

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, FEBRUARY 14, 2006  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

5-6                    **Elin Ife, Lighthouse Country Business Association** re Proposed Qualicum Bay Arts & Cultural Centre.

**MINUTES**

7-13                    Minutes of the regular Committee of the Whole meeting held January 10, 2006.

**COMMUNICATIONS/CORRESPONDENCE**

**BUSINESS ARISING FROM THE MINUTES**

***COMMUNITY SERVICES***

**EMERGENCY PLANNING**

14-17                    Expansion of Coombs Hilliers Department Rescue Boundary.

18-19                    Horne Lake Strata Corporation Application for Community Wildfire Protection Plan Provincial Funding.

**RECREATION AND PARKS**

20-24                    Oceanside Tourism Association Agreement.

***CORPORATE SERVICES***

**ADMINISTRATION**

Grants-in-Aid Policy. (Report to be circulated)

Vancouver Island Biosphere Request for Study Funding. (Report to be circulated)

## **DEVELOPMENT SERVICES**

### **ENGINEERING**

- 25-28 Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.12  
- Davenham Road – Area E.

## **ENVIRONMENTAL SERVICES**

### **UTILITIES**

- 29-33 Water Leak Policy.
- 34-40 Pump and Haul Local Service Area Amendment Bylaw No. 975.42 – 7463  
Industrial Way – District of Lantzville.

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

### **Electoral Area ‘A’ Parks and Green Spaces Advisory Committee.**

- 41-45 Minutes of the Electoral Area ‘A’ Parks and Green Spaces Advisory Committee  
meetings held November 17, 2005 and January 19, 2006. (for information)

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

- 46-48 Minutes of the Nanoose Bay Parks and Open Space Advisory Committee  
meeting held November 7, 2005. (for information)

### **Electoral Area ‘G’ Parks and Open Space Advisory Committee.**

- 49-50 Minutes of the Electoral Area ‘G’ Parks and Open Space Advisory Committee  
meeting held October 20, 2005. (for information)

### **Electoral Area ‘H’ Parks and Open Space Advisory Committee.**

- 51-53 Minutes of the Electoral Area ‘H’ Parks and Open Space Advisory Committee  
meeting held November 30, 2005. (for information)

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

- 54-56 Minutes of the District 69 Recreation Commission meeting held November 17,  
2005. (for information)

*That the RDN apply for funding from the Province of BC  
Olympic/Paralympic Live Sites Program for the Ravensong Aquatic Centre  
Wellness Centre addition.*

*That \$10,000 in funding be allocated in the Regional District of Nanaimo’s  
Five Year Financial Plan for 2006 to provide conceptual designs and  
drawings and for cost estimates for the Wellness Centre addition at the  
Ravensong Aquatic Centre.*

*That the RDN, City of Parksville, Town of Qualicum Beach and School District 69 prepare a joint proposal in 2006 to apply for funding from the Province of BC Olympic/Paralympic Live Sites Program for the development of a track and field facility in the Oceanside area.*

57-68

Minutes of the District 69 Recreation Commission meeting held January 26, 2006. (for information)

*That the Regional District participate in the City of Parksville and RDN Recreation and Parks reader board sign replacement project and grant application, and that \$10,000 from the District 69 Arena Function budget surplus be allocated in the 2006 Annual Budget for the Regional District's financial contribution to the reader board sign replacement project.*

*That the Regional District endorse the Active Communities Initiative by registering Oceanside as an Active Community in the 20% Physical Activity Challenge, and that staff coordinate and implement the initiative with community partners on behalf of Oceanside residents.*

**Transit Business Plan Update Select Committee:**

69-77

Minutes of the Transit Business Plan Update Select Committee meeting held January 26, 2006. (for information)

*That the report on the District 69 Transit proposal be received for information.*

*That the District 69 Transit Services proposal be submitted to public consultation and considered subject to BC Transit's cost sharing commitment and final Board review as part of the 2006 annual budget approval process.*

*That staff be directed to review the formula for the allocation of costs among the transit participants.*

**Regional Hospital District Select Committee.**

78-85

Minutes of the Regional Hospital District Select Committee meeting held January 30, 2006. (report attached for information)

*That "Nanaimo Regional Hospital District (Phase II Completion) Capital Amendment Bylaw No. 127.02, 2006" be introduced for first three readings.*

*That "Nanaimo Regional Hospital District (Phase II Completion) Capital Amendment Bylaw No. 127.02, 2006" having received three readings be adopted.*

*That the Regional Board correspond with the Minister of Health seeking a review of the approach to cost sharing for health care capital within the Vancouver Island Health Authority.*

***Verbal Reports As Available:***

Arrowsmith Water Project Management Committee  
Deep Bay Harbour Authority  
District 69 Recreation Commission  
Island Corridor Foundation  
Mt. Arrowsmith Biosphere Foundation  
Municipal Finance Authority  
Municipal Insurance Association  
North Island 911 Corporation  
RDN Emergency Planning Committee  
Regional Library Board  
Regional Transportation Advisory Committee  
Treaty Advisory Committee  
Vancouver Island Health Authority – Project Building Committee  
Vancouver Island Health Authority – Joint Capital Planning Committee

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

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

**ADJOURNMENT**

**IN CAMERA**

*That pursuant to Section 90(1) (g) of the Community Charter the Board proceed to an In Camera meeting to consider items relating to a legal matter.*

**Burgoyne, Linda**

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**From:** Pearse, Maureen  
**Sent:** Thursday, January 26, 2006 1:37 PM  
**To:** Burgoyne, Linda  
**Subject:** RE: Qualicum Bay Arts & Cultural Centre

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**From:** Elin Ife [mailto:eife@shaw.ca]  
**Sent:** January 25, 2006 10:40 AM  
**To:** Pearse, Maureen  
**Subject:** Qualicum Bay Arts & Cultural Centre

Good morning Maureen,

The Lighthouse Country Business Association is sponsoring the proposed Qualicum Bay Arts & Cultural Centre. We have recently received Certificate of Incorporation under the society act for the Centre and are now in a position to present our project to the RDN. Our 'steering committee', for this project, would like to make a presentation to your Board, at the next meeting of the Committee of the Whole.

Would you please advise us, of the date of your next meeting and, if you can put us on the agenda as a delegation for that evening?

Many thanks for your consideration.

Elin Ife, Steering Committee  
Qualicum Bay Arts & Cultural Centre

**Burgoyne, Linda**

**From:** Elin Iife [eife@shaw.ca]  
**Sent:** Tuesday, January 31, 2006 9:59 AM  
**To:** Burgoyne, Linda  
**Subject:** Qualicum Bay Arts and Cultural Centre - Vision Statement

Vision Statement  
 Qualicum Bay Arts and Cultural Centre

The Qualicum Bay Arts and Cultural Centre was conceived by the Lighthouse Country Business Association with the guidance and support of the spirit of BC Community Committee for Oceanside, whose Chair and one other Director currently serve as members of the Lighthouse Business Association Steering Committee.

The Centre will be developed concurrently with other project planning to maximize the opportunity presented by the 2010 Winter Olympics and the associated world awareness of the province.

The Qualicum Bay Arts and Cultural Centre will impact positively and significantly on this region's financial, cultural, environmental and artistic uses.

The Centre will be established with a mandate to:

- become financially self-sustaining within three and one-half years of startup;
- promote the arts and culture;
- include within its core, a strong First Nation's Program;
- foster a very strong sense of community;
- heighten support to and awareness of regional environmental issues; and,
- achieve international recognition through the quality of its programs.

The Qualicum Bay Arts and Cultural Centre will be established within the terms of its mandate as a source of learning, wellness, healing and respect. A First Nation's studies program will be integral to this community-based, culturally-diverse Centre.

The creation of the Qualicum Bay Arts and Cultural Centre will be achieved using sound strategic planning, unwavering partnerships, knowledgeable advisors, a detailed reporting system and a Board of Directors representative of all community interests, all responsible through a detailed reporting system and an income-generated budget.

The region is rich in community-oriented people, an extraordinary number of whom are involved in the arts, cultural undertakings, business and the environment. In addition to this experience base, many individuals are directly involved in salmon enhancement programs, the shellfish and fisheries industries and naturalist clubs and associations, all of whom are dedicated to protecting and preserving our habitat. This region has a clearly defined set of Community Values Statements developed recently in an Official Community Plan

In summary, the Qualicum Bay Arts and Cultural Centre will establish a model for community cooperation and well-being thus creating an unparalleled legacy on which future generations can build.

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, JANUARY 10, 2006, AT 7:00 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director B. Johnston	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haimc	District of Lantzville
Director L. McNabb	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director D. Brennan	City of Nanaimo
Alternate	
Director J. Cameron	City of Nanaimo
Director J. Manhas	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
B. Lapham	Deputy Administrator
N. Connelly	General Manager of Community Services
J. Finnie	General Manager of Environmental Services
N. Avery	Manager of Financial Services
N. Tonn	Recording Secretary

**CALL TO ORDER**

The Chairperson welcomed Alternate Director Cameron to the meeting.

**DELEGATION**

**Carole Wright, re Nanaimo Search and Rescue.**

Kevin McNeil addressed the Nanaimo Search and Rescue's need for building space and requested that the Board consider NSAR's use of the property between the RDN Administration Building and the VI Regional Library property. Mr. McNeil provided a visual overview of NSAR and noted that there is presently \$17,582.79 in their building fund.

**MINUTES**

MOVED Director Bartram, SECONDED Director McNabb, that the minutes of the Committee of the Whole meeting held November 8, 2005 be adopted.

CARRIED

**CORPORATE SERVICES**

**ADMINISTRATION**

**Technical Exchange Mission – RDN Partnership with Sunyani, Ghana.**

MOVED Director Westbrook, SECONDED Director Manhas, that the Board receive the update regarding the partnership project between the RDN and the Sunyani Municipal Assembly.

CARRIED

**FINANCE**

**Amendment to Banking/Investing Signing Authorities.**

MOVED Director Holdom, SECONDED Director Bartram, that Carol Mason, Chief Administrative Officer, be added as a signing authority for all financial instruments as outlined in agreements with the Royal Bank of Canada, the Municipal Finance Authority and Canaccord Capital and that this authorization apply equally to the Regional District of Nanaimo and the Nanaimo Regional Hospital District.

CARRIED

**Bylaw Amendments – Redefinition of Electoral Area Boundaries for Electoral Areas C and D – Bylaws No. 787.04, 1250.02, 992.03, 975.41, 1102.01, 1230.04, 888.04, 801.05, 802.03, 1320.01, 1448.01.**

MOVED Director Young, SECONDED Director McNabb,:

1. That “Regional District of Nanaimo Building Inspection Service Amendment Bylaw No. 787.04, 2006” be introduced for first three readings and be forwarded to the Ministry of Community Services.
2. That “Wellington Fire and Streetlighting Local Service Area Participating Area Amendment Bylaw No. 992.03, 2006” be introduced for first three readings and be forwarded to the Ministry of Community Services.
3. That “Regional District of Nanaimo Pump and Haul Local Service Area (Participating Areas) Amendment Bylaw No. 975.41, 2006” be introduced for first three readings and be forwarded to the Ministry of Community Services.
4. That “Regional District of Nanaimo Electoral Area ‘C’ Noise Control Service Amendment Bylaw No. 1102.01, 2006” be introduced for first three readings and be forwarded to the Ministry of Community Services.
5. That “Southern Community Transit Service Area Participating Area Amendment Bylaw No. 1230.04, 2006” be introduced for first three readings and be forwarded to the Ministry of Community Services.
6. That “Southern Community Sewer Service Participating Area Amendment Bylaw No. 888.04, 2006” be introduced for first three readings and be forwarded to the Ministry of Community Services.
7. That “Electoral Area ‘C’ (defined Area ‘C’) Community Parks Local Service Amendment Bylaw No. 801.05, 2006” be introduced for first three readings and be forwarded to the Ministry of Community Services.



8. That "Electoral Area 'C' (defined Area 'D') Community Parks Local Service Amendment Bylaw No. 802.03, 2006" be introduced for first three readings and be forwarded to the Ministry of Community Services.
9. That "Electoral Area 'C' (defined Area 'C') Port Theatre Contribution Service Boundary Amendment Bylaw No. 1320.01, 2006" be introduced for first three readings and be forwarded to the Ministry of Community Services.
10. That "Electoral Area 'C' (defined Area 'D') Port Theatre Contribution Service Area Amendment Bylaw No. 1448.01, 2006" be introduced for first three readings and be forwarded to the Ministry of Community Services.
11. That "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.02, 2006" be introduced for first three readings.
12. That "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.02, 2006" having received three readings be adopted.

CARRIED

**Municipal Benefiting Area (Parksville) Amendment Bylaw No. 890.03 – Amendment to the Municipal Participating Area in the City of Parksville – Northern Community Sewer Service.**

MOVED Director Johnston, SECONDED Director Bartram,;

1. That "Municipal Benefiting Area (Parksville) Amendment Bylaw No. 890.03, 2006" be introduced for first three readings.
2. That "Municipal Benefiting Area (Parksville) Amendment Bylaw No. 890.03, 2006" having received three readings be adopted.

CARRIED

**2006 Assessment Roll Preparation Bylaw No. 1478.**

MOVED Director Holdom, SECONDED Director Haime,;

1. That "Regional District of Nanaimo Year 2006 Assessment Roll Preparation Bylaw No. 1478, 2006" be introduced for first three readings.
2. That "Regional District of Nanaimo Year 2006 Assessment Roll Preparation Bylaw No. 1478, 2006" having received three readings be adopted.
3. That the Board appoint the Chairperson, the Manager of Financial Services and the Manager of Administrative Services to preside as the parcel tax review panel.

CARRIED

**FIRE DEPARTMENTS**

**Support for Request of Free Crown Grant for Bow Horn Bay Fire Department – Area H.**

MOVED Director Bartram, SECONDED Director Haime, that the Regional District of Nanaimo support the application for a grant of land on a part of Lot A, Block 360, Plan VIP 54327, Alberni District, for firefighting purposes for the Bow Horn Bay Fire Department.

CARRIED

**Renewal of Fire Protection Service Agreement with the Nanoose Bay Fire Protection Society – Area E.**

MOVED Director Holme, SECONDED Director Bartram, that the fire services agreement with the Nanoose Bay Fire Protection Society be renewed for a five year term from March 1, 2006 to February 28, 2011 and that the agreement provide for automatic five year term renewals.

CARRIED

**Nanoose Bay Fire Protection Service Area Purpose Amendment Bylaw No. 991.02 – Area E.**

MOVED Director Holme, SECONDED Director Brennan, that “Nanoose Bay Fire Protection Service Area Purpose Amendment Bylaw No. 991.02, 2006” be introduced for first three readings and be forwarded to the Ministry of Community Services for approval.

CARRIED

***ENVIRONMENTAL SERVICES***

**SOLID WASTE**

**Commercial Food Waste Ban Progress Report.**

MOVED Director Holdom, SECONDED Director Brennan, that the Board receive the progress report on the commercial food waste ban from RDN disposal facilities for information.

CARRIED

**Doumont Road Burn Site.**

MOVED Director Burnett, SECONDED Director Biggemann, that the Board direct staff to request the Ministry of Environment cancel the permit to burn at the Doumont Road site.

CARRIED

**Waste Stream Management Licensing Bylaw Progress Report.**

MOVED Director Brennan, SECONDED Director Manhas, that the Board receive the progress report on Waste Stream Management Licensing Bylaw No. 1386 for information.

CARRIED

**Landfill Rubber Tire Wheel Loader/Tool Carrier.**

MOVED Director Westbrook, SECONDED Director McNabb, that Heavy Equip Sales be awarded the supply of a Terex SKL873 SP rubber tire wheel loader for a net cost of \$76,765 and that the Manager of Financial Services be authorized to execute a four year lease to finance this purchase.

CARRIED

**UTILITIES**

**Expenditure of San Pareil Borrowing Bylaw Funds.**

MOVED Director Bartram, SECONDED Director McNabb,:

1. That the authorization of a drawdown of up to \$40,000 from the “San Pareil Water Service Securities Issuing Bylaw No. 1395, 2004” for the replacement of water main piping on Maple Lane be approved; and

2. That the San Pareil Water Service Area five year financial plan be amended to reflect the following property tax rate changes:

2006	from 0% to 2.5%
2007	from 2% to 3%
2008	from 2.5% to 3%
2009	from 2.5% to 3%
2010	no change
2011	from 4% to 3%

CARRIED

**Surfside Sewer Local Service Area Bylaw No. 1124.05 and Northern Community Sewer Local Service Area Bylaw No. 889.41 – Ally – 968 Surfside Drive – Area G.**

MOVED Director Holme, SECONDED Director Westbrook,:

1. That “Regional District of Nanaimo Surfside Sewer Local Service Area Bylaw No. 1124.05, 2006” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That “Northern Community Sewer Local Service Area Bylaw No. 889.41, 2006” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

**Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.07 and Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.40.**

MOVED Director Holme, SECONDED Director Manhas,:

1. That “Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.07, 2006” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.40, 2006” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

**Fire Hydrant Use – Proposed Regulations & Rates Bylaw Amendment – Bylaws No. 619.12, 700.13, 1097.08, 1172.06, 1383.02, 1434.01, 1468.01.**

MOVED Director Holme, SECONDED Director Bartram,:

1. That “Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.12, 2006” be introduced for three readings.
2. That “Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.12, 2006” having received three readings be adopted.
3. That “Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.13, 2006” be introduced for three readings.
4. That “Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.13, 2006” having received three readings be adopted.

5. That "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.08, 2006" be introduced for three readings.
6. That "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.08, 2006" having received three readings be adopted.
7. That "Regional District of Nanaimo San Pareil Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1172.06, 2006" be introduced for three readings.
8. That "Regional District of Nanaimo San Pareil Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1172.06, 2006" having received three readings be adopted.
9. That Regional District of Nanaimo "Englishman River Community Water Supply Service Area Rates and Regulations Amendment Bylaw No. 1383.02, 2006" be introduced for three readings.
10. That Regional District of Nanaimo "Englishman River Community Water Supply Service Area Rates and Regulations Amendment Bylaw No. 1383.02, 2006" having received three readings be adopted.
11. That Regional District of Nanaimo "Melrose Terrace Water Local Service Area Rates and Regulations Amendment Bylaw No. 1434.01, 2006" be introduced for three readings.
12. That Regional District of Nanaimo "Melrose Terrace Water Local Service Area Rates and Regulations Amendment Bylaw No. 1434.01, 2006" having received three readings be adopted.
13. That Regional District of Nanaimo "Nanoose Bay Peninsula Water Local Service Area Rates and Regulations Amendment Bylaw No. 1468.01, 2006" be introduced for three readings.
14. That Regional District of Nanaimo "Nanoose Bay Peninsula Water Local Service Area Rates and Regulations Amendment Bylaw No. 1468.01, 2006" having received three readings be adopted.

