

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, JULY 11, 2006  
(following the Special Board meeting)**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**SPECIAL PRESENTATION**

**Christina Thomas**, re Academic Award of Honour for the Professional Certificate Program in Local Government Administration, Capilano College.

**DELEGATIONS**

- 6-9                    **Michele Deakin**, re Little Qualicum River Watershed Plan.
- 10                    **Dave Jamieson**, re Recreation Services Master Plan for Oceanside.

**MINUTES**

- 11-17                Minutes of the regular Committee of the Whole meeting held June 13, 2006.

**COMMUNICATIONS/CORRESPONDENCE**

**BUSINESS ARISING FROM THE MINUTES**

***CORPORATE SERVICES***

**HOSPITAL**

- 18-25                Nanaimo Regional Hospital District (2006 Capital Equipment and Projects) Borrowing Bylaw No. 140, 2006.

***DEVELOPMENT SERVICES***

***ENVIRONMENTAL SERVICES***

**LIQUID WASTE**

- 26-27                Union of British Columbia Municipalities Community Excellence Awards -- Environmental Management System.

**SOLID WASTE**

- 28-31                Waste Stream Management Licensing Bylaw Progress Report.

32-35 Organics Diversion Strategy Progress Report.

**RECREATION AND PARKS SERVICES**

36-43 Review of Park Land Dedication in Conjunction with the Subdivision Application Process – Policy No. C1.5.

**REGIONAL TRANSPORTATION AND PLANNING SERVICES**

**REGIONAL GROWTH STRATEGY**

44-57 Urban Containment Implementation Agreement.

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Regional Hospital District Select Committee.**

58-59 Minutes of the Hospital Select Committee meeting held June 28, 2006. (for information)

**Arrowsmith Water Service Management Committee.**

60-61 Minutes of the Arrowsmith Water Service Management Committee meeting held April 18, 2006. (for information)

**Climate Change Select Committee.**

62 Minutes of the Climate Change Select Committee meeting held June 29, 2006. (for information).

**Regional Waste Advisory Committee.**

63-64 Minutes of the Regional Waste Advisory Committee meeting held June 29, 2006. (for information)

**Transit Business Plan Update Select Committee.**

65-67 Minutes of the Transit Business Plan Update Select Committee meeting held June 15, 2006. (for information)

1. *That the District 68 Transit service adjustments for September 5, 2006 be approved.*
2. *That a report from staff be prepared on partnership opportunities for hospital transportation services.*
3. *That staff prepare a report on opportunities to obtain more funding for handyDART.*

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

68-71 Minutes of the Regional Growth Monitoring Advisory Committee State of Sustainability Project meetings held June 14, 2006 and June 28, 2006. (for information)

**Intergovernmental Advisory Committee.**

72-73 Minutes of the Intergovernmental Advisory Committee meeting held June 22, 2006. (for information)

**Regional Parks & Trails Advisory Committee.**

74-76 Minutes of the Regional Parks and Trails Advisory Committee meeting held June 13, 2006. (for information)

- 77-80
1. *That the Regional Board authorize the executive of a 99-year lease with The Nature Trust of BC for the operation and management of Englishman River Regional Park, legally described as Block 602, Nanoose District except Park in Plan VIP76721. (Staff report attached for information)*
  2. *That the Regional District be directed to work with City of Nanaimo on identifying the means to develop a formal parking area and trailhead for the Mt. Benson Regional Park.*

**Area 'A' Parks and Green Spaces Advisory Committee.**

81-83 Minutes of the Electoral Area 'A' Parks and Green Spaces Advisory Committee meeting held May 18, 2006. (for information)

**Area 'B' Parks and Open Space Advisory Committee.**

84-87 Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held April 10, 2006. (for information.)

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

88-91 Minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held June 5, 2006. (for information)

**Area 'H' Parks and Open Space Advisory Committee.**

92-95 Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held April 19, 2006. (for information)

## PRESENTATION

Recreation Master Plan.

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

- 96-100 Minutes of the District 69 Recreation Commission meeting held June 22, 2006. (for information)
- 101-115 1. *That the Recreation Services Master Plan for Oceanside (2006-2017) be approved to guide the development, management, administration and operations of recreation services in District 69. (Staff report attached for information and the Plan is included as a separate enclosure.)*
- 116-133 2. *That the applicable admission and rental rates in Appendices A, B, and C be amended to reflect the new six percent GST rate that will take effect July 1, 2006. (Staff report attached for information)*
3. *That the program, admission and rental fees for Oceanside Place in 2006/07 be approved as outlined in Appendix A.*
4. *That the program, admission and rental fees for Ravensong Aquatic Centre in 2007 be approved as outlined in Appendix B.*
5. *That the Recreation Coordinating program fees and recovery rates, administration fee, and revenue-sharing percentage ratio for Term Instructor (Companies) agreements for 2007 be approved as outlined in Appendix C.*
- 134-162 6. *That the Regional District of Nanaimo approve the revised Sublease with the Parksville Curling Club Society with amendments made to Section 5.21 and the addition of Sections 5.22 and 5.23 for the use of the District 69 Arena for the term of October 1, 2003 to March 31, 2008. (Staff report attached for information)*

### ***Verbal Reports As Available:***

Arrowsmith Water Service Management Committee

Deep Bay Harbour Authority

Island Corridor Foundation

Mt. Arrowsmith Biosphere Foundation

Municipal Finance Authority

Municipal Insurance Association

North Island 911 Corporation

Oceanside Tourism Association

Regional Library Board

Regional Transportation Advisory Committee

Treaty Advisory 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 legal matters.*

**Pearse, Maureen**

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**From:** michele deakin [auket@shaw.ca]  
**Sent:** June 27, 2006 10:27 AM  
**To:** Pearse, Maureen  
**Subject:** presentation to RDN Committee

Hello Maureen

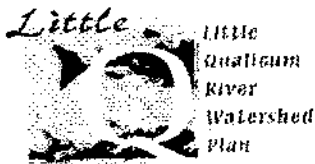
As discussed by phone, I am writing to ask for time at the RDN Committee meeting on July 11th.

I would like to make a presentation regarding the recent feasibility study done regarding a Little Qualicum River Watershed Plan. Consultation was done with many stakeholders in the area, and a public meeting was held. Interest was high in all participants in the concept of a plan.

This project was coordinated by the Qualicum Beach Streamkeepers and funded by the Real Estate Foundation.

I may be reached in Qualicum at 738-0232 or by email at [auket@shaw.ca](mailto:auket@shaw.ca)

Thank you,  
Michele Deakin  
Project Coordinator



## Little Qualicum River Watershed - Vision for the Future

### **Context:**

The Little Qualicum River watershed extends from Cameron River through Cameron Lake to the Little Qualicum River and, through its estuary, to the ocean. Tributaries include Whisky Creek, and Kinkade Creek. Illusion and Spider Lakes feed underground into Kinkade Creek.

To preserve the important values of the Little Qualicum River watershed, the Qualicum Beach Streamkeepers are proposing that a community-based watershed management plan be created.

This watershed plan will be written with large scale goals first. Specific goals and objectives will then be included to guide the implementation to achieve the larger or broader goals.

This plan, when used effectively, will be a tool to ensure the citizens of this area are prepared to address the changes that will happen as a result of global climate change. Based on climate change models, the watershed will be adapting to the new environment. Cedar trees and other vegetation will likely have diminished and grasslands increased as the climate warms. Increased winter flooding will occur. Rising sea levels will have altered the estuary and shorelines, affecting waterfront dwellings, burying archaeological sites and moving food and shelter for fish and birds further inland.

The plan will address many water related issues, but also the changes that result from land use development and activities.

Various stakeholders have cited examples of services from nature that we need to value and maintain as the area develops. These include the provision of water, food, a sustainable economic base, buffering against storm and drought, and using nature to help buffer us from the impacts of climate change as much as possible. These services depend on healthy ecosystems and the associated biodiversity. Without the range of plants and animals that ensure the functioning of our ecosystems, many of these services will be reduced or won't be available at all. This plan will address biodiversity loss in the watershed area.

*The Vision Statement has been written based on comments received from stakeholders in answer to the question "What is your vision of the watershed in 50 years?" Stakeholders were given an opportunity to comment on the vision and were very supportive. This version reflects the changes requested by the participants for the main vision statement. There is a need however to develop similar vision statements for 5-10 year periods to help create public understanding and support of the specific goals this watershed plan will achieve.*

## Vision for 2056

Communities in the watershed are planned and managed within a defined carrying capacity sufficiently below the ecosystem limits, thereby ensuring a consistent water and food supply. Water supplies and flows are well-mapped and are managed to retain a high percentage of clean water. Water licences do not exceed the carrying capacity and salinity levels in the wells have dropped and are almost nil. People and businesses practice water conservation, planning ahead for maximum water conservation in all construction, development, gardening, and household and business practices. Water cisterns are a common sight. Septic tanks have been reduced and/or replaced with new systems that ensure only clean water is flowing into the aquifers and river. Housing codes have been modified to separate grey water from sewage so the former can be reused effectively.

Sustainable logging has been a part of the watershed use for over 30 years and timber is harvested at a rate that is within the regenerative capacity of the forested ecosystems. This allows much of the standing forest to continue to provide its many ecosystem services, including the storing, cleansing and slow release of water, wildlife habitat ecotourism, and recreational access.

Farmers manage their fields in ways that build the soils and prevent damaging run off, which improves the habitat for fish. Due to the incredibly high cost of fuel, an increase in local-based industries has occurred in both value-added forestry and local food production.

Protected areas have been established including forests and wetland that preserve a gene pool but also help maintain the water table and reduce impacts of climate change. Those estuarine areas that remain are protected and some have been created to maintain bird populations and accommodate the natural shifting of the river. Seawalls and rip-rap shores have been minimized and many shorelines have been recovered and fluctuate naturally as sea level rise claims more and more former human developments. This has permitted eelgrass and other species to adapt to climate change, thereby ensuring the continuation of the intertidal food chain, which will improve the marine survival of a myriad of species including the 5 species of salmon that are so integral to the coastal ecology.

Healthy riparian areas include old-growth trees and a variety of ages of trees and shrubs. Almost all of the fish species have returned to the area. Wildlife, once disappearing, has returned to their former numbers in the area.

Stream enhancement and other watershed rehabilitation have left a healthy ecosystem. Monitoring and maintenance of the watershed still occurs through a partnership of forest companies, individuals, government agencies, volunteers, developers, and First Nations. By-laws now reflect the community values and priorities and include riparian set-backs, limits on development on watercourses and floodplains, limits on development based on water supply regardless of source, etc.



As a major contributor to the quality of life and economic health of the community, tourism and local use is practiced in a manner that is respectful of ecosystems.

A corridor of parks, trails and green space stretch from the estuary of the LQR to Clayoquot Sound. This corridor, connecting two Biosphere Reserves, helps maintain local quality of life as well as water level and quality. It supports First Nations food harvesting and other cultural uses, and a tourism industry based on a variety of low impact eco-tourism and aboriginal tourism companies. This area also helps maintain the wildlife and vegetation gene pools that contribute to the community's ability to adapt to climate change and biodiversity loss.

As a result of the well-managed watershed, the Little Qualicum River and surrounding area remains a healthy region in which to live helping and supporting the communities as they adapt to the new realities of climate change.

**Pearse, Maureen**

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**From:** George Holme [gholme@shaw.ca]  
**Sent:** July 3, 2006 7:14 PM  
**To:** Pearse, Maureen  
**Subject:** Fw: RDN Recreation Services Master Plan

----- Original Message -----

**From:** "david jamieson" <davidjamieson@shaw.ca>  
**To:** "George Holme ;" <gholme@shaw.ca>; "Kirke MacMillan" <akmacmillan@shaw.ca>  
**Sent:** Monday, July 03, 2006 6:03 PM  
**Subject:** RDN Recreation Services Master Plan

> Dear George:

>  
> Upon reading the Recreation and Parks section of the latest Regional  
> Perspectives publication and newspaper releases, the NNRA is disappointed  
> at the synopsis presented concerning the new Master Plan. The emphasis is  
> on the process, the wish list, the quick approval by the RDN BOD, and an  
> early implementation of the Plan's recommendations. There is no mention of  
> the fiscal handcuffs on increased spending funded by tax increases that  
> the public clearly indicated, and the impact of such fiscal restraint on  
> the viability of the implementation. We believe the RDN article is  
> incomplete and biased due to the omission of the public's concerns over  
> funding through increased property tax levies. As Carol Mason clearly  
> indicated during her presentation at the NNRA AGM, there is a 'perfect  
> storm' brewing over the issue of property taxation in the Nanoose area.  
>  
> The NNRA would like to make a short presentation at the July 11, 2006 RDN  
> BOD meeting on this issue. Could you please add us to the agenda.  
>  
> Yours truly,  
> Dave Jamieson  
> Vice President NNRA  
>

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, JUNE 13, 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
Alternate	
Director B. Dempsey	District of Lantzville
Director B. Bestwick	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director L. McNabb	City of Nanaimo
Alternate	
Director J. Cameron	City of Nanaimo
Director J. Manhas	City of Nanaimo

#### Also in Attendance:

C. Mason	Chief Administrative Officer
T. Osborne	General Manager of Recreation & Parks
J. Finnie	General Manager of Environmental Services
M. Pearse	Manager of Administrative Services
N. Avery	Manager of Financial Services
W. Moorman	Manager of Engineering Standards & Subdivision
H. Koolman	Manager of Building Inspection & Enforcement
J. Llewellyn	Manager of Community Planning
N. Tonn	Recording Secretary

#### CALL TO ORDER

The Chairperson welcomed Alternate Directors Cameron and Dempsey to the meeting.

#### DELEGATIONS

##### **Harold Robinson, re Building Permit for 2991 Northwest Bay Road – Area E.**

Mr. Robinson reviewed the submission presented to the Board at an earlier meeting by Poul Rosen and provided information with respect to his property at 2991 Northwest Bay Road.

##### **Poul Rosen, re Building Permit for 2991 Northwest Bay Road – Area E.**

Mr. Rosen provided a written information update and spoke on his concerns with approval of a building permit for 2991 Northwest Bay Road. Mr. Thomas McArthur also spoke in opposition to this permit approval.

**Nick & Karen Shearer, re RDN Building Bylaw.**

Mr. Shearer made himself available for questions regarding his property at 3697 Dolphin Drive.

**MINUTES**

MOVED Director McNabb, SECONDED Director Bartram, that the minutes of the Committee of the Whole meeting held May 9, 2006 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Harold and Marianne Robinson, re Building Permit for 2991 Northwest Bay Road – Area E.**

MOVED Director McNabb, SECONDED Director Biggemann, that the correspondence from Harold and Marianne Robinson regarding a building permit for 2991 Northwest Bay Road be received.

CARRIED

**Ross Peterson, re Building Permit for 2991 Northwest Bay Road – Area E.**

MOVED Director McNabb, SECONDED Director Biggemann, that the correspondence from Ross Peterson regarding the building permit for 2991 Northwest Bay Road be received.

CARRIED

**CORPORATE SERVICES**

**FINANCE**

**Nanaimo River Fire Protection Security Issuing Bylaw No. 1488.**

MOVED Director McNabb, SECONDED Director Young, that “Regional District of Nanaimo (Nanaimo River Fire Protection) Security Issuing Bylaw No. 1488, 2006” be introduced for three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Young, that “Regional District of Nanaimo (Nanaimo River Fire Protection) Security Issuing Bylaw No. 1488, 2006” having received three readings be adopted.

CARRIED

**Security Issuing (City of Nanaimo New Nanaimo Center) Bylaw No. 1489.**

MOVED Director Westbroek, SECONDED Director Bartram, that “Regional District of Nanaimo Security Issuing (City of Nanaimo New Nanaimo Center) Bylaw No. 1489, 2006” be introduced for three readings.

CARRIED

MOVED Director Westbroek, SECONDED Director Bartram, that “Regional District of Nanaimo Security Issuing (City of Nanaimo New Nanaimo Center) Bylaw No. 1489, 2006” having received three readings be adopted.

