared for the establishment of an Electoral Area 'B' Community Parks and Open Space Advisory Committee be tabled until the next meeting.

CARRIED

b) Gabriola School Field Upgrade (verbal – Tom Osborne):

Mr. Osborne presented an update for an agreement to be established with School District #68 regarding a credit of \$20,000 that can be utilized by identified user groups to subsidize costs associated with school rentals. The RDN will provide the School District with the \$20,000 over a four-year period of equal payments of \$5,000. In exchange for the funding the School District will upgrade the field and provide for the access to the school at no cost to identified user groups until the \$20,000 credit is expended. At that time, the RDN, School District and community may look to some other arrangement. The plan is to have the agreement approved by the Regional District Board and the School District #68 Board in May 2002 in order for work to commence on the field during the summer months.

c) Rollo McClay Park (verbal – Tom Osborne):

Mr. Osborne presented information regarding an upcoming workshop on March 20, 2002, at 7:00 pm at the Aggie Hall, which will bring together a wide variety of current and potential park users and interested individuals to begin the planning process for Rollo McClay Park. RDN staff will facilitate the meeting with the purpose of hearing from all parties concerned as to the issues and ideas for future use of the park to be addressed in the plan.

d) Portables Update (verbal – Tom Osborne):

Mr. Osborne presented information regarding the upgrade to the portables. The Board has approved the upgrade to one of the portables to office standards to be used by the Society as an office space during the term of the agreement. Staff are currently seeking a contractor to carry out the work. Accurate estimates have yet to be determined with respect to the overall cost of renovations. Once the upgrade is complete to minimum standards the Society can move into the portable. At that time the RDN will then be in a better position to ascertain what may be done with the second portable.

Business Arising From Delegations

Director Sperling and staff addressed the future use of the second portable with respect to the request by the Gabriola Spinners and Weavers Guild. There are concerns regarding the safety of the portables in relation to occupancy, as well as a great deal of work to upgrade the portable to code. Also in question are the standards by which the portable has to be upgraded for occupancy and whether or not the second portable is worth upgrading or should be sold. The Commission asked Brian Henning if the Soccer Association would be interested in the use of a portable. He answered affirmatively. There may also be other groups interested in the use of the portable. The Society may also consider the opportunity of sharing space with other groups in the first portable.

Action Item: Staff to complete the upgrade to the first portable and ascertain what resources would then be available to consider upgrading the second portable.

Business Arising From Communications / Correspondence

The Chair will write a response to the letter by Mr. Meyers as requested. The Chair also confirmed that two notices had been posted, one in Village Way and one in Folklife Village. However, the Chair expressed agreement with the concept of advertising in the local newspaper and will follow up on this issue. The Chair also suggested the possibility of a public notice in the paper regarding the change to the meeting dates, now being the second Monday of each month. Mr. Osborne also reminded the Commission that information pertaining to the Gabriola Island Parks and Recreation Commission could be found on the RDN website including dates, agendas and minutes of past and future meetings as part of the Regional Board meeting agendas.

With respect to the issue of extending the existing field house building in the park, the Commission agreed that this may be an option in the future as the portables are only meant to be a temporary; therefore, this option could be explored at a later date.

Commissioner Roundtable

Commissioner Murphy requested clarification with respect to the process regarding the request by the Gabriola Spinners and Weavers Guild. Staff clarified the process. The Guild were also invited and encouraged to attend the workshop regarding Rollo McClay Park.

New Business

No New Business items were presented.

Commissioner Information

Information and a poster for the 2002 BC Summer Games in Nanaimo was provided to the Chair at the end of the meeting to be posted in the community.

Next Meeting

The next meeting of the Commission will be held on Monday, April 8, 2002, at 7:00 p.m. at the Women's Institute Hall.

Adjournment

MOVED Director Sperling, that the meeting be adjourned (8:20 p.m.).

Chairperson

MEMORANDUM

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

TO: Tom Osborne - Manager of Recreation and Parks **DATE:** March 5, 2002

FROM: Dan Porteous - Recreation Program Supervisor **FILE:**

SUBJECT: Gabriola Recreation Society Proposal

PURPOSE:

To provide information and a recommendation regarding an agreement between the Regional District of Nanaimo and the Gabriola Recreation Society for the provision of recreation services to the residents of Gabriola Island.

BACKGROUND:

Over the last two years, a changed approach to the delivery of recreation services on Gabriola Island has been in progress. At the meeting of the Board, dated August 14, 2001, the following resolutions were passed:

MOVED Director Stanhope, SECONDED Director Sperling, that the Regional District, through the Commission, work with the Community to provide for the establishment of a non-profit society (Gabriola Island Community Recreation Association) to deliver recreation services on the Island starting in January 2002.

MOVED Director Stanhope, SECONDED Director Sperling, that staff initiate the development of an agreement to advance funding and other arrangements with a society established to provide for the delivery of recreational services on Gabriola Island.

The Board also passed a resolution, dated February 12, 2002, that included the following two recommendations:

MOVED Director Sperling, SECONDED Director Haime,

That staff be directed to use recreation function dollars to upgrade the portable on Rollo-McClay park to office standards immediately.

That the Board allow the Gabriola Recreation Society use of the portable on Rollo-McClay park during the course of delivering recreation programming for Gabriola.

Prior to 2001 the Gabriola Island Parks and Recreation Commission provided a variety of recreation services to residents of Gabriola Island; however, significant changes approved by the Board took place with respect to the Commission's role including the closing of the Parks and Recreation office in Folklife Village, the elimination of a Programmer position, and the purchase of two portables located in Rollo McClay Park. The Commission began to explore how recreation services could best be administered in the future.

In the interim an enhanced grants program was continued for 2001, through the Commission, to ensure that some of the recreation program service delivery would be continued through community organizations like the Huxley Park Association. A plan by the Commission to develop a Society and provide services through such an organization was recommended to the Board in the spring of 2001.

On February 26, 2002, the District's Recreation and Parks Department received a proposal from the new Gabriola Recreation Society (see attached - Appendix I), incorporated February 14, 2002. The Society is currently made up of five Island representative Directors of the Society Board with room for four more Directors. Director Sperling is listed as one of the ongoing slate of Society Directors. In past similar situations, such as the Alexandra Clancy Youth Centre Society in District 69, provision was made for a Regional Board member to be included as a member of the Society Board of Directors. More recent legal advice on the matter is that a Regional Board member as Director of the Society raises potential issues regarding conflict of interest that would suggest that the Director not participate in any Board deliberations involving the Gabriola Recreation Society or consider resigning as a Society Director at the first meeting of the Society. Director Sperling has indicated that he would look to resign as a Society Director at that time. The Society's Constitution also provides the opportunity for the Electoral Area 'B' Director to annually appoint a Director to the Society.