CARRIED

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

##### **Regional Growth Monitoring Advisory Committee/State of Sustainability Project.**

MOVED Director Holdom, SECONDED Director Bartram, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held November 29, 2005 be received for information.

CARRIED

##### **Intergovernmental Advisory Committee.**

MOVED Director McNabb, SECONDED Director Brennan, that the minutes of the Intergovernmental Advisory Committee meeting held November 17, 2005 be received for information.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Nanaimo Search and Rescue.**

MOVED Director Holdom, SECONDED Director Manhas, that staff be directed to prepare a report for the Board's consideration regarding the request for land by Nanaimo Search and Rescue.

CARRIED

**NEW BUSINESS**

**Canada – BC Environmental Farm Program.**

MOVED Director Holdom, SECONDED Director Bartram,:

1. That staff be directed to investigate and report to the RDN Board about a possible role for the RDN in supporting the Canada - BC Environmental Farm Program, and if the investigation is promising;
2. That staff be directed to invite the BC Agriculture Council to deliver a brief presentation about the Canada - BC Environmental Farm Program to the RDN Board.

CARRIED

**NOTICE OF MOTION**

**E & N Railway Use of Pesticides.**

Director Bartram advised that he would be bringing forward a motion at the next Committee of the Whole meeting regarding the use of other means to control vegetation on E & N Railway lines.

**Board Strategic Planning Seminar.**

The Chief Administrative Officer noted that a Board Strategic Planning session has been scheduled for Friday, March 31<sup>st</sup> and Saturday, April 1<sup>st</sup>. Further details will be confirmed with Board members as soon as arrangements have been made

**ADJOURNMENT**

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

CARRIED

TIME: 7:32 PM

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CHAIRPERSON



**REGIONAL  
DISTRICT  
OF NANAIMO**

REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO	(initials)	GM ES	
DA CCD		MoF	
FEB - 6 2006			
COW ✓			

**MEMORANDUM**

**TO:** Neil Connolly  
GM Community Services

**DATE:** February 2, 2006

**FROM:** Jani M. Thomas  
Protective Services Coordinator

**FILE:** 7130-02-01

**SUBJECT:** Expansion of Coombs Hilliers Fire Department Rescue Boundary

**PURPOSE**

To obtain approval from the Board to forward a letter to the Provincial Emergency Program (PEP) supporting the request to expand the rescue boundary of the Coombs Hilliers Fire Department (CHFD).

**BACKGROUND**

The CHFD has a fire protection boundary as delineated in their establishing Bylaw No. 1022. The CHFD also provides rescue service outside of boundary, and are reimbursed by PEP. This reimbursement includes cost recovery for fire trucks used, replacement or repair of equipment lost or damaged while being used and WCB coverage.

Rescue services include assistance in auto extrication and fire suppression when life safety is involved (i.e.: motor vehicle accident with people trapped inside), some embankment rescue and basic water rescue service calls. A rescue boundary is 'implied authority' from PEP for approved rescue functions.

The current boundary extends 2 kilometers past the fire protection boundary to Angel Rock at Cameron Lake on Highway No. 4. The CHFD wishes to extend this boundary to the parking lot at Cathedral Grove on Highway No. 4. In order to expand this boundary a Board recommendation must be forwarded to PEP along with a letter of support.

While on rescue calls, fire protection coverage is maintained. The CHFD ensures a pumper truck and water tankers are on site and also can utilize the District 69 Fire Department Mutual Aid Agreement. Rescue calls do not impede fire response capability due to this arrangement.

Rescue calls for the existing rescue boundary are dispatched from Campbell River Fire Dispatch with responders coming from Port Alberni. Their response time to the Cathedral Grove area is significantly longer than CHFD and is often impacted by inclement weather and road conditions. The CHFD response time to Cathedral Grove is approximately 10 minutes / 14 kilometers from the No. 2 Hall in Hilliers. The parking lot at Cathedral Grove also offers a much safer place for the fire trucks to turn around.

**ALTERNATIVES**

1. That the Board approve supporting the Coombs Hilliers Fire Department request to PEP to expand the current rescue boundary from Angel Rock to the parking lot at Cathedral Grove.
2. That the Board not approve supporting the Coombs Hilliers Fire Department request to PEP to expand the current rescue boundary from Angel Rock to the parking lot at Cathedral Grove.

**FINANCIAL IMPLICATIONS**

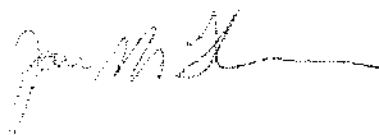
The proposed boundary change has no financial implications.

**SUMMARY**

CHFD requested that the existing rescue boundary be expanded to the parking lot at Cathedral Grove. Staff has researched this request and supports the proposed boundary change request by the CHFD to PEP.

**RECOMMENDATION**

That the Regional District support the request from the CHFD to have PEP expand their current rescue boundary to the parking lot at Cathedral Grove.



Report Writer



General Manager Concurrence



CAO Concurrence

ATTACHMENT NO. 1

Thomas, Jani

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From: Sabrina Poirier [sap1@shaw.ca]  
Sent: Tuesday, November 29, 2005 11:35 AM  
To: Thomas, Jani  
Subject: pep letter

Attn: Jani Thomas

The Coombs Hilliers Fire Department wishes to expand the rescue boundary, from the current boundary location of Angel Rock at Cameron Lake on Hwy 4 to the parking lot at Cathedral Grove on Hwy 4. The rescue boundary is not the same as the fire protection boundary, our fire protection boundary stops at Chafet Road at the east end on Cameron Lake.

Rescue is auto extrication and fire suppression when life safety is involved. (I.E. motor vehicle accident with people trapped and car on fire, and some embankment rescue, as well we provide some basic water rescue service.

These rescue calls are covered by P.E.P. (I.E. cost recovery for the trucks used as well any equipment lost or damaged while being used for the incident at hand.)

Coverage of our fire protection area is still maintained by our rated #1 pumper and a 3500 gallon water tanker, and possibly a 1000 gallon water tanker. If it is not used on the rescue call. We also have the district 69 mutual aid agreement to help with coverage. (I.E. Qualicum Beach or Errington Fire Departments for extra support if needed.)

Response time is about ten minutes from our number two hall in Hilliers and 14 kilometres to the parking lot at Cathedral Grove. We carry an assortment of hand tools throw bars, and assorted bars and tools. We train our membership to use the equipment and tools safely and efficiently. We currently started training to the NFPA 1001 standard.

We feel we can provide better coverage in all weather conditions as Port Alberni has to climb the hump. The parking lot at the grove is safer spot to turn around.

We have been working with Jani Thomas on this request and she has given her support to this request.

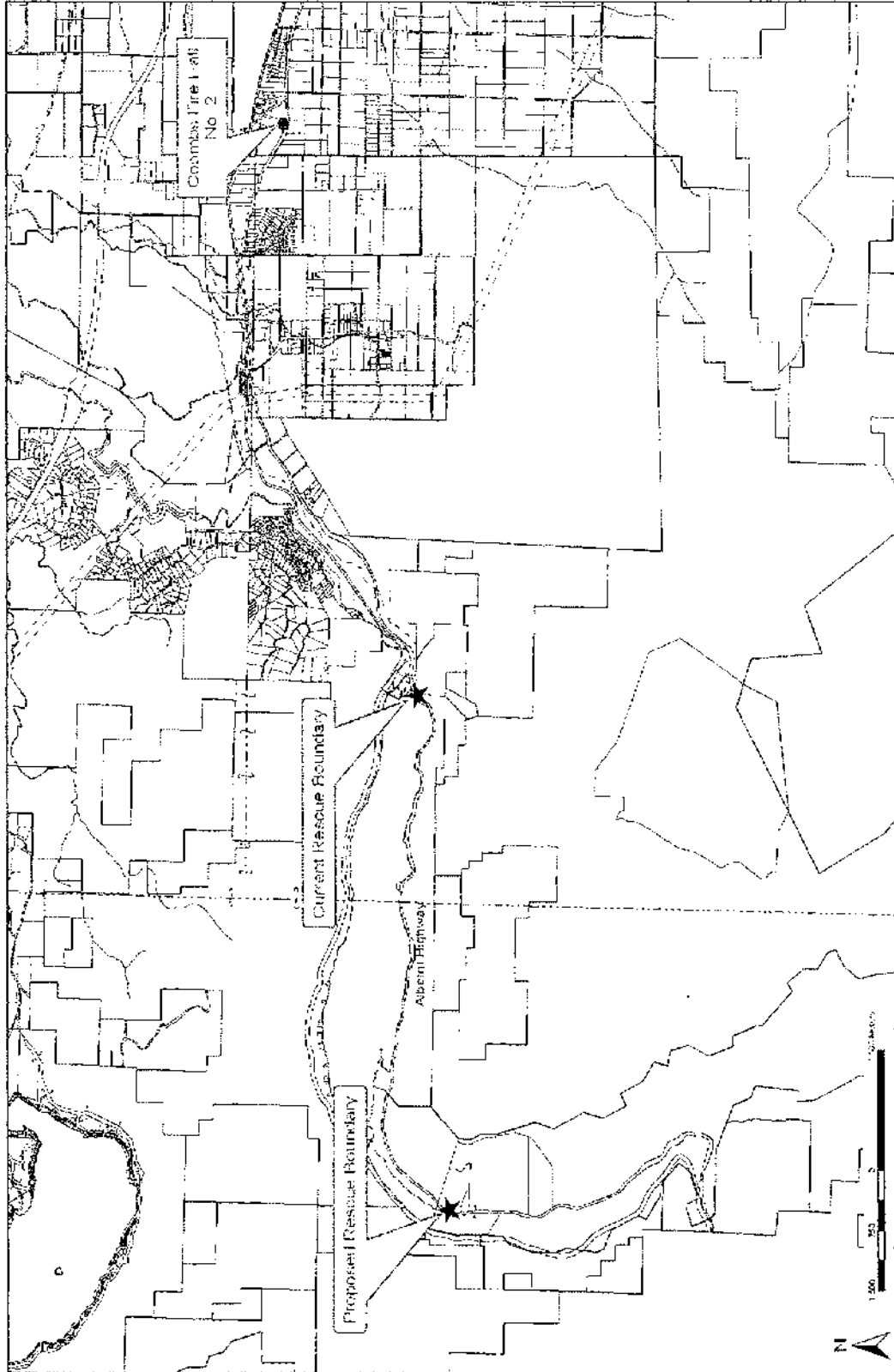
The Coombs Fire Department asks the RDN to approve this request to extend the rescue boundary from Angel Rock to Cathedral Grove parking lot, as well as notify fire dispatch of the changes.

Aaron Poirier  
Deputy Fire Chief  
Coombs Hilliers Fire Department  
(250)752-0083

11/29/2005



ATTACHMENT NO. 2





**REGIONAL  
DISTRICT  
OF NANAIMO**

REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO		GM ES	
DA CCD		MoF	
FEB - 8 2006			
Cow		MEMORANDUM	

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**TO:** Neil Connelly  
GM Community Services

**DATE:** February 8, 2006

**FROM:** Jani M. Thomas  
Protective Services Coordinator

**FILE:** 7200-01

**SUBJECT:** Home Lake Strata Corporation Application for Community Wildfire Protection Plan provincial funding

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**PURPOSE**

To provide for the Board's consideration and approval of the application to the *Community Wildfire Protection Plans for High Risk Interface Fire Hazard Communities*, administered on behalf of the Ministry of Forests by the UBCM, by the Home Lake Strata Corporation, owners of Strata Plan VIS 5160.

**BACKGROUND**

The *Firestorm 2003 Provincial Review* recommended that the province take a lead role in the development of strategic plans in cooperation with local government to improve fire prevention in the interface zones. This funding program is a follow up to that recommendation. The purpose of the program is to assist communities in the development of plans that will assist in the improvement of fire prevention and protection in interface areas. The objective of the program is to improve community safety and reduce the risk of property damage. On 26 April 2005, the Board approved the recommendation that RDN Fire Departments would be supported if they chose to apply for the Community Wildfire Protection Plan (CWPP) funding program.

The Errington and Extension Fire Departments applied for the funding. The individual Fire Departments assumed the role of Project Manager and were responsible for ensuring that their 50% of the funding initiative was either fulfilled via 'in kind' costs of Fire Department staff and volunteers and/or funds from their operating budget. The RDN remains the local authority responsible for the financial reporting. These projects are well under way and the reporting phase will commence in the near future.

The Home Lake Strata Corporation (HLSC) submitted an application for a CWPP to the Protective Services Coordinator for review, to be considered in the provincial program's third phase of funding. The HLSC falls within the boundaries of the RDN, however, it lies outside of a fire service area.

The RDN would benefit from the development of this CWPP, as the Home Lake Regional Park lies within the same identified 'Red or Extreme' interface fire hazard area, as determined by Ministry of Forests. While it is of benefit to the community to have this application move forward, the RDN does not currently have in place a process to access, approve and facilitate grant applications and project

management for private corporations or individuals. However, should the application be approved by the Board, the RDN could arrange that an Agreement be signed with the HLSC to ensure that they undertake all fiscal responsibility for the project. The HLSC has indicated that they have the resources and commitment to work with a consultant to successfully complete a Plan that will improve fire prevention planning for their area.

#### ALTERNATIVES

1. That the Board approves the HLSC application for the CWPP and enters into an Agreement with the HLSC covering responsibility for their share of the project.
2. Do not approve the HLSC application for the CWPP.

#### FINANCIAL IMPLICATIONS

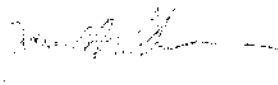
There are no financial implications to the Regional District as the HLSC has advised that they will provide their full \$4,500 share of the funding.

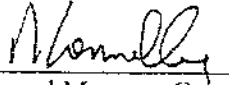
#### SUMMARY


The Horne Lake Strata Corporation (HLSC) wishes to apply for funding from the province to complete a Community Wildfire Protection Plan (CWPP) for their area. Staff believe that the project directly benefits community safety and an Agreement between the RDN and the Strata Corporation will provide for the HLSC to be fully responsible for their funding share. Having a CWPP for the HLSC will also have collateral benefit for the Horne Lake Regional Park, and emergency planning related to it.

#### RECOMMENDATION

That the Horne Lake Strata Corporation application for provincial funding under the Community Wildfire Protection Plan be approved, and that an Agreement with the Strata Corporation be developed to provide assurance of payment of their project share.

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

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

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



REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO	<i>CM</i>	GM ES	
DA CCD		MoF	
FEB - 7 2006			
<i>cow</i>			

## MEMORANDUM

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

**DATE:** January 30, 2006

**FROM:** Tom Osborne  
Manager, Recreation & Parks

**FILE:** 6750-01-CV1

**SUBJECT:** Oceanside Tourism Association Agreement

### PURPOSE

To provide information and recommendations for the renewal of the Agreement between the Regional District and Oceanside Tourism Association (OTA) for tourism marketing services in consideration of the Regional District's continuation of transferring the Hotel Room Tax funds to OTA.

### BACKGROUND

In June 2005, the Regional District and the OTA entered into a service agreement to provide tourism marketing and promotion services in lieu of the Regional District transferring to the Association monies raised by way of a hotel room tax in Electoral Areas 'E', 'F', 'G' and 'H'. The current agreement expired on December 31, 2005 and now requires renewal.

On January 24, 2006, the OTA spoke as delegation to the RDN Board and provided an overview of the services that were provided by the Association in 2005 as well as upcoming initiatives. In addition, the Association requested that the agreement term be extended to three years.

The 2% hotel room tax was implemented in 2005 in Electoral Areas E, F, G and H. The tax supplements funds collected under the authority of hotel tax bylaws in the City of Parksville and the Town of Qualicum Beach, which are used by the Association to promote tourism in the Oceanside area. The hotel room tax revenues are collected from room providers through the Provincial Consumer Taxation Branch and then forwarded to a local government body and subsequently distributed by the local government to the service provider.

The original agreement was for a one year term as a pilot initiative. Given the successful implementation of the tax and the subsequent Agreement, extending the term to longer than one year is an option. A revised Agreement with a three year term is attached.

### ALTERNATIVES

1. To approve the renewal of the Service Agreement for a term of three years beginning January 1, 2006.
2. To approve the renewal of the Service Agreement for a one year term beginning January 1, 2006.
3. To not approve renewal of the Agreement.

## FINANCIAL IMPLICATIONS

The hotel room tax carries no financial implications for property owners. The Oceanside Tourism Association estimates that hotel room tax revenues could amount to up to \$25,000 annually from within Electoral Areas 'E', 'F', 'G' and 'H'.

## RESOURCE IMPLICATIONS

The RDN Manager of Recreation and Parks will continue as the staff liaison with the Association and Director Holme has been appointed by the RDN Board as a member of the OTA Board.


## SUMMARY

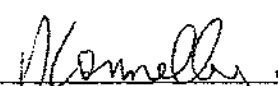
In June 2005, the Regional District and the OTA entered into a Service Agreement to provide tourism marketing and promotion services in lieu of the Regional District transferring to the Association monies raised by way of a hotel room tax in Electoral Areas 'E', 'F', 'G' and 'H'.

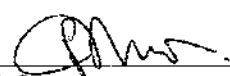
The 2% hotel room tax was implemented in 2005 in Electoral Areas 'E', 'F', 'G' and 'H'. The hotel room tax revenues are collected from room providers through the Provincial Consumer Taxation Branch, then forwarded to a local government body and subsequently distributed by the local government to the service provider. The current agreement expired on December 31, 2005 and there is a need at this time for the Board to consider the Association's request to renew the Agreement.

## RECOMMENDATION

That the Service Agreement with the Oceanside Tourism Association for a term of three years beginning January 1, 2006 and ending on December 31, 2008, be approved.

  
Report Writer

  
GM of Community Services Concurrence

  
CAO Concurrence

## COMMENTS

*devsvs/reports/2006/jc 6750-01-CVI Oceanside Tourism Association Agreement*

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 2006.