CARRIED

**Barclay Crescent Sewer Security Issuing Bylaw No. 1486 and Interim Financing Barclay Crescent Sewer Bylaw No. 1487.**

MOVED Director Westbroek, SECONDED Director Bartram, that “Regional District of Nanaimo (Barclay Crescent Sewer) Security Issuing Bylaw No. 1486, 2006” be introduced for three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that "Regional District of Nanaimo (Barclay Crescent Sewer) Security Issuing Bylaw No. 1486, 2006" having received three readings be adopted.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that "Regional District of Nanaimo Interim Financing (Barclay Crescent Sewer) Bylaw No. 1487, 2006" be introduced for three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that "Regional District of Nanaimo Interim Financing (Barclay Crescent Sewer) Bylaw No. 1487, 2006" having received three readings be adopted.

CARRIED

## HOSPITAL

### **Nanaimo Regional Hospital District Capital Projects (2005) Bylaw No. 139.**

MOVED Director McNabb, SECONDED Director Johnston, that "Nanaimo Regional Hospital District Capital Projects (2005) Bylaw No. 139, 2006" be introduced for first three readings.

CARRIED

MOVED Director McNabb, SECONDED Director Johnston, that "Nanaimo Regional Hospital District Capital Projects (2005) Bylaw No. 139, 2006" having received three readings be adopted.

CARRIED

## ***DEVELOPMENT SERVICES***

## **BUILDING INSPECTION**

### **Section 57 of the Community Charter – Contravention of Bylaws.**

MOVED Director Holme, SECONDED Director Bartram, that a notice be filed against the titles of the properties listed, pursuant to Section 57 of the *Community Charter*.

- a) Lot 18, District Lot 8, Plan 20762, Nanoose Land District, 3697 Dolphin Drive, Electoral Area 'E', owned by N. and K. Shearer.

CARRIED

### **Marijuana Grow Op Remediation – 909 Esslinger Road – Area G.**

MOVED Director Holme, SECONDED Director Bartram, that a notice be placed on the title of the 909 Esslinger Road legally described as Lot 24, District Lot 81, Plan VIP56034, Nanoose Land District and enforcement of Regional District of Nanaimo bylaws be pursued.

CARRIED

## **SUBDIVISIONS AND ENGINEERING STANDARDS**

### **Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.14 – Northwest Bay Road – Area E.**

MOVED Director Brennan SECONDED Director Holme,:

1. That the parcels legally described as Lot 1, DL 68, Plan 3940 except for part in Plan VIP80339; DL 68 Except Amended Parcel A Thereof and Except Those Parts in Plans 3940, 26680, 27026, 27376, 30341 and VIP80336, all within the Nanoose Land District, be included in the Rural Streetlighting Local Service Area.

2. That "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.14, 2006" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

### ***ENVIRONMENTAL SERVICES***

#### **LIQUID WASTE**

#### **Pump and Haul Local Service Area Amendment Bylaw No. 975.43 – 7357 Industrial Road – District of Lantzville.**

MOVED Director Dempsey, SECONDED Director Brennan,:

1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include Lot 15, District Lot 44, Wellington District, Plan 15245 (Industrial Road in the District of Lantzville).
2. That "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.43, 2006" be read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

#### **Flamingo Drive Sewer Servicing Request – Area G.**

MOVED Director Bartram, SECONDED Director Holdom, that this item be referred back to staff.

CARRIED

#### **Wastewater Engineering Servicing Contract Extension.**

MOVED Director McNabb, SECONDED Director Brennan, that staff be directed to extend the wastewater engineering services contract with Associated Engineering (BC) Ltd. for an additional two year term expiring June 2008.

CARRIED

#### **SOLID WASTE**

#### **2006 Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.09.**

MOVED Director Brennan, SECONDED Director Holdom, that "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.09, 2006" be introduced and read three times.

CARRIED

MOVED Director Brennan, SECONDED Director Holdom, that "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.09, 2006" having received three readings be adopted.

CARRIED

#### **Church Road Transfer Station Solid Waste Hauling Services Contract – Regional Landfill.**

MOVED Director McNabb, SECONDED Director Manhas, that a 5-year contract for the provision of solid waste hauling services from the Church Road Transfer Station for 2006 to 2011 be awarded to Bobell Trucking at a cost of \$1,593,154.

CARRIED

## **UTILITIES**

### **Planning Services Fees and Charges Amendment Bylaw No. 1259.04.**

MOVED Director Burnett, SECONDED Director Bartram, that "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.04, 2006" be introduced for three readings.

CARRIED

MOVED Director Burnett, SECONDED Director Bartram, that "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.04, 2006" having received three readings be adopted.

CARRIED

### **Lantzville West Water System (Rumming Road) – Request for RDN Ownership and Operation.**

MOVED Director Holme, SECONDED Director Young,:

1. That staff confirm with the Ministry of Environment that we intend to access funds offered to undertake a review of the Lantzville West Water System in the fall of 2006.
2. That staff be directed to proceed with an engineering review of the Lantzville West Water System.

CARRIED

## **RECREATION AND PARKS SERVICES**

### **Lighthouse Community Centre Society Funding Agreement.**

MOVED Director Bartram, SECONDED Director Biggemann, that the Regional District of Nanaimo approve the revised Agreement with the Lighthouse Community Centre Society which includes the addition of Section 4.6 to provide \$1,000 in 2006 and \$1,000 in 2007 for operational and maintenance costs for the Lighthouse Community Centre to be funded by the Electoral Area 'H' Community Park Function.

CARRIED

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

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

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held April 3, 2006 be received for information.

CARRIED

### **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 May 17 and May 31, 2006 be received for information.

CARRIED

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

MOVED Director Bartram, SECONDED Director McNabb, that the minutes of the District 69 Recreation Commission meeting held May 18, 2006 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Johnston, that the Regional Board approve the recommendations from the District 69 Recreation Commission Grants Committee for the following Community Recreation Grants:

***District 69 Community Recreation Grants***

Arrowsmith Community Enhancement Society	\$ 533
Ballenas Secondary School Dry Grad Committee – beautifying legacy	\$ 1,000
Bard to Broadway Theatre Society – adult program	\$ 2,000
Deep Bay Celebration	\$ 2,000
Errington Therapeutic Riding Association	\$ 1,265
Mid-Island Wildlife Watch Society – Brant Festival	\$ 1,000
Nicolls Park Revitalization Project	\$ 1,000
Parksville & Dist. Assoc. for Community Living Operation Track Shoes	\$ 1,500
Parksville Grand Pappies – Slo-Pitch	\$ 2,400
Qualicum Beach Lawn Bowling Club	\$ 3,100
Ravensong Aquatic Club	\$ 2,500
Ravensong Masters Swim Club	\$ 1,900
Vancouver Island Opera (formerly Oceanside Lyric Ensemble)	\$ 2,500
	CARRIED

MOVED Director Bartram, SECONDED Director Westbroek, that the Regional Board approve the recommendations from the District 69 Recreation Commissions Grants Committee for the following Youth Recreation Grants:

***District 69 Youth Recreation Grants***

Ballenas Secondary School Dry Grad Committee – dry grad event	\$ 1,000
Bard to Broadway Theatre Society – youth program	\$ 2,500
District 69 Family Resource Association	\$ 3,600
District 69 Minor Softball	\$ 410
Kidfest	\$ 1,500
Nanoose Bay Parent's Advisory Council	\$ 1,000
Parksville Royals Baseball	\$ 4,500
	CARRIED

MOVED Director Bartram, SECONDED Director Westbroek, that the District 69 Recreation Commission and Regional Board accept and approve the Oceanside Community Arts Councils' late application for a Youth Recreation Grant in the amount of \$750.00.

CARRIED

**NEW BUSINESS**

**Environmental Officer Position.**

MOVED Director Holme, SECONDED Director Bartram, that staff investigate the possibility of hiring an Environmental Officer position within the Regional District budget or in conjunction with member municipalities.

CARRIED



**ADJOURNMENT**

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

CARRIED

TIME: 7:54 PM

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CHAIRPERSON



RDN	
CAO	GMES
GMCS	GMR&P
GMDS	GMRT&P
JUN 30 2006	
CHAIR	BOARD
COW	

**REGIONAL HOSPITAL DISTRICT MEMORANDUM**

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

**DATE:** June 30, 2006

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

**FILE:**

**SUBJECT:** A Bylaw to Authorize Borrowing for 2006 Capital Purchases

**PURPOSE:**

To introduce for three readings and adoption "Nanaimo Regional Hospital District (2006 Capital Equipment and Projects) Borrowing Bylaw No. 140, 2006".

**BACKGROUND:**

The Board approved borrowing up to \$815,000 for capital equipment/projects as part of the 2006 Hospital District annual budget. The Vancouver Island Health Authority has submitted to staff schedules outlining its proposed purchasing plans which are attached as Appendices A and B. The schedules were reviewed by the Hospital Select Committee on June 28<sup>th</sup> and they have accepted the plans as presented. The above noted bylaw once adopted will permit staff to reimburse the Health Authority and to borrow on an interim basis until the expenditures are complete in accordance with the requirements of the Municipal Finance Authority and the *Hospital District Act*. Long term debt once secured will be amortized over a period of 15 years.

**ALTERNATIVES:**

1. Introduce and adopt the bylaw as presented.
2. Do not adopt the bylaw.

**FINANCIAL IMPLICATIONS**

Alternative 1

The estimated annual cost once the expenditures are complete is \$89,650. This amount has been accounted for in the budget projections.

Alternative 2

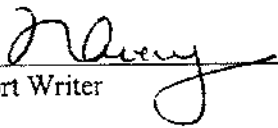
There is at present no alternative source of funding and without the borrowing authority the plans cannot be completed.

**SUMMARY/CONCLUSIONS:**

The Vancouver Island Health Authority has presented its capital spending plans for 2006 to staff and the Hospital Select Committee. The Committee has accepted the plans as presented and staff are proceeding to put in place the necessary funding authorities – one of which is Bylaw 140 attached to this report. Bylaw 140 will authorize borrowing up to \$815,000 for a period not exceeding 15 years for capital or equipment purchases. The bylaw may be adopted under the *Hospital District Act* without further assents or approvals. Staff recommend adopting the bylaw as presented.

**RECOMMENDATION:**

1. That “Nanaimo Regional Hospital District (2006 Capital Equipment and Projects) Borrowing Bylaw No. 140, 2006” be introduced for first three readings.
2. That “Nanaimo Regional Hospital District (2006 Capital Equipment and Projects) Borrowing Bylaw No. 140, 2006” having received three readings be adopted.

  
Report Writer

  
C.A.O. Concurrence

**COMMENTS:**

**NANAIMO REGIONAL HOSPITAL DISTRICT**  
**CAPITAL EXPENDITURE & BORROWING BYLAW**  
**(2006 CAPITAL EQUIPMENT AND PROJECTS)**

**BYLAW NO. 140**

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

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

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

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$815,000.00 upon the credit of the District by the issuance and sale of securities in a form and manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be for a term not to exceed fifteen (15) years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due each year.
4. The Board hereby delegates to the Manager, Financial Services of the Nanaimo Regional Hospital District the necessary authority to settle the terms and conditions of the borrowings.
5. This bylaw may be cited for all purposes as "Nanaimo Regional Hospital District (2006 Capital Equipment and Projects) Borrowing Bylaw No. 140, 2006".

Introduced and read three times this 25th day of July, 2006.

Adopted this 25th day of July, 2006.

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CHAIRPERSON

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MANAGER, ADMINISTRATIVE SERVICES

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager, Administrative Services

**SCHEDULE 'A'**  
**NANAIMO REGIONAL HOSPITAL DISTRICT**  
**2006 CAPITAL EQUIPMENT and PROJECTS**

Capital Equipment under \$100,000	\$ 526,090
Capital Equipment over \$100,000	\$ 998,600
Capital Projects	\$1,355,310
Total capital requests	<u>\$2,880,810</u>
Source of funding	
Current property taxes	\$2,004,800
Borrowed funds	815,000
Total capital approved	<u>\$2,819,800</u>
2006 Authorized Borrowing	<u>\$ 815,000</u>

Nanaimo Regional Health District

2006/07 VIHA Approved Minor Capital Projects

File #	Project Name	Site	Program	TOTAL Project Cost	TOTAL RHD Share	VIHA 07	2006- RHD	2007- RHD	2007- REID	2007- REID
2177	Create Classrooms I	Nanaimo Regional General Hospital	IR	\$25,000	\$10,000	\$10,000	\$15,000	\$10,000		\$10,000
2079	Overhead Printer Lifts for Medical Records	Nanaimo Regional General Hospital	Medicine	\$100,000	\$0	\$100,000	\$100,000	\$60,000		\$60,000
1795	Develop NRGH Master Space Utilization Plan	Nanaimo Regional General Hospital	Capital Planning	\$100,000	\$40,000	\$60,000	\$90,000	\$60,000		\$60,000
2334	Renovate Chemotherapy Pharmacy	Nanaimo Regional General Hospital	Pharmacy	\$150,000	\$60,000	\$90,000	\$12,000	\$12,000		\$12,000
2113	Install Bathroom Facilities Inpatient Psychiatry	Nanaimo Regional General Hospital	SIHAS	\$30,000	\$30,000	\$135,000	\$90,000	\$90,000		\$40,000
2114	Renovate Duplex - Seafield	Nanaimo CSU (Seafield Duplex)	SIHAS	\$225,000	\$90,000	\$73,200	\$48,800	\$60,000		\$40,000
1347	Medical Imaging Renovation	Nanaimo Regional General Hospital	Medical Imaging	\$20,000	\$4,000	\$16,000	\$8,000	\$8,000		\$8,000
2675	Emergency Water Supply Conversion	Nanaimo Community Dialysis Facility	Medicine	\$500,000	\$200,000	\$300,000	\$300,000	\$700,000		\$240,000
1932	Develop New 25KV Substation	Nanaimo Regional General Hospital	Facilities	\$1,200,000	\$480,000	\$360,000	\$360,000	\$240,000		\$160,000
1937	Replace 660V Main Distribution Switchgear	Nanaimo Regional General Hospital	Facilities	\$735,000	\$114,000	\$171,000	\$171,000	\$114,000		\$114,000
1941	Replace Roof	Eagle Park Lodge	Facilities	\$100,000	\$40,000	\$60,000	\$60,000	\$40,000		\$40,000
1946	Remove Asbestos Phase II	Nanaimo Regional General Hospital	Facilities	\$700,000	\$120,000	\$180,000	\$180,000	\$120,000		\$120,000
1953	Replace MiscQuay 360 Ton - R-12 Chiller	Nanaimo Regional General Hospital	Facilities	\$50,000	\$20,000	\$30,000	\$30,000	\$20,000		\$20,000
1959	Replace Lighting	Tridium Lodge	Facilities	\$120,000	\$48,000	\$72,000	\$72,000	\$48,000		\$48,000
1960	Install Heat Recovery Units	Tridium Lodge, Eagle Park Lodge	Facilities	\$10,000	\$4,000	\$6,000	\$6,000	\$4,000		\$4,000
1977	Constant Flood Absorbent	Nanaimo Regional General Hospital	Facilities	\$140,000	\$56,000	\$84,000	\$84,000	\$56,000		\$56,000
1975	8x11 Main Line Water Filtration	Nanaimo Regional General Hospital	Facilities	\$140,000	\$56,000	\$84,000	\$84,000	\$56,000		\$56,000
1976	Upgrade Oil Tank	Eagle Park Lodge	Facilities	\$22,000	\$8,800	\$13,200	\$13,200	\$8,800		\$8,800
2001	Replace Bathroom Taps	Eagle Park Lodge	Facilities	\$23,275	\$9,310	\$13,965	\$13,965	\$9,310		\$9,310
2007	Provide GFC Electrical Outlets	Nanaimo Regional General Hospital	Facilities	\$90,000	\$36,000	\$54,000	\$54,000	\$36,000		\$36,000
2011	Upgrade Fire Alarm	Dufferin Place	Facilities	\$300,000	\$120,000	\$180,000	\$180,000	\$120,000		\$120,000
2013	Install Summer Boiler	Nanaimo Regional General Hospital	Facilities	\$10,000	\$4,000	\$6,000	\$6,000	\$4,000		\$4,000
2376	Replace Roof & Ejector Stairs (Westworth)	NRGH Westworth Building	Facilities	\$16,000	\$6,400	\$9,600	\$9,600	\$6,400		\$6,400
1977	Anchor/Reinforce Guardrail Placement	All CI sites - 67% NRGH	Facilities	\$16,000	\$6,400	\$9,600	\$9,600	\$6,400		\$6,400
				4,783,275	1,451,550	2,172,905	1,255,310	443,760		\$16,248