The Society was established for the purpose of providing recreation services similar to what had been taking place previous to the Commission in 1996 when an association was delivering some recreation services. Included in the Society's proposal are the Constitution, Bylaws and a budget regarding service delivery of recreation programs. Regional District staff have reviewed the proposal and have prepared an agreement (see attached - Appendix II) with respect to the delivery of the recreation services by the Society, on behalf of the Regional District of Nanaimo, to residents of Gabriola Island.

A summary of the agreement is as follows:

Term

The Term of the agreement shall be from May 1, 2002 until December 31, 2002 and thereafter, on one-year terms at the option of the Board.

Lease

The District will provide the portable in Rollo McClay Park as an office space for the Term as outlined in the conditions of the agreement once the portable has been renovated to office standards and approved through inspection.

Recreation Services and Service Area

The services include a variety of recreation programs and events, the administration of a grants program and scheduling of Rollo McClay Park. The Society will be responsible for providing an annual report to the District that outlines its successes; challenges; evaluations and surveys completed; as well as, accurate year-end revenues and expenses. These services are to be provided within the Gabriola Island Recreation Local Service Area established under the District's Bylaw No. 1023, a portion of Electoral Area 'B'; with the cost of the services borne by the owners of the land within the Local Service Area.

Budget

The Society will be responsible for providing projected detailed budgets each year prior to the commencement of the Term, which will be reviewed by the District's Manager of Financial Services and approved by the Board during the Provisional budget process.

Capital Assets

The Society will have full use of and be in control of present items of furniture, equipment and supplies owned by the Regional District of Nanaimo; however, such items will still remain the property of the District and shall be returned to the District, if for whatever reason, the Society no longer provides the service under the terms of the agreement. Any future purchases beyond what is presently owned by the District will become the property of the District.

Insurance and Indemnity

The Society will be responsible for insuring all relevant items necessary for the provision of the services including the portable and program equipment. The Society is also responsible to provide for comprehensive general liability insurance of not less than three million dollars declaring the District as an additional named insured. A copy of such policies will be provided to the District. Finally the Society shall indemnify and save harmless the District with respect to any claims that may result from the provision of the recreation services.

Directors

A Director nominated by the District shall be entitled to attend all meetings of the Board of Directors of the Society for the duration of the Term.

Payments

In the first year \$52,000 will be disbursed, \$26,000 of which will be transferred by May 1st, 2002 and two more equal payments of \$13,000 to be transferred by July and October of 2002. Each year, thereafter, the District will make quarterly installments of payment in January, April, July and October, based on the total amount approved by the Board.

Financial Accounts and Audits

The Society will be responsible for completing audited financial statements by an auditor at each year-end, providing the District with a copy of the statements. The District will have the right of audit to examine the books of accounts at any time, upon written notice, for the purpose of reporting to the Board, the financial position of the Society.

Termination

The District may terminate the agreement upon giving ninety days written notice should the District or any other successor of the District provide alternate recreation services within the Local Service Area. Also the District may terminate the agreement without notice if the Society breaches any of the terms of the agreement. The Society may terminate the agreement upon giving ninety days written notice in the event of a breach by the District with regard to any term of the agreement.

If the Board considers an agreement with the Society then it is perceived that role of the Parks and Recreation Commission would be redundant, that the group would no longer have a role to play; therefore, the Commission could be dissolved. With respect to parks there would still be a need for a community group to advise the Regional District on parks issues; therefore, an Electoral Area 'B' Community Parks and Open Space Advisory Committee could be established similar to other Community Parks and Open Space Committee in Electoral Areas 'A', 'D', 'E' and 'G'. The repeal of the Commission Bylaw and the preparation of a Community Parks and Open Space Advisory Committee Terms of Reference would need to be addressed in subsequent reports.

ALTERNATIVES:

1. That the Regional District of Nanaimo enter into an agreement with the Gabriola Recreation Society for the provision of recreation services to the residents of Gabriola Island and initiate a process to dissolve the Gabriola Island Parks and Recreation Commission and establish a Terms of Reference for a Community Parks and Open Space Advisory Committee in Electoral Area 'B'.
2. That the Regional District of Nanaimo maintain, through the Gabriola Island Parks and Recreation Commission, the current grants program to individual organizations of Gabriola Island that provide other recreation related programs and events.

Financial Implications:

1. A total of \$70,670 is included for the Electoral Area B 2002 Annual Recreation budget, comprised of a \$55,000 tax requisition and a prior year surplus from 2001 of \$15,670. Costs associated with this budget include Regional District of Nanaimo administration costs of \$8,830, a capital plan of \$9,000 for an upgrade to a portable at Rolo McClay Park to be used by the Gabriola Recreation Society as an office space, and a surplus of \$840. The remaining funds of \$52,000 are available through an agreement to fund the Gabriola Recreation Society to provide recreation services on behalf of the Regional District.
2. An alternative to the delivery of recreation services through a society is to continue with and expand the current Grants program. Grant funding could be increased by approximately \$30,000 from the former level of \$20,000 in 2001 for a total of \$50,000 and would be distributed to a variety of community organizations through an application and review process.

Program and Citizen Implications:

1. Since the cessation of direct services provided by the Gabriola Island Parks and Recreation Commission in 2001, resources for the continued level of service previously experienced by members of the community have been limited. Groups like the Huxley Park Association have continued to offer programs with some success; however, the previous level of service delivery to the community has not yet been met.

Transferring funds to the Gabriola Recreation Society through an agreement with the Regional District provides the opportunity for a local organization to plan, implement and evaluate a broad range of recreation services; further enhancing the delivery of services readily accessible to local residents. The Society would manage the funding and the program independently through the Society Board conforming within guidelines within the agreement, as well as the Society's Constitution.

Public funds would be used to administer a wide variety of programs, events and other services previously provided by the Gabriola Island Parks and Recreation Commission between 1996-2000. The Society would also be responsible for evaluating its services based on community wants and needs through public meetings, surveys and program evaluations. As an umbrella Society to supplement programs delivered to the community by various agencies and individuals, it could also continue to administer a grants program as outlined in its proposal.

2. The alternative to an agreement with a society would see funding disbursed directly back to the community through the grant process as has been the current and past practice. The Commission would continue to administer the program. A greater number of organizations and individuals could be served and benefit from the increase in funding, enhancing the delivery of recreation programs throughout the island community.