**BETWEEN:**

**THE REGIONAL DISTRICT OF NANAIMO  
6300 HAMMOND BAY ROAD  
NANAIMO, BC  
V9T 6N2**  
(hereinafter called the "Regional District")

**OF THE FIRST PART**

**AND**

**THE OCEANSIDE TOURISM ASSOCIATION  
BOX 239  
PARKSVILLE, BC  
V9K 2G4**  
(hereinafter called the "OTA")

**OF THE SECOND PART**

**WHEREAS** the Regional District of Nanaimo and the Oceanside Tourism Association share a common goal to improve the economic and civic welfare of the community;

**AND WHEREAS** the parties hereto desire to establish the terms and conditions under which the Oceanside Tourism Association will provide external tourism marketing services for Electoral Areas 'E', 'F', 'G' and 'H';

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that for and in consideration of the Regional District of Nanaimo transferring to the Oceanside Tourism Association monies raised by way of a hotel room tax in Electoral Areas 'E', 'F', 'G' and 'H', the parties hereto covenant and agree each with the other as follows:

The OTA shall:

1. (a) Provide sufficient staff and resources to deliver the functions as outlined in Schedule "A";
- (b) Arrange for the Chair or other authorized representative of the OTA to present to the Board of the Regional District of Nanaimo on or before November 1<sup>st</sup> in each year an evaluation of the past year's activities and to present the future year's programs; and,
- (c) Not without the written consent of the Chair of the Regional District, incur any expense for which the Regional District shall be required to reimburse the OTA or for which the Regional District shall in any other way become liable to any other person, company or governmental agency.



**SCHEDULE "A"**

- 1/ ***External Marketing*** – The OTA shall develop, maintain and deliver a program for the external tourism marketing of tourism assets located in Electoral Areas ‘E’, ‘F’, ‘G’ and ‘H’.
- 2/ ***Requests for Information*** – The OTA shall prepare and distribute tourism information packages in response to requests.
- 3/ ***Guide*** – The OTA shall prepare, publish and distribute the Oceanside Tourism Guide. Copies will be made available to the Regional District for distribution at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville and the Regional District Administration building at 6300 Hammond Bay Road in Nanaimo.
- 4/ ***Web Site*** – The OTA shall develop and maintain an up to date Web Site with linkages to other regional sites.
- 5/ ***Tourist Map*** – The OTA shall prepare and distribute a local area map for tourist use. Copies will be made available to the Regional District for distribution at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building at 6300 Hammond Bay Road in Nanaimo.
- 6/ ***Liaison*** – The OTA shall be the conduit for information flows between the tourism community and the Regional District, and shall liaise between the two as required.
- 7/ ***General Support*** – The OTA shall on request, provide advice and guidance to the Regional District on matters related to tourism. In particular, the OTA will work with the Regional District on Regional Parks and Trail development efforts. This could involve sitting on focus groups, task forces or providing other forms of input upon request.
- 8/ ***Tourism Vancouver Island*** – The OTA will represent the Regional District on Tourism Vancouver Island initiatives.
- 9/ ***Sport Tourism*** – The OTA will work with appropriate parties to expand opportunities and develop a hosting package for sport tourism.





REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO	(W)	GM ES	
DA CCD		MoF	
JAN 31 2006			
COW			

## MEMORANDUM

**TO:** Bob Lapham  
Deputy Administrator

**DATE:** January 17, 2006

**FROM:** Wayne Moorman, P.Eng.

**FILE:** 5500-21-RG Engineering Standards and Subdivisions

**SUBJECT:** Utilities Rural Streetlighting Local Service Area, Boundary Amendment Electoral Area E

### PURPOSE

To consider the inclusion of Lot 3, Plan VIP 31921 (a new 6 lot subdivision) into the Rural Streetlighting Local Service Area (LSA) (*see Attachment 1*).

### BACKGROUND

The owner of Lot 3, Plan VIP 31921 on Davenham Road in Nanoose is in the process of subdividing the property into 6 lots with a cul-de-sac off Davenham Road. The intersection of the cul-de-sac and Davenham is very dark and he has requested, through petition, the installation of a streetlight on a hydro pole at the intersection as a safety precaution. Staff has reviewed the request and supports the inclusion.

In order to tax the property for the operation of the streetlight, the property must be included in the Rural Streetlighting LSA.

### ALTERNATIVES

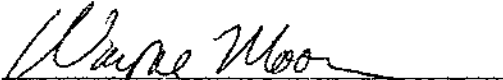
1. To amend the boundaries of the Rural Streetlighting LSA (Bylaw 791.12, 2006) (*see Attachment 2*) to include the property (Lot 3, Plan VIP 31921) into the Rural Streetlighting LSA.
2. To not amend the boundaries of the Rural Streetlighting LSA (Bylaw 791.12, 2006) to include the property (Lot 3, Plan VIP 31921) into the Rural Streetlighting LSA.

### FINANCIAL IMPLICATIONS

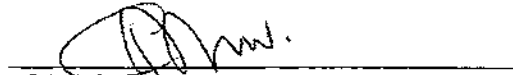
There are no financial implications to the RDN. The operating cost of the streetlight is charged to the benefiting properties through taxation. In 2005, the property tax rate for this service was estimated at \$0.145 per \$1,000 of assessment.

## RECOMMENDATIONS

1. That Lot 3, Plan VIP 31921, DL 137, Nanoose District be included into the Rural Streetlighting Local Service Area.
2. That "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.12, 2006" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

  
Report Writer

  
Deputy Administrator Concurrence

  
CAO Concurrence

## COMMENTS

C5500-21-RG Engineering Standards and Subdivisions

ATTACHMENT 2

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 791.12

A BYLAW TO AMEND THE RURAL  
STREETLIGHTING LOCAL SERVICE AREA  
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 include 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. 791.11 is hereby repealed.
4. This bylaw may be cited as "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.12, 2006".

Introduced and read three times this     day of     , 2006.

Received the approval of the Inspector of Municipalities this     day of     , 2006.

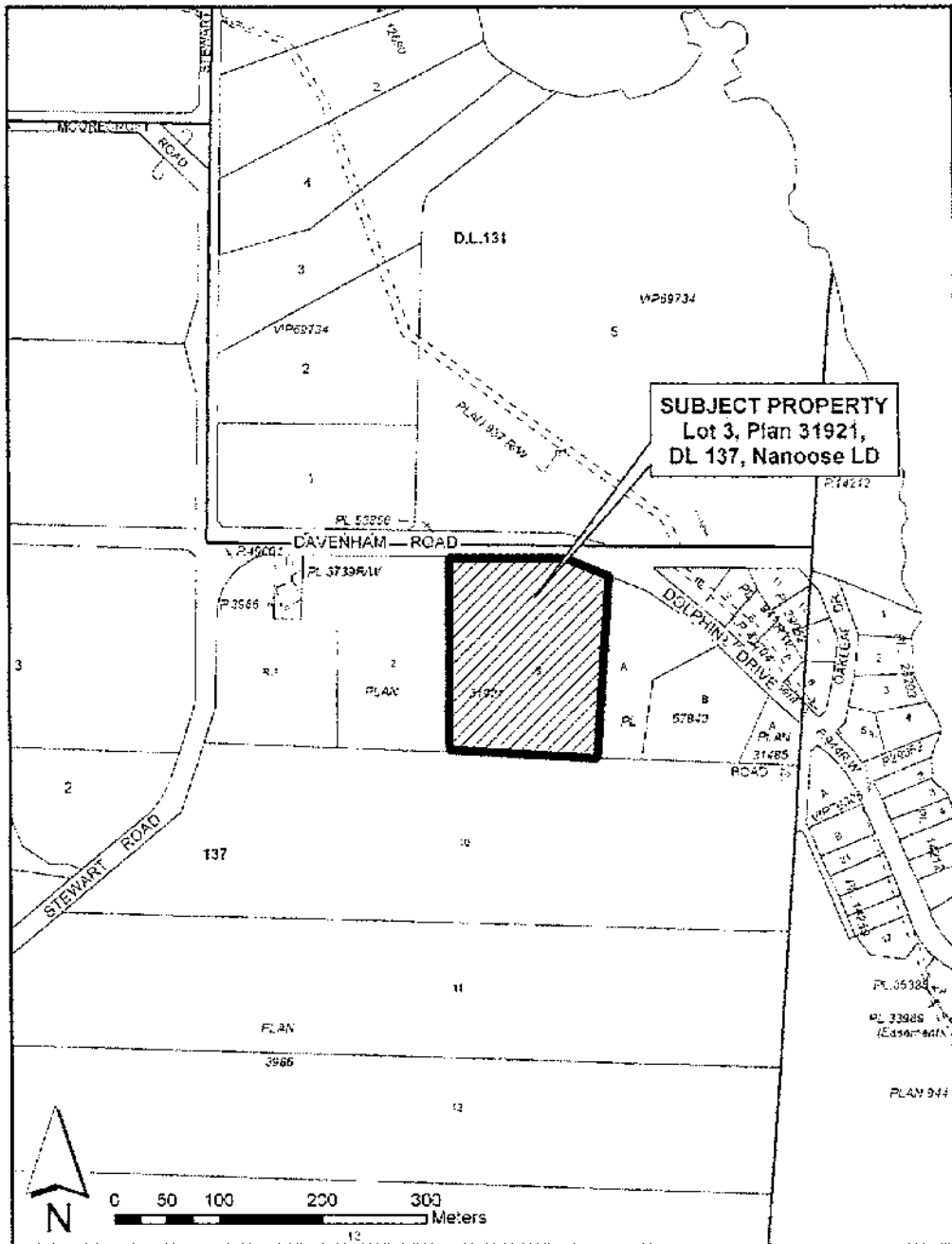
Adopted this     day of     , 2006.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DEPUTY ADMINISTRATOR

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Deputy Administrator





REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO	<i>CW</i>	GM ES	
DA CCO		MoF	
FEB - 8 2006			
<i>COW</i>			
TO:		DATE:	

MEMORANDUM

**TO:** Mike Donnelly, AScT  
Manager of Utilities

**FROM:** Deb Churko, AScT  
Engineering Technologist

**SUBJECT:** Utilities  
Revised RDN Water Leak Policy

**DATE:** January 26, 2006

**FILE:** 5500-22-01

PURPOSE

The present the revised Water Leak Policy.

BACKGROUND

At the December 13<sup>th</sup>, 2005 meeting of the Board the following resolution was passed:

*"That the Adjustment for Water Leak Policy be reviewed by staff notwithstanding the decision made with respect to 741 Mariner Way; and that the San Pareil water rates be reviewed."*

A review of the RDN Leak Policy was conducted, as well as the leak policies in other communities including the City of Parksville, Town of Qualicum Beach, District of Lantzville, City of Nanaimo, Capital Regional District, City of Kelowna and a number of communities in the U.S.A.

With respect to the above resolution, the San Pareil water rates are being reviewed in conjunction with all other service area rates, and a separate report on this matter will be prepared this Spring.

Existing RDN Leak Policy

This Board policy of July 8, 2003 directs staff to adjust a homeowner's water account no more than once in a five-year period if:

- The property owner advises the RDN in writing that an in-ground leak has been identified and repaired within 14 days of the water billing or from the date the leak was discovered.
- The property owner has provided the RDN with detailed receipts showing proof of repairs.
- RDN Utilities personnel have verified that repair work has been undertaken and completed.
- The leak is associated with the main service line from the meter connection to the residence or commercial building. Leaks in attachments to the water system, such as irrigation systems, hot tubs and swimming pools are the responsibility of the property owner and do not qualify for adjustments. Charges relating to leaks from appliances within the building (i.e. toilets, sinks, etc.) do not qualify for adjustment.
- For those accounts that qualify for an adjustment, the Manager of Utilities, in estimating the account, shall take the larger of the average billing at the property over the past three years (for the billing period in question) or the average for the water system.

Revised RDN Leak Policy (Schedule "A" attached)

The revised leak policy will resolve water billing complaints in a fair and equitable manner, and will encourage water conservation by making homeowners responsible for the proper function of their irrigation systems, as well as in-home appliances.

The revised policy includes a process by which leaks in the home and in irrigation systems can be considered for a reduction. These are not included in the existing policy and as such no reductions in water bills for this reason have been permitted at the staff level.

As part of the review a number of municipalities and regional districts on Vancouver Island, in British Columbia and in the United States were surveyed. Information on procedures for requesting a billing adjustment, proof required for the repair of a leak, number of adjustments allowed, how they are made and under what conditions and administration and other fees required for a review. There are a number of approaches to leak policies amongst the different municipalities and regional districts however for the most part the leak policy developed by the Capital Regional District was used. In most municipalities reductions are allowed but not for the full amount of the water lost due to a leak, they also require proof of any repairs and will charge administration fees to review an invoice.

The revised policy indicates that when a leak is associated with an irrigation system or in-home appliance, the adjusted water bill would be the average billing at the property over the past three years (for the billing period in question), plus the value of 50% of the water used as a result of the leak. The policy further stipulates that no customer would pay more than \$1,500 for the value of the leaked water. Therefore, to calculate the amount owing in the case of an irrigation system leak or in-home appliance leak, the water bill would include the customer's three year average billing for that period, plus the value of 50% of the leaked water (to a maximum of \$1,500), plus the administrative fees as outlined in the policy.

As noted above, the customer would be charged 50% of the value of the leaked water. Currently customers are charged 100%. The charge has been set at 50% to assist in lessening the financial impact of a water leak while continuing to ensure it is in the owner's best interests to repair any water leaks promptly.

In order to help recover staff costs for extra meter readings, extra invoicing, repeat requests, etc., the revised leak policy includes an application form and \$20 administrative fee for an account review, a \$50 charge for a meter accuracy test (if requested by the applicant), a \$50 charge for an extra meter reading (if requested), and a \$200 charge for a water meter replacement (if requested). As noted above, administration fees are found in a number of municipalities and generally range from \$10 to \$50 for an account review.

No application for adjustments will be accepted after a period of one year has elapsed from the date the water bill was issued. After the termination of the one-year period, all such water rates and charges are deemed to have been properly and correctly made.

The revised leak policy directs staff to refer all unresolved water billing disputes to the RDN Board.

**ALTERNATIVES**

1. Accept the revised policy.
2. Do not accept the revised policy.

If the revised leak policy is not accepted the existing policy will remain in effect. However, the existing policy has raised concerns as it does not include a cap on the total billing amount, which can result in significant water bills to the customer.

**FINANCIAL IMPLICATIONS**

Revenue calculations for water systems do not take into account possible increased revenue due to water leaks. Any reduction in water consumption invoices due to above-average use would not result in a loss of planned operational revenue, but would result in not receiving revenue for actual metered consumption.

**PUBLIC IMPLICATIONS**

The revised leak policy will reduce the impact of costs to residents for most water leaks on private property and will now include consideration for irrigation systems and in-house plumbing. Residents will still be required to identify and correct leaks in order for any reduction to be considered.

**SUMMARY/CONCLUSIONS**

The existing water leak policy does not allow for any reduction in billing where a water leak located in an irrigation system or household appliance has occurred. This has resulted in residents faced with very large water bills no option but to approach the Board for a reduction in the billed amount.

The intention of the revised leak policy is to resolve water billing complaints in a fair and equitable manner while encouraging water conservation. Accordingly, the revised leak policy would reduce the staff time involved in settling water billing complaints by establishing an application procedure, allowing adjustments for leaks in irrigation systems and in-home appliances, and recovering staff efforts through fees for administration, extra meter readings, meter testing, and meter replacement.

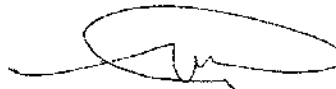
The policy stipulates that no customer would pay more than \$1,500 for the value of the leaked water in the case of an irrigation system leak or in-home appliance leak plus any administration fees. All water billing disputes that go unresolved within the Utilities Department would be referred to the RDN Board.

**RECOMMENDATION**

1. That "Adjustment for Water Leak Policy D1.1 February 14, 2006" be approved.



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



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



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



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

COMMENTS:

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT:	<i>Adjustment for Water Leak</i>	POLICY NO:	D1.1
EFFECTIVE DATE:	July 8, 2003	APPROVED BY:	Board
REVISION DATE:	February 14, 2006	PAGE	1 OF 1

### PURPOSE

To describe the conditions under which a water bill adjustment will be made for a water leak.

### POLICY

1. Water account adjustments to a property may be considered once in a five year period if:
  - The property owner completes the form attached to this policy entitled *Regional District of Nanaimo Utilities Department User Fee Adjustment for Water Leaks Application Form*.
  - The leak was repaired within 14 days of the water billing or from the date the leak was discovered.
  - The property owner has provided the RDN with detailed receipts showing proof of repairs.
  - RDN Utilities personnel have verified that repair work has been undertaken and completed.

Leaks in hot tubs, swimming pools, and decorative fountains are the responsibility of the property owner and do not qualify for adjustments.

2. Fees. For costs associated with customer service requests, the following fees apply:
  - \$20.00 Administration Fee (all applications)
  - \$50.00 Meter Accuracy Test Fee (if requested by applicant)
  - \$50.00 Meter Re-reading Fee (if requested by applicant)
  - \$200.00 Meter Replacement Fee (if requested by applicant)

The above-noted fees are subject to GST. The administration fee will be waived if the leak is a result of a fault in the municipal system.

2. When the leak is associated with the main service line from the meter connection to the residence or commercial building, and when all other requirements to qualify for an account adjustment are met, the Manager of Utilities, in estimating the account, shall take the average billing at the property over the past three years for the billing period in question.
3. When the leak is associated with an irrigation system or in-home appliance such as a toilet or sink, and when all other requirements to qualify for an account adjustment are met, the Manager of Utilities, in estimating the account, shall take the average billing at the property over the past three years for the billing period in question, plus the value of 50% of the water used as a result of the leak. No customer shall pay more than \$1,500 for the value of the leaked water. Therefore, to calculate the amount owing, the water bill will include the customer's three year average billing for that period, plus the value of 50% of the leaked water (to a maximum of \$1,500), plus any other applicable fees as outlined in this policy.
4. All water billing disputes that go unresolved within the Utilities Department shall be referred to the RDN Board.
5. No application for adjustment will be accepted after a period of one year has elapsed from the date the water bill was issued. After the termination of this period, all such water rates and charges are deemed to have been properly and correctly made.







REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Crns	
CAO	CM	GM ES	
BA CCD		MoF	
FEB - 9 2006			
Cow			

## MEMORANDUM

**TO:** Sean De Pol  
Acting Manager of Liquid Waste

**DATE:** February 7, 2006

**FROM:** Sydney Martin  
Engineering Technologist

**FILE:** 4520-20-68

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

### PURPOSE

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

### BACKGROUND

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

- the applicant must have a valid holding tank permit issued by Vancouver Island Health Authority
- the parcel must be greater than 700 m<sup>2</sup>
- the parcel is for existing uses and the disposal system has failed, or the parcel is currently vacant and will only be used for the construction of a single family residence
- the parcel cannot be further subdivided or stratified according to existing zoning or a restrictive covenant
- a community sewer system is not available
- including the parcel will not facilitate development of any additional units on the property
- the development conforms to zoning bylaws.