2006/07  
RND  
2007/08

Total 2006 to 2008



CT SCANNER (SHARING AT 33.6%)	1	2,600,000	2,600,000	NRHD	N
ULTRASOUND MACHINE	1	260,000	260,000	NRHD	N
AUTOMATED SHEET FEEDER (SHARED WITH CSRHD)	1	105,000	52,500	CSRHD/NRHD	N
<b>TOTAL EQUIPMENT &gt;\$100,000</b>			<u>2,912,500</u>		
AUTOMATIC PLATE STREAKER	1	60,000	60,000	NRHD	U
PACS ARCHIVE	1	50,000	50,000	NRHD	N
TRANSDERMAL ULTRASOUND	4	3,360	13,440	NRHD	N
THERAKAIR ADVANCED PRESSURE RELIEF	1	16,000	16,000	NRHD	R
AIRFUGE	1	25,000	25,000	NRHD	U
DATEX-OHMEDA S5 MONITOR	2	37,000	74,000	NRHD	
PACS HARDWARE	1	50,000	50,000	NRHD	
REFRIGERATOR (WITH DIGITAL ALARMS FOR STORAGE OF TRANSFUSABLE BLOOD PRODUCTS)	1	32,607	32,607	NRHD	
CENTRIFUGE	2	15,000	30,000	NRHD	
CENTRIFUGE	1	15,000	15,000	NRHD	

CENTRIFUGE	1	15,000	15,000	NRHD	N
TURP COMPLETE SETS (ACMI 25 FR CONTINUOUS FLOW)	3	10,000	30,000	NRHD	R
TABLE TOP CENTRIFUGE (CYTOSPIN)	2	18,000	36,000	NRHD	N
WOUND VAC	1	25,000	25,000	NRHD	R
BIPHASIC DEFIB MONITOR	2	80,000	160,000	NRHD	R
STERNAL SAW	1	85,000	85,000	NRHD	R
DEFIBRILLATOR	3	19,900	59,700	NRHD	R
FLOOR SCRUBBER AUTOMATIC	1	8,000	8,000	NRHD	
ELECTRONIC FETAL MONITOR WITH OPTIONS	1	35,000	35,000	NRHD	
NEONATAL INCUBATOR	1	34,000	34,000	NRHD	
NEONATAL CARE CENTRE	1	20,000	20,000	NRHD	
CRIB	1	8,000	8,000	NRHD	
BLADDER SCANNER	1	16,500	16,500	NRHD	N
IV INFUSION PUMP	1	9,000	9,000	NRHD	N
BARIATRIC BED AND MATTRESS	1	30,000	30,000	NRHD	N
GERI CHAIRS HTR 5500 WITH 18" SEAT	2	5,000	10,000	NRHD	N
FILE STORAGE SYSTEM	1	30,000	30,000	NRHD	N
SPIROMETER /PRINTER/FULSE OX	1	16,000	16,000	NRHD	R
EMERGENCY STRETCHER	2	8,125	16,250	NRHD	
TELEMETRY UPGRADE - 4 UNITS	1	90,000	90,000	NRHD	N
SONOSITE ULTRASOUND SYSTEM - VASCULAR	1	56,000	56,000	NRHD	N



1	1	6,500	6,500	NRHD	R	
1	1	10,000	10,000			
TOTAL EQUIPMENT <\$100,000			<u>1,171,997</u>			
38	2,559	48,618	CRD/NRHD	R/N		
2	18,000	18,000	NRHD/CSRHD	N		
12	9,278	22,267	NRHD/CVRHD/CSRH D/ACRHD/MWRHD	N		
1	40,000	13,333	CVRHD/CRD/NRHD CRD/ACRHD/CSRHD /CVRHD/MWRHD/N RHD			
6	4,300	12,900	NRHD/ACRHD	R		
TOTAL OF MULTIFUNDED EQUIPMENT			<u>315,118</u>			

TOTAL EQUIP. APPROVED FOR NRHD:	4,399,615
POSSIBLE CONTRIBUTION @ 40% of RHDN only equip	1,633,799
POSSIBLE CONTRIBUTION @ 40% of multi-funded share	126,047
TOTAL POSSIBLE CONTRIBUTION BY NRHD:	1,759,846

1998,600 > \$100,000 Equipment  
 526,090 < \$100,000 Equipment  
1,524,670

NRHD - \$100,000 EQUIPMENT FUNDING  
 NRHD - \$100,000 EQUIPMENT FUNDING  
 TOTAL NRHD FUNDING - \$1524,670



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CAO	GMES
GMCS	CMR&P
GMDS	GMRT&P
JUN 30 2006	
CHAIR	BOARD
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MEMORANDUM

**TO:** John Finnie, P. Eng. **DATE:** June 30, 2006  
 General Manager of Environmental Services

**FROM:** Sean DePol **FILE:** 5340-01  
 Acting Manager of Liquid Waste

**SUBJECT:** Union of British Columbia Municipalities Community Excellence Awards

PURPOSE

To receive Board support for an application from the Liquid Waste Department, to the Union of British Columbia Municipalities Community Excellence Award for their Environmental Management System.

BACKGROUND

The Union of British Columbia Municipalities (UBCM) is now accepting submissions to the 2006 Community Excellence Awards in the following categories:

- Best Practices
- Leadership and Innovation
- Local Government Partnerships Supporting Physical Activity and Healthy Living

The UBCM Community Excellence Award program is an opportunity to showcase municipalities and regional districts who "Lead the Pack" by taking risks to innovate, establishing new partnerships or who don't hesitate to question established ways of doing business and pioneer new customer practices.

The program recognizes ideas that rise above challenges with vision, creativity and teamwork. The UBCM Excellence Awards are designed to profile excellence in local government and to create successful pathways and incentives for others to follow.

The RDN Liquid Waste Department (LWD) is eligible to apply for the UBCM Community Excellence Award under the Best Practices category, for the successful implementation of their Environmental Management System (EMS). An EMS allows an organization to analyze, control and reduce the environmental impact of its activities, products and services. It also establishes a framework for organizations to comply with all relevant environmental legislation and regulations.

In August 2005, the LWD implemented an EMS that meets all requirements of the ISO 14001:2004 Environmental Management System Standard. The RDN's LWD is the first local government in British Columbia to register an ISO 14001 EMS, and one of very few wastewater treatment departments in Canada to be ISO 14001 certified.

Eligibility for the Community Excellence Award requires that the applications be supported by Board resolution.

**ALTERNATIVES**

1. Support an application to the UBCM Community Excellence Awards from the Liquid Waste Department for their Environmental Management System.
2. Do not support the application.

**FINANCIAL IMPLICATIONS**

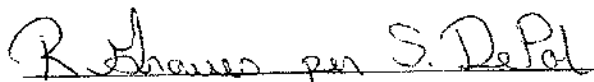
Costs associated with the submission of this application are staff time, minor printing and postage fees.

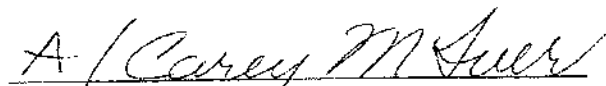
**SUMMARY**


The UBCM is now accepting applications to the 2006 Community Excellence Awards for three categories: Best Practices, Leadership and Innovation, and Local Government Partnerships Supporting Physical Activity and Healthy Living. This Award recognizes and showcases municipalities whom which have been dedicated to "Lead the Pack" in taking risks showing innovation, creating new partnerships and who establish new ways of doing business. These Awards profile excellence and create successful pathways for others to follow. The Liquid Waste Department is eligible to apply for an award in the Best Practices category for the successful implementation of our ISO 14001 registered Environmental Management System.

**RECOMMENDATIONS**

That the Board support the application to the Union of British Columbia Municipalities Community Excellence Awards from the Liquid Waste Department for their Environmental Management System.

  
Report Writer

  
General Manager Concurrence

  
C.A.O. Concurrence

COMMENTS:



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CAO	GMES
GMCS	GMR&P
GMES	GMRT&P
JUN 30 2006	
CHAIR	BOARD
CoW	
DATE: _____	

# MEMORANDUM

**TO:** Carey McIver  
Manager of Solid Waste

June 28, 2006

**FROM:** Alan Stanley  
Solid Waste Program Coordinator

**FILE:** 5365-65

**SUBJECT:** Waste Stream Management Licensing Bylaw Progress Report

## PURPOSE

To update the Board on the implementation of Waste Stream Management Licensing Bylaw No. 1386.

## BACKGROUND

In April 2005, the Board adopted Waste Stream Management Licensing Bylaw No.1386 (WSML) to regulate the management of all privately operated municipal solid waste and recyclable material processing facilities in the RDN. This program involves licensing private and non-government municipal solid waste and recycling facilities within the district and imposing penalties for contraventions to the bylaw, including illegal dumping.

The intent of this bylaw is to reduce the risk and costs to the taxpayers for clean-up of poorly operated facilities, abandoned facilities and abandoned municipal solid waste and recyclable material (illegal dumping). WSML will create a level playing field for operators in the RDN to support good practices within this industry and encourage investment of private capital in solid waste management and recycling infrastructure.

This report updates information provided to the Board in January, 2006 on the implementation of the WSML bylaw.

### *Process*

The WSML bylaw came into effect May 1, 2005, and as agreed during stakeholder consultations, existing facilities were given a grace period, to November 1, 2005 to have a license application submitted. Upon submission of a license application, facilities were considered to be in compliance pending processing of the application. Staff estimates that all applications received to date will be processed by the end of 2006.

The requirement to comply with the provisions of the WSML bylaw necessitated the upgrading of many existing facilities owned by private sector operators to meet minimum environmental and land use standards. There are some facilities which have been poorly operated, others operating on improperly zoned land and some which have not been complying with existing municipal and local regulations. WSML is an effective tool to ensure that these issues are identified and corrected; however the process required often involves collaboration with many areas including member municipalities, provincial government staff, RDN Liquid Waste, and Development Services departments and, in some cases, detailed legal reviews. Once the existing facilities are compliant with WSML, new applications will require a much simpler process.

### *Applications Submitted*

There are currently 12 WSML applications, an increase of 3 since the January, 2006 progress report (see Attachment 1 for details).

### *Licenses Issued*

One license has been issued to International Composting Corporation (ICC) located at Duke Point in Nanaimo. This license application involved extensive technical reviews, liaison with City of Nanaimo staff and RDN Liquid Waste Department staff, and provides a comprehensive and detailed operating plan that emphasizes environmental protection.

### *Future WSML Issues*

Recycling facilities are critical to the district. Without private recycling infrastructure, waste diversion will decrease and landfill capacity will be exhausted much sooner than anticipated, which could significantly increase residual solid waste management expenses.

WSML requires that people wishing to operate a solid waste management facility acquire correct zoning for their operations. For example, the RDN Board, through the approval of the Solid Waste Management Plan, banned facilities from burning municipal solid waste, including land clearing waste. All land clearing waste, which is taken off-site from where it is generated, must be processed in another way. This is typically through grinding and shipping to pulp mills to be converted into energy, a much better use of the material than open burning disposal. There are currently no zoning designations in the RDN that allow processing of land clearing waste and any operator wishing to do so must apply for and receive a rezoning.

## **FINANCIAL IMPLICATIONS**

The WSML program is primarily self-financing. Licensing and inspection fees pay for the program. The total initial revenue is approximately \$12,000 based on an initial application fee of \$1,000 per facility as well as a \$500 annual administration fee. Additionally, each licensee is required to provide a security deposit, to be held in trust, of sufficient value to clean up a site in case of unauthorized releases of pollution or abandonment. The security deposit will be different for each site and is based on a formula contained in the WSML bylaw.

## **INTERGOVERNMENTAL IMPLICATIONS**

A major element of a facilities license is that the property where the facility is located must be properly zoned for the proposed use and the facility must be in compliance with all zoning bylaws, regardless of the jurisdiction. This requirement is welcomed by municipal staff because it provides an effective method to ensure zoning compliance. In particular, City of Nanaimo Planning and Bylaw Enforcement managers have consulted with RDN staff to discuss the provisions of the WSML bylaw and how the WSML bylaw can be utilized to achieve zoning compliance.

## **ENVIRONMENTAL IMPLICATIONS**

The requirement of the WSML bylaw to adhere to a strict operating plan that has environmental protection as a primary responsibility, plus the effectiveness of the security mechanism to insure self-policing by operators, will reduce the environmental risk profile of the RDN's private sector operations.

Enhanced language restricting illegal dumping will give the RDN the ability to take enforcement action against generators and haulers of waste if the waste is disposed of at an unauthorized site even if the site is outside of RDN regulatory authority, such as an illegal dump site on First Nations land.

### **PUBLIC RELATIONS IMPLICATIONS**

A well-regulated private sector waste management industry will give the private sector confidence to invest in waste management infrastructure. For example, the owners of International Composting Corporation invested over \$4 million, in part based on the RDN's plans to implement a licensing program and provide a level competitive playing field. Within this model is the potential to have most, if not all of, the recycling and waste processing in the district diverted to private sector facilities. The RDN public will benefit from a greater number of waste management options and the pricing that will result from competition.

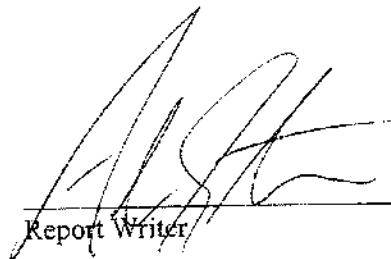
### **SUMMARY**

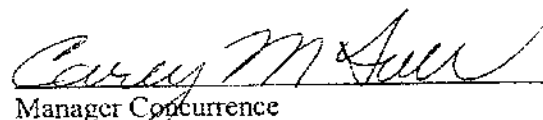
In April 2005, the Board adopted Waste Stream Management Licensing Bylaw No. 1386 (WSML). The intent of this bylaw is to reduce the risk and costs to the taxpayers for clean-up of poorly operated facilities, abandoned facilities and abandoned municipal solid waste and recyclable material (illegal dumping). WSML will create a level playing field for operators within the district to support good practices within this industry and encourage investment of private capital in solid waste management and recycling infrastructure.

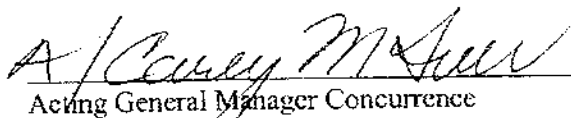
There are currently 12 WSML applications, an increase of 3 since the January, 2006 progress report. One license has been issued to International Composting Corporation (ICC) located at Duke Point in Nanaimo. Staff estimates that all applications received to date will be processed by the end of 2006.


### **RECOMMENDATION**

That the Board receive the progress report on Waste Stream Management Licensing Bylaw No. 1386 for information.