However, there is a concern with respect to disbursing all the funds through the grants program. Particular programs may not be provided for due to the significant planning and implementation issues involved. For example, swimming programs, summer camp programs, gymnastics, have been traditionally provided on the island by an organized Society or government agency, and are often better suited to this type of system due to the extent of administration and coordination. Smaller independent service providers either do not have the means for, or are not necessarily interested in, taking on the coordination of such programs, especially with the costs and risks involved in terms of liability and insurance. Consequently, an enhanced grants program would not likely provide the types of core programs the Commission and community is seeking that a formalized organization could provide with substantial resources. If these programs such as swimming and gymnastics are not provided, key benefits to participants and island residents as a whole will be missed.

Conclusion:

Following resolutions approved by the Board on August 14, 2001, and February 12, 2002, the Gabriola Recreation Society was established in mid February of 2002 and an agreement has been developed for the purpose of the Society to administer recreation programs on Gabriola Island, which will include an upgrade to a portable in Rollo McClay Park to office standards that the Society may use for the term of the agreement. The agreement outlines general and specific guidelines with respect to the Society managing public funds of \$52,000 and providing services on behalf of the Regional District of Nanaimo.

The alternative approach of maintaining the status quo with respect to the Grants program does have some limitations with respect to the types of programming that can take place for the island residents; therefore, to maintain and enhance the programs previously delivered by the Commission and Regional District staff, an agreement with the Gabriola Recreation Society has been developed.

If the Board approves an agreement with the Society, the Gabriola Island Parks and Recreation Commission could be dissolved and steps to establish a Community Parks and Open Space Advisory Committee on Gabriola Island could be initiated.

Recommendations:

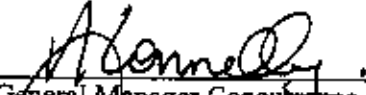
1. That the Regional District of Nanaimo enters into an agreement with the Gabriola Recreation Society for the provision of recreation services to the residents of Gabriola Island.
2. That staff be directed to prepare a report that provides for the Gabriola Island Parks and Recreation Commission to be dissolved and for a Terms of Reference to be prepared for the establishment of an Electoral Area 'B' Community Parks and Open Space Advisory Committee.



Report Writer



for Manager



General Manager Concurrence



CAO Concurrence

COMMENTS:

gabriola recreation society

Proposal to the Nanaimo Regional District
from

Gabriola Recreation Society

February 2002-02-20

Society Information

The **Gabriola Recreation Society**, to be referred in the following text as GRS, was incorporated in Victoria on the 14th day of February 2002 under the registration number S-44262.

Included with this proposal are the articles of incorporation as well as the names and addresses of all initials directors and of the Law firm that prepared the incorporation papers for filing in Victoria. For the moment and until the GRS get a permanent address and/or until advised all communication, with the RDN, can be forwarded by telephone, mail or e-mail to:

C/O Andre Lemieux
1160 Cappon Lane
Gabriola, BC
V0R 1X0

Tel :250-247-9889, Fax : 250-247-9841
Andre.Lemieux@shaw.ca

The GRS plans to operate from an office located at Rollo-McClay Park on Gabriola Island. Until those premises are upgraded to office standard, the GRS has no official office.

Historical background

The GRS came into being for the sole purpose of planning, administering and providing recreational programs for Gabriola Island residents.

When it was decided that Gabriola residents were going to join the Nanaimo recreational grid, the amount of financial resources available for continuing the recreational programs and its administrative structure was clearly insufficient. Without raising taxes, another avenue of delivering those programs had to be found.

Before 1995, recreational programs were dispensed by a non-profit organization that had no tax requisition for revenue. Unpaid volunteer help, with no office or operational real estate, ran all the programs. It had many drawbacks compared to what the community has been used to since 1995.

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The GRS was created to deliver the recreational services that the community has been accustomed to receive, within the constraint of the financial resources available and without an increase in the tax requisition.

Programs

The GRS, as explained earlier, is to carry on the dispensing of most of the programs that were available in the past as well as the creation of new ones that will be judged beneficial and wanted by the community. For that purpose, a method of finding out the community needs will be instituted using surveys, public meetings, professional consulting and other means.

The GRS plan to have all programs to operate on a break-even basis. That is, all direct disbursements have to be covered by program fees. We realize the possible shortfalls of some programs but past experiences showed us the possibility of also exceeding revenues in other popular programs that would make up for those shortfalls.

This proposal is being prepared using local experience of delivering that kind of programs in the last twenty-five years mixed with the expertise learned from an RDN programmer having been temporarily employed on Gabriola for about three years. Those programs have been ongoing using the umbrella of the Huxley Park Sports Association since the spring of 2001. The GRS is planning to carry on the work that has been done by those previous entities.

The programs that Huxley Park Sports Association took on from April 01 to present are:

- *Gymnastics for 2 – 12 yr olds*
- *Tennis lessons for 8 – adult*
- *Soccer for 3 – 15 yr olds*
- *Basketball for 16 +*
- *Swimming for tots to adult*
- *Sailing all ages*
- *Fencing 16 +*
- *Softball 5 +*
- *Self Defence 16+*
- *Assisted with summer day camp transportation needs*
- *Special needs services*
- *Assisted with arts program for children*

It is the intention of the GRS, as stated earlier, to carry on those programs and with the help of the future part time programmer, to start new ones.

Following are some that we plan to offer:

- *All of the above mentioned programs plus*
- *Aerobics for 16+*
- *Volleyball 16+*
- *Summer Day Camp for 5 – 12 yr olds*
- *Basketball sport camp*
- *Karate*
- *Babysitting Training for 11-16yr olds*
- *Coaching Clinics*
- *First Aid*
- *Dancing*
- *Leaders in Training*
- *Sing a long*
- *and many others*

Human resources

It is the intention of the GRS to work very closely with the people of Gabriola and for that purpose and as well as for the delivery of recreation, the GRS plan to hire, on a part time basis, a person that will be qualified and suitable to the community. This person will report to the GRS board through a board representative. The budget that is included in this proposal has put moneys aside for such a position. The rate use is \$20.00 per hour at four hours per day and five days per week and fifty weeks per year. Therefore the figure in the budget is for a twelve-month period. The GRS will provide recreation twelve months of the year.

The GRS office will be located at Rollo-McClay Park on Gabriola Island and will also be housing the programmer office and the storage of supplies and equipment.

Closing

It has been a hard road for the residents of Gabriola to get back into a smooth delivery of their recreation needs. They are now allowed to participate in the full recreation grid of the district at a reasonable negotiated cost.

The lost of those recreation dollars, have put a strain on the delivery of recreation programs and the formation of the GRS has been their salvation in getting that service.

It is hoped that the RDN will understand the urgency of getting this proposal approved so that we can get on with the job of providing the spring and summer programs. Lots of time has been lost in getting this approval but the final goal is getting programs to those that are expecting them.