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

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

1. Lot 1, District Lot 85, Wellington District, Plan 15245  
7463 Industrial Way  
District of Lantzville

Hi-Tec Industries (472039 BC LTD.) has petitioned the RDN to include their property into the Regional District of Nanaimo Pump and Haul Local Service Area, Bylaw No. 975. A permit from the Environmental Health officer at the Central Vancouver Island Health Region approved the property for a holding tank. The property is greater than 700 m<sup>2</sup> in area and the property currently conforms to the existing zoning bylaw.

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

**ALTERNATIVES**

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

**FINANCIAL IMPLICATIONS**


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


**SUMMARY/CONCLUSIONS**

The application meets all requirements for inclusion into the Pump and Haul function, specifically the parcel size is greater than 700m<sup>2</sup>, a community sewer is not available, a holding tank permit was obtained under the Provincial Sewage Disposal Regulation and the property currently conforms to the existing zoning bylaw. A Restrictive Covenant has been prepared for the property requiring that the owner of the lot maintain a contract with a pump out company with a copy of the current contract always deposited with the Regional District of Nanaimo; the owner of the lot connect to sewers when they become available and the owner shall not subdivide or construct any additional units on the property.

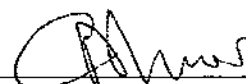
**RECOMMENDATIONS**

1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include Lot 1, District Lot 85, Wellington District, Plan 15245. (Industrial Road in the District of Lantzville).
2. That "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.42, 2006" be read three times and forwarded to the Inspector of Municipalities for approval.

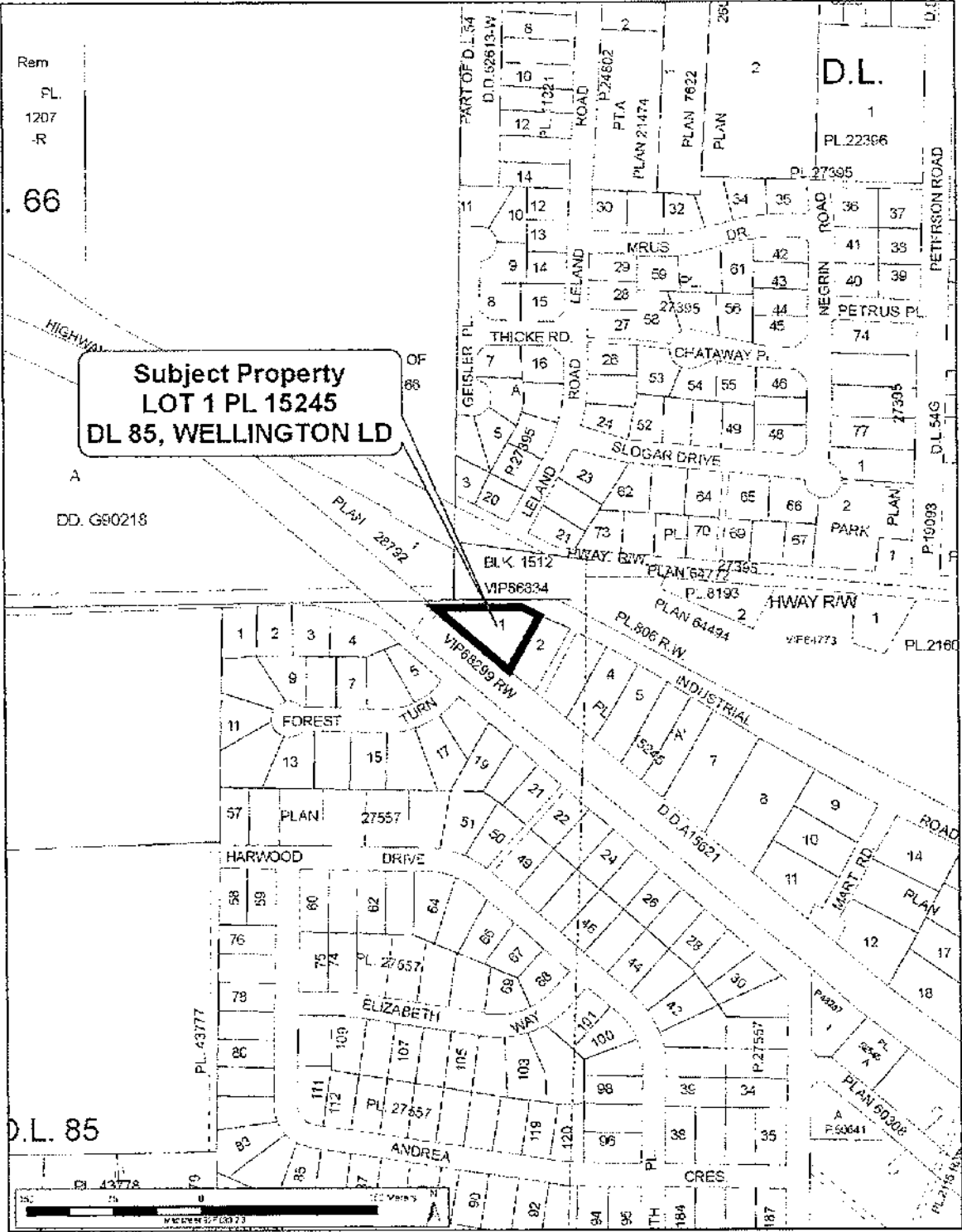
  
Report Writer

  
Manager Concurrence

  
General Manager Concurrence

  
CAO Concurrence

**COMMENTS**



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 975.42**

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

WHEREAS Regional District of Nanaimo Pump and Haul Local Service Area Establishment Bylaw No. 975, as amended, established the pump and haul local service area;

AND WHEREAS the Directors of Electoral Areas 'B', a defined portion of 'C', 'E', 'F', 'G' and 'H' have consented, in writing, to the adoption of this bylaw;

AND WHEREAS the Councils of the City of Nanaimo and the District of Lantzville have consented, by resolution, to the adoption of Bylaw No. 975.42;

AND WHEREAS the Board has been requested to amend the boundaries of the local service area to include the following property:

Lot 1, District Lot 85, Plan 15245, Wellington Land District (District of Lantzville)

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

1. Schedule 'A' of Bylaw No. 975.41 is hereby repealed and replaced with Schedule 'A' attached hereto and forming part of this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.42, 2006".

Introduced and read three times this 28th day of February, 2006.

Received the approval of the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DEPUTY ADMINISTRATOR

.....  
Chairperson

.....  
Deputy Administrator

**BYLAW NO. 975.42**

**SCHEDULE 'A'**

**Electoral Area 'B'**

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 24, Section 5, Plan 19972, Nanaimo Land District.
5. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
6. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
7. Lot 177, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
9. Lot 7, Section 18, Plan 17698, Nanaimo Land District.
10. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
11. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
12. Lot 85, Section 18, Plan 21586, Nanaimo Land District.

**Electoral Area 'C' (Defined portion)**

**Electoral Area 'E'**

1. Lot 69, District Lot 68, Plan 30341, Nanoose Land District.
2. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
3. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
4. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
5. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
6. Lot 5, District Lot 78, Plan 25366, Nanoose Land District.
7. Lot 24, District Lot 68, Plan 30341, Nanoose Land District.
8. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
9. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
10. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
11. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
12. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
13. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
14. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.

**Electoral Area 'F'**

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

**Electoral Area ‘G’**

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.
2. Lot 1, District Lot 80, Plan 49865, Newcastle Land District.

**Electoral Area ‘H’**

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.
6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.
7. Lot 2, District Lot 9, Plan 21610, Newcastle Land District.
8. District Lot 2001, Nanaimo Land District.
9. Lot 1, District Lot 40, Plan 16121, Newcastle District

**City of Nanaimo**

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

**District of Lantzville**

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.
2. Lot A, District Lot 27G, Plan 29942, Wellington Land District.
3. Lot 1, District Lot 85, Plan 15245, Wellington Land District.



## MINUTES

### ELECTORAL AREA 'A' PARKS AND GREEN SPACES ADVISORY COMMITTEE

THURSDAY, NOVEMBER 17, 2005

CEDAR HERITAGE CENTER, 1644 MACMILLAN ROAD, CEDAR

**Attendance:** Judy Burgess (Chair) Margaret Johnson  
Gay Cunningham Joe Materi  
Kerri-Lynne Wilson Henrik Kreiberg (Area 'A' Director)  
Lynnette Aldcroft Barbara Metcalf

**Staff:** Jeff Ainge (RDN Parks Supervisor)

**Late arrival:** Frank Garnish

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Prior to the call to order, the Chair thanked retiring Electoral Director Kreiberg for his work to advance park, trails and greenspace issues and invited him to apply to sit on the Committee as a member of the public.

Meeting was called to order by Judy Burgess at 7:35 pm.

#### AGENDA

MOVED H. Kreiberg, SECONDED B. Metcalf that the agenda be adopted. CARRIED

#### APPROVAL OF MINUTES

MOVED L. Aldcroft, SECONDED M. Johnson to approve the minutes of the September 15, 2005 meeting. CARRIED

#### BUSINESS ARISING FROM MINUTES

- Electoral Area 'A' Recreation Services Referendum. Director Kreiberg updated the Committee on the public open houses and the methods used to provide information on the upcoming referendum question (November 19, 2005 as part of the local government elections).
- Staff provided survey plans, at the request of the Chair, for the recently acquired Kipp Road parkland. The Committee discussed the boundaries and access challenges of the property.

#### REPORTS AND DISCUSSION ITEMS

##### Director's Report – Henrik Kreiberg

- Budget process - Director Kreiberg advised the Committee that the overall 2005 budget for the Regional District looked to be proceeding as per plan.
- Regional Parks & Trails Advisory Committee – The inaugural meeting was held in October. The four elected officials and three residents who serve on the committee were provided an update and review of the existing regional parks and trails portfolio, new funding formula with the municipalities, and the current operational focus areas.

- Vancouver Island Biosphere Organization – a presentation at the Board table from this group requested \$25,000 to assist with funding the preparation of a business plan. The Board referred it to RDN staff for analysis.
- Mount Benson – Efforts to acquire Mount Benson for parkland are moving along.
- Elections – Director Kreiberg encouraged members to get out and vote for one of the two worthy directorial candidates and the referendum.

#### **Staff Report – Jeff Ainge**

- Trail development at the new “Woodridge Community Park” is complete except for the viewing platform (this is the new subdivision off MacMillan Road). Photos of the trail work were provided for information.
- The Arboretum fence and gate installation is complete although signs have to be installed. Some vandalism has occurred to the gates. Illegally dumped waste and brush piles need clearing.
- Staff met the new Island Warden for The Land Conservancy (TLC) who will be the liaison for Nanaimo River Regional Park.
- Progress was reported with the Thelma Griffiths Park Free Crown Grant application and it is hoped the documentation will be received soon.
- Four Committee members have appointment terms expiring at the end of December: Lynette Aldcroft, Margaret Johnson, Joe Materi, and Barbara Metcalf.
- Staff requested a discussion on a recent notice about paying for meeting space at the Heritage Centre. It was generally agreed that the RDN assisted with funding the establishment of the Centre and moved the Committee’s meetings there because it would be free. Other similar RDN committees pay for local meeting space but staff was requested to search the minutes for a possible reference to waiving of meeting room fees and to discuss the matter with the Heritage Centre Board.

#### **MCT Trail Report**

- K. L. Wilson reported that a fall work party had not been planned. J. Materi suggested fall is an appropriate time for planting so a sub-committee meeting will be scheduled (members to email to coordinate).
- Staff advised that the barrier at the rivers edge (on the Morden Mine side) had been replaced.
- Staff provided a draft copy of a new sign to be placed at the Cedar Road trail entry. The Committee requested time to review the text but urged staff to have the sign installed by the end of the year.
- J. Materi reminded staff of a leaning tree causing concern near the Thatcher Creek Bridge.

#### **Friends of Morden Mine Society**

- J. Burgess advised the Committee of a proposal made by FOMMS to the City of Nanaimo Heritage Commission for the revitalisation of the old Nanaimo Foundry. They proposed the foundry become the Centre for Industrial Heritage. The Commission reports to City Council later in the month.
- A concrete beam collapsed at the mine and a P.Eng. was required to advise on required action. This incident reinforces the need for urgent action at this historical site.

**NEXT MEETING**

The next meeting date is set for Thursday, January 19, 2006, 7:30 pm at the Heritage Centre.

**ADJOURNMENT OF REGULAR MEETING**

MOVED J. Materi that the meeting adjourn at 9:20 pm for cake to celebrate Director Kreiberg's involvement with the Committee.

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Chair

## MINUTES

### ELECTORAL AREA 'A' PARKS AND GREEN SPACES ADVISORY COMMITTEE THURSDAY, JANUARY 19, 2006 CEDAR HERITAGE CENTER, 1644 MACMILLAN ROAD, CEDAR.

**Attendance:** Judy Burgess (Chair)                      Barbara Metcalf  
                  Joe Materi                                         Lynnette Aldcroft  
                  Margaret Johnson                             Joe Burnett (Area 'A' Director)  
                  Frank Garnish

**Staff:**                      Jeff Ainge (RDN Parks Supervisor)

**Apologies:**             Kerri-Lynne Wilson                      Gay Cunningham

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Meeting was called to order by Jeff Ainge at 7:32 pm.

Mr. Ainge thanked the four members of the Committee who had put their names forward for renewed terms, and thanked Judy Burgess for being in the Chair over the past year.

#### AGENDA

MOVED B. Metcalf, SECONDED M Johnson that the agenda be adopted.

CARRIED

#### ELECTION OF OFFICERS

The Acting Chair called for nominations for the position of Chair. There were no nominations; however J. Burgess indicated she would be willing to continue in that role. J. Burgess was acclaimed as the Committee's 2006 Chairperson.

J. Ainge complimented Gay Cunningham (in her absence) for her excellent minute taking and preparation of meeting minutes over the past year and called for nominations for the position of Secretary. There were no nominations and no offers to fill the role. It was agreed that Gay would be asked to continue her role and, if not willing, a Secretary would be appointed at the next meeting.

The Chair was handed over to Judy Burgess for the remainder of the meeting.

#### APPROVAL OF MINUTES

MOVED M. Johnson, SECONDED L. Aldcroft to approve the minutes of the November 17, 2005 meeting.

CARRIED

#### BUSINESS ARISING FROM MINUTES

Staff advised that there was no record in past minutes regarding the meeting space at the Cedar Heritage Centre being made available at no charge. F. Garnish advised that he will be seeking a resolution at the next Board meeting of the Cedar Heritage Centre to the effect of there being no charge for up to six Committee meetings per year. A nominal charge will be made if coffee is made and a rental charge will be made for meetings over and above the six regular meetings or for other non-Committee meetings hosted by the Parks Department.

## REPORTS & NEW BUSINESS

### a) Director's Report

- Director Burnett provided an update on the new Recreation Services function recently passed at referendum. A staff report is being prepared for the March RDN Board meeting; planning and setting up the new service and service provider will take place April to August; and the service will commence in September 2006.
- Information was provided on the most recent Cedar Estates rezoning and development proposal (adjacent to the Wheatsheaf Inn). Several amenities have been proposed pertaining to the Morden Colliery Trail and creation of additional parkland. Staff and Committee members requested additional input for themselves and neighbours. The Director advised that a Public Information Meeting is set for February 6<sup>th</sup>. There was additional conversation regarding management of drainage, sidewalks, internal roadways, as well as street widening.

### b) Staff Report - Jeff Ainge

- Staff reported a temporary closure was in effect for a portion of the Trans Canada Trail. This was due to industrial operations in the Timberlands Road gravel pit limiting access to the Haslam Creek suspension bridge. Safety concerns due to logging around Timberlands Lake led to closure of that piece of trail. Staff is in contact with Ministry of Transport and Island Timberlands to have the trail opened as soon as possible.
- Staff reviewed the expenditures of the 2005 budget.
- In response to a question from the Director, staff updated the Committee on the Thelma Griffiths Park Free Crown Grant process, which is nearing completion with the province.
- It was confirmed that a letter was sent to Trail neighbours in 2005.

### c) Morden Colliery Trail

- Staff thanked the crew who participated in the recent work party and reported that the hazard trees beside the Thatcher Creek bridges had been removed. During the recent storms, a tree fell knocking out a neighbouring farm fence, which the farmer repaired after removing the tree. The flowing surface water in that area needs drainage work and staff will put that into the work plan.

#### Friends of the Morden Mine Society

- Judy Burgess reported that fundraising efforts are underway to help pay for engineering studies and action plans for the tippel and, in particular, to repair or replace the broken beam. BC Parks have been able to contribute several thousand dollars. In addition to a raffle and a "beer & burger night", a benefit concert featuring local blues rock guitarist David Gogo is planned for March 26<sup>th</sup>.
- It was also reported that the Society was not successful in its proposal for the Nanaimo Foundry revitalisation project.

## COMMITTEE ROUND TABLE

- F. Garnish advised that he had spoken with the owner of land near the highway underpass and that the land is not for sale at this time.
- F. Garnish requested staff provide information on the Area 'A' tax mill rate for Community Parks between 1996 and 2006.

## NEXT MEETING DATE

The next meeting will take place 7:30pm, Thursday March 16, 2006 at the Cedar Heritage Centre.

## ADJOURNMENT

MOVED F. Garnish that the meeting adjourn.

CARRIED

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Chair

**REGIONAL DISTRICT OF NANAIMO**  
**MEETING OF THE**  
**NANOOSE BAY PARKS AND OPEN SPACE ADVISORY COMMITTEE**

**NOVEMBER 7, 2005 – 7:00 PM**  
**NANOOSE LIBRARY HALL,**  
**NANOOSE ROAD, NANOOSE BAY**

**MINUTES**

**Attendance:** Frank Van Eynde  
George Holme  
Stephen Watson  
Kiwi Stanners  
Gabrielle Cartlidge

**Staff:** Jonathan Lobb (RDN Parks Technician)

**Apologies:** Elisabeth Bakker  
Paula Young

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The meeting was called to order at 7:03 pm by Frank Van Eynde (Chair).

**INTRODUCTIONS**

The Chair asked the Committee members to introduce themselves for the benefit of the public. A new Committee member Kiwi Stanners was welcomed to the Committee.

**ADOPTION OF THE AGENDA**

MOVED G. Cartlidge, SECONDED G. Holme that the agenda be adopted. CARRIED

**DELEGATIONS AND PRESENTATIONS**

A letter from Bud McFarland was presented outlining his proposal for the construction of a pedestrian/bicycle trail along Claudet Road from Beachcomber to Northwest Bay Road. There was general Committee discussion around the feasibility of this proposal and its expected level of use.