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

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

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

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

COMMENTS:

Attachment 1

Waste Stream Management License Current Applicants

Name	Type of Facility/Material Managed	Location
Gabriola Island Recycling Organization	General recycling- fibre, glass , metal	Gabriola Island
Budget Steel Limited	Scrap metal	South Wellington
Parksville Bottle & Recycling Depot	General recycling – fibre, scrap metal, plastics	Parksville
International Composting Corporation	Organic – food and yard waste, bio-solids, C/D	Nanaimo
Nanaimo Wood Products Recycling	C/D, land clearing	Nanaimo
Demxx Deconstruction Incorporated	Scrap metal, C/D	Area F
Vancouver Island Recycling Centres 10 <sup>th</sup> Street	General recycling – fibre, glass, metal, drywall, yard waste	Nanaimo
International Paper Industries	General recycling – fibre, scrap metal, plastics	Nanaimo
Earthbank Resource Systems	Organic –yard waste	Area G
Nanaimo Recycling Exchange Society	General consumer products recycling	Nanaimo
Porter Wood Recycling Ltd.	Land clearing and C/D	Area F
Vancouver Island Recycling Centres Cienar Drive	General recycling – fibre, glass, metal, drywall, yard waste	Nanaimo

Waste Stream Management Licenses Issued

International Composting Corporation – 981 Maughan Rd., Nanaimo, BC



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GMCS	GMR&P		
GMDS	GMRT&P		
JUN 30 2006			
CHAIR	BOARD		
COW			

# MEMORANDUM

**TO:** Carey McIver  
Manager of Solid Waste

**DATE:** June 28, 2006

**FROM:** Alan Stanley  
Solid Waste Program Coordinator

**FILE:** 5365-70

**SUBJECT:** Organics Diversion Strategy Progress Report

## PURPOSE

To update the Board on the implementation of the Organics Diversion Strategy.

## BACKGROUND

### *Organics Diversion Strategy*

In 2004 the Board approved the RDN Solid Waste Management Plan (SWMP). The SWMP addresses both waste diversion and residual management and identifies organics diversion as an important measure to reach the goal of 75% diversion by 2010.

In February 2005, the Board approved the Organics Diversion Strategy (ODS), a plan to provide the Board, the general public, and the business community with information on how organic waste will be diverted from disposal. The ODS has two main components, commercial and residential food waste diversion.

This report updates information provided to the Board in January, 2006 on the implementation of the ODS.

### *Commercial Food Waste Diversion*

In April 2005, the Board approved a ban on the disposal of commercial food waste at solid waste facilities. The ban was effective June 1, 2005 with a six month phase-in period. By December 1, 2005, all generators of commercial food waste were required to have food waste diversion systems in place.

### *Education and Communication*

The ban on commercial organic waste was different from other disposal bans enacted by the RDN, such as cardboard or paper. The materials are varied and each business or organization affected has different challenges in terms of setting up effective systems to divert organic waste. Education and communication are very important to the success of a food waste diversion program.

A communication and education program was implemented including direct contact with organizations by mail, telephone, in stakeholder meetings, and site visits. A comprehensive database that includes approximately 650 food waste generators subject to the ban was developed. The database permits staff to record and report on the number and type of contacts made (phone calls, site visits, letters sent, etc.), the type of organization, relative diversion potential of the organization and compliance status. Over time, the database will enable staff to efficiently monitor compliance and direct well-focused education and enforcement activities.



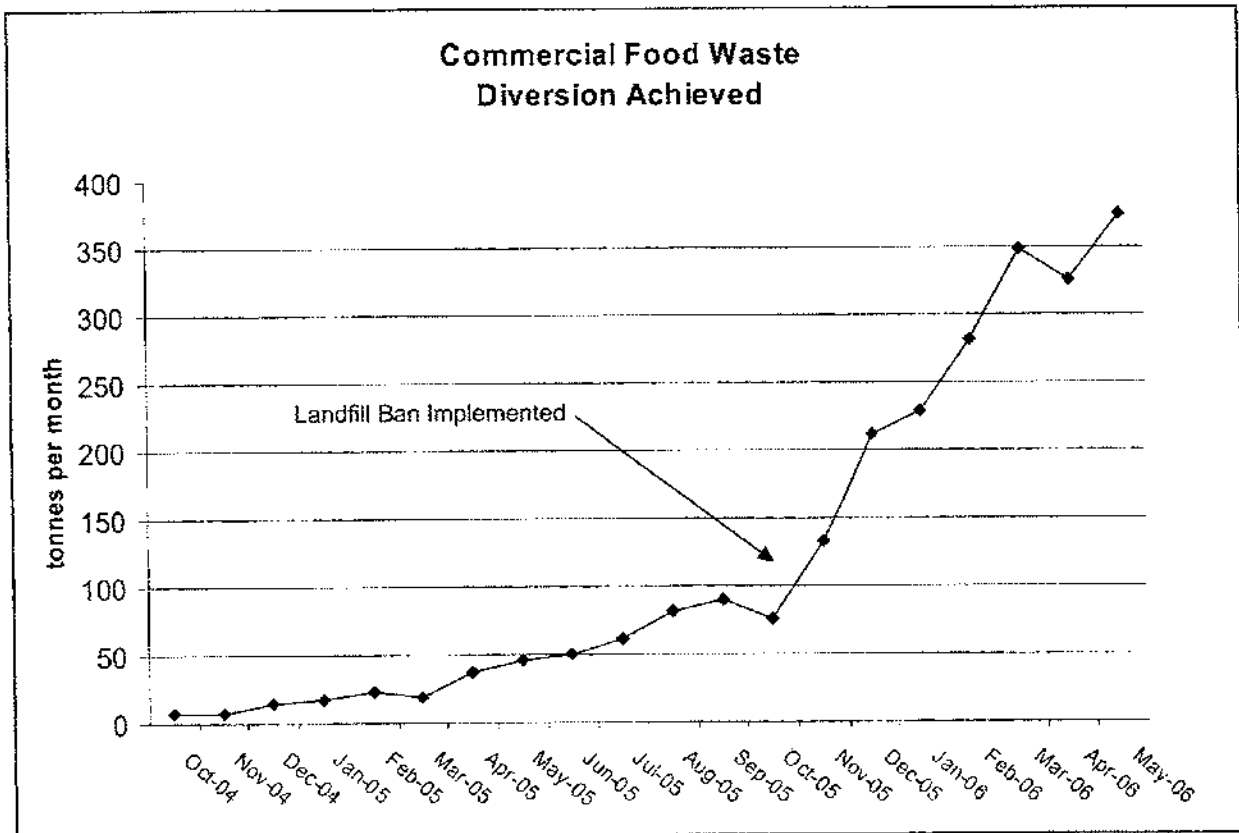
Education packages were produced and distributed, using mailing lists generated from the database, to assist affected organizations in complying with the disposal prohibition. Materials produced include posters, information booklets, and web site enhancements. During the six-month implementation phase of the ban, staff conducted over 200 site visits to educate, check progress and acquire feedback which was then incorporated into later site visits.

The primary message communicated to stakeholders was that composting food waste is sustainable waste management and it is the right thing to do. The secondary message was that the ban is a non-prescriptive program. The RDN, as the regulator has established the rules and performance objectives and allowed businesses to comply using the most cost-effective and efficient methods for their operations.

*Results*

Diversion is currently almost 400 tonnes a month. The food waste diversion tonnages are data from the International Composting Corporation (ICC) facility at Duke Point, the first facility to receive a license under the RDN Waste Stream Management Licensing Bylaw. Overall, ICC is receiving an average of over 1,000 tonnes per month of organic feedstock. Extrapolated over a year, the 400 tonnes per month of food waste diversion represents approximately 4,800 tonnes, or 96% of the 5,000 tonne annual diversion target for this program.

As businesses improve their food waste separation practices and work out teething problems, a monthly diversion of over 400 tonnes should be achieved before the end of 2006. The chart below shows that monthly diversion has steadily improved, particularly since late 2005 when the commercial food waste landfill ban was fully implemented. The results of this program demonstrate the effectiveness of landfill bans.



### *Future Steps*

This program was designed to be self-managing. The arrangements between generators and haulers are not monitored by the RDN and each generator is free to negotiate with haulers to secure the best service at the best price. There will be periodic follow ups and audits required to ensure compliance.

An issue that must be addressed is an organics transfer facility in District 69 to service smaller generators that are a long way from a composting facility. Staff are in the planning stages for long term solid waste infrastructure and this planning will consider a District 69 organics transfer facility.

### *Residential Curb Side Food Waste Collection*

The second phase of the ODS is a residential food waste diversion program. In June, 2005, based on a study on the collection of compostable waste from the residential sector the Board directed that a residential food waste diversion pilot be carried out in 2006.

RDN and City of Nanaimo staff and consultants have designed a 6 month residential food waste collection field test, covering 3 collection routes, one each in the cities of Nanaimo and Parksville and one rural route. The field test will clarify operational issues, costs and diversion potential of a residential curbside food waste diversion program and provide data that would help design an effective region-wide program.

The RDN has applied for a grant from the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) to fund 50% of the field test. A decision on the grant was expected in early 2006; however the decision will not be forthcoming until later in 2006. Consequently, the field test has been deferred until 2007.

The current RDN garbage and recycling collection contract expires March 30, 2007. To complete the field test, determine the viability of a system-wide implementation and include the service in the contract tender will require an extension of the current contract of up to one year. Based on the results of the field test the Board will consider including food waste collection in the next contract tender.

## **FINANCIAL IMPLICATIONS**

The 2006 Annual Budget for the commercial food waste ban is \$25,000 for ongoing education, communication and advertising. The cost of the residential food waste diversion field test, included in the 2006 Annual Budget, is \$170,000 of which \$85,000 is for the RDN portion. The timing of the FCM decision allowed the Board to reappportion the funds towards development of a regional product stewardship facility. The field test costs will be included for consideration in the 2007 Annual Budget.

## **ENVIRONMENTAL IMPLICATIONS**

Diverted food waste becomes feedstock for composting operations. Locally composted organic material provides an environmentally safe product alternative for landscapers, gardeners and farmers. The ODS, fully implemented will save valuable landfill space.

## **PUBLIC RELATIONS IMPLICATIONS**

The RDN public has consistently supported waste reduction and recycling initiatives. There have been a number of positive articles in the media on the program and some of the larger organizations; BC Ferries for example, have issued positive media releases on their organics diversion experience.

**SUMMARY**

In 2004, the Board approved the RDN Solid Waste Management Plan (SWMP) which identified organics diversion as an important measure to reach the goal of 75% diversion by 2010. In February 2005, the Board approved the Organics Diversion Strategy (ODS) which has two main components, commercial food waste diversion and residential curbside collection food waste diversion.

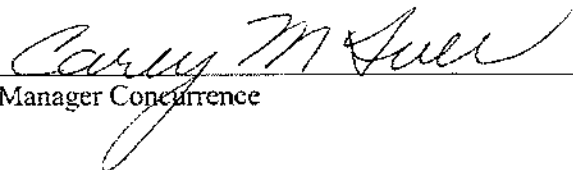
Effective June 1, 2005, with a six-month phase-in period the Board approved a ban on the disposal of commercial food waste at solid waste facilities. During the early stages of the six-month phase in of the food waste ban, diversion was minimal, but has grown to almost 400 tonnes in the month of May. Extrapolated over a year, this represents approximately 4,800 tonnes, or 96% of the 5,000 tonne annual diversion target for this program.

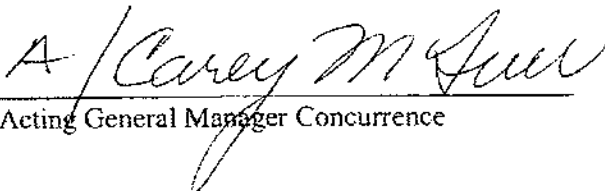
The second phase of the ODS is a residential food waste diversion program. RDN and City of Nanaimo staff and consultants have designed a 6 month residential food waste collection field test, covering 3 collection routes, one each in the cities of Nanaimo and Parksville and one rural route. The field test will clarify operational issues, costs and diversion potential of a residential curbside food waste diversion program and provide data that would help design an effective region-wide program. The field test will be carried out in 2007.

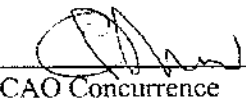
**RECOMMENDATION**

That the Board receive the progress report on the Organics Diversion Strategy for information.

  
Report Writer

  
Manager Concurrence

  
Acting General Manager Concurrence

  
CAO Concurrence

COMMENTS:



CAG	GMES
GMCS	GMR&P
GMDS	GMRT&P
JUL - 5 2006	
CHAIR	BOARD
(COW)	

**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** June 26, 2006

**FROM:** Tom Osborne  
General Manager of Recreation and Parks

**FILE:** 6130-01 park land

**SUBJECT:** Review of Park Land Dedication in Conjunction with the Subdivision Application Process – Policy C1.5

**PURPOSE**

To consider revisions to Board Policy C1.5 that will provide a consistent approach and procedures for the review of park land dedication or cash in-lieu-of park land dedication as part of the subdivision review process.

**BACKGROUND**

Pursuant to the *Local Government Act*, where official community plan policies are in place with respect to the provision of park land, the Regional District requires an applicant, as part of a subdivision application, to provide park land or cash in-lieu-of park land or a combination of both.

In April 2004, the Regional Board adopted Policy C1.5 that provided an approach and procedures for Parks and Open Space Advisory Committees (POSACs) for the review of park land dedication or cash in-lieu-of park land dedication as part of the subdivision review process.

The current Policy provides for park land dedication proposals to be forwarded on to the applicable Electoral Area POSAC for review and comment. The referral to the POSAC includes the relevant application information, applicable OCP policies, applicable Park Plan policies, and any other relevant information.

The POSAC then evaluates the proposal taking in account applicable park land policies, park land operational matters, and any other issues that need to be into consideration by the Regional Board in its assessment of the submitted request. The POSAC then forwards its comments with respect to the proposal and is required to indicate whether they support the proposal as presented.

The Planning Department, in consultation with the Electoral Area Director, then schedule a Public Information Meeting (PIM) on the park land dedication proposal. A staff report is then prepared for the Electoral Area Planning Committee (EAPC) of the Regional Board and includes the POSAC's referral form & comments, a summary of the Public Information Meeting, a technical evaluation that includes applicable official community plan objectives & policies and other matters relative to the proposal.

For the most part, the implementation of the policy went well with a few exceptions that have been addressed in the recommend revised policy. It became evident that in order for the POSAC to fully comprehend the context of the various subdivision applications in which park land was being dedicated that site meetings had to be arranged with the applicant along with Park staff and Planning staff. The meetings were well received however created an additional step in the process as well staff resources were overburdened as many of the site meetings were requested to be scheduled during evenings in which over time costs for unionized staff were incurred. Following a site meeting, a separate POSAC meeting then had to be arranged to formally consider the proposal, provide comments and to indicate to the EAPC whether the POSAC supported the park dedication or not.

The timing of these meetings often meant additional delays in the subdivision approval process. Many of the POSAC's also expressed concern of the various applications in which they may have supported the concept being proposed, however other issues in regard to the actual subdivision or location of the proposed park land prevented them from providing the required support or non support that the Policy required.

In addition to the subdivision application process and the need to include POSACs in park land dedications, it also became evident that the Policy need to be clearer on when an Electoral Area Director was consulted by staff at the various stages of the process. It also became evident in the review of the Policy that Park staff had to be brought into discussions through key stages of the application process when park land dedications were being proposed. The two matters have been addressed accordingly in the revised policy.

It is noted that the current Terms of Reference for the POSACs provide for recommendations and advice to be forwarded to the Regional Board on a wide range of parks and open space issues, including the acquisition, development, and maintenance of community park sites. A subsequent report will be done in the fall of 2006 to update the Terms of Reference for the six electoral area POSACs to more accurately reflect their involvement in subdivision park dedications.

## **ALTERNATIVES**

1. That the revised Policy C1.5, Review of Park Land Dedication in Conjunction with the Subdivision Application Process, be adopted as presented in Appendix 1.
2. That the revised Policy C1.5, Review of Park Land Dedication in Conjunction with the Subdivision Application Process, not be adopted as presented in Appendix 1 and alternative direction provided.

## **PUBLIC CONSULTATION IMPLICATIONS**

Under the revised policy, Parks and Open Space Advisory Committees would continue to have the opportunity to provide comments to the Regional Board on park land dedications in conjunction with a subdivision application. The referral process has been amended in which site meeting will be conducted during the day time and the comment form has been amended to allow those at the site meeting to provide comments as a Committee or as individual members within three business days of

the site meeting. Consensus on the proposal and their indication of support or non support is will not required by the POSAC therefore a second meeting is not required.