We have done everything possible that was requested of us and sincerely hope that the RDN staff and the Board will recognized this necessity.

GRS

GRS

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gabriola recreation society

Proposal to the Nanaimo Regional District

from

Gabriola Recreation Society

February 2002-02-20

Proposed Budget

From April 1/2002 to December 31/2002

	<u>Budget</u>		<u>Budget</u>
<u>Revenues</u>		<u>Expenses</u>	
<i>RDN</i>	52,000.00		
<i>Programs</i>		<i>Programs</i>	
Tennis	350.00	Tennis	350.00
Soccer	2,000.00	Soccer	2,000.00
Gymnastics	3,000.00	Gymnastics	3,000.00
Karate	3,000.00	Karate	3,000.00
Fencing	400.00	Fencing	400.00
Volleyball	600.00	Volleyball	600.00
Basketball	1,200.00	Basketball	1,200.00
First Aid	200.00	First Aid	200.00
Dance	300.00	Dance	300.00
Youth leadership	300.00	Youth leadership	300.00
Adult Fitness	200.00	Adult Fitness	200.00
Swim lessons	3,600.00	Swim lessons	3,600.00
Swim leadership	450.00	Swim leadership	450.00
Sailing	1,000.00	Sailing	1,000.00
Other programs	4,000.00	Other programs	4,000.00
<i>Programs Revenues</i>	20,600.00	<i>Programs Expenses</i>	\$20,600.00
<i>Surplus from previous year</i>	0.00		
Total Income	72,600.00		

OVER...

Total Revenues **\$72,600.00**
Less: Total Outlay **\$72,600.00**
Over/Under Budget **\$0.00**

Administrative Expenses

Accounting		
Bookkeeping	1,200.00	
Audit	2,000.00	
Advertising	2,300.00	
Assoc. Dues	370.00	
Bank Charges	50.00	
Courier cost	50.00	
Drinking water	400.00	
Electricity	1,200.00	
Equipment lease	400.00	
Financial Assistance	1,200.00	
Grants in Aid	10,000.00	
Insurance	1,000.00	
Janitorial	1,200.00	
Legal	500.00	
Miscellaneous	930.00	
Office supplies	750.00	
Off. Equip. repairs	500.00	
Postage	250.00	
Safety supplies	100.00	
Staff training	500.00	
Telephone & fax	1,600.00	
Travel	1,000.00	
Wages	20,000.00	
Wage benefits	4,500.00	
Total Admin. Expen.		\$52,000.00
Total Expenses		\$72,600.00
Non Operating Costs		
Total Non Operating Costs		<u>\$0.00</u>
Total Outlay		<u>\$72,600.00</u>

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PROVINCE OF BRITISH COLUMBIA
(FORM 3)

Certificate of Incorporation Number: _____

SOCIETY ACT

CONSTITUTION

1. The name of the society is "**GABRIOLA RECREATION SOCIETY.**"
2. The purposes of the society are:
 - (a) To promote recreational and cultural activities on Gabriola through such activities as:
 - (i) funding of groups and societies providing parks and recreational and cultural programs and facilities on Gabriola;
 - (ii) developing and maintaining parks and cultural and recreational facilities on Gabriola;
 - (iii) developing and maintaining cultural and recreational programs on Gabriola;
 - (iv) promoting cultural and recreational activities on Gabriola;
 - (v) carrying out educational and other programs to develop or promote cultural and recreational activities on Gabriola;
 - (vi) taking such other steps as will promote cultural and recreational activities on Gabriola; and
 - (vii) taking such other steps as will promote the acquisition or development of playgrounds, sports fields and parks on Gabriola.
3. This is a non-profit, non-political and non-religious organization. The Society shall never in any way discriminate against any person or group of persons for their religious or political views. This provision is unalterable.
4. The operations of the Society are to be carried on in the Province of British Columbia, chiefly in and around Gabriola and any other island in the Gabriola Island Trust zone. This provision is unalterable.

5. In the event that the Society should at any time be wound up or dissolved, the remaining assets after payment of all debts and liabilities shall be turned over to a municipal corporation which includes Gabriola or, if such fails to exist at the time of winding up, a recognized charitable organization on Gabriola which has in its purposes the provision of a sports or recreational activity on Gabriola. This provision is unalterable.

6. Any income received by the Society will be applied in the furtherance of its objectives and for no other purpose, and specifically that such income or any surplus shall not be made available to members. This provision is unalterable.

7. No director of the Society shall be remunerated for being or acting as a director, but may be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Society. This provision is unalterable.

BYLAWS

Here set forth, in numbered clauses, the bylaws providing for the matters referred to in section 6(1) of the *Society Act* and any other bylaws.

PART 1 - *INTERPRETATION*

1. (1) In these bylaws, unless the context otherwise requires,
 - a. "*directors*" means the directors of the society for the time being;
 - b. "*Society Act*" means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it;
 - c. "*registered address*" of a member means his address as recorded in the register of members.
 - (2) The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

PART 2 - **MEMBERSHIP**

3. The members of the society are the applicants for incorporation of the society, and those persons who subsequently have become members, in accordance with these bylaws and, in either case, have not ceased to be members.
4. A person may apply to the directors for membership in the society and upon payment of any dues set by the directors and upon acceptance by the directors shall be a member. The following persons may apply for membership in the Society:
 - (1) Any person who is qualified to vote in Electoral District B;
 - (2) Any person being 14 years or older who would be qualified to vote in Electoral District B of the Nanaimo Regional District, if he or she were 19 years of age or over.
5. Every member shall uphold the constitution and comply with these bylaws.
6. The amount of the first annual membership dues shall be determined by the directors and after that the annual membership dues shall be determined at the annual general meeting of the society.
7. A person shall cease to be a member of the society
 - (1) By delivering his resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;
 - (2) On his death or in the case of a corporation on dissolution;
 - (3) On being expelled; or
 - (4) On having been a member not in good standing for 6 consecutive months.
8.
 - (1) A member may be expelled by a special resolution of the members passed at a general meeting.
 - (2) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - (3) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
9. All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the society and he is not in good standing so long as the debt remains unpaid.