MOVED G. Holme, SECONDED K. Stanners that staff be requested to write to the Ministry of Transportation requesting feedback on the possibility of a Claudet Road trail development project and that their response be provided to the Committee. CARRIED

Committee members requested that staff invite Mr. McFarland to the next Committee meeting to discuss his proposal.

**APPROVAL OF MINUTES**

MOVED G. Holme, SECONDED S. Watson that the minutes of the September 12, 2005 meeting be approved. CARRIED

## BUSINESS ARISING FROM MINUTES

A Nanoose Bay Parks Survey was received by the Committee. The survey was conducted by Floyd Harry of the Nanoose Naturalists and Frank Van Eynde. The survey identifies RDN Community Park sites that have an issue with Broom growth and makes recommendations for management and / or removal, along with some other general park development recommendations. Committee members and staff agreed to review the survey and use it to assist in the park maintenance/development process in Electoral Area 'E'. Staff was requested to invite Mr. Harry to the next meeting to discuss the report.

## REPORTS & DISCUSSION ITEMS

- a) Powder Point Road: A map of parkland on Powder Point Road was provided in response to a request from the Chair. There was discussion of the sale of park property to generate funds for park development projects. Director Holme advised that sale of parkland was possible but required a lengthy public process. Staff added that money received from the sale of Community Park land may only be used for park acquisition and not development. Committee members generally were not in favour of sale of this particular property following discussion of its merits.
- b) Staff provided an update on Schooner Ridge Community Park and the planned installation of barricades to prevent golf cart access following unauthorised trail construction and widening of path by Fairwinds Golf Course users. Signage and bollard to be installed this winter.
- c) A memorial bench request has been received and approved for Beachcomber Regional Park; installation is scheduled for this fall.
- d) G. Cartlidge updated the Committee on the progress of Nanoose Place landscaping project, which is going well and currently in Phase 2. Nanoose Garden Club has completed the Rhododendron Garden. A more detailed update is expected from Elisabeth Bakker at the next Committee meeting.
- e) Director's update:
  - Director Holme announced that Frank Van Eynde has been appointed as his Board alternate for the coming year.
  - The RDN's application for tenure over Lot 137 (Stewart Road) Crown Land was turned down by the Province who advised that the land will be held for use in Treaty Settlement claims with First Nations.
  - A referendum question will be posed at the upcoming Local Government elections to determine if Electoral Area 'E' residents support contributing up to \$20,000 annually to the Port Theatre.
  - The Regional Park acquisition budget funding will be boosted with the four municipalities beginning to contribute from 2006. The City of Nanaimo residents will begin paying an additional \$10.00 parcel tax next year, with the other municipalities' residents phasing in their contributions over five years (2006-2010).
  - Director Holme met with Dick Heath, Area Manager for Ministry of Water, Land and Air Protection (now Ministry of Environment), and a Conservation Officer to discuss hunting issues in Nanoose. Hunting is permitted in certain areas (100m from residences, and between ½ hr. before sunrise and ½ hr. after sunset) and complaint calls regarding reported infractions will be responded to as required.

## COMMITTEE ROUND TABLE

S. Watson asked whether there are a minimum number of meetings that a Committee member needed to attend in order to maintain their membership. Staff said they will find out if the '3 meeting rule' applying to Regional Board members also applies here. There are currently no words to this effect in the Area 'E' POSAC Terms of Reference.

G. Cartlidge reported a truck collecting equipment at Fanny Bay oyster farm in Garry Oak Drive had then parked and blocked the public beach access all day. She will speak to the farm operators to prevent a recurrence.

**NEXT MEETING DATE**

The next meeting will be held January 9, 2006 7:00pm at the Nanoose Library Hall.

**ADJOURNMENT**

MOVED G. Holme, SECONDED S. Watson that the regular meeting be adjourned at 8.05pm.

CARRIED

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Chair



## Minutes

Electoral Area 'G' Parks and Open Space Advisory Committee  
Thursday, October 20, 2005, 7:00 p.m.  
Multipurpose Room, Oceanside Place, Parksville

**Attendance:** Joe Stanhope, Electoral Area 'G' Director  
Brian Coath, Cttee. Chairperson  
Jacqueline Thomson, Cttee Secretary  
Jo-ann Chase

Alan Birchard  
Inger Weber

**Staff:** Jonathan Lobb, Parks Technician

**Delegations:** none

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### CALL TO ORDER

Meeting was called to order at 7:15 p.m.

### ADOPTION OF AGENDA

MOVED Jo-ann Chase, SECONDED Alan Birchard.



BRIAN COATH

CARRIED

### APPROVAL OF MINUTES

MOVED Jo-ann Chase, SECONDED Jacquie Thomson, to approve the minutes of this committee's meeting of June 30, 2005.

CARRIED

### NEW BUSINESS

- Trail dedication along Ministry of Transportation right-of-way – Sunrise Avenue to Drew Road. This project postponed until drier weather (likely May 2006). Staff to work with contractors in the interim and notify residents along trail route.
- The District 69 Recreation Commission update report of the RDN's Recreation and Parks Dept's work through October was presented as information.
- Staff provided an update on Electoral Area G Community Parks maintenance and development issues, including trail development at Quail's Landing Community Park and a memorial bench request and donation for Johnstone Road from a community member.
- Staff presented a media release concerning a 707 acre Community Park property recently acquired on Gabriola Island.

### COMMITTEE ROUND TABLE, DISCUSSION & ANNOUNCEMENTS

- There was discussion on the Electoral Area 'G' Community Parks tour that took place over the summer.
- Discussion regarding lead time coming from RDN Planning Dept. and Recreation and Parks Dept. to the Area G POSAC for new subdivision proposals. This process was formalised in a policy (C1.5) instituted on April 13, 2004. Since that time there have been Public Information Meetings advertised and held in advance of the relevant Electoral Area POSAC meeting and staff

have worked to ensure that the involved POSAC's receive notice of this process in advance of upcoming meetings. Current lead time considered acceptable is two weeks.

- Development of jumps at Columbia Drive Community Park. Request received by community member for RDN contribution of materials for bicycle jump construction. Staff to meet on site to discuss development options.

MOVED Inger Weber, SECONDED Jo-ann Chase, that the Area G POSAC supports the RDN Recreation and Parks Department providing trucking fees and material for jump construction at Columbia Drive Community Park.

- The use of woodchips as trail surfacing material was discussed. While sometimes utilized when local hazard trees are being felled in the park, the use of sand and gravel is the preferred trail surfacing material due to it's longer wear and reduced maintenance characteristics.
- Staff were requested to provide an update on District Lot 10, Lots 7 and 8 for this committee's next meeting.

#### **NEXT MEETING DATE**

The next meeting will be January 12, 2005 at 7:00 p.m. To be held in the Meeting Room at Occanside Place, Parksville.

#### **ADJOURNMENT**

The meeting was adjourned at 8:25 p.m.

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE AREA 'H' PARKS AND OPEN SPACE ADVISORY COMMITTEE REGULAR MEETING HELD ON WEDNESDAY, 30 NOVEMBER 2005 AT 7:00 PM LIGHTHOUSE COMMUNITY CENTRE, QUALICUM BAY

#### In Attendance

Val Hykawy  
Brenda Wilson

Patty Biro  
Will Lemmon

Richard Wahlgren  
Director Dave Bartram

#### Staff

Joan Michel

#### Absent

Bill Waugh

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In the absence of Chairperson B. Waugh, Director Bartram called the meeting of the Electoral Area 'H' Parks and Open Space Advisory Committee (POSAC) to order at 7:00 pm.

#### ADOPTION OF AGENDA

D. Bartram requested that agenda item 10(a) Park Dedication and the Proposed Nile Creek Subdivision be moved to an In Camera meeting of the POSAC following the regular meeting.

MOVED B. Wilson, SECONDED W. Lemmon, that the Agenda be adopted as amended. CARRIED

#### DELEGATIONS AND PRESENTATIONS

None. Director Bartram noted that the Maple Guard Ratepayers' Association wishes to present a delegation in the New Year.

#### APPROVAL OF MINUTES

MOVED W. Lemmon, SECONDED B. Wilson, that the Minutes of the September 21, 2005 Electoral Area 'H' POSAC regular meeting be approved as presented. CARRIED

#### BUSINESS ARISING FROM MINUTES

##### McCull Road Park Dedication Proposal

J. Michel distributed the RDN Board approved Park Land Dedication and Conditions (Schedule 3, Development Permit No. 60553) for the McCull Road subdivision. W. Lemmon asked who will monitor whether the prescribed work in the dedicated park is completed as laid out and promised. J. Michel noted that the developer in question is from the local community and a well-known volunteer. It is the responsibility of RDN Parks staff to monitor development; regular updates on progress will be provided to the POSAC under agenda item Standing Reports.

##### A. Antonelli and Exposed Roots along the Lighthouse Country Trail

J. Michel reported that she spoke to A. Antonelli about concerns expressed in her letter dated August 20, 2005, and relayed that RDN Parks is set to commence a six month upgrade program for this Regional Trail in partnership with the Community Fisheries Development Centre, Fisheries and Oceans Canada, the Nile Creek Enhancement Society and Services Canada. Exposed tree roots are not acceptable for both environmental and public safety reasons and will be addressed through the work program. J. Michel to follow-up with a written response to Ms. Antonelli.

#### COMMUNICATIONS AND CORRESPONDENCE

D. Bartram brought forward a letter dated November 15, 2005 from Secretary C. Farah and President L. Nelson of the Lighthouse Seniors #152 (B.C.O.A.P.O.) in which they request that the Area 'H' POSAC consider development of a bicycle path between the Qualicum River and Nile Creek bridges.

MOVED B. Wilson, SECONDED W. Lemmon that the request be tabled for consideration at the next regular meeting of the Area 'H' POSAC. CARRIED

## **BUSINESS ARISING FROM DELEGATIONS, PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE**

None.

### **STANDING REPORTS**

#### Community Parks

- (a) Deep Bay Creek Trail Development  
The developer and DFO are to meet. Work on the two small water crossings will take place when the rainy season has passed.
- (b) Thompson Clarke – Ocean Trail and Dunsmuir Park  
Bear-proof garbage cans are being installed at both locations. Park identification and private landowner recognition signage has been installed at Thompson Clarke – Ocean Trail. Neighbours of the Trail have been most helpful in cutting back the shrubbery along the trail and their volunteer work on trail maintenance is appreciated. Regarding an adjustment to the stiles at each end of the Trail so cyclists have an easier time negotiating through, R. Wahlgren is reminded to provide adjustment measurements.
- (c) Jamieson Road  
The lands adjacent to the undeveloped community park off the east side of Jamieson Road on the inland side of the E&N are being developed for residential use. As a result, access to the park will change from statutory right of way to dedicated road. The possible development of a children's playground at this community park is being examined by Parks staff. The neighbouring subdivision developer has offered assistance with clearing trees, leveling ground and fencing at the community park; this offer is voluntary and not part of any park land dedication arising from subdivision.

#### Beach Accesses (BAs) and Undeveloped Road Allowances (URAs)

J. Michel distributed copies of Park staff's 2000 inventory of Ministry of Transportation water accesses in Area 'H.' B. Wilson will make use of the report as she continues with her current inventory of the sites.

#### Regional Parks and Trails

- (a) On December 1<sup>st</sup>, the RDN will issue a request for expressions of interest in the 20-year development and operations of Horne Lake Regional Park. A request for proposals will follow in January. The RDN aims to have a long-term developer-operator in place at the Regional Park by early April and the start of the 2006 camping season.
- (b) The six-month project to upgrade the Lighthouse Country Trail will begin in December. This partnership project involves out-of-work industrial fishermen living in the vicinity of Area 'H.' On the general subject of partnership sources of labour for trail building, J. Michel noted that Parks staff does make use of workers from the Nanaimo Correctional Centre (Brannen Lake), the Restorative Justice Program and the Air Cadets where possible. Considerable staff time is required however to make productive use of such labour sources.

### **DIRECTOR'S UPDATE**

Director Bartram reported that he has obtained the Ministry of Transportation's agreement to improve the public road at the E&N crossing on McColl Road and that the Ministry is examining improvements to Horne Lake Road. The removal of boards across a Shoreline Drive roadside ditch by Ministry road maintenance contractor EMCON was noted.

## NEW BUSINESS

### Honouring Rod Allan and the Nile Creek Enhancement Society

J. Michel distributed an article from the *Victoria Times Colonist* dated November 20, 2005 about the good work of the Society and its founder Rod Allan, and recommended that the POSAC formally recognize Mr. Allan and the Society.

MOVED V. Hykawy, SECONDED W. Lemmon, that the POSAC send a letter of congratulations to Mr. Allan and the Nile Creek Enhancement Society to recognize their important environmental and community work. The letter is to include an invitation to Mr. Allan to speak at a regular POSAC meeting about the work of the Society and a request to provide the POSAC with a tour of the Nile Creek hatchery; letter to be drafted by J. Michel for signature by POSAC Chairperson B. Waugh. CARRIED

### Committee Membership

J. Michel noted that the terms of Committee members B. Wilson and R. Wahlgren finish at the end of December. The members were roundly thanked by the rest of the Committee for their contribution to the community and the cause of parks and trails in Area 'H' over the last year.

MOVED V. Hykawy, SECONDED W. Lemmon, that a letter from the POSAC Chairperson to B. Wilson and R. Wahlgren be sent in order to formally thank them for their contributions; letter to be drafted by J. Michel for signature by POSAC Chairperson B. Waugh. CARRIED

## COMMITTEE ROUND TABLE

W. Lemmon advised that there has been dumping on a trail behind the ball field at the Lighthouse Community Centre; J. Michel to follow-up.

## NEXT MEETING

The next regular meeting of the Area 'H' POSAC will be held Wednesday, January 25, 2006 at the Lighthouse Community Centre. [NB: The meeting was subsequently rescheduled to Wednesday, February 22, 2006 at the Lighthouse Community Centre.]

## IN CAMERA

MOVED P. Biro, SECONDED V. Hykawy that pursuant to Section 90(1)(g) of the *Community Charter*, the Committee proceed to an In Camera meeting to consider the acquisition of land. CARRIED

## ADJOURNMENT

MOVED P. Biro, SECONDED W. Lemmon, that the regular meeting be adjourned to allow for an In Camera meeting. CARRIED

## TIME

8:00 p.m.

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Bill Waugh  
Chairperson

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR  
MEETING HELD ON THURSDAY, NOVEMBER 17, 2005**

**Attendance:**

Frank Van Eynde  
Chris Burger  
Reg Nosworthy

Patty Brio  
Dave Bartram  
Eve Flynn

Jo-ann Chase  
Jack Wilson

**Delegation:**

Bob Herbison, Errington War Memorial Hall Association

**Staff:**

Tom Osborne

Cathy MacKenzie

Dan Porteous

Marilynn Newsted, Recording Secretary

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**CALL TO ORDER**

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

**DELEGATIONS**

2. MOVED Commissioner Bartram, SECONDED Commission Biro, that the Errington War Memorial Hall Association representative Bob Herbison be received as a late delegation.

CARRIED

Mr. Herbison presented an overview of the history of the Errington War Memorial Hall. He noted the Hall is a focal point for the Errington Community and is used regularly for arts and cultural events, concerts and social events. He reported the total cost to replace the hall roof was \$32,262 of which the Association had already raised \$25,000. Mr. Herbison requested that the Commission reconsider their grant request for \$5,000 to assist with the roof replacement costs.

**MINUTES**

- 3.1 MOVED Commissioner Biro, SECONDED Commissioner Bartram, that the Minutes of the District 69 Recreation Commission Regular Meeting held on November 17, 2005, be approved.

CARRIED

## FUNCTION REPORTS

5.1 Mr. Osborne reviewed the Function Reports for the Ravensong Aquatic Centre, Occanside Place, Recreation Coordinating and Regional Parks and Trail and Community Parks (EA 'E' – 'H') highlighting the following items:

- Tenth anniversary celebrations were held October 29<sup>th</sup> for the Ravensong Aquatic Centre.
- Occanside Place staff has created a warmer friendlier lobby area for the adult skaters on Monday, Wednesdays and Fridays by turning on the fire place, serving coffee and setting up a seating area to encourage conversation.
- Programmer Jennifer Merner attended an Active Communities workshop and will be registering the Regional District into the program, which is one of the key components of the major provincial program called *Act Now BC under Legacies 2010*.
- The Request For Proposals for the Recreation Services Master Plan has been issued.

MOVED Commissioner Flynn, SECONDED Commissioner Chase, that the Function Reports be received.

CARRIED

## BUSINESS ARISING FROM DELEGATIONS

6. Commissioners reviewed the Errington War Memorial Hall grant request and the information presented by Mr. Herbison.

MOVED Commissioner Wilson, SECONDED Commissioner Nosworthy, that the Errington War Memorial Hall Community Grant request in the amount of \$5,000 be approved.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Burger, that Commission review the criteria for the District 69 Recreation Community and Youth Grants Program for 2006.

CARRIED

## NEW BUSINESS

8.1 Mr. Osborne reviewed the information supplied on the Olympic/Paralympic Live Sites Program.

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the RDN apply for funding from the Province of BC Olympic/Paralympic Live Sites Program for the Ravensong Aquatic Centre Wellness Centre addition.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that \$10,000 in funding be allocated in the Regional District of Nanaimo's Five Year Financial Plan for 2006 to provide conceptual designs and drawings and for cost estimates for the Wellness Centre addition at the Ravensong Aquatic Centre.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the RDN, City of Parksville, Town of Qualicum Beach and School District 69 prepare a joint proposal in 2006 to apply for funding from the Province of BC Olympic/Paralympic Live Sites Program for the development of a track and field facility at Kwalikum Secondary School.

CARRIED

#### **COMMISSIONER ROUNDTABLE**

9. Commissioner Flynn thanked the Recreation staff for the programming offered during the recent teacher's job action.

Commissioner Nosworthy reported discussions had taken place with Home Depot regarding a grant request from the KABOOM Program for funding to replace the playground at French Creek Community School.

Commissioner Wilson reported the Town of Qualicum Beach had applied for Spirit 2010 funding for field lighting on two community park fields.

#### **ADJOURNMENT**

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the meeting be adjourned at 3:50pm.

#### **NEXT MEETING**

The next meeting will be held, Thursday, January 19, 2006, at Oceanside Place at 2:00 pm.