The policy still provides for Planning staff to coordinate the scheduling of the Public Information Meeting (PIM) with the applicable Area Director.

In addition to providing a perspective as a POSAC member through the comment forms, an individual Committee member would be able to attend the PIM and have an opportunity to provide comments as a member of the community.

## **FINANCIAL IMPLICATIONS**

The revised process would reduce staff time and overtime costs by limiting the site meetings to day time meetings only. In addition the need for a second POSAC meeting to review and provide a formalized recommendation to the EAPC is no longer required thus reducing the staff costs that are currently being incurred.

Notwithstanding the above, it became evident at a seminar held on May 30<sup>th</sup> with Electoral Area Directors that the majority of the Directors wanted to continue to consult with POSACs on such matters as park land dedications as well as continue to service the committees with staff resources. Currently six of the seven Electoral Areas have POSACs' and a seventh POSAC has been requested by residents in Electoral Area 'F'.

Staff will present the Regional Board with resource options during the 2007 budget process to ensure the POSACs can adequately be supported in addition to managing a rapidly growing regional community park systems which has over 139 park properties that encompasses over 1,140 hectares of land.

## **SUMMARY**


In April 2004, the Regional Board adopted Policy C1.5 that provided an approach and procedures for Parks and Open Space Advisory Committees (POSACs) for the review of park land dedication or cash in-lieu-of park land dedication as part of the subdivision review process.


For the most part, the implementation of the policy went well with a few exceptions that have been addressed in the recommend revised policy attached as *Appendix 1*. Under the revised policy, Parks and Open Space Advisory Committees would continue to have the opportunity to provide comments to the Regional Board on park land dedications in conjunction with a subdivision application. The referral process has been amended in which a site meeting will be conducted during the day time and the comment form has been amended to allow those at the site meeting to provide comments as a Committee or as individual members within three business days of the site meeting.

In addition to the subdivision application process and the need to include POSACs in park land dedications, it also became evident that the policy need to be clearer on when an Electoral Area Director was consulted by staff at the various stages of the process. It also became evident in the review of the Policy that Park staff had to be brought into discussions through key stages of the application process when park land dedications were being proposed. The two matters have been addressed accordingly in the revised policy.

**RECOMMENDATION**

That the revised Policy C1.5, Review of Park Land Dedication in Conjunction with the Subdivision Application Process, be adopted as presented in Appendix 1.

  
Report Writer

  
CAO Concurrence

COMMENTS:

Appendix 1

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT:	<i>Review of the Consideration of Park Land in Conjunction with the Subdivision Application Process</i>	POLICY NO: CROSS REF.:	C1.5
EFFECTIVE DATE:	April 13, 2004	APPROVED BY:	Board
REVISION DATE:	July XX, 2006	PAGE	1 of 3

**PURPOSE**

To provide a consistent approach and procedures for the review of park land dedication or cash in-lieu-of park land dedication or a combination of both as part of the subdivision review process where an Electoral Area Official Community Plan provides this option to the Regional Board.

**BACKGROUND**

Pursuant to the *Local Government Act*, where official community plan policies are in place with respect to the provision of park land, the Regional District will require an applicant, as part of a subdivision application, to provide park land or cash in-lieu-of park land or a combination of both.

**PROCEDURES**

Where the applicable Electoral Area Official Community Plan (OCP) provides direction to the Regional Board in its consideration of park land dedication at the time of subdivision pursuant to section 941 of the *Local Government Act*, and the park land proposal is consistent with the applicable OCP policies, the park land dedication or cash in-lieu-of park land or a combination of both, the process involving Parks and Open Space Advisory Committees (POSAC) will be as follows:

1. Planning staff will hold preliminary meeting with designated Park staff on the subdivision application.
2. Planning staff will notify the applicable Electoral Area Director of the subdivision application.



3. Planning staff will coordinate a preliminary meeting with the applicant which will include the applicable Electoral Area Director. This meeting may be conducted on the proposed park land site. The designated Park staff will be included in the portion of the meeting in which the dedication of park land is discussed.
4. Based on outcomes from the meeting (see Step No. 3), the applicant will prepare the necessary park land dedication or cash in-lieu-of proposal information for review by staff and the applicable Electoral Area POSAC.
5. Planning staff will compile referral information on the applicant's park land dedication or cash in-lieu-of proposal for review and comment by the applicable POSAC. The referral to the POSAC will include the relevant application information, applicable OCP policies, applicable Park Plan policies, and any other relevant information from RDN parks and trails planning documents or Provincial Ministries.
6. Park staff and Planning staff will coordinate a site meeting with the applicant and the applicable POSAC between the hours of 9:00 am and 4:00 pm, Monday through Friday excluding statutory holidays. The applicant will stake and/or flag the area proposed for park land.
7. Park staff will coordinate and compile comments provided by members of the POSAC in attendance at the site meeting on the sample comment form attached to the Policy. In addition, POSAC members may provide additional comments on the form via e-mail or fax to the designated Park staff up to three business days following the site meeting. The POSAC, in its comments of the proposal, will take into account applicable park land policies, park land operational matters, and any other issues that the Committee may wish to have taken into consideration by the Regional Board in its assessment of the submitted request.
8. The Planning Department, in consultation with the Electoral Area Director, will directly arrange for the holding of a Public Information Meeting (PIM) on the proposal if it provides for park land dedication. If the proposal only provides for cash in-lieu-of park land and the applicable OCP supports this in the area of the proposed subdivision, proceed to Step 11.
9. Public notification for a Public Information Meeting will include 1 newspaper advertisement not less than 3 days nor more than 10 days prior to the date of the meeting, notices of the meeting mailed to all property owners within 100 metres of the subject property, and notice of the meeting forwarded to the members of the applicable Parks and Open Space Advisory Committee.
10. Upon the Public Information Meeting being conducted, and if required, Planning staff will coordinate subsequent meetings with the applicant and Park staff to review information received from the Public Information Meeting and comments from the applicable POSAC to revise or adjust the proposal if required.
11. Planning staff will then prepare a report on the application on the park land request for the consideration of the Electoral Area Planning Committee of the Regional Board on the evaluations of subdivision proposals that involve park land dedication or cash in-lieu-of park land dedication or a combination of both will include the following information, but not be limited to:

- a) A summary of comments from the applicable POSAC;
- b) The summary proceedings from the PIM;
- c) A technical evaluation that includes applicable official community plan objectives and policies and other matters, relative to the proposal; and,
- d) A recommendation(s).



# PARK LAND DEDICATION REVIEW

## Comment Form

### Parks and Open Space Advisory Committee

In conjunction with the subdivision application for the property legally described as:

\_\_\_\_\_

and located at \_\_\_\_\_

Attachments:

- Location map
- Park Proposal Map
- Other \_\_\_\_\_

The \_\_\_\_\_ Advisory Committee has reviewed the request submitted by the applicant/owner and forwarded by the Regional District Planning Department for either dedication of park land or cash in-lieu-of park land or a combination of both and has the following advisory comments:

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advisory Committee: \_\_\_\_\_

Advisory Committee Member (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

*Note:*

*POSAC comments must be submitted to the RDN Recreation and Parks Department within 3 business days of the scheduled park land dedication site meeting.*



RDN	
CAO	COMES
GMCS	GMR&P
GMDS	GMRT&F
JUN 27 2006	
CHAIR	BOARD
Caw	
DATE:	

MEMORANDUM

TO: Carol Mason  
Chief Administrative Officer

FROM: Christina Thomas  
Acting Manager, Regional Planning

SUBJECT: URBAN CONTAINMENT IMPLEMENTATION AGREEMENT

FILE: 2240 20 URB

DATE: June 27, 2006

PURPOSE

The purpose of this report is to consider approval of the Urban Containment Implementation Agreement (UCIA).

BACKGROUND

A revised UCIA (see Attachment 1) is provided for consideration.

The UCIA is the product of a comprehensive three year process involving technical analysis, legal review, and consultation (see Attachment 2 for details), conducted in accordance with RDN Board-approved terms of reference.

Content of Agreement

The UCIA will replace the Urban Containment and Fringe Area Management Implementation Agreement (UCFAMIA) as the implementation agreement between the RDN, the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville concerning urban containment and the protection of rural values.

The UCIA establishes the following criteria for making changes to the Urban Containment Boundary (UCB):

- The change should not involve the inclusion of Agriculture Land Reserve land inside the UCB (criteria 4.1 a);
- The jurisdiction making the change request should deem there is a need to move the UCB (criteria 4.1 b);
- The change should on balance contribute towards the eight Regional Growth Strategy goals (criteria 4.1 c).

The UCIA establishes the following 6 step process for making changes to the UCB:

1. Where a UCB change is initiated by a municipality or the Electoral Area Planning Committee, the IAC considers whether a change to the UCB proposed in an OCP is consistent with the Regional Context Statement contained in the applicable OCP. If the IAC determines that the proposed UCB change is inconsistent with the Regional Context Statement (RCS), the process would move to step 2. Where a change to a UCB is initiated by a developer, the developer submits UCB change proposal to the jurisdiction in which the subject property is located.

2. The applicable municipality or Electoral Area Planning Committee conducts an impact assessment of the proposal to determine the proposal's compliance with the UCIA criteria for UCB changes.
3. The applicable municipal council or Electoral Area Planning Committee decides whether the UCB change proposal should be considered by the RDN Board. If yes, it submits the UCB change proposal, the impact assessment, and any change needed to the Regional Context Statement to the RDN.
4. The IAC reviews the UCB change request proposed in the RCS pursuant to the UCB change criteria and makes a recommendation to the RDN Board.
5. The RDN Board considers the IAC recommendations and makes a decision about the UCB change proposed in the RCS.
6. For requests made a municipality, the municipality considers 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> reading and adoption of OCP bylaw effecting the UCB and RCS changes, pending the outcome of the previous step. For requests made by the Electoral Area Planning Committee, a concurrent amendment of the RGS would proceed, pending the outcome of the previous step.

The following table outlines the **similarities and differences** between the UCIA and the UCFAMIA:

Similarities	Differences
<ul style="list-style-type: none"> <li>▪ Establishes a process &amp; criteria for UCB changes.</li> <li>▪ Enables jurisdictions to consider changes to the UCB at whatever intervals they deem appropriate, in addition to once every 5 years coincident with RGS reviews.</li> <li>▪ Defines the roles and responsibilities of the RDN &amp; member municipalities in making decisions about UCBs.</li> <li>▪ Does not support the inclusion of ALR land inside the UCB.</li> </ul>	<ul style="list-style-type: none"> <li>▪ UCB changes are a subset of a change a Regional Context Statement.</li> <li>▪ Provides more flexibility to the parties to make UCB changes that contribute towards the RGS goals via the change criteria</li> <li>▪ Makes specific reference in the UCB change criteria to a jurisdiction making a determination that a UCB change is necessary</li> <li>▪ The UCIA does not include the direction regarding decisions about municipal boundary extensions in recognition that the <i>Local Government Act</i> takes precedence regarding boundary extensions and includes sufficient direction for decision making on this matter.</li> <li>▪ The UCIA formally includes the District of Lantzville as a signatory.</li> <li>▪ Provides for the IAC to consider at an early stage whether a municipality or EAPC initiated UCB change is consistent with the Regional Context Statement contained in the OCP for the applicable jurisdiction.</li> </ul>

***Next Steps***

Since the UCIA is an Agreement between the RDN, the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville, opportunities must be provided for each of the parties to formally consider the Agreement. Consequently, once the RDN Board conditionally approves the UCIA, it is proposed that the RDN refer the Agreement to the member municipalities for comment and confirmation that the Agreement is acceptable and report back to the Board about the results of the referral. Upon confirmation that the Agreement is acceptable, the RDN Board could consider formal approval and signature of the Agreement and direct staff to forward the Agreement to the member municipalities for signature.

## ALTERNATIVES

1. To approve the UCIA, subject to confirmation from the RDN member municipalities that it is acceptable to them and to direct staff to refer the UCIA to the RDN member municipalities for comment and confirmation that it is acceptable.
2. To provide alternative direction.

## GROWTH MANAGEMENT IMPLICATIONS

The UCIA establishes an Agreement regarding decision making about UCB changes. The criteria established in the UCIA are intended to result in decisions about UCB changes that support the integrity of the RGS.

## PUBLIC CONSULTATION IMPLICATIONS

Residents from the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach, the District of Lantzville and Electoral Arcas A, C, D, E, F, G and H were provided with an opportunity to comment about the UCIA between June 25, 2005 and July 22, 2005. The public feedback received was provided for consideration by the RDN Committee of the Whole / Board in August of 2005 and is summarized in *Attachment 3* to this report.

## INTERGOVERNMENTAL IMPLICATIONS

The UCIA was developed in consultation with the Intergovernmental Advisory Committee, which includes technical staff representatives for the RDN, the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville. The IAC last considered the UCIA at its meeting on June 22, 2006 and it recommends that the RDN Committee of the Whole and Board approve the UCIA, subject to confirmation from each of the member municipalities that the Agreement is acceptable.

The proposed process for finalizing the UCIA provides for the UCIA to be formally forwarded to the RDN member municipalities for confirmation that the UCIA is acceptable prior to the RDN Board making a final decision about it. Feedback received from the member municipalities in response to this referral will be provided to the RDN Board for consideration prior to making a final decision about the Agreement and formally conveying it to the member municipalities for signature.

Until such time as the RDN, the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville formally sign the UCIA, the UCFAMIA will continue to provide direction regarding UCB changes.

## SUMMARY

The Urban Containment Implementation Agreement (UCIA) is provided (*see Attachment 1*). The UCIA is the product of a comprehensive RDN Board-directed review of the Urban Containment and Fringe Area Management Implementation Agreement (UCFAMIA), and the UCIA will replace the UCFAMIA as the agreement between the RDN and the member municipalities concerning urban containment and the protection of rural values. The review of the UCFAMIA included discussion of a wide variety of issues

and all applicable issues are addressed in the UCIA. The UCIA focuses on decisions about UCB changes and gives the parties to the Agreement a degree of independence to determine when a UCB change is required. It also provides some flexibility in terms of the criteria for UCB changes that still ensures that changes respect the RGS.

## RECOMMENDATIONS

1. That the UCIA be approved subject to confirmation from the RDN member municipalities that the UCIA is acceptable.
2. That staff be directed to refer the UCIA to the RDN member municipalities for comment and confirmation that the UCIA is acceptable.



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Report Writer



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Chief Administrative Officer

ATTACHMENT 1 (Page 1 of 7)

URBAN CONTAINMENT IMPLEMENTATION AGREEMENT

## Urban Containment Implementation Agreement

**Amongst:** Regional District of Nanaimo  
City of Nanaimo  
City of Parksville  
Town of Qualicum Beach  
District of Lantzville  
(the "Parties")

### 1.0 Purpose of the Agreement

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This agreement follows up on the commitments in the January 1997 *"Master Implementation Agreement Regarding the Growth Management Plan for the Regional District of Nanaimo"* to more fully define the roles and responsibilities of the Regional District of Nanaimo and its member municipalities in the review and revision of urban containment boundaries.

The Parties wish to provide flexibility to make changes to the urban containment boundary at whatever interval each party deems appropriate, based on community needs, while maintaining the integrity of the Regional Growth Strategy.

Regional Growth Strategy Policy 1C states:

The RDN and member municipalities agree that Urban Containment Boundaries (UCBs) should only be amended every five years in conjunction with a review of the regional growth strategy, or at an interval specified in an official community plan. The RDN and member municipalities agree that all UCB changes should be considered according to the process and criteria of the Urban Containment and Fringe Area Management Implementation Agreement.

The Parties agree that the Regional Context Statement is the primary document coordinating the relationship between the Official Community Plan of a municipality and the Regional Growth Strategy of the Regional District of Nanaimo.



**ATTACHMENT 1 (Page 2 of 7)**

The Parties wish to replace the Urban Containment and Fringe Area Management Implementation Agreement with this Agreement.

## **2.0 Goals**

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This agreement builds on the goals expressed in the Regional Growth Strategy and official community plans of member municipalities and electoral areas. All Parties have expressed primary goals to:

- a) contain and support urban growth within urban containment boundaries; and,
- b) protect rural values.