PART 3 - **MEETINGS OF MEMBERS**

10. General meetings of the society shall be held at the time and place that the directors decide.
11. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
12. The directors may, when they think fit, convene an extraordinary general meeting.
13. Any three directors may, notwithstanding the decision of the majority of directors, require the convening of an extraordinary general meeting.
14. The following shall apply to all general meetings (including extraordinary general meetings) of the society:
- (1) Notice shall be given in accordance with section 60 of the Society Act to all members shown on the register of members on the day notice is given.
 - (2) Additionally two weeks notice of a general meeting shall be given by placing an advertisement, notice or news item in a Gabriola newspaper and by posting one notice in a public place on Gabriola.
 - (3) Notice of a meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of that business.
 - (4) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
15. The first annual general meeting of the society shall be held not more than 15 months after the date of incorporation and after that an annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

PART 4 - **PROCEEDINGS AT GENERAL MEETINGS**

16. Special business is
- (1) All business at an extraordinary general meeting except the adopting of rules of order; and
 - (2) All business transacted at an annual general meeting, except,
 - a. the adoption of rules of order;
 - b. the consideration of the financial statements;
 - c. the report of the directors;

- d. the report of the auditor, if any;
 - e. the election of directors;
 - f. the appointment of the auditor, if required; and
 - g. the other business that, under these bylaws, ought to be transaction at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.
17. (1) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
- (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (3) A quorum is 3 members present or a greater number that the members may determine at a general meeting.
18. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
19. Subject to bylaw 19, the president of the society, the vice president or in the absence of both, one of the other directors present, shall preside as chairman of a general meeting.
20. If at a general meeting
- (1) There is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting; or
 - (2) The president and all the other directors are unwilling to act as chairman, the members present shall choose one of their number to be chairman.
21. (1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.

- (3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
22. (1) A resolution proposed at a meeting must be seconded.
 - (2) The chairman of a meeting may move or propose a resolution.
 - (3) In case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.
 23. (1) A member in good standing present at a meeting of members is entitled to one vote.
 - (2) Voting is by show of hands.
 - (3) Voting by proxy is not permitted.
 24. A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative shall be reckoned as a member for all purposes with respect to a meeting of the society.

PART 5 - ***ELECTION OF DIRECTORS***

25. The number of directors shall be 9 or such greater number as is determined from time to time at a general meeting.
26. All directors other than the director appointed pursuant to paragraph 26 below shall be elected at a general meeting. At the first annual general meeting one of the directors or if there is an odd number of directors one half of the directors plus one shall be elected for a one year term and the other directors shall be elected for a two year term. At subsequent annual meetings directors shall be elected for a two year term unless the director is being elected to replace a director who has resigned before the completion of his term in which case the director shall be elected to complete the term of the resigning director.
27. The Regional Director for Electoral Area B of the Nanaimo Regional District shall annually appoint one director. The Regional Director may appoint himself or herself as that director.
28. (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
 - (2) A director so appointed holds office only until the conclusion of the next following annual general meeting of the society, but is eligible for re-election at the meeting.

29. (1) If a director resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director.
- (2) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
30. A director shall cease to hold office if he or she fails to attend at three consecutive meetings without reasonable excuse.
31. The members may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.

PART 6 - ***DIRECTORS AND OFFICERS***

32. The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in general meeting, but subject, nevertheless, to
- (1) All laws affecting the society;
 - (2) These bylaws; and
 - (3) Rules, not being inconsistent with these bylaws, which are made from time to time by the society in general meeting.
33. No rule, made by the society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
34. (1) At the first meeting of the directors after the Annual General Meeting the directors shall appoint such officers as they deem appropriate which officers shall include a president, vice president, secretary and a treasurer.
- (2) The president, vice president, secretary, treasurer and any other person appointed an officer shall be the directors of the society.
 - (3) Separate elections shall be held for each office to be filled.
 - (4) An election may be by acclamation; otherwise it shall be by ballot.
 - (5) If no successor is elected the person previously elected or appointed continues to hold office.
35. No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the society.

PART 7 - **PROCEEDINGS OF DIRECTORS**

36. (1) The directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit, provided that the directors shall meet no fewer than ten times in each and every calendar year.
- (2) The directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the directors then in office.
- (3) The president shall be chairman of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president shall act as chairman; but if neither is present the directors present may choose one of their number to be chairman at that meeting.
- (4) A director may at any time, and the secretary, on the request of a director, shall, convene a meeting of the directors.
37. (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
- (2) A committee so formed in the exercise of the powers so delegated shall confirm to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
38. A committee shall elect a chairman of its meetings; but if no chairman is elected, or if at a meeting the chairman is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairman of the meeting.
39. The members of the committee may meet and adjourn as they think proper.
40. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
41. A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- (1) No notice of meetings of directors shall be sent to that director; and

- (2) Any and all meetings of the directors of the society, notice of which has not been given to that director shall, if a quorum is present, be valid and effective.
42. (1) Questions arising at a meeting of the directors and committee of directors shall be decided by a majority of votes.
- (2) In case of an equality of votes the chairman does not have a second or casting vote.
43. No resolution proposed at a meeting of directors or committee of directors need be seconded and the chairman of a meeting may move or propose a resolution.
44. A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

PART 8 - **DUTIES OF OFFICERS**

45. (1) The president shall preside at all meetings of the society and of the directors.
- (2) The president is the chief executive officer of the society and shall supervise the other officers in the execution of their duties.
46. The vice president shall carry out the duties of the president during his absence.
47. The secretary shall
- (1) Conduct the correspondence of the society;
- (2) Issue notices of meetings of the society and directors;
- (3) Keep minutes of all meetings of the society and directors;
- (4) Have custody of all records and documents of the society except those required to be kept by the treasurer;
- (5) Have custody of the common seal of the society; and
- (6) Render financial statements to the directors, members and others when required.
48. The treasurer shall
- (1) Keep the financial records, including books of account, necessary to comply with the *Society Act*; and

- (2) Render financial statements to the directors, members and other when required.
- 49. (1) The offices of secretary and treasurer may be held by one person who shall be known as the secretary treasurer.
- (2) When a secretary treasurer holds office the total number of directors shall not be less than 9 or the greater number that may have been determined pursuant to bylaw 25.
- 50. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.

PART 9 - **SEAL**

- 51. The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.
- 52. The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the president and secretary or president and secretary treasurer.

PART 10 - **BORROWING**

- 53. In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.
- 54. No debenture shall be issued without the sanction of a special resolution.
- 55. The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

PART 11 - **AUDITOR**

- 56. This Part applies only where the society is required or has resolved to have an auditor.
- 57. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
- 58. At each annual general meeting the society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.

- 59. An auditor may be removed by ordinary resolution.
- 60. An auditor shall be promptly informed in writing of appointment or removal.
- 61. No director and no employee of the society shall be auditor.
- 62. The auditor may attend general meetings.

PART 12 - **NOTICES GENERALLY**

- 63. A notice may be given to a member, either personally or by mail to him at his registered address.
- 64. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in providing that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 65. Notice of a general meeting shall be given to the auditor, if part 11 applies.