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Frank Van Eynde



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR  
MEETING HELD ON THURSDAY, JANUARY 26, 2006**

**Attendance:**

Frank Van Eynde  
Reg Nosworthy  
Lou Biggemann

Patty Biro  
Eve Flynn

Chris Burger  
Aileen Fabris

**Delegation:**

Gavin Reid, Director of Facilities, Qualicum Beach Lawn Bowling Club

**Staff:**

Tom Osborne  
Cathy MacKenzie

Marilynn Newsted, Recording Secretary

**Regrets:**

Dave Bartram

Jack Wilson

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**CALL TO ORDER**

1. Mr. Osborne called the meeting to order at 2:00pm.

**ELECTION OF CHAIR AND DEPUTY CHAIR**

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

MOVED Commissioner Nosworthy, SECONDED Commissioner Biggemann, that Commissioner Van Eynde be nominated for the position of Chair.

CARRIED

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

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

MOVED Commissioner Van Eynde, SECONDED Commissioner Biggemann, that Commissioner Nosworthy be nominated for the position of Deputy Chair.

CARRIED

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

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

## DELEGATIONS

- 3.1 Mr. Gavin Reid, Director of Facilities of Qualicum Beach Lawn Bowling Club gave a visual presentation on the Club and their plans for construction of an indoor bowling green facility. The Club has raised \$206,000 of the \$275,000 construction cost of the facility and has submitted a grant application in the amount of \$10,000 to assist them in reaching their financial goal. Mr. Reid requested the Commission give consideration to the Club's request for financial assistance, as the facility would be a year round benefit to all residents in District 69, from school age children to adults and seniors.

## MINUTES

- 4.1 MOVED Commissioner Flynn, SECONDED Commissioner Nosworthy, that the Minutes of the District 69 Recreation Commission Regular Meeting held on November 17, 2005, be approved.  
CARRIED

## COMMUNICATIONS/CORRESPONDENCE

5. MOVED Commissioner Biro, SECONDED Commissioner Fabris, that the following correspondence be received:
- Tom Osborne, Manager of Recreation and Parks, re Parksville / RDN Reader Board Sign Grant;
  - School District No. 69 re letter of thanks;
  - School District No. 69 re Commission Appointment;
  - Town of Qualicum Beach re Commission Appointment;
  - RDN Administration re Commission Appointments;
  - City of Parksville re Commission Appointments;
  - Joe Stanhope, RDN Board Chair, re Sport Field Lighting Grant Application Town of Qualicum Beach;
  - Mike Chestnut, Arena Supervisor, re Parksville Curling Club; and,
  - Parksville Seniors Activity and Drop In Centre, re letter of thanks for Community Grant.
- CARRIED

## FUNCTION REPORTS

6. Mr. Osborne reviewed the Function Reports for the Ravensong Aquatic Centre, Oceanside Place, Recreation Coordinating and Regional Parks and Trail and Community Parks (EA 'E' - 'H') highlighting the following items:
- The third annual Winter Wonderland held at Oceanside Place was very successful and much appreciated by the community.
  - Staff will be meeting with R.G. Property representatives within the next two weeks to discuss resolution of the remaining outstanding deficiencies at Oceanside Place.
  - Mr. Osborne noted the year-to-date admission chart showed a significant drop in attendance at Oceanside Place. Two factors have contributed to the reduction; one, the honeymoon period is over at the facility and two, public skate times which were poorly attended have been removed. The additional ice time has been easily rented out increasing the revenue.

- Polar Express Day Camp held in December was a huge success, exceeding staff expectations.
- Mr. Osborne noted that the Financial Access Program, provided by RDN Recreation Parks, provided \$3,257 fewer dollars in 2005 compared to 2004.
- Mr. Osborne reported Programmer Pam Hadikin has presented her resignation effective February 24, 2006. The position will not be posted immediately pending the completion of the Recreation Services Master Plan. The position may be filled by a temporary placement or assumed by other staff until the plan is complete.
- The RFEI for the operation Horne Lake Regional Park is complete with Island Pacific Adventures Richard Varela being accepted. The RFP has been issued and will close next week.

MOVED Commissioner Flynn, SECONDED Commissioner Biro, that the Function Reports be received.

CARRIED

#### BUSINESS ARISING FROM DELEGATIONS

- 7 The grant request from the Qualicum Beach Lawn Bowling Club will be deferred to the March meeting of the District 69 Recreation Commission Grants Committee after the review of the grant program criteria has been completed.

#### NEW BUSINESS

- 9.1 Commissioners Flynn, Nosworthy and Burger volunteered to serve as committee members on the Recreation Services Fees and Charges Sub-Committee.
- 9.2 Commissioners Nosworthy, Fabris and Biro volunteered to serve as committee members on the Recreation Grants Sub-Committee.
- 9.3 Commissioners Nosworthy, Biro and Flynn volunteered to serve as committee members on the Recreation Services Master Plan Committee. Commissioner Bartram will also serve on the committee as the RDN Board Commission Member.
- 9.4 Mr. Osborne reported the proposal submitted from Professional Environmental Recreation Consultants Ltd. (PERC) for the Recreation Services Master Plan process (RSMP) was accepted. The primary consultant will be Mr. Bill Webster. As part of the RSMP process a workshop will be held on February 9<sup>th</sup> at 7:00pm at Oceanside Place for Commissioners, administrative staff from the Town of Qualicum Beach, the City of Parksville, School District 69 and Recreation and Parks senior staff. Prior to the evening workshop key Recreation and Parks staff will also meet with the consultants to discuss concerns and issues with regard to the Master Plan. A survey for the community should be ready by March to allow the completion of the new Recreation Services Master Plan by July.
- 9.5 Mr. Osborne reviewed the City of Parksville / RDN Reader Board Sign Replacement report.

MOVED Commissioner Fabris, SECONDED Commissioner Burger, that the Regional District participate in the City of Parksville and RDN Recreation and Parks reader board sign replacement project and grant application, and that \$10,000 from the District 69 Arena Function budget surplus be allocated in the 2006 Annual Budget for the Regional District's financial contribution to the reader board sign replacement project.

CARRIED

9.6 Mr. Osborne reviewed the Active Communities Initiative for Oceanside Area report.

MOVED Commissioner Biro, SECONDED Commissioner Nosworthy, that the Regional District endorse the Active Communities Initiative by registering Oceanside as an Active Community in the 20% Physical Activity Challenge, and that staff coordinate and implement the initiative with community partners on behalf of Oceanside residents.

CARRIED

#### COMMISSIONER ROUNDTABLE

Commissioner Burger reported the *draft* Parks and Open Space Master Plan for the City of Parksville is complete and that the Community Park Master Plan project should be wrapping up soon.

#### ADJOURNMENT

MOVED Commissioner Biggemann, SECONDED Commissioner Biro, that the meeting be adjourned at 3:40pm.

#### NEXT MEETING

The next meeting will be held, Thursday, February 16, 2006, at Occanside Place at 3:00pm.

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Frank Van Lynde



REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO	<i>CM</i>	GM ES	
DA CCD		MoF	
JAN 10 2006			
<i>Public Commission</i> ✓			
MEMORANDUM			

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

**DATE:** January 9, 2006

**FROM:** Mike Chestnut,  
Arena Supervisor

**FILE:**

**SUBJECT:** City of Parksville / RDN Reader Board Sign Replacement

**PURPOSE**

To provide information and recommendations regarding the replacement of the reader board sign located at 193 East Island Highway at the entrance to the Parksville Community Park.

**BACKGROUND**

The existing reader board sign was erected in 1976 by volunteers on City of Parksville property as a means to promote programs and events, primarily for the District 69 Arena and secondarily for the community at large. District 69 Arena staff provided administration and maintenance of the reader board while the City of Parksville staff maintained the adjacent landscaping.

In keeping with the intended use of the sign, District 69 Arena Program, and later District 69 Recreation and Aquatic, were given priority for usage and non-profit community groups were allocated usage on a first come first serve basis.

The reader board sign had a demonstrated positive impact as an advertising mechanism and as the community grew so did demand for access to the reader board sign. This increase in demand ultimately out grew the resource and many requests did not make it onto the reader board. Some groups reported that they found the inability to have their event on the reader board resulted in a significant negative impact on the success of their event.

In 2003 the Parksville Curling Club (PVCC) took over use of the District 69 Arena and partial responsibility for administration of the reader board sign. The current situation is that the PVCC has priority use of one half the sign space and the Regional District of Nanaimo (RDN) Recreation and Parks Department has priority use of the other half. The PVCC club changes the messages from September to April and the RDN uses Oceanside Place staff to change messages for the remainder of the year. This new arrangement has drastically reduced the availability of the sign to other community groups.

In addition to losing the capability to maximize reader board usage, the combination of RDN staff no longer on site and the limited resources of the PVCC have left the physical condition of the sign in significant disrepair. Recently the City of Parksville approached the RDN with a proposal to replace the reader board with an electronic messaging board to be located in the same area. The proposal is being lead by the City of Parksville's Economic Development Officer, Caroline Grover. The proposal included an application to the Spirit of 2010 program for 50% funding and an equal cost sharing between the RDN, the City of Parksville and the Beachfest Society for the remainder. (See attached letter).

RDN staff has expressed interest in the proposal as well as a determination to remain a key player in ensuring access to the sign for the RDN Recreation and Parks Department and community groups. Staff has also stated a preference to continue their long standing administration of the sign to which the community has become accustomed.

The RDN's financial participation in the replacement portion of the project is estimated to be a one time contribution of \$10,000.

## **ALTERNATIVES**

1. Approve the Regional District of Nanaimo Recreation and Parks Department to participate in the reader board sign replacement project and grant application process and to include \$10,000 to the 2006 Annual Budget as the RDN financial contribution to the sign.
2. Not approve the Regional District of Nanaimo Recreation and Parks Department to participate in the reader board sign replacement project.

## **FINANCIAL IMPLICATIONS**

The District 69 Arena Function (Oceanside Place) surplus carry over into 2006 has substantially exceeded the 2005 annual budget projection. It is proposed that the \$10,000 required for participation in the reader board replacement project would be funded from the 2006 District 69 Arena function surplus.

As the RDN is still responsible for the physical maintenance of the sign, staff estimate the cost of repairing and refreshing the existing sign to be approximately \$3,500.00-\$4,500.00.

Staff estimate that the existing sign will need to be replaced in it's entirety within 5 years in addition to the requirement for immediate upgrades, a cost that may ultimately be borne in its entirety by the RDN.

## **CITIZEN IMPLICATIONS**

The replacement of the existing reader board with an electronic messaging board will significantly improve the ability to meet the demands for usage. As well the new sign will have a positive aesthetic effect on the entrance to the Parksville Community Park and negate the expense of trying to renovate the existing 30 year old unit. The RDN has suggested to the other partners in the project that a condition of participation would be a continuation of the existing usage priority policy to ensure RDN programs and non-profit community group's needs are met.

## **RESOURCE IMPLICATIONS**

Oceanside staff are currently managing all requests for reader board usage and traveling to the sign site weekly between April and August to manually change messages. The proposed new electronic sign has the benefit of a remote location control which would negate the need for RDN staff to travel to the site.

## **CONCLUSION**

A City of Parksville proposal to replace the reader board sign located at 193 East Island Highway includes a partnership between the City of Parksville, the RDN Recreation and Parks Department and the Parksville Beach Society. Funding for the \$45,000 project will include an equal

contribution of \$10,000 from each partner and the remainder of the funding in the form of a grant from the Spirit of 2010.

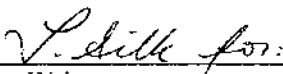
The replacement of the existing sign with an electronic messaging board will increase access/usage for the partners and the community and reduce RDN costs associated with administration and maintenance of the existing sign.

The existing sign currently requires extensive renovation and a total replacement within the next five years. The proposed partnership provides an opportunity to minimize the anticipated RDN capital outlay and expedite an upgrade in service to the community.


**RECOMMENDATIONS**

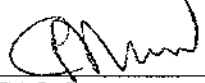
That the Regional District participate in the City of Parkville and RDN Recreation and Parks reader board sign replacement project and grant application.

That \$10,000 from the District 69 Arena budget surplus be allocated in the 2006 Annual Budget for the Regional District's financial contribution to the reader board sign replacement project.

  
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Report Writer

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

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

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



Economic Development  
PO Box 1390, 4 - 125 McCarter Street, Parksville, BC V9P 2H3  
Telephone: (250) 954-4650 Fax: (250) 248-6308  
[www.businessbythebeach.com](http://www.businessbythebeach.com)

January 5, 2006

Mike Chestnut, Arena Supervisor  
Oceanside Place  
850 West Island Highway  
Parksville, BC, V9P 2X4

Re: Reader Sign at Parksville Community Park

Dear Mike,

I am pleased to provide you with an update on the funding application we have submitted to the Spirit of 2010 for 50% funding of a digital read out sign to replace the old one at the entrance to Parksville's Community Park and the Curling Rink.

I prepared the funding application with the interest being expressed by your department, the City of Parksville and the Parksville Beachfest Society to cost share equally half of the cost of a digital sign. Our application will be stronger due to this demonstrated broad community support.

The sign will be in the range of \$45,000 inclusive of provincial tax. We can use the existing base. There will be maintenance of computer software, exterior paint and landscape materials and tending to also be considered. All these items appear to be small cost items. The software to operate the sign can be located or accessed in any location as it is done through existing internet connections. The City has offered to place two concrete flower planters at the base of the sign. There is an estimated \$800.00 cost to connect the sign to Telus cables at that site for internet access.

I indicated in the application to Spirit of 2010, that the Contributions from the three partners would be \$10,000 each to cover the sign, cable connection, concrete planters and gst and pst. (The Spirit won't cover the taxes).



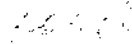
Should our funding application be successful it would be my hope that we could sit down as interested parties and discuss the old sign, potential loss of benefit for whoever is using the old sign, new policies regarding what will be posted on a new sign, administration of the new sign and staffing to maintain it. As well, we would need to agree on a design and then call for actual quotes. The City and your office have both offered to administer the sign which we used as an in-kind value in the application.

I anticipate that it will be several months before we have a response indicating whether or not we will receive the grant.

In the event that we are not successful in getting the grant I feel comfortable in saying that the City and the Beachfest Society would still be interested in completing this initiative with the RDN and are holding funds for this project.

Please feel free to give me a call to talk about this further and I will keep you in the loop as our application unfolds.

Thank you for your assistance in moving this application forward,



Caroline Grover  
Economic Development Officer



REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Gms	
CAO	<i>PO</i>	GM ES	
DA CCD		MoF	
JAN 10 2006			
<i>DR Rec. Commission</i> ✓			

**MEMORANDUM**

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

**DATE:** January 5, 2006

**FROM:** Dan Porteous  
 Recreation Program Supervisor

**FILE:**

**SUBJECT:** Active Communities Initiative for Oceanside Area

**PURPOSE**

To provide information regarding the Active Communities initiative and to present a recommendation for the Regional Board to register the Oceanside area as an Active Community.

**BACKGROUND**

The Active Communities initiative is one of the key components of the major provincial program called ActNow BC, which is aimed at promoting healthy lifestyle choices and environments. Premier Campbell launched the initiative in March 2005 with the goal of making the province the healthiest jurisdiction ever to host an Olympic and Paralympic Games. There are four components of the initiative that include: Physical Activity, Healthy Eating, Tobacco Reduction and Healthy Choices during Pregnancy, which will serve to protect and improve the health and well being of British Columbians.

The Physical Activity component will bring together two key initiatives: Active Communities and Action Schools BC. While Action Schools BC is focused on promoting healthy eating and physical activity in the schools, Active Communities is a broader approach to promoting physical activity to all age groups in communities. An Active Community is one that promotes and supports a healthy way of life in which physical activity is valued and integrated into daily life. Active Communities will mobilize and support local governments and partner organizations to undertake actions to promote healthy lifestyles and develop supportive community environments to enhance physical activity of individuals and families. It is at the community level where real change in behaviour can best be fostered and sustained by increasing awareness and creating opportunities to participate.

Within the Physical Activity component, which is managed by 2010 Legacies, a target goal has been established to increase by 20 per cent the proportion of the BC population who are physically active or moderately active during their leisure time from the current level (2003) of 58 per cent to 69.6 percent by 2010. The British Columbia Recreation and Parks Association (BCRPA) will be implementing the Active Communities initiative with support from the Ministry of Health and in partnership with ActNow BC and 2010 Legacies Now. BCRPA is rallying all of its members, of which the RDN Recreation and Parks Department is a member, to take on the 20% Physical Activity Challenge.

The Recreation and Parks Department is prepared to coordinate and implement this initiative for the Oceanside community with the support of community partners such as the City of Parksville, Town of Qualicum Beach, School Board, Public Health and other key community stakeholders including sport, business and service organizations. The BCRPA provides a Tool Kit with information, strategies, and evaluation tools to assist communities in implementing the Active Communities initiative. Staff would establish a plan with community partners for Oceanside that establishes the intentions, tasks and outcomes for the project from 2006-2010.

Currently, there are over thirty registered Active Communities throughout BC including four on Vancouver Island (City of Nanaimo, Ladysmith, Saanich, and Esquimalt) and the number continues to grow. To initiate the process it is important that the Regional Board endorse the Active Communities initiative by providing a motion to register Oceanside as an Active Community and support staff to work with the community to coordinate and implement the project.

### **ALTERNATIVES**

1. To endorse the Active Community initiative by registering Oceanside as an Active Community in the 20% Physical Activity Challenge, and have staff coordinate and implement the initiative with community partners.
2. To not endorse the Active Communities initiative.

### **FINANCIAL IMPLICATIONS**

There are no direct costs associated with implementing the Active Communities initiative; however, a portion of a Programmer's time will be utilized to coordinate this project. Any new Department programs or special events will utilize existing program budgets and additional promotions for the initiative will be incorporated into the current Five Year Financial Plan.

The Provincial government has a grant process available to registered Active Communities. Any funds received will be used for the purposes of setting up an Active Community plan and to enhance existing programs related to this initiative or to subsidize program costs for new program development specifically designed for the initiative.

Should the Board not endorse the Active Communities initiative, grant funding that is available will not be applied for and alternative marketing promotion strategies will be applied to encourage participation in RDN recreation programs and services.

### **GOVERNMENT IMPLICATIONS**

The Active Communities initiative will need significant community support and partnerships to be sustainable. The Recreation and Parks Department would work with other government agency representatives including School District 69, the City of Parksville, the Town of Qualicum Beach, Public Health, and the Ministry of Children and Family Development to ensure that the Active Communities initiative envelopes the broader community spectrum. A committee of interested representatives would need to be established to oversee the project with the Recreation and Parks Department taking a key leadership and coordination role. Other community agency representatives would also be involved. The Department would be seeking a commitment of staff time from the agencies to assist in the project.