The Parties also acknowledge the importance of having a measure of flexibility to meet unanticipated regional and community needs while maintaining the integrity of these primary goals.

## **3.0 Principles**

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### **3.1 Areas within urban containment boundaries**

The Parties appreciate the need for and are committed to cooperation in the development and implementation of individual and joint actions with respect to urban containment and growth and development management based on the following principles:

- a) Sufficient suitable land for urban growth has been designated within urban containment boundaries of the Regional Growth Strategy, at the time of its adoption, to accommodate a 25 year population projection; and,
- b) Since the forecast rate of growth may change and unanticipated regional or community needs may arise from ongoing community planning, the urban containment boundary may be reviewed periodically in response to the demonstration of regional or community needs which cannot be met within the existing urban containment boundary.

### **3.2 Urban growth management**

Within urban containment boundaries, urban growth should be phased so that it is:

- a) first located in areas already characterized by urban development that have existing capacity of public facilities and services to serve such development;

**ATTACHMENT 1 (Page 3 of 7)**

- b) then located in areas already characterized by urban development that can be efficiently served by upgrading existing public facilities and services; and
- c) then located in areas that are extensions of existing urban areas which can be efficiently served by upgrading existing public facilities and services.

#### **4.0 Revision of Urban Containment Boundaries**

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##### **4.1 Criteria**

The Parties agree, insofar as they lawfully can, that a revision to the urban containment boundary can occur when the proposed change meets the following criteria:

- a) in the case of land proposed for inclusion inside the Urban Containment Boundary, the land is not in the Agriculture Land Reserve;
- b) the jurisdiction making the request deems there is a community need within their jurisdiction to move the Urban Containment Boundary to either include the land inside the Urban Containment Boundary or to exclude the land from inside the Urban Containment Boundary;
- c) the inclusion of the land inside the Urban Containment Boundary or the exclusion of the land from inside the Urban Containment Boundary on balance contributes towards the following:
  - i) the containment of urban sprawl by focusing development within well defined urban containment boundaries;
  - ii) the encouragement of mixed-used communities that include places to live, work, learn, play, shop, and access services;
  - iii) the protection and strengthening of rural economy and lifestyle;
  - iv) the protection of the environment and minimization of ecological damage related to growth and development;
  - v) the improvement and diversification of mobility options;
  - vi) strategic economic development;
  - vii) the provision of cost efficient services and infrastructure where urban development is intended, or the provision of services in other areas where the service is needed to address environmental or public health issues;
  - viii) cooperation among jurisdictions.

##### **4.2 Process**

It is agreed that the proposed change to the Urban Containment Boundary initiated by a Party:

- a) will only be considered at periodic review intervals specified in the Regional Growth Strategy and Municipal Official Community Plans;

**ATTACHMENT 1 (Page 4 of 7)**

- b) will be supported by information, impact assessments and impact management conditions which address the criteria set out in section 4.1;
- c) will be subject to a technical review and recommendations by the Intergovernmental Advisory Committee;
- d) if approved, and where advised by the responsible government agencies, will be subject to conditions to protect ongoing resource production and environmental quality;
- e) will be carried out in accordance with the process set out in Appendix 1; and
- f) will be considered effective upon approval by the Board of the Regional District of a Regional Context Statement or an amendment to a Regional Context Statement indicating a revision to the Urban Containment Boundary.

**4.3 General**

It is acknowledged that:

- (a) nothing in this Agreement shall be interpreted as unlawfully fettering a legislative or statutory discretion of a municipality or the Regional District contrary to the *Local Government Act*; and
- (b) the Board of the Regional District may approve a Regional Context Statement that contemplates a change to the Regional Growth Strategy to provide consistency between the Regional Growth Strategy and an Official Community Plan.

**5.0 Monitoring, Reporting and Amendment of this Agreement**

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The Intergovernmental Advisory Committee (IAC) will advise and report on matters relating to this Agreement.

ATTACHMENT 1 (Page 5 of 7)

**EXECUTED BY THE REGIONAL DISTRICT OF NANAIMO** at Nanaimo,  
British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_)  
\_\_\_\_\_)  
Chair \_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  
Manager, Administrative Services \_\_\_\_\_)

**EXECUTED BY THE CITY OF NANAIMO** at Nanaimo, British Columbia,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_)  
\_\_\_\_\_)  
Mayor \_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  
Director, Legislative Services \_\_\_\_\_)

**EXECUTED BY THE CITY OF PARKSVILLE** at Parksville, British Columbia,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_)  
\_\_\_\_\_)  
Mayor \_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  
City Clerk \_\_\_\_\_)

**EXECUTED BY THE TOWN OF QUALICUM BEACH** at Qualicum Beach,  
British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_)  
\_\_\_\_\_)  
Mayor \_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  
Corporate Administrator \_\_\_\_\_)

ATTACHMENT 1 (Page 6 of 7)

**EXECUTED BY THE DISTRICT OF LANTZVILLE** at Lantzville,  
British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_)  
\_\_\_\_\_)  
Mayor \_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  
Director of Corporate Administration \_\_\_\_\_)

ATTACHMENT 1 (Page 7 of 7)

Appendix 1

## Revision of Urban Containment Boundaries

1. IAC considers whether a change to the UCB proposed in an OCP by a municipality or electoral area planning committee is consistent with the Regional Context Statement contained within the OCP. Where the IAC considers that the proposed UCB change to be is inconsistent with the Regional Context Statement, go to step 2. Where a change to the UCB is initiated by the developer, the applicant submits proposal to amend the UCB to the jurisdiction in which the land is located. The submission should include information about how the UCB change proposal meets the criteria for UCB changes.
2. Municipality or Electoral Area Planning Committee conducts an impact assessment of the proposed change to the UCB and the Regional Context Statement for the purpose of assessing the proposal's compliance with the UCB change criteria and deciding whether it wants the UCB change considered by the RDN Board.
3. Municipal Council or Electoral Area Planning Committee decides whether it wants the UCB change proposal considered by the RDN Board. If yes, it submits the UCB change proposal, the impact assessment, and any change needed to the Regional Context Statement to the RDN for consideration.
4. IAC reviews the requested UCB change pursuant to the UCB change criteria and amendment to the Regional Context Statement and makes its recommendation to the RDN Board.
5. RDN Board considers the recommendation of the IAC and makes a decision about the change to the Regional Context Statement.
6. For requests made by a municipality, municipality considers 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> reading and adoption of OCP bylaw effecting UCB and Regional Context Statement changes, pending outcome of step 5. For requests made by the Electoral Area Planning Committee, proceed with a concurrent amendment to the RGS, pending outcome of step 5.

**ATTACHMENT 2**

**PROCESS TO CREATE  
 URBAN CONTAINMENT IMPLEMENTATION AGREEMENT**

The Urban Containment Implementation Agreement presented for consideration is the product of the comprehensive process involving technical analysis and consultation, as outlined below:

<u>Date</u>	<u>Event</u>
September 9, 2003	<ul style="list-style-type: none"> <li>▪ The RDN Board directed staff to review the Urban Containment and Fringe Area Management Implementation Agreement (UCFAMIA) for the purpose of fulfilling Regional Growth Strategy Bylaw No. 1309 policy commitments.</li> </ul>
April 2004 – June 2004	<ul style="list-style-type: none"> <li>▪ RDN staff conducted one-on-one meetings with planning staff representatives from each member municipality to identify issues to be addressed in the UCFAMIA Review.</li> </ul>
February 2004 -- March 2005	<ul style="list-style-type: none"> <li>▪ The Intergovernmental Advisory Committee (IAC) met 10 times to discuss the issues related to the UCFAMIA and the possible methods of addressing them. During the later meetings the IAC reviewed a series of initial drafts of the UCIA, and provided direction regarding desired amendments. At the final meeting during this period the IAC determined that the UCIA was acceptable for advancement to the RDN Board for formal consideration, subject to approval from RDN and member municipality administrators.</li> </ul>
April 28, 2005	<ul style="list-style-type: none"> <li>▪ The RDN and member municipalities' administrators reviewed the UCIA with the IAC, and determined that the UCIA was acceptable for presentation to the RDN Board for consideration of approval.</li> </ul>
June 14, 2005 & June 28, 2005	<ul style="list-style-type: none"> <li>▪ The RDN Committee of the Whole and Board received the UCIA, directed RDN staff to consult with the public about the Agreement via newspaper advertisements and the RDN web site, and directed staff to refer the UCIA to the RDN member municipalities for information at the commencement of the public consultation.</li> </ul>
June 15, 2005	<ul style="list-style-type: none"> <li>▪ RDN staff referred the UCIA to RDN member municipality staff for information.</li> </ul>
Last week of June 2005 – July 22, 2005	<ul style="list-style-type: none"> <li>▪ RDN staff invited the public to comment on the UCIA through an advertisement published on the RDN web site and in local newspapers.</li> </ul>
July 2005	<ul style="list-style-type: none"> <li>▪ The RDN received six pieces of correspondence from members of the public in response in response to public notification about the UCIA (<i>see Attachment 3 for more information</i>).</li> </ul>
August 9, 2005 & August 23, 2005	<ul style="list-style-type: none"> <li>▪ The RDN Committee of the Whole and the Board referred the UCIA back to staff for further review.</li> </ul>

September 7, 2005	<ul style="list-style-type: none"> <li>▪ Staples McDannold Stewart provided a written opinion about the UCIA which indicates that the UCIA is generally legally sound, but could benefit from some relatively minor adjustments.</li> </ul>
November 17, 2005	<ul style="list-style-type: none"> <li>▪ The IAC requested that Staples McDannold Stewart amend the UCIA as recommended in the firm's legal opinion, requested that an opportunity be provided for the IAC to review and discuss the amended UCIA prior to making a decision about whether the UCIA is in a suitable form to provide to the RDN Board for consideration, and requested that RDN staff meet with District of Lantzville staff to confirm if the District has any outstanding issues with the UCIA.</li> </ul>
January 17, 2006	<ul style="list-style-type: none"> <li>▪ RDN staff (Neil Connelly) met with District of Lantzville staff to identify any outstanding District issues with the UCIA. District staff identified some outstanding issues.</li> </ul>
February 13, 2006	<ul style="list-style-type: none"> <li>▪ Staples McDannold Stewart provided the UCIA with the amendments identified in the September 7<sup>th</sup> letter and additional amendments to respond to District of Lantzville issues.</li> </ul>
March 2, 2006	<ul style="list-style-type: none"> <li>▪ The IAC reviewed the revised UCIA based on the above described legal correspondence. The IAC requested that the UCIA be amended to make UCB changes a subset of a Regional Context Statement approval to achieve greater consistency with the <i>Local Government Act</i>, in response to a District of Lantzville staff idea. The IAC requested that another opportunity be provided to the IAC to discuss the amended UCIA before conveying it to the RDN Committee of the Whole/Board.</li> </ul>
April 3, 2006	<ul style="list-style-type: none"> <li>▪ Staples McDannold Stewart submitted a revised UCIA that makes UCB changes a subset of Regional Context Statement approval.</li> </ul>
April 20, 2006	<ul style="list-style-type: none"> <li>▪ RDN staff (Carol Mason and Christina Thomas) met with District of Lantzville staff (Ian Howat, Twyla Graf, Pam Shaw) to determine if the revised UCIA corresponds with the approach suggested by District staff. The meeting participants indicated that the April 3<sup>rd</sup> revision of the UCIA reflects the approach suggested by District staff and suggested that several minor clarification changes be made to the UCIA.</li> </ul>
April 27, 2006	<ul style="list-style-type: none"> <li>▪ Staples McDannold Stewart submitted a revised UCIA with the requested minor amendments.</li> </ul>
June 22, 2006	<ul style="list-style-type: none"> <li>▪ The IAC reviewed the updated UCIA and recommended that it be conveyed to the RDN Committee of Whole and Board for consideration of approval.</li> </ul>



### ATTACHMENT 3

#### PUBLIC FEEDBACK

The following provides a summary of the public feedback the RDN received in response to Board-directed public notification about the UCIA in June and July of 2005:

1. An e-mail message from Mr. Art Cowie, agent for the Wosk property, dated June 27, 2005, that was received by the RDN electronically on June 27, 2005 as well as received via regular mail on July 6, 2005, that indicates opposition to the RDN RGS policy of not taking a position about applications to the Provincial Agricultural Land Commission to exclude land from the Agricultural Land Reserve (ALR) (i.e. Policy 3C) and asks the RDN to request the Provincial government to exclude the Wosk property from the ALR and incorporate the land into the City of Parksville.
2. A letter from Mr. Art Cowie, agent for the Wosk Property, dated July 15, 2005, that indicates opposition to the UCIA criterion that land in the Agricultural Land Reserve should not be included inside the Urban Containment Boundary, provides information about a study the agent is commissioning Richard Hudson of Manecon Business Strategies to conduct about the economic aspects related to the development of the Wosk Property, and provides information about discussions that have taken place relative to the Wosk Property. This submission also includes supplementary correspondence between the individual and the City of Parksville dated April 21, 2004 and May 19, 2004 that indicates City support for a particular property to be included in the municipality.
3. An e-mail message from Mr. Kevin Goldsbury, a shareholder of property in the Linley Valley, on July 21, 2005, that requests land in the Linley Valley area in the City of Nanaimo be included inside the Urban Containment Boundary and developed to include parks and open space elements.
4. A letter from Mr. Richard Hudson, consultant hired by the agent of the Wosk property, dated July 22, 2005 and received on July 22, 2005, that indicates support for the criterion for UCB changes that makes reference to the economic aspects of a proposed development, suggests that land use decisions focus on providing accommodation for population and economic growth, and recommends that support be provided for innovative and practical planning and land use decisions.
5. A letter from Mr. Hans Larsen dated July 22, 2005 and received on July 22, 2005, that indicates concern with the UCB change criterion that enables each party to the Agreement to establish their own community needs, concern with the inclusion of the words 'on balance' in one of the UCB change criterion, concern that the elimination of the UCB change criterion that refers to the prevention of adverse changes to the health and ongoing viability of sensitive ecosystems and the resource productivity of adjacent lands weakens the Agreement, concern that the UCIA allows changes to the UCB in between reviews of the Regional Growth Strategy, and concern that there has been insufficient consultation with the electoral areas in the development of the Agreement. The letter makes reference to concerns about a past decision to include land inside the Urban Containment Boundary under the existing Urban Containment and Fringe Area Management Implementation Agreement (UCFAMIA).
6. A letter from Mr. Ian Savage dated July 19, 2005 and received via fax on July 22, 2005, that indicates concern that municipal decisions about Urban Containment Boundaries might not respect regional interests and suggests that there be more regional control over planning.

**NANAIMO REGIONAL HOSPITAL DISTRICT**

**MINUTES OF THE MEETING OF THE HOSPITAL DISTRICT SELECT COMMITTEE  
HELD ON WEDNESDAY JUNE 28, 2006 AT 12:30 PM  
IN THE RDN COMMITTEE ROOM**

<b>Present:</b>	Director T. Westbrook	Chairperson
	Director J. Burnett	Electoral Area A
	Director J. Stanhope	Electoral Area G
	Director S. Herle	City of Parksville
	Director C. Haime	District of Lantzville
	Director D. Brennan	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
N. Avery	Manager of Financial Services

**DELEGATION**

Chris Sullivan, Director, Capital Planning and Wayne Cooper, Capital Planner, attended the meeting on behalf of the Vancouver Island Health Authority (VIHA) to apprise the committee of two major capital projects which VIHA wishes to proceed with.

**NRGH Emergency Room Redevelopment** – preliminary estimate of \$19,000,000. The request is to cost share in the planning phase which will identify the functional scope and develop schematic designs. Planning funds in the amount of \$500,000 (4% of project estimate) have been authorized by the Health Authority.

**NRGH Renal Center** – preliminary estimate of \$4,000,000. This is a new program for this location which will assist in managing the growing number of kidney patients in the north/central island. The center is proposed to be built within a portion of the unfinished space available below the new perinatal facility now under construction as part of the Phase II surgical/obstetrics redevelopment at NRGH. The request is to cost share in the planning phase. VIHA has approved funds of \$160,000 for this phase.