PART 13 - **BYLAWS**

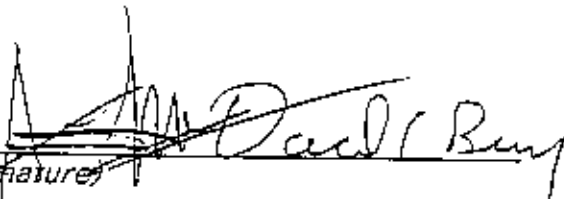
- 66. On being admitted to membership, each member is entitled to, upon written request, and the society shall give him, without charge, a copy of the constitution and bylaws of the society.

67. These bylaws shall not be altered or added to except by special resolution.

Dated the 17th day of January, 2002.

Witness(es)

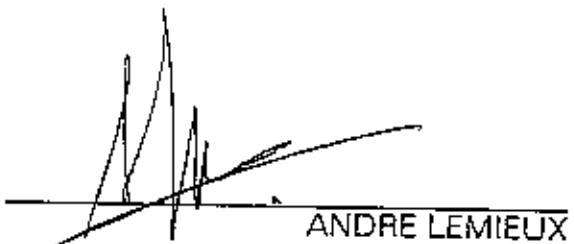
Applicants for Incorporation

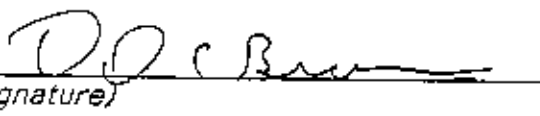

(Signature)

DAVID BROWN
(Printed Name)

David Brown
Barrister & Solicitor
P.O. Box 220
#5 - 580 North Rd.
Gabriola, B.C. V0R 1X0
(Street Address)

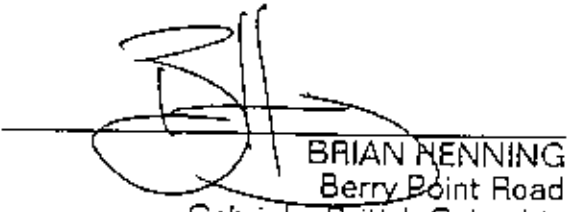
(City, Province, Postal Code)


ANDRE LEMIEUX
1160 Cappon Lane
Gabriola, British Columbia
V0R 1X7
(Pilot)


(Signature)

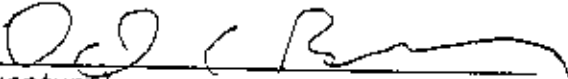
DAVID BROWN
(Printed Name)
David Brown
Barrister & Solicitor
P.O. Box 220
#5 - 580 North Rd.
Gabriola, B.C. V0R 1X0
(Street Address)

(City, Province, Postal Code)


BRIAN PENNING
Berry Point Road
Gabriola, British Columbia
V0R 1X1
(Surveyor)

Witness(es)

Applicants for Incorporation



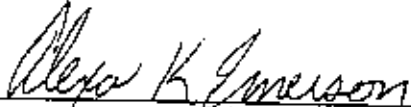
(Signature)

David Brown
Barrister & Solicitor

(Printed Name) P.O. Box 220
#5 - 580 North Rd.
Gabriola, B.C. V0R 1X0

(Street Address)

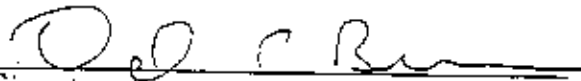
(City, Province, Postal Code)



ALEXA EMERSON
2565 North Road
Gabriola, British Columbia
V0R 1X7
(Businesswoman)


Witness(es)

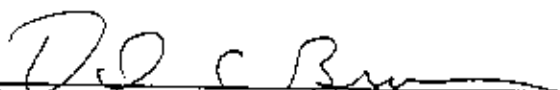
Applicants for Incorporation


(Signature)

(Printed Name) David Brown
Barrister & Solicitor
P.O. Box 220
#5 - 580 North Rd.
Gabriola, B.C. V0R 1X0
(Street Address)

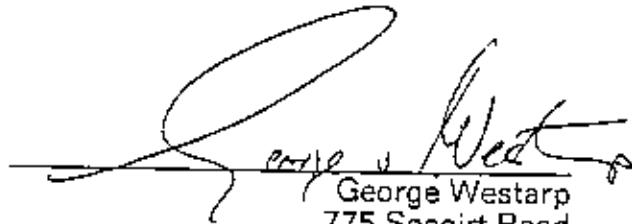
(City, Province, Postal Code)


Berni Sperl
#10 - 580 North Road
Gabriola, British Columbia
V0R 1X3
(Businessman)


(Signature)

(Printed Name) David Brown
Barrister & Solicitor
P.O. Box 220
#5 - 580 North Rd.
Gabriola, B.C. V0R 1X0
(Street Address)

(City, Province, Postal Code)


George Westarp
775 Seagirt Road
Gabriola, B.C.
V0R 1X1
(Engineer)



AGREEMENT

THIS AGREEMENT made the ____ day of _____, 2002.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(hereinafter called the "District")

OF THE FIRST PART

AND:

GABRIOLA RECREATION SOCIETY
c/o Andre Lemieux
1160 Cappon Lane
Gabriola, BC
V0R 1X0

(hereinafter called the "Society")

OF THE SECOND PART

- A. WHEREAS the District did, by Bylaw No. 1023 and subsequent amendments, establish a local service known as the Gabriola Island Recreation Local Service Area, a portion of the Electoral Area 'B', and did within that Local Service Area authorize the District to undertake and carry out or cause to be carried out and provide for recreation services in an do for the Local Service Area;
- B. AND WHEREAS Section 176(1)(a)(i) of the *Local Government Act* provides that the Board may make agreements for the operation of services;
- C. AND WHEREAS the Society was incorporated on the February 14, 2002 and the objects of the Society are to provide recreation services;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, terms and conditions to be hereinafter contained (the receipt and sufficiency of which is hereby acknowledged), the parties hereto covenant and agree each with the other as follows:

INTERPRETATION

In this Agreement the following terms have the following meanings:

"Board" means the Board of the Regional District of Nanaimo.

"Local Service Area" means the Gabriola Island Recreation Local Services Area established under the District's Bylaw No. 1023.

"Office" means the portable located at Rollo McClay Park.

"Recreation Services" means the services set out in Schedule 'A' to this Agreement.

"Proposal" means the document attached as Schedule 'B' to this Agreement.

"Year End" means the calendar year ending December 31st.

TERM

1. The term of this Agreement will commence on **May 1, 2002** and end on **Dec 31, 2002**, unless otherwise terminated under this Agreement (the "Term"). The Agreement may be renewed for a further terms on an annual basis at the option of the Board.