## CITIZEN IMPLICATIONS

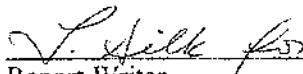
The problem of physical inactivity continues to be a challenge throughout the Province. Obesity rates are still a significant concern fuelled by poor nutrition and sedentary lifestyles. The Active Communities initiative focuses on increasing the physical activity levels of individuals, promoting the benefits of regular exercise and challenging individuals to continue to make positive, healthy lifestyle choices. Minimal changes in one's weekly habits can make a significant difference over the duration of one's life. Having community residents become involved in the 20% Physical Activity Challenge can lead to increased health benefits that not only benefit the individual but the community as a whole.

## SUMMARY

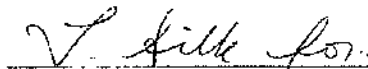
ActNow BC has developed a number of programs to promote and improve the health and physical well being of BC residents including the Active Communities initiative. A provincial target has been set to increase physical activity levels in BC by 20% by 2010. The Recreation and Parks Department realizes the value of supporting this initiative and is prepared to take on the challenge with other communities in BC to work towards this goal by implementing the Active Communities initiative in Oceanside. The Department is seeking political support through the Regional Board to have Oceanside registered as an Active Community. Staff would coordinate and implement this initiative by working with other community organizations to further enhance the overall health and well being of Oceanside residents.


## RECOMMENDATION

That the Regional District endorse the Active Communities initiative by registering Oceanside as an Active Community in the 20% Physical Activity Challenge, and that staff coordinate and implement the initiative with community partners on behalf of Oceanside residents.

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

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

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

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

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE TRANSIT BUSINESS PLAN UPDATE SELECT COMMITTEE  
MEETING HELD ON THURSDAY  
JANUARY 26, 2006 AT 12:00 NOON  
IN THE COMMITTEE ROOM**

**Present:**

Director L. McNabb	Chairperson
Director B. Holdom	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director B. Johnston	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director J. Burnett	Electoral Area A
Director J. Stanhope	Electoral Area G

**Also in Attendance:**

N. Connelly	General Manager, Community Services
D. Trudeau	Manager, Transportation Services
H. Cook	BC Transit
J. Wilson	Town of Qualicum Beach

**MINUTES**

MOVED Director Westbrook, SECONDED Director Holdom, that the minutes of the Transit Business Plan Update Select Committee meeting held on November 17, 2005 be received for information.

CARRIED

**CORRESPONDENCE**

Moved Director Manhas, SECONDED Director Burnett that the letter from S. New, BC Transit, regarding hybrid buses, dated November 28, 2005 be received.

CARRIED

**ADMINISTRATION**

Qualicum Beach, Parksville, Electoral Areas 'F' and 'G' Transit Review

D. Trudeau provided an overview of the proposed changes to routes and the schedules, the steps planned for public consultation, the items to be confirmed with BC Transit and the schedule for final Board review. N. Connelly referred to initial feedback, which had been received from meetings with Council members with the Town of Qualicum Beach, the City of Parksville and the two Electoral Area Directors.

MOVED Director Holdom, SECONDED Director Westbrook, that the report on the District 69 Transit proposal be received for information.

CARRIED

MOVED Director Holdom, SECONDED Director Burnett that the District 69 Transit Services proposal be submitted to public consultation and considered subject to BC Transit's cost sharing commitment and final Board review as part of the 2006 annual budget approval process.

CARRIED

MOVED Director Johnston, SECONDED Director Holdom that staff be directed to review the formula for the allocation of costs among the transit participants.

CARRIED

Downtown Nanaimo Transit Service and Exchange Study

N. Connelly indicated that the consultant's report is in the process of being finalized and that in March staff will provide a report on the study conclusions and follow-up recommendations.

MOVED Director Stanhope, SECONDED Director Holdom that the verbal update on the Downtown Nanaimo Transit Study be received for information.

CARRIED

**NEW BUSINESS**

Staff were requested to review with the Ministry of Transportation the opportunity for road pull outs for transit bus stops to be located along Cedar Road.

The Committee discussed the approaches and opportunities for bus rider input to be addressed as part of the Transit Department and Committee's consideration of transit matters and route and schedule changes.

MOVED Director Holdom, SECONDED Director Manhas that the Terms of Reference for the Transit Business Plan Update Select Committee be reviewed.

CARRIED

**ADJOURNMENT**

The meeting was adjourned at 1:15 pm.

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L. McNabb, Chair

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**TO:** Neil Connelly  
General Manager - Community Services      **DATE:** January 26, 2006

**FROM:** Dennis Trudeau  
Manager of Transportation Services      **FILE:** 8500-01

**SUBJECT:** District 69 Transit Review - Proposal to Amend Routes and Schedule

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### PURPOSE

To bring forward more detailed information on the proposal to amend the District 69 routes and schedule for possible implementation in mid 2006, for review and consideration by the Board.

### BACKGROUND

At the May 12, 2005 Transit Select Committee meeting the following resolution was approved:

*"That staff review and report on bus service options in the west Qualicum Beach/Electoral Area 'G' area, including cost impacts and alternative approaches to provide for service for the limited number of riders in the area."*

Further discussion occurred at the June 30, 2005 Transit Select Committee meeting where the Committee reviewed the Town of Qualicum's concerns and provided direction for staff to complete a report on schedule and route changes in conjunction with the 2006 budget process. It was recognized that any changes to one part of the District 69 system would have an impact to the overall transit system due to its integrated nature. As a result the review needed to encompass the whole District 69 transit system.

In October, 2005 the Board approved Terms of Reference for the service review. It has guided the review by the Transportation Services Department over the last several months. Staff has completed an initial assessment of our current runs and has been reviewing options that meet the direction from the Transit Select Committee.

The current schedule (Appendix 1a and 1b) has been in place since June 2004. Comments from our ridership, drivers, and general public indicate that the service is seen as being very important but that some of our routes have not been as successful as we had anticipated. The schedules themselves are sometimes hard to follow and the timings on some of the routes become compromised when buses go off route to pick up customers that have challenges accessing the transit system. This is the nature of the community bus system which is currently in place.

Numerous options have been discussed and reviewed with the Scheduling Committee which is made up of management and union staff. Potential routes have been driven and timings calculated. The criteria used to prepare the proposed routes were:

- Streamline the Qualicum Beach Routes
- Improve the connections to the Nanaimo system
- Simplify the schedules
- Ensure connections will work
- Improve accessibility for the public that has difficulties accessing regular transit buses

The review has resulted in a preferred option that has a streamlined bus route schedule (Appendix 2a and 2b) for District 69. It features elimination of service in areas that were unproductive and increased the connection with Nanaimo. As a result of the reduction in total hours of the Community Bus schedule, approximately 8 hours per day of handyDART service hours could be made available for allocation between the four participants.

The highlights of the proposal include:

- more frequent service to Parksville from Nanaimo;
- more frequent service to Qualicum from Parksville;
- *Express* bus from Woodgrove to the Civic Centre & back to Wembly Mall at 15:45 hours;
- maintaining commuter/student services in the am and pm;
- two hour service to Nanaimo from Wembly Mall during non-peak times;
- two hour service to Qualicum from Wembly Mall;
- hourly then two hour service on the Parksville Loop; and,
- reduction in community bus/conventional hours has made 8+ hours available to be shared between Parksville, Qualicum, Nanoose, Area G.

### **BC Transit Cost Sharing**

Cost sharing for Transit and handyDART services is provided by BC Transit. Currently the rate of cost sharing for Transit services is approximately 45% and for handyDART it is 66%, based on 2002 levels after which cost sharing was frozen. Discussions to date indicate that BC Transit will work with the RDN to amend the 2006-2007 Annual Operating Agreement to implement proposed changes to the District 69 service.

The service changes are being proposed to be implemented in the summer of 2006. This date would coincide with a schedule reprint thus reducing the costs for marketing the new service. Implementation in the summer season would also allow time for any required minor service adjustments to be undertaken before the fall.

### **ALTERNATIVES**

1. Approve the proposed District 69 Transit service proposal subject to public consultation, BC Transit cost sharing commitment and final review as part of the 2006 annual budget process.
2. Do not approve the proposed Transit service proposal.
3. Provide alternate direction for the redevelopment of the Transit service proposal.

### **FINANCIAL IMPLICATIONS**

The new schedule and handyDART implementation proposal can be implemented without additional costs to the overall District 69 transit budget. As discussed earlier the transit service is integrated between two municipalities and two electoral areas. Changes to service in one area will have the potential to change the costs between the participants. Below is a table showing the 2006 budget distributions for the existing system and the proposed new system based on a July 2006 implementation date. They reflect the allocation of the costs of service to each area based on the current formula of hours and kilometers of service.



	2006 Transit Distributions	2006 Proposed Transit Distributions
City of Parksville	26.8%	40.0%
Town of Qualicum Beach	35.8%	28.6%
Electoral Area 'E'	7.7%	13.3%
Electoral Area 'G'	29.7%	18.2%

The changes noted in the above table are preliminary. The costs for the service would have to be confirmed with BC Transit for the 2006-2007 Annual Operating Agreement. The method staff has used to determine transit distributions are based on the current cost allocation formula. Since the service option being proposed is more streamlined the methods used to distribute costs should be reevaluated.

### CITIZEN IMPLICATIONS

The key goal in changing the service model is to provide broader accessibility to the service area population. With a streamlined conventional transit system combined with 8 hours of handyDART, staff feels that this goal will be better addressed. Public consultation is being planned in February in both Qualicum Beach and Parksville to solicit comments on the new proposals.

### SUMMARY/CONCLUSIONS


The current transit schedule has been in place since 2004. Comments from our ridership, drivers, the Board and the general public indicate that the service is seen as being very important but that some of our routes could be improved.


Numerous options have been discussed and reviewed by staff. Our review has resulted in a proposal that has a streamlined bus route schedule. It features elimination of service in areas that were unproductive and increased the connection with Nanaimo. As a result of the reduction in total hours of the existing transit schedule, approximately 8 hours per day of handyDART hours could be made available for the four participants of District 69.

Public consultation is scheduled in February in both Qualicum and Parksville to solicit comments on the new proposals.

### RECOMMENDATIONS

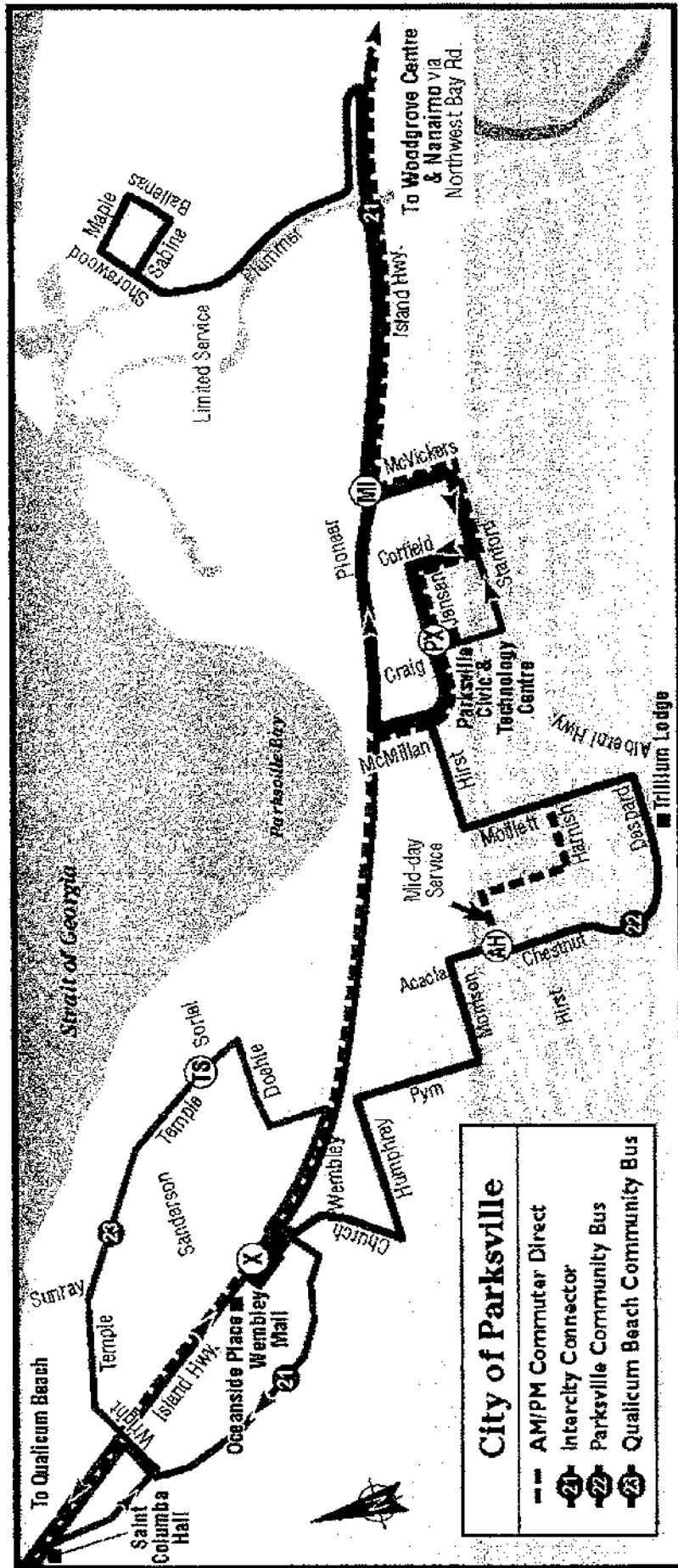
1. That the report on the District 69 Transit proposal be received for information.
2. That the District 69 Transit service proposal be approved subject to public consultation, BC Transit's cost sharing commitment and final Board review as part of the 2006 annual budget approval process.
3. That staff be directed to review the formula for the allocation of costs among the transit participants.

  
Report Writer

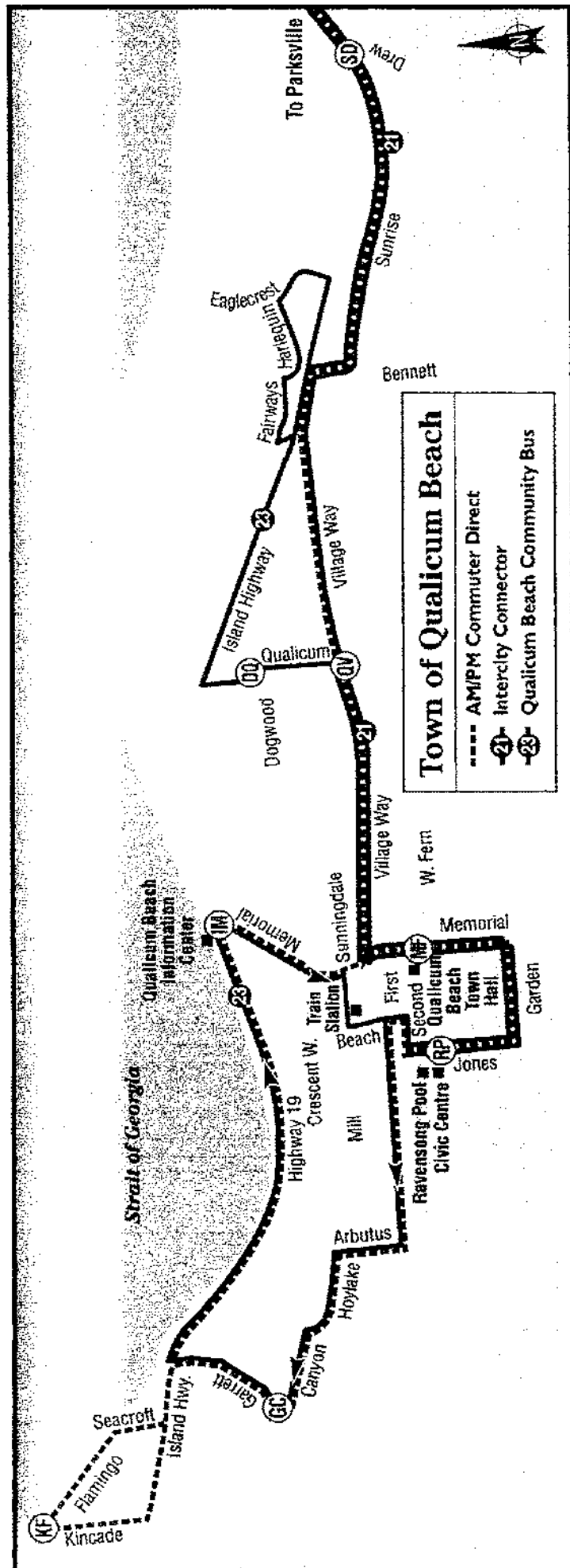
  
General Manager Concurrence

COMMENTS:

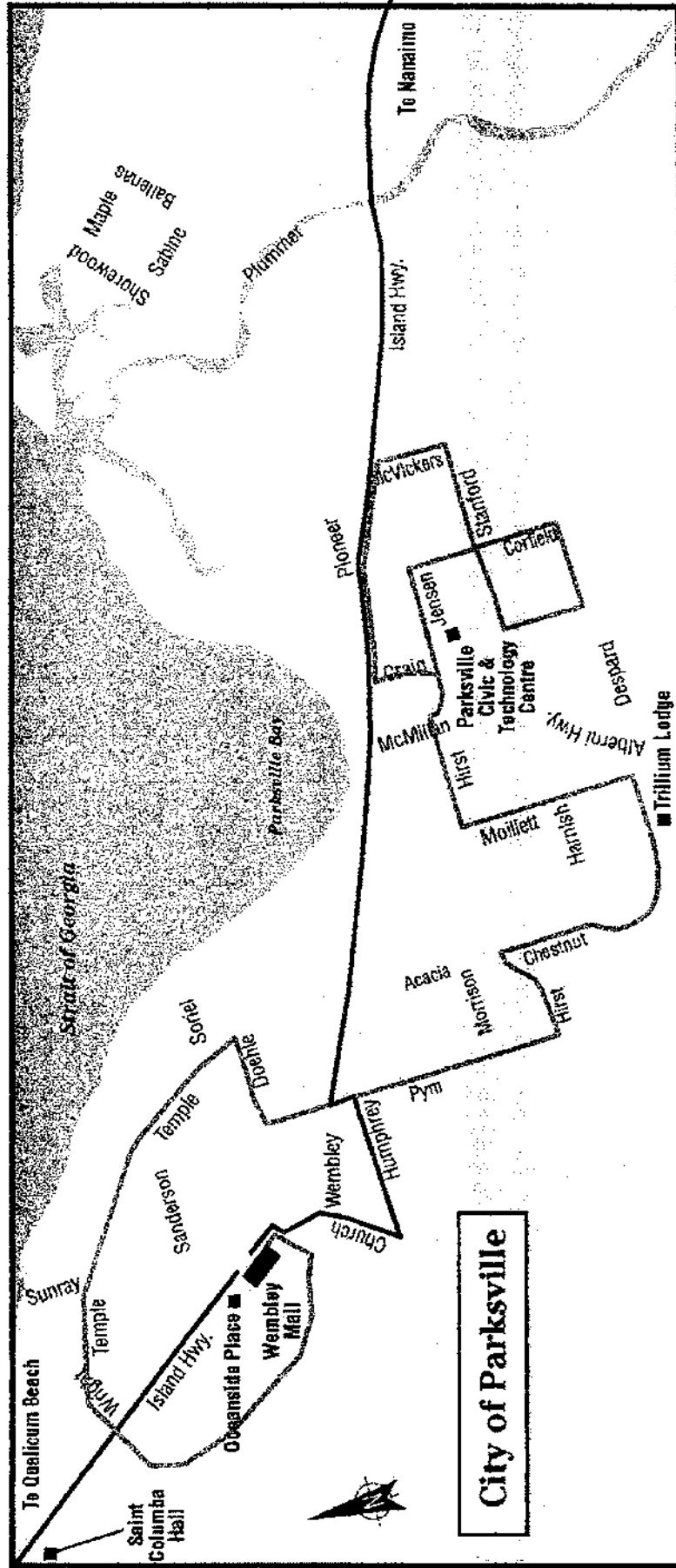
Appendix 1a  
Current View



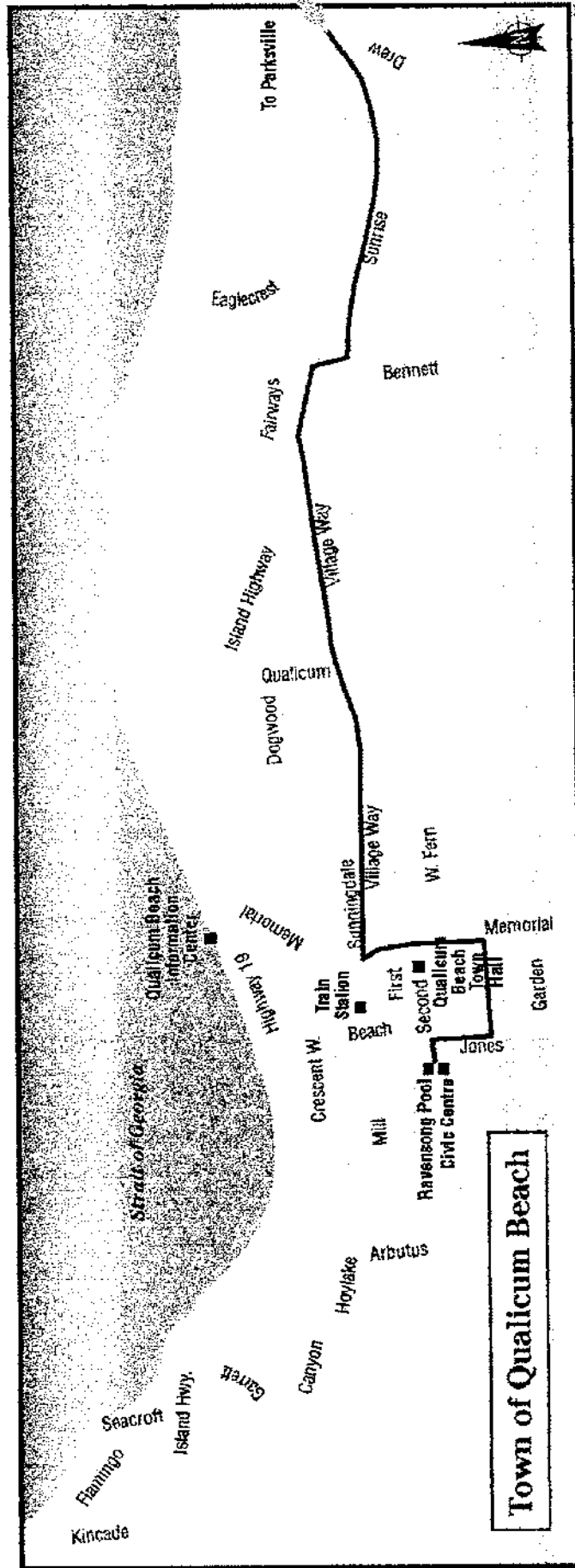
Current Schedule



- 21 Express
- 22 Parksville Loop
- 23 Qualicum Loop



23 Qualicum Loop



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGIONAL HOSPITAL DISTRICT SELECT COMMITTEE  
HELD ON MONDAY, JANUARY 30, 2006 AT 10:30 AM IN THE  
RDN COMMITTEE ROOM**

<b>Present:</b>	Director J. Stanhope Director J. Burnett Director B. Johnston Director T. Westbroek Director C. Haime	Chairperson Electoral Area A City of Parksville Town of Qualicum Beach District of Lantzville
<b>Absent:</b>	Director D. Brennan	City of Nanaimo
<b>Also in Attendance:</b>	C. Mason N. Avery	Chief Administrative Officer Manager of Financial Services

**CALL TO ORDER**

The Chairperson called the meeting to order at 10:32 am.

**MINUTES**

Ms. Avery provided background comments on the report under consideration -- Request for Additional Cost Sharing for Nanaimo Regional General Hospital Maternity Facilities Upgrade.

The Chair solicited comments from each member of the committee.

MOVED Director Stanhope, SECONDED Director Burnett, that "Nanaimo Regional Hospital District (Phase II Completion) Capital Amendment Bylaw No. 127.02, 2006" be introduced for first three readings.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that "Nanaimo Regional Hospital District (Phase II Completion) Capital Amendment Bylaw No. 127.02, 2006" having received three readings be adopted.

CARRIED

The Chair requested that staff provide a summary of events as additional background to the report.

MOVED Director Haime, SECONDED Director Johnston, that the Regional Board correspond with the Minister of Health seeking a review of the approach to cost sharing for health care capital within the Vancouver Island Health Authority.

CARRIED

**ADJOURNMENT**

MOVED Director Haime, SECONDED Director Johnston, that this meeting terminate.

CARRIED

**TIME:** 10:45 am

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CHAIRPERSON

# NANAIMO REGIONAL HOSPITAL DISTRICT

## PHASE II SURGICAL/MATERNITY EXPANSION

### HISTORICAL SEQUENCE

December 1995	Approval to cost share in planning for additional surgical/maternity facilities at Nanaimo Regional General Hospital	project estimate ( already several years old) \$13,400,000  planning phase authorized at \$380,000 (40% of \$950,000)
1996	Regional Hospital District terminated except for existing project borrowing and commitments and amalgamated into new Regional Hospital Districts – Nanaimo RHD merged with Cowichan Valley and Alberni-Clayoquot to form Central Vancouver Island Hospital District	limited capital projects undertaken during this time
1998	Central Vancouver Island Hospital District dissolved and reverted back to individual Regional Hospital Districts	
April 1998	Staff report advising that project costs updated through planning stage	new estimate \$18,000,000
1999	Further cost update following Provincial approval of design changes to meet program objectives - ie. slightly more surgical rooms and obstetric beds	new estimate \$24,000,000
1999	Vancouver Island Health Authority created by Province as new operating entity	
June 2000	Cost sharing approved at standard 40% and bylaw adopted	Project estimate at pre-design stage \$23,855,794  RHD share \$9,162,317
Feb 2001	CVIHR report that project budget is slightly under projections but that certain seismic upgrading should be considered as part of the project – RHD approves additional	\$24,743,340 ( increase of approximately \$887,000)  RHD revised share \$9,517,336
Feb 2003	Staff report to approve cost sharing for change to location of maternity facilities to a standalone addition rather than renovating in place	additional \$1.4 million – RHD declined to cost share
2003-2004	Additional financial support secured from Hospital Foundation for revised maternity project – VIHA committed to standalone alternative	
Sept 2004	Revised cost estimate for maternity wing – RHD approached to cost share  RHD requested alternative cost sharing approach to include other parts of the central/north island in recognition of regionalization of NRGH  Board approved cost sharing on the basis of population	\$6,543,555  RHD share at 40% would be \$2,617,420  Staff estimate is \$1,400,000
May 2005	VIHA unable to secure any funding from other parts of the island – sends correspondence suggesting cost sharing for maternity is reasonable based on utilization statistics – Nanaimo RHD projected at 85%  RHD approves cost sharing  RHD adopts motion declining to participate in major capital projects until an equitable funding formula that reflects regional representation and regional cost sharing is in place	\$2,223,420 RHD total to date \$11,740,766
March to August 2005	Maternity project design is completed and tendered – project tender is \$3,160,341 over budget - VIHA awards tender	
Nov 2005	Correspondence requesting cost sharing in final construction value	40% = \$1,264,135



**REGIONAL  
DISTRICT  
OF NANAIMO**

REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO	CAO	GM ES	
DA CCD		MoF	
JAN 04 2006			
<i>adw</i>			
NRHD Select Cmte ✓			

**NANAIMO REGIONAL  
HOSPITAL DISTRICT  
MEMORANDUM**

**TO:** C. Mason  
Chief Administrative Officer

**DATE:** December 30, 2005

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

**FILE:**

**SUBJECT:** Request for Additional Cost Sharing for Nanaimo Regional General Hospital Maternity Facilities Upgrade

**PURPOSE:**

To discuss the implications of providing further funding to construct a new maternity wing at the Nanaimo Regional General Hospital.

**BACKGROUND:**

In May of this year the Board approved additional cost sharing to construct new maternity facilities at the Nanaimo Regional General Hospital (NRGH). The amount approved was \$2,223,430, which brought local funding for this major upgrade and expansion of both surgical and maternity facilities to \$11,740,766. The additional funding approved in May was based on the most recent construction estimates prior to tendering the project. The actual tenders received were considerably higher than the pre-tender estimate and the Health Authority has requested our assistance to finance a final project increase of \$3,160,341. The tender has been awarded and a ground breaking ceremony was held in November.

The May 2005 funding approval was ultimately calculated using utilization statistics for high risk births. The Board felt strongly that it was important to recognize that the new facilities provided significant new benefits to residents from the central and northern portions of Vancouver Island. Despite a request from VIHA to those areas however, cost sharing from outside of the Regional District of Nanaimo has not materialized. As a consequence of and in addition to the funding approval, the Board adopted the following motion:

“That the VIHA be advised that the RDN is no longer prepared to assist in the funding of major capital projects until an equitable funding formula that reflects regional representation and regional cost sharing is in place.”

Staff estimate that the Regional District of Nanaimo’s share of this latest project cost would be \$1,080,835 -- calculated by applying the same formula used in May 2005.

**ALTERNATIVES:**

1. Do not approve further funding for the Phase II project.
2. Provide up to \$1,080,835 as additional funding for the Phase II project.



## FINANCIAL IMPLICATIONS:

### Alternative 1

The Health Authority has committed itself to completing this project and as noted above, the final tender has been awarded and construction has begun. Staff cannot otherwise comment on the Health Authority's financial constraints or capabilities if no cost sharing is approved.

### Alternative 2

The annual cost to borrow an additional \$1,080,835 is about \$87,000 per year (20 year amortization). This represents an increase of 1.6% on the 2006 tax requisition of \$5,232,290. However, given the timing of cash flow for the project, staff do not anticipate any change to the 4% increase already incorporated into the 2006 budget approved in November. A slight increase over the course of 2007, 2008 and 2009 will be likely – this result is outlined on Appendix A attached to this report.

Should the Board determine that it is prepared to finish its commitment to this particular project Bylaw No. 127.02 attached to this report should be introduced for three readings and be adopted.

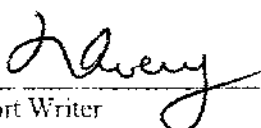
## SUMMARY/CONCLUSIONS:


The final tendered cost for the maternity expansion and upgrade at the Nanaimo Regional General Hospital is \$3.16 million dollars higher than anticipated exceeding a May 2005 approval of an additional \$2.22 million for this project. The Vancouver Island Health Authority has requested consideration of cost sharing in the final project value – staff estimate this at \$1,080,835. Staff further estimate that the impact of financing this additional amount is an increase of 1.6% (based on a requisition of \$5.2 million) or \$87,000 annually over a 20 year period.

The Board has repeatedly expressed its frustration with the cost sharing formula for regional facilities located in the Regional District and adopted a motion in May to offer no further cost sharing for major capital projects until a more equitable formula is agreed upon. As noted above, the Health Authority has committed itself to completing the project and construction has begun. Although the Board adopted a motion in May regarding cost sharing for future major capital projects it has shown itself committed to seeing this particular project to completion and staff recommend this final stage of funding approval.

## RECOMMENDATION:

1. That "Nanaimo Regional Hospital District (Phase II Completion) Capital Amendment Bylaw No. 127.02, 2006" be introduced for first three readings.
2. That "Nanaimo Regional Hospital District (Phase II Completion) Capital Amendment Bylaw No. 127.02, 2006" having received three readings be adopted.

  
Report Writer

  
C.A.O. Concurrence

## COMMENTS:



Our Vision: Healthy People, Healthy Island Communities, Seamless Service

November 14, 2005

Director Joe Stanhope  
 Chairperson, Regional District of Nanaimo  
 6300 Hammond Bay Road  
 Nanaimo, BC  
 V9T 6N2

REGIONAL DISTRICT OF NANAIMO			
CHAIR	✓	GM Cms	
CAO		GM ES	
DA CCD		MoF	✓
NOV 18 2005			
<i>NANCY REPORT</i>			

Dear Joe Stanhope:

**Re: Nanaimo Regional General Hospital (NRGH)  
Perinatal Project Request for Cost-Sharing Increase**

On September 28, 2005, the Vancouver Island Health Authority (VIHA) Board approved a \$3,160,341 cost increase for the NRGH Perinatal Project.

Construction bids received during the tender process resulted in two qualified bids that both came in above budget, reflecting the current overwhelmed conditions of the market. VIHA has finalized a contract with the low bidder, Yellowridge Construction Ltd. of Port Moody.

VIHA is requesting that the Regional District of Nanaimo approve a funding increase equal to 40% of the total increase required. Please note that this assumes no increase in the allowance for equipment, which is also under review by VIHA.

Please let me know if you have any questions. I can be reached at (250) 370-8912 or by email at [chris.Sullivan@viha.ca](mailto:chris.Sullivan@viha.ca)

Yours truly,

Chris Sullivan  
 Director  
 Capital Planning

\$ 3,160,341  
 × 40%  
 -----  
 \$ 1,264,136  
 × 85.5%  
 -----  
 \$ 1,080,836

Correspondence: nrgh@perinatal.viha.ca

**Executive Office**

located at 2101 Richmond Avenue, Victoria, B.C., Canada V8R 4R7 • Tel: (250) 370-8699 • Fax: (250) 370-8750

**NANAIMO REGIONAL HOSPITAL DISTRICT  
BUDGET PROJECTIONS**

**INCLUDING ADDITIONAL PHASE II FUNDING FOR FINAL PROJECT TENDER COST**

	2006 REVISED	2007 REVISED	2008 REVISED	2009 REVISED	2010	2011
	4.0% (was 4.0%)	4.2% (no change from prior)	4.0% (was 3.5%)	4.0% (was 3.5%)	3.5%	2.5%
revenues	5,232,921	5,452,704	5,670,812	5,897,646	6,104,062	6,256,664
property taxes	26,000	26,000	26,000	26,000	26,000	26,000
grants in lieu	53,000	53,000	53,000	53,000	53,000	53,000
interest	5,311,921	5,531,704	5,749,812	5,976,646	6,183,062	6,335,664
expenditures	8,495	8,668	8,844	9,024	9,207	9,394
administration	3,576,341	3,996,299	3,793,811	3,882,858	3,905,069	3,254,649
debt payments	116,348	58,174	35,000	35,000	35,000	35,000
new project capital/reserves	2,004,800	2,004,800	2,054,920	2,054,920	2,054,920	2,156,420
debt issue expense/temp financing	5,705,984	6,067,941	5,892,575	5,981,801	6,104,196	6,355,453
equipment grants	(394,062)	(536,237)	(142,763)	(5,157)	78,866	(19,799)
current surplus(deficit)	1,100,000	705,938	169,700	26,937	21,780	100,646
prior year surplus applied	705,938	169,700	26,937	21,780	100,646	80,847
total surplus	0.025	0.025	0.025	0.025	0.025	0.025
current capital	2,004,800	2,004,800	2,054,920	2,054,920	2,054,920	2,156,420
new reserves	0	0	0	0	100,000	900,000
	2,004,800	2,004,800	2,054,920	2,054,920	2,054,920	2,156,420
						16,237,930
						1,000,000
						16,237,930

**NANAIMO REGIONAL HOSPITAL DISTRICT**  
**CAPITAL EXPENDITURE & BORROWING BYLAW**  
**(PHASE II COMPLETION)**  
**AMENDMENT BYLAW NO. 127.02**

WHEREAS the Board of the Nanaimo Regional Hospital District has adopted Bylaw 127 which provides for borrowing up to \$9,517,336 for the purposes of expanding surgical and maternal treatment facilities at the Nanaimo Regional General Hospital;

AND WHEREAS the Board of the Nanaimo Regional Hospital District has adopted Bylaw 127.01 which provides for borrowing an additional \$2,223,430 for the purposes of expanding surgical and maternal treatment facilities at the Nanaimo Regional General Hospital;

AND WHEREAS the Board has approved borrowing an additional \$1,080,835 to complete the project;

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

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$12,821,601.00 upon the credit of the District by the issuance and sale of securities in a form and manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be for a term not to exceed twenty (20) years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due each year.
4. The Board hereby delegates to the Manager, Financial Services of the Nanaimo Regional Hospital District the necessary authority to settle the terms and conditions of the borrowings.
5. This bylaw may be cited for all purposes as "Nanaimo Regional Hospital District (Phase II Completion) Capital Amendment Bylaw No. 127.02, 2006".

Introduced and read three times this 24th day of January, 2006.

Adopted this 24th day of January, 2006.

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CHAIRPERSON

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DEPUTY ADMINISTRATOR

Schedule 'A' to accompany "Nanaimo Regional Hospital District (Phase II Completion) Amendment Bylaw No. 127.02, 2006"

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 Chairperson

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 Deputy Administrator

**SCHEDULE 'A'**  
**NANAIMO REGIONAL HOSPITAL DISTRICT**  
**(PHASE II COMPLETION) AMENDMENT**  
**BYLAW NO. 127.02, 2006**

Facility	Description	Project Number	RHD Share	Vancouver Island Health Authority	Other	Total Project or Equipment Cost
Nanaimo Regional General Hospital	Phase II expansion	602267	\$12,821,601	\$22,185,355	\$4,000,000	\$39,006,956