The committee discussed the projects at length. While both projects are supported as meeting the needs of residents, members expressed concerns with the cost sharing formula and the lack of progress in resolving this issue.

The VIHA representatives expressed a serious interest in discussing ways to address the Board's concerns but acknowledged that at this point, there does not seem to be any Provincial support for a legislative change.

The committee directed RDN staff to meet with VIHA staff to explore other cost sharing options more fully.

The Chair asked the VIHA representatives whether there was any movement toward establishing some form of organized primary health care treatment in District 69. Chris Sullivan responded he was aware of efforts to do so, but did not have specifics on what sort of model could be anticipated.

The VIHA representatives left the meeting at approximately 1:30 pm.

The committee continued its discussion regarding approval of the funding for the two projects in the context that there is no current year funding available unless VIHA is prepared to accept a reduction of its 2006 capital grant approvals. The committee sought direction on alternatively approving the funding, but deferring the payment until 2007. The Manager, Financial Services suggested that a pre-commitment of this nature might not be appropriate until the budget information for 2007 was available.

The committee agreed that the Manager, Financial Services should approach VIHA and seek their reaction to reducing the 2006 capital grant funding in place of receiving cost sharing for the two projects.

Director Brennan joined the meeting at 1:50 pm.

The committee then reviewed capital project and equipment details provided by VIHA and how the amounts are reconciled to the 2006 budget approval. VIHA's final capital plan details reconcile to the 2006 budget approval of \$2,819,800 (\$2,004,800 from current taxes and borrowing up to \$815,000); however, the allocations between equipment/projects under \$100,000 and over \$100,000 are slightly different than the information received in October 2005. The revised allocations were acknowledged as acceptable.

#### **ADJOURNMENT**

There being no further business the meeting adjourned at 2:45 pm.

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CHAIRPERSON



Town of Qualicum Beach

**MINUTES OF THE MEETING OF THE  
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT COMMITTEE  
HELD ON TUESDAY, APRIL 18, 2006 AT 1:00 PM  
AT THE PARKSVILLE CIVIC AND TECHNOLOGY CENTRE**

<b>Present:</b>	Councillor Barry Avis	Town of Qualicum Beach
	Councillor Marc Lefebvre	City of Parksville
	Director Joe Stanhope	Regional District of Nanaimo
	Carol Mason	Regional District of Nanaimo
	John Finnie	Regional District of Nanaimo
	Fred Manson	City of Parksville
	Gary O'Rourke	City of Parksville
	Mark Brown	Town of Qualicum Beach
	Bob Weir	Town of Qualicum Beach
	Linda Burgoyne	Recording Secretary

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1. **Call to Order.**

B. Avis called the meeting to order.

2. **Minutes.**

MOVED M. Lefebvre, SECONDED J. Stanhope, that the minutes from the meeting of the Arrowsmith Water Services Management Committee held December 1, 2005 be adopted.

CARRIED

3. **Operations Update.**

G. O'Rourke advised that the dam is still winterized and shut down. One month ago the water level was approximately two feet below the crest of the dam, however he added that the dam should be full by this time given an over average amount of rain and snow fall in the past few weeks.

4. **Joint Venture Agreement Amendment.**

J. Finnie explained the amendments to the Agreement and recommended that it be extended to March 31, 2010. This extension reconfirms the partner's commitment to the joint venture. The amendments to the agreement also reflect the changes due to the amalgamation into one service area of the eight water local service areas in Nanoose Bay.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the Joint Venture Agreement be amended in accordance with the Agreement to Amend the Joint Venture Agreement appended to this report and be forwarded to the Joint Venturers' respective Councils/Board for approval.

CARRIED

5. **AWS Chair/Manager Rotation.**

Discussion regarding the 2-year rotation cycle for Chair and the administrative management of this committee.

C. Mason commented that if the municipalities were agreeable the RDN could continue to manage and coordinate the administrative portion of the AWS Management Committee.

MOVED Director Stanhope, SECONDED Director Lefebvre, that this item be referred back to staff for further discussion and brought back to the next meeting of this Committee.

6. **Downstream Intake Siting Update.**

J. Finnie updated the Committee regarding the intake site investigation. Eight sites were initially researched for the intake. Following this research four sites were chosen to be considered for further analysis and an initial site survey. The analysis is ongoing and upon further review, a risk analysis will be done for the potential site. Mr. Finnie informed the Committee that he intends to keep the Ministry of Health informed of the progress of this project. To date, formal support for a down stream site has not been received from VIHA.

7. **AWS Dam Visit.**

The Committee discussed a tour to the dam. A tour will be organized for the Committee members some time in June. The Committee may consider a PR tour in the future.

G. O'Rourke is looking into installing web cams at the dam for security.

8. **Hydro Generation.**

G. O'Rourke advised that he has had discussions with a consultant for BC Hydro regarding power generation from the dam. The idea would be viable technically, but would require a costly capital investment to get the power to a grid. There is also the issue of the winter shutdown. This matter may be considered further after the intake siting and capital planning initiatives are completed

9. **EPCOR/Breakwater.**

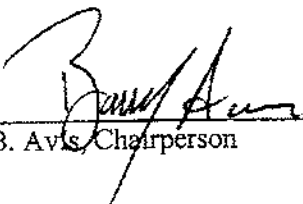
J. Finnie advised that EPCOR will officially be assuming Breakwater on May 1, 2006 and are currently busy making improvements. They have hired a Manager of Utilities and an Administration Manager, and will be seeking a Utilities Technician.

10. **Adjournment.**

MOVED J. Stanhope, SECONDED M. Lefebvre, that this meeting terminate.

CARRIED

TIME: 2:05 PM

  
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B. Avis, Chairperson

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE CLIMATE CHANGE SELECT COMMITTEE MEETING HELD ON THURSDAY, JUNE 29, 2006, AT 10:00 AM IN THE RDN COMMITTEE ROOM

<b>Present:</b>	Director D. Bartram	Chairperson
	Director L. Biggemann	Electoral Area F
	Alternate Director S. Herle	City of Parksville
	Director B. Holdom	City of Nanaimo
<b>Also in attendance:</b>	C. McIver	RDN, Manager of Solid Waste
	R. Lawrence	City of Nanaimo Environmental Planner
	R. Graves	RDN, Recording Secretary

The meeting was called to order by the Chairperson and introductions were made.

C. McIver presented Version #2 of the Draft Corporate Climate Change Plan. An overview was presented to the Committee. Discussion followed and the following points were made:

- *Director Bartram expressed concern that the Executive Summary was too dry and should be reworked with the public as the audience.*
- *Upon further discussion of the transit buses being removed from Version #2, the Committee voted "all in favour" to accept the original version of the Plan and include the buses in the inventory despite the fact that the RDN does not have complete control. Alternate Director Herle commented that the public is not aware that the program is run as a partnership with BC Transit.*
- *Director Holdom moved that all recommendations be included in the Executive Summary.*
- *The committee discussed plans to advance upgrading the GNPCC to secondary treatment from 2015 to 2012. This has a major impact on growth in electricity consumption and will necessitate aggressive energy efficiency measures in plant design.*

C. McIver presented the Committee with a presentation on the preparation of a revised strategic priority related to Climate Change & Energy Management that she is preparing for the 2006-2009 Strategic Plan. The committee provided feedback and direction to simplify the strategic directives as presented.

**Minutes** Minutes of the CCSC meeting of March 16, 2006 were adopted.

**Next Meeting** August 29, 2006, 2:00 – 4:00 pm, RDN Committee Room

**ADJOURN** The meeting adjourned at 11:30 am.

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Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR MEETING OF THE  
REGIONAL WASTE ADVISORY COMMITTEE  
HELD ON THURSDAY, JUNE 29, 2006,  
RDN BOARD CHAMBERS

**Present:**

Al Leuschen	Ministry of Environment
Gary Franssen	City of Nanaimo
Colin Haime	Director, RDN
George Holme	Director, RDN
Gordon Proctor	Public Member - South
Laura Hunse	Ministry of Environment
Lou Biggemann	Director, RDN
Mike Gallo	Business Community
Michael Schellinck	Non-Profit Waste Management

**Also in Attendance:**

Carey McIver	Manager of Solid Waste, RDN
Alan Stanley	Solid Waste Program Coordinator, RDN
Petra Wildauer	Superintendent of Solid Waste Special
Sean DePol	Acting Manager Liquid Waste
Rebecca Graves	Recording Secretary, RDN

**CALL TO ORDER**

The Chairperson called the meeting to order at 4:06 pm and introduced and welcomed members.

**MINUTES**

Minutes of the Regional Waste Advisory Committee meeting of April 21, 2005, were adopted.

**SOLID WASTE MANAGEMENT PLAN**

**Waste Stream Management Licensing Bylaw Implementation**

Al Stanley gave a verbal presentation on the WSML Bylaw Implementation. Al Stanley reported that RDN has issued their first license to International Composting Corporation (ICC). After a very comprehensive, technical, and administrative review RDN is very pleased with the issuing of the license.

**Organics Diversion Strategy Progress Report**

Al Stanley gave a brief review on the progress of the Organics Diversion Strategy. Background was given on policy development. The commercial food waste ban is currently diverting 400 tonnes/month of organics to ICC. The RDN has applied to FCM for a grant to undertake a Residential Organics Collection Pilot Program. RDN will delay the field test until 2007 due to delays with FCM approvals.

**Local Government Stewardship Council**

Al Stanley gave a brief status report on the Stewardship plans. The Stewardship Council was designed to help the province work through some of the Stewardship plans. RDN is going to present details to COW in July in regards to the Stewardship concerns.

### **New Treatment Technologies Assessment**

Carey McIver gave a powerpoint presentation on New Treatment Technologies to manage the residual waste stream after diversion.

### **Landfill Gas Utilization Update**

Carey McIver gave a verbal presentation on plans to utilize landfill gas to generate electricity at the Regional Landfill. The project has been delayed due to funding concerns however the proponent plans to proceed with construction in the fall.

### **LIQUID WASTE MANAGEMENT PLAN**

Sean DePol gave a verbal presentation on the LWMP review. LWMP initiatives include:

- ◆ Source Control
- ◆ Effluent and biosolids reuse
- ◆ Volume Reduction
- ◆ Stormwater management
- ◆ Odour Control
- ◆ The servicing of village centres, problem disposal areas and rural areas
- ◆ Implementation Schedule, Costs, Financing

The LWMP was approved by the Ministry in 1999 with the recommendation that the plan be reviewed every five years. The first review of the plan will be done in 2007, in coordination with the Regional Growth Strategy. Particular focus will be placed on servicing of village centres, problem areas and rural areas. Innovative treatment technologies will be explored where appropriate.

The review will also focus on Implementation schedules and costing of major upgrades and projects including secondary treatment for Greater Nanaimo and Nanoose Pollution Control Centres.

Designing for secondary treatment innovative green technologies will be examined where applicable.

### **TERMS OF REFERENCE & MEMBERSHIP OF COMMITTEE**

Carey McIver discussed the terms of reference and advised the committee that the membership term had expired for all members. Although current committee members were invited to re-apply, C. McIver advised that the committee may be split into two separate committees – one for Solid Waste and one for Liquid Waste, given the upcoming review of the Liquid Waste Management Plan. Committee members agreed that this may be required given the technical and public consultation issues involved in the review of the LWMP.

### **ADJOURNMENT**

The meeting was adjourned at 5:35 pm. The next meeting of the Regional Waste Advisory Committee will not be announced at this time.

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CHAIRPERSON



## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE TRANSIT BUSINESS PLAN UPDATE SELECT COMMITTEE MEETING HELD ON THURSDAY, JUNE 15<sup>th</sup>, 2006, AT 12:00 NOON IN THE COMMITTEE ROOM

#### Present:

Director L. McNabb	Chairperson
Director D. Brennan	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach
Director J. Stanhope	Electoral Area 'G'
Director J. Burnett	Electoral Area 'A'

#### Also in Attendance:

D. Trudeau	Manager, Transportation Services
L. Kiteley	Superintendent, Transportation Services
C. Mason	Chief Administrative Officer
B. Clemens	City of Nanaimo
Director M. Young	Electoral Area 'C'
Director D. Bartram	Electoral Area 'H'
C. L'Heureux	Dept. Secretary, Transportation Services

#### Regrets:

Director B. Johnston	City of Parksville
Director B. Holdom	City of Nanaimo

#### DELAGATIONS

##### Don Buchner, Wheels for Wellness

Mr. Buchner presented the Committee with usage charts and an overview of services provided by Wheels for Wellness. Volunteer drivers provide non-accessible (no wheelchair capacity) door-to-door services throughout Vancouver Island. They are funded under a 3-year contract valued at \$380,000 annually, through VIHA, and additional funding through other sources provides the balance of their \$415,000 budget. This does not cover the overall costs of the \$500,000 to \$600,000 that it costs to run the service, and clients are solicited for donations to help with shortfall. Approximately 125 people are serviced in the Central/West Island.

Their service is for individuals that are 75 km or further away from their non-emergency medical appointment, but a gap has been identified which is the people that live closer than 75 km but do not qualify for the current service.

#### MINUTES

MOVED Director Brennan, SECONDED Director Manhas, that the minutes of the Transit Business Plan Update Select Committee meeting held on April 27, 2006 be adopted. CARRIED

## CORRESPONDENCE

### Letter from Alex McCallum, Nanaimo & Area Land Trust (NALT)

D. Trudeau presented a letter from NALT requesting extra bus service for the 'Music for the Mountain' festival on Sunday July 16<sup>th</sup>, 2006. BC Transit was contacted in respect to funding support however no reply has been received to date. L. Kiteley has indicated that in conversations with H. Cook of BC Transit, that additional funding does not look promising. Staff will see if any other cost neutral options are available.

### Letter from Chris Frederickson of Nanaimo

D. Trudeau presented a letter over the handyDART service not being able to meet the volume of demands of users on Sundays. C. Frederickson requested more funding be allocated to serve the community. D. Trudeau explained that the current funding freeze would not allow additional handyDART services to be added at this time.

## ADMINISTRATION

### Ridership Update

An overview of ridership statistics from BC Transit shows an increase of nearly 40,000 riders in the first quarter of 2006 with no additional service hours.

### District 68 Schedule Changes

D. Trudeau presented a report recommending service adjustments in District 68 for implementation on September 5<sup>th</sup>. It is noted that the report indicates there would be 6 extra trips with the #15 Parkway Express. This should read 4 extra trips. The changes will require a reduction in service on runs that are not fully utilized. D. Brennan requested a list of runs that will be reduced as a result of changes.

MOVED Director Westbroek, SECONDED Director Stanhope, that the District 68 Transit service adjustments for September 5, 2006 be approved. CARRIED

### Advertising Revenues and Lamar Contract

D. Trudeau presented an overview of report. Higher revenues than originally budgeted for may be seen this year.

MOVED Director Stanhope, SECONDED Director Manhas, that the Advertising Revenue Report dated June 7<sup>th</sup>, 2005 be received for information. CARRIED

### Malaspina University Expansion Update – Verbal Report

D. Trudeau advised that talks with Malaspina University continue regarding site location of the MALU exchange. Consultants are moving forward on promotion of U-Pass and BC Transit has agreed to cost share consultant charges.

## **NEW BUSINESS**

Transportation for hospital & medical services was discussed.

MOVED Director Westbrook, SECONDED Director Stanhope, that a report from staff be prepared on partnership opportunities for hospital transportation services. CARRIED

Funding structure for handyDART and the difficulties which would be created by additional outside monies was discussed as was the need for additional funding.

MOVED Director Westbrook, SECONDED Director Stanhope that staff prepare a report on opportunities to obtain more funding for handyDART. CARRIED

D. Trudeau provided a verbal update on the downtown exchange, which has two years remaining on the lease. RDN staff will meet with the City of Nanaimo this fall to review the consultants report on exchange locations and to move forward with site selection.