LEASE

2. The District will undertake to renovate and make the portable located at Roll McClay Park into office space suitable for administration purposes for the Society's use during the Term of this Agreement. The following clauses will take effect from the time that the Office is occupied by the Society.
3. The District hereby demises and leases the "Office" located at Rollo McClay Park for the Term of this agreement.
4. The Society shall pay rent for the term in the amount of one dollar (\$1.00) receipt of which is hereby acknowledged by the District.
5. The Society shall use the Office only for the purpose of administration of the Recreation Services under this Agreement.
6. The Society covenants with the District:
 - a) to pay rent as provided herein;
 - b) to observe and comply with all applicable laws, regulations, bylaws, orders and directions of those authorities having jurisdiction in relation to the Office;
 - c) to pay as they become due all charges for utilities, including gas, oil, telephone and electricity used for the Office;
 - d) to pay all accounts and expenses incurred in relation to its use and occupation of the Office, including without restricting the generality of the foregoing: accounts for the supply of labour, materials, or sub trades that might give rise to liability upon the part of the District under the Builders Lien Act in relation to any construction upon or improvement to the Office and will indemnify and save harmless the District from and against any and all claims of lien arising in relation thereto;

- e) to keep and maintain the Office in a safe, clean and sanitary condition and in good repair and condition; and to repair any part upon written notice by the District;
 - f) not to carry on or do or allow to be carried on or done in the Office anything that:
 - i) may be or become a nuisance to the District or the public;
 - ii) increases the hazard of fire or liability of any kind;
 - iii) increases the premium rate of insurance against loss by fire or liability for the Office;
 - iv) invalidates any policy of insurance for the Office or;
 - v) directly or indirectly causes damage to the Office.
7. To allow the District's authorized officials and employees access to the Office at all reasonable times to view the state of repair of the Office and review the operations of the Society in relation to this Agreement.
8. On the expiration or earlier cancellation of this Agreement:
- a) to peaceably quit and deliver vacant possession of the Office and its improvements to the District in a safe and sanitary condition;
 - b) to remove any improvement the District may, in writing, direct or permit to be removed;
 - c) to neither remove nor permit removal of any building, structure or other improvements at the Office except as expressly permitted or required by this Agreement;
 - d) not to construct anything upon, or make or place improvements inside or outside of the Office without first obtaining written consent of the District, which consent shall not be unreasonably withheld and if said consent is obtained, to ensure that all construction, additions or renovations comply with the British Columbia Building Code.
9. The Society shall not sublet nor permit the occupation or use of the Office by any other association or agency without first obtaining the written approval and consent of the District, which consent shall not be unreasonably be withheld.

RECREATION SERVICES

10. The parties to this Agreement acknowledge that the Society intends to provide Recreation Services described herein in accordance with the Society's Constitution and Bylaws, and in accordance with the proposal and budget attached hereto.

11. The parties to this Agreement agree that funding as described herein for the provision of the Recreation Services is subject to the Society's satisfactory achievement of its goals and objectives described in the proposal and the evaluation of its annual activities as described below.
12. The Society shall present to the District, an annual report on or before January 31st of each calendar year of the Term herein. Such annual report shall include:
 - a) summary of operating results showing revenues and expenditures to December 31st of the preceding year;
 - b) a summary by program showing registration statistics and number of sessions held;
 - c) a brief narrative summary reviewing the goals, objectives and the results achieved for the year; also including the challenges, program cancellations, and significant issues addressed.
13. The Society shall present to the District a detailed narrative work plan for the following year's services, which will accompany the budget as per paragraphs 16 and 17, and will include:
 - a) goals and objectives for the following year with respect to the Recreation Services being provided;
 - b) a brief narrative highlighting any significant program changes, deletions, additions in relation to specific line items in the budget;
 - c) any other significant issues that may pertain to the Recreation Services being provided.

SERVICE AREA

14. The Society will, under the terms hereof and subject to any applicable bylaw of the District and any Federal or Provincial enactment, provide the Services in and for the Local Service Area.

COST

15. It is acknowledged, understood and agreed that the cost of providing for establishing and equipping the Society for the purpose of carrying out the Services within and for the Local Service Area shall be borne by the owners of land within the Local Service Area.

BUDGET

16. The Society will prepare, in a form approved by the Manager of Financial Services of the District, a budget, which reflects its anticipated income and expenses for its next fiscal year.
17. The budget must contain details as to the funds anticipated to be required by the Society for the annual operation of the Office and Recreation Services, both of a capital and operating nature for the purpose of operating, maintaining and improving the buildings, equipment and other facilities and chattels utilized by the Society for the purpose of providing and carrying out the Recreation Services.
18. The budget shall be presented to the District's Manager of Financial Services on or before the day specified by the Manager of Financial Services, as may be necessary to prepare the District's budget for the following calendar year. The District will review the budget and may either approve

the budget or return the budget for amendment by the Society, which will return the budget as amended to the District for its approval on or before the day specified by the Manager of Financial Services for the purpose of completing the District's budget for the following calendar year.

19. The budget prepared by the Society shall list all revenues and expenditures proposed for the calendar year for the Recreation Services. Any accumulated surplus or deficit from the prior year as recorded in the Society's records, must be carried forward and be applied to the next year's budget in accordance with accounting rules established for Regional Districts in the Province of British Columbia.
20. A deficit incurred in a prior year may or may not be funded by the District and is subject to budget approval as described in Paragraphs 18 and 19.
21. The Society will not expend or contract for or otherwise commit the Society to any expenditure in any calendar year except one that has first been approved in a budget by the District as above provided and will not incur any liability in any year beyond the amount of the funds to be paid to the Society by the District, as provided in the budget adopted for that year by the Board.

OPERATION

22. The Society will provide the Recreation Services without negligence, and in accordance with any operational guidelines as may be established by the District in consultation with the Society.

CAPITAL ASSETS

23. The parties to this Agreement acknowledge that all the items, furniture, supplies and equipment, currently owned by the District and all other items, furniture, supplies and equipment purchased by the Society with public funds, listed in Schedule 'C' to this Agreement, will remain the property of the District free and clear of any claim by the Society. Schedule 'C' shall be updated for additions and replacements annually after the Year End and a certified copy shall be forwarded to the District's Manager of Financial Services. Subsequent amendments to Schedule 'C' shall automatically replace previous schedules and shall become a part of this Agreement.
24. During the term of this Agreement, the Society, subject to the terms of this Agreement, shall have possession at all times the Office and equipment listed in Schedule 'C' and all other items, furniture, supplies and equipment subsequently purchased out of funds obtained from the District, for the purpose of providing the Recreation Services within the Local Service Area.

MAINTENANCE

25. The Society will, to the satisfaction of the District, maintain the Office, all items, furniture, supplies and equipment, and any chattels paid for out of funds obtained through the District and provided by the District to the Society for the purpose of providing the Services in a good working condition so that the Office and equipment are available at all times for the purpose of providing the Recreation Services.
26. The Society agrees to return District owned equipment to the District upon request.

INSURANCE

27. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteers, Directors and Officers of the Society.

28. The Society hereby agrees to provide property insurance on a replacement cost basis for the Office and all equipment used to provide the Recreation Services whether or not purchased from funds provided by the District under this agreement.
29. The Society shall take out and maintain, during the Term of the Agreement, a policy of comprehensive general liability insurance, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance and declaring the District as an additional named insured, against claims for personal injury, bodily injury, death or property damage arising out of the Recreation Services provided by the Society in an amount of not less than three million dollars per single occurrence or such amount as the District may require from time to time. The Society shall provide a copy of each year's renewed policy to the District's Manager of Financial Services.
30. In the event of any injury to person(s) on the premises and/or involved in the Recreation Services or loss of or damage to the Office, the Society shall forthwith notify the District of such event. Failure to notify the District within one week of knowledge of an injury or loss may result in the termination of this Agreement.
31. Should any additional agencies or associations use the Office then a requirement of their use shall be that they hold liability insurance in the form described herein of not less than two million (\$2,000,000) dollars per occurrence.

INDEMNITY

32. The Society shall indemnify and save harmless the District from and against all actions, courses of action, claims, damages, losses, costs, fees, fines, charges or expenses which the District may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Recreation Services by the Society, the Society's use of and occupation of the Office or any facility where Recreation Services are provided, the breach by the Society of any term of this Agreement, or by the Society's contravention of any law, enactment or regulation of a federal, provincial or local government.
33. This indemnity shall survive the expiry or sooner termination of this Agreement.

COMPLIANCE WITH LAWS

34. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements of the Workers' Compensation Board.
35. The Society shall file a copy of its annual Society Act filing with the District's Manager of Financial Services.

DIRECTORS

36. At all times, while this Agreement is in force, a representative of the District nominated by the District shall be entitled to attend all meetings of the Board of Directors of the Society.

PAYMENTS

37. The RDN shall pay the sum of \$52,000 for the period **May 1, 2002 to December 31, 2002**, payable by cheque, in the following manner:
 - a) First payment of \$26,000 on or before May 1st, 2002;
 - b) Second payment of \$13,000 on or before July 1st, 2002;
 - c) Third payment of \$13,000 on or before October 1st, 2002.
38. The Society will be remunerated with subsequent payments, by cheque, in each year thereafter, by the following payment schedule:
 - a) First payment on or before January 10th;
 - b) Second payment on or before April 1st;
 - c) Third payment on or before July 1st;
 - d) Fourth payment on or before October 1st.
39. Payments in subsequent years will be comprised of the operating portion of funds identified in the budget.
40. The Society shall administer the funds in accordance with the budget approved by the District.
41. It is the Society's responsibility to determine whether or not it is required to be registered for GST purposes. The amount of funding provided in this Agreement includes any GST which may be payable by the District. Any liability for GST required in respect of this Agreement, will be the responsibility of the Society.

ACCOUNTS

42. The books of account of the Society shall be kept in such manner and provide such detail as may be required from time to time by the District's Manager of Financial Services and the Provincial Ministry of Community, Women and Aboriginal Services.

SEPARATE FUNDS AND FINANCIAL STATEMENTS

43. The public funds provided under PAYMENTS shall be accounted for separately from any other funds of the Society and shall be separated in its books of account.
44. The Society shall maintain a separate bank account for District funds and revenues from the Recreation Services and shall keep all operating revenues and expenditures pursuant to this Agreement separate from other activities that may be undertaken by the Society from time to time.
45. The Society will have prepared by an auditor as defined under Section 331 of the *Local Government Act*, at each Year End, audited financial statements containing particulars of assets and liabilities, and a statement of revenue and expenditures for the year for the public funds provided under PAYMENTS.

46. The Society will file a copy of the audited financial statements with the District's Manager of Financial Services by February 15th following each Year End. The District's auditors may rely on the Society's audit report, but in any case may require and shall have access to the working papers of the Society's auditor, for examination during the Year End audit of the District.

RIGHT OF AUDIT

47. At any time, the District may give to the Society written notice that it desires its representatives to examine the books of account of the Society, and the Society shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Society and shall be entitled to require from the Directors and Officers of the Society such information and explanations as, in his/her opinion, may be necessary to enable the staff to report to the Board on the financial position of the Society.

TERMINATION

48. The District may terminate this Agreement upon giving ninety (90) days written notice to the Society should the District or any successor to the District provide alternate Recreation Services within the Local Service Area.
49. The District may terminate this agreement immediately without notice to the Society or other party should:
- a) the Society, in the opinion of the District, fail to perform any of the terms of its obligations or covenants of the Society hereunder and such failure shall continue beyond thirty (30) days from delivery by the District to the Society of written notice specifying the failure and requiring remedy thereof;
 - b) should the Society fail to file its annual report or provide an annual audited financial statement;
 - c) the Society makes an assignment in bankruptcy or is declared bankrupt;
 - d) the Society ceases, for any reason, to be current in its obligations under the Society Act and fails to maintain the Society in good standing.
50. The Society may terminate this Agreement upon giving not less than ninety (90) days' written notice to the District of its intention to so terminate in the event of breach by the District of a material term of this Agreement.
51. It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given:
- a) if delivered at the time of delivery; and
 - b) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the RDN:

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

if to the Society:

Gabriola Recreation Society
c/o Andre Lemieux
1160 Cappon Lane
Gabriola, BC
V0R 1X0

52. Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, seventy-two (72) hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.
53. Time is to be the essence of this Agreement.
54. This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
55. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
56. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
57. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
58. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

Schedule 'A'

Recreation Services

It is expected that the Gabriola Recreation Society will provide the following services:

1. Offer a wide variety of structured and unstructured recreation programs and/or special events, and other related recreation services deemed appropriate by the Board throughout the year in a variety of community venues in the Local Service Area, whether coordinated by volunteer or paid staff.
2. Provide a Grants program for the purpose of providing funds to assist local recreation organizations in providing a variety of recreation services to residents of Gabriola Island in addition to the services provided by the Society.
3. Maintain an accurate service evaluation program to include numbers of residents being served and a qualitative and quantitative evaluation of recreation programs and services being offered.
4. Schedule the Rollo McClay Park and assist the District's Recreation and Parks Department in the maintenance of the Park.

Schedule 'B'

**Society Proposal
(see attached)**

Schedule 'C'

**Equipment Inventory
(see attached)**

(A list will be established prior to the signing of the Agreement)