Transit staff has been working closely with the Bylaw department at the City of Nanaimo on the temporary washroom facilities at the Fitzwilliam/Prideaux exchange. The facilities, which will include fencing to discourage tipping and vandalism, are expected to be complete by the end of this week.

Director Brennan requested Transit staff investigate safety of the stop location at Bay and Haliday, the concern being the stop is too close to the ditch.

Director Young relayed concerns about the coldness of standing at stops by Port Place Mall. In response, D. Trudeau assured that this concern is recognized and alternatives are being considered.

L. Kiteley discussed an incident where teenage girls on our bus were displaying very strange behavior. Through the quick action of the transit driver & dispatch staff, the police met the bus, and 2 female customers were removed by ambulance. The police felt it was possible that a drug of some sort had been given anonymously to these girls perhaps in the food court, prior to boarding the bus. An informational pamphlet on these drugs and their effects has been circulated to all staff. The Committee recommends that the alertness and actions of the driver should be commended.

## **NEXT MEETING**

September 21, 2006

## **ADJOURNMENT**

MOVED Director Brennan, SECONDED Director Stanhope, that the meeting be adjourned. CARRIED

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L. McNabb, Chair

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /  
STATE OF SUSTAINABILITY PROJECT MEETING  
HELD ON WEDNESDAY, JUNE 14, 2006  
IN THE COMMITTEE ROOM**

**Present:**

Director Bill Holdom	Chair
Director Dave Bartram	Deputy Chair
Brian Anderson	
Gordon Buckingham	
Betty Collins	
Ross Peterson	
Janet Farooq	
Sylvia Neden	

**Also in attendance:**

Christina Thomas	Acting Manager, Regional Planning
Tara Schmidt	Consultant Planner, EBA Engineering

**Absent:**

Sharon Thomson  
Adele McKillop  
Douglas Anderson

**CALL TO ORDER**

Director Holdom called the meeting to order at 5:40 PM.

**MINUTES**

The minutes from the previous meeting (May 31/06) were approved as presented.

**CORRESPONDENCE**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

***a) Sustainability Report – Scope of Consultant’s Work Program***

C. Thomas informed the RGMAC that some of the RGMAC suggested work related to the Sustainability Report is outside the scope of work defined in the consultant’s contract, and that the consultant will maintain a list of RGMAC suggested work items for consideration by staff at the conclusion of the RGMAC review of all three sections of the Sustainability Report. C. Thomas stated that the consultant is

responsible for writing the text of the Sustainability Report using the data collected for the indicators by Westland Resource Group last summer, and that, as a part of this work, the consultant's research is to focus on developing appropriate descriptions for each indicator, developing explanations of the importance of each indicator to the sustainability of the region, identifying or developing recommendations regarding desirable quantitative or qualitative goals for each indicator, and identifying the limitations of the indicator data. C. Thomas cited the collection of alternative or more current data for particular indicators as an example of an RGMAC suggested work item that is outside the scope of the consultant's contract:

***b) Sustainability Report – Economic Capital Section***

The consultant distributed written information about indicator grading systems used in other sustainability monitoring reports, and facilitated RGMAC discussion about the proposed revised sustainability indicator grading system. The RGMAC indicated support for the revised grading system.

The consultant facilitated RGMAC discussion about the draft economic capital section of the Sustainability Report, and the RGMAC provided suggestions regarding how the report could be enhanced.

The consultant committed to making amendments to the report to respond to RGMAC comments. It was noted that the RGMAC will have an opportunity to review the updated economic capital report section once it is combined with the social capital and environmental capital report sections to create the overall Sustainability Report.

***c) Sustainability Report – Crime and Parkland Indicator Data***

C. Thomas provided information to the RGMAC about the results of staff research undertaken to clarify the data for the crime and parkland indicators.

***d) Sustainability Report – Economic Capital Section – Technical Advisor Comments***

C. Thomas distributed technical advisor comments received to date about the economic capital section of the Sustainability Report, and noted that the deadline for technical advisor comments on the section is June 22, 2006.

**NEXT MEETINGS**

C. Thomas stated that the next meeting is on Wednesday, June 28, 2006, and that the purpose of the meeting is to review the groundwater part of the environmental section of the Sustainability Report. C. Thomas stated that the remainder of the environmental section of the Sustainability Report will be discussed at the Wednesday, July 5, 2006 RGMAC meeting.

**ADJOURNMENT**

Director Holdom adjourned the meeting at 8:00 PM.

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Chair, Director Bill Holdom

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE  
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /  
STATE OF SUSTAINABILITY PROJECT MEETING  
HELD ON WEDNESDAY, JUNE 28, 2006  
IN THE COMMITTEE ROOM

**Present:**

Director Bill Holdom	Chair
Director Dave Bartram	Deputy Chair
Gordon Buckingham	
Betty Collins	
Ross Peterson	
Adele McKillop	

**Also in attendance:**

Christina Thomas	Acting Manager, Regional Planning
Mike Donnelly	Manager, Utilities
Lee Ringham	Consultant Engineer, EBA Engineering
Gilles Wendling	Consultant Engineer, GW Solutions

**Absent:**

Janet Farooq  
Brian Anderson  
Sharon Thomson  
Douglas Anderson  
Sylvia Neden

**CALL TO ORDER**

Director Holdom called the meeting to order at 5:30 PM.

**MINUTES**

The minutes from the previous meeting (June 14/06) were approved as presented.

**CORRESPONDENCE**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

*a) Sustainability Report – Groundwater Part of Environmental Capital Section*

The consultant delivered a PowerPoint presentation about their work to collect, analyze and report about data for the following five indicators of the state of groundwater resources in the region: groundwater

well elevations, groundwater quality, the amount of impermeable surface area, the total volume of groundwater extracted, and stream temperature. The consultant's presentation indicated that:

- groundwater is still poorly known and monitored;
- collaboration among all groundwater users would be beneficial;
- generally the state of groundwater resources is satisfactory;
- there is a certain volume of groundwater data in existence throughout the region; and,
- the available data tends to be concentrated within several areas and not distributed throughout the region.

The RGMAC discussed their perspectives about the report, asked questions about various statements in the report, and provided suggestions regarding minor amendments to the report.

The RGMAC recommended that the consultant's report be provided to the RDN Drinking Water / Watershed Protection Stewardship Committee.

The consultant committed to making amendments to the report to respond to RGMAC comments that can be accommodated within the scope of the project budget.

M. Donnelly informed the RGMAC about the Vancouver Island Health Authority Watershed Steering Committee. M. Donnelly provided information about a local collaborative project to create an atlas of water system elements with the assistance of the National Research Council and Malaspina University College.

C. Thomas stated that the groundwater report would be inserted into the environmental capital section of the Sustainability Report, as outlined in the table of contents for the environmental capital section recently circulated to the RGMAC.

#### ***b) Canada Mortgage and Housing Centre (CMHC) Meeting***

Director Holdom stated that he obtained information that is relevant to the Sustainability Report at a recent meeting with CMHC. Director Holdom stated that there are socioeconomic indices that provide comparative data for BC regional districts, and that the results of a recent Statistics Canada Labour Force Survey indicate that employment and income is increasing for RDN residents, and that the migration estimates for the RDN are the highest in BC.

#### **NEXT MEETINGS**

C. Thomas stated that the next meeting is on Wednesday, July 5, 2006, and that the purpose of the meeting is to review the remainder of the environmental section of the Sustainability Report.

#### **ADJOURNMENT**

Director Holdom adjourned the meeting at 8:30 PM.

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Chair, Director Bill Holdom



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Minutes for the Meeting held:  
Thursday, June 22, 2006 at 2:45 PM  
Regional District of Nanaimo – Committee Room  
6300 Hammond Bay Road, Nanaimo, BC

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**Present:**

- Andrew Tucker, Nanaimo
- Blaine Russell, Parksville
- Paul Butler, Qualicum Beach
- Twyla Graf, Lantzville
- Pam Shaw, Lantzville
- Mark Brown, Qualicum Beach
- Carol Mason, RDN
- Christina Thomas, RDN

# **Item**

1. **Call to order**

C. Thomas called the meeting to order at 2:45 PM.

2. **Minutes from Previous Meeting**

The IAC received the minutes from the previous meeting (March 2/06) as presented.

3. **Old Business**

*a) Urban Containment Implementation Agreement*

C. Thomas described the changes made to the Urban Containment Implementation Agreement (UCIA) since the March 2, 2006 IAC meeting discussion about the Agreement. C. Thomas noted that the UCIA had been changed to make Urban Containment Boundary changes a subset of a change to a Regional Context Statement, in accordance with IAC March 2, 2006 direction.

The IAC requested that a minor formatting adjustment be made in section 4.3 of the UCIA and that corrections be made to reflect the actual position titles for the signatories to the UCIA.

The IAC recommended that the UCIA be conveyed to the RDN Committee of the Whole and Board with a recommendation that the UCIA be approved, subject to confirmation from the RDN member municipalities that the UCIA is acceptable, and the recommendation that the UCIA be referred to the RDN member municipalities for comment and confirmation that the UCIA is acceptable.

*b) State of Sustainability Project*

C. Thomas updated the IAC about the status of the development of the Sustainability Report as follows:

- Regional planning staff is working with the Regional Growth Monitoring Advisory Committee (RGMAC), a citizen committee chaired by Directors Holdom and Bartram, to develop a report about the sustainability of the region based on a set of 45 to 50 indicators approved by the RDN Board;



- The RGMAC has reviewed first *draft* sections of the report pertaining to social and economic capital and will soon be reviewing the first *draft* section of the report pertaining to environmental capital;
- The first complete draft of the entire report will be reviewed by the RGMAC at meetings on August 16, 2006 and September 6, 2006; and,
- The report under development right now is a comprehensive, lengthy document. A short, four to eight page newsletter that highlights the key themes and messages in the Sustainability Report will be developed and disseminated to every household in the region.

C. Thomas welcomed IAC input regarding the Sustainability Report. T. Graf and B. Russell requested an opportunity to review a complete *draft* of the Sustainability Report prior to submission to the RDN Committee of the Whole and Board.

#### 4. Other Business

The IAC also discussed the following items:

- A. Tucker updated the IAC about the status of several applications to include land that is in the Agriculture Land Reserve (ALR) inside the Urban Containment Boundary in the City of Nanaimo. A. Tucker noted that the Agriculture Land Commission opposed the exclusion of the land from the ALR and that staff will be requesting Council direction on the closure of these files.
- A. Tucker updated the IAC about the status of the City of Nanaimo Official Community Plan review. A. Tucker stated that the City is in the process of soliciting consultant proposals to undertake the project and that a consultant would likely be selected in July 2006. A. Tucker stated that the City has undertaken a study to determine its needs for residential, commercial and industrial lands as part of its preliminary background work for the Official Community Plan review.
- A. Tucker stated that City of Nanaimo has received an application to vary the maximum height permitted for the combined hotel / residential condominium tower proposed as a part of the conference centre development downtown.
- T. Graf updated the IAC about the status of the proposed foothills development in the District of Lantzville. T. Graf stated that the District is presently processing a rezoning application for a comprehensive residential development in the foothills, that Council has granted 1<sup>st</sup> reading to an amendment bylaw for the application, and that the District would be referring the application to adjacent jurisdictions and other agencies for comment as a part of the application process.

#### 5. Adjournment

C. Thomas adjourned the meeting at 3:45 PM.

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Chair, C. Thomas

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
REGIONAL PARKS & TRAILS ADVISORY COMMITTEE MEETING  
HELD ON TUESDAY JUNE 13, 2006  
IN THE RDN COMMITTEE ROOM**

**Attendance:**

Director Larry McNabb, Chair  
Director Maureen Young  
Director Joe Stanhope  
Director David Bartram  
Harriet Rueggeberg  
Peter Rothermel  
Fran Van Eynde

**Staff:**

Tom Osborne, General Manager of Recreation and Parks  
Jeff Ainge, Parks Supervisor

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**CALL TO ORDER**

Director McNabb called the meeting to order at 2.30pm.

**MINUTES**

MOVED D. Bartram, SECONDED J. Stanhope, that the Minutes of the Regional Parks & Trails Advisory Committee Meeting held on April 4, 2006, be approved.

CARRIED

**CORRESPONDENCE**

MOVED J. Stanhope, SECONDED D. Bartram, that the following correspondence be received:

- Letter from T. Osborne, GM Recreation and Parks to Fire Chief Colin Catton, Errington and District Volunteer Fire Department Re: UBCM Fuel Management Project Funding Application

CARRIED

Mr. Osborne provided clarification on the Fuel Management Project and indicated that this issue will be included in the Englishman River Regional Park management plan scheduled to commence in 2007.

**REPORTS**

**Community and Regional Parks Update Reports for March and April 2006.**

Ms. Rueggeberg sought clarification on the number of staff involved in the work, requested the Committee's involvement in brochure development, requested an explanation of Parksville Golden Oldies Sports Association (PGOSA) involvement with Horne Lake Trail planning, and commented on the amount of work happening in Area 'B'.

At D. Bartram's request, Mr. Osborne provided an update on a meeting held that morning regarding Horne Lake road and concerns with safety and industrial use.

MOVED M. Young, SECONDED D. Bartram, that the Function Reports be received.

CARRIED

## **NEW BUSINESS**

### **99 Year Management Lease with Natures Trust of BC for Englishman River Regional Parks**

J. Stanhope expressed his disappointment that the RDN has not been recognized as a principal partner in The Nature Trust's acknowledgements and published reports. T. Osborne suggested that the Board write to The Nature Trust expressing that sentiment.

MOVED J. Stanhope, SECONDED M. Young that the Regional Board authorize the execution of a 99-year lease with The Nature Trust of BC for the operation and management of Englishman River Regional Park, legally described as Block 602, Nanoose District except Part in Plan VIP76721.

CARRIED

### **Update on Construction of Top Bridge Crossing over Englishman River**

J. Ainge provided a verbal update on progress with the project, namely that site survey work had been completed and that the request for design package was being compiled.

### **Mount Benson Regional Park – Presentation on Land Issues**

T. Osborne introduced the Committee to issues identified during a recent site visit to the recently acquired Mt Benson property. A PowerPoint presentation included images of site degradation and slash piles from a past logging operation, and noted the many tasks required in the coming years to provide a safe public park. In response to comments and questions, Mr. Osborne suggested that acquiring the Crown land (one of the summit knolls) be considered during the management plan process, and confirmed that the Department of National Defense is advising that the firing range located around Westwood Ridges will become more active in the future and access through there will be closed off.

Mr. Osborne also provided copies of a petition calling for a Parking Lot and Trailhead to be developed on City of Nanaimo land at Witchcraft Lake.

MOVED D. Bartram, SECONDED M. Young that the Regional District be directed to work with City of Nanaimo on identifying the means to develop a formal parking area and trailhead for the Mt Benson Regional Park.

CARRIED

### **Trans Canada Trail / Trail Rerouting Progress Update**

J. Ainge provided a verbal update on progress with the project, namely that the summer crew had spent a week moving slash to reopen portions of the trail through logged areas, and redirecting water on a portion of the trail located on a poorly drained hillside site. Signage has yet to be reinstalled.

### **Arboretum Property – Presentation on Land Acquired by RDN Solid Waste and Co-managed by RDN Parks**

John Finnie (General Manager of Environmental Services) joined the meeting for this item.

J. Ainge introduced the Committee to this property by way of a PowerPoint presentation. Mr. Ainge reviewed the RDN's acquisition of the property, the history of the property, and the work undertaken to date to clean up and improve the arboretum portion of the property. Mr. Finnie added some information with regards the potential use of only a portion of the property by Solid Waste in the future and the requirement to retain the arboretum as parkland.

#### **Vandalism to park signage at Horne Lake Regional and Provincial Parks**

T. Osborne provided photo images of defaced signs located in the two parks at Horne Lake, and advised that the RCMP have become involved.

#### **Hiring of Manager of Parks Services Update**

T. Osborne advised that the posting for the Parks Services Manager position had closed and that interviews will be held Friday June 16<sup>th</sup>.

#### **COMMITTEE INFORMATION**

- Letter to Barry Penner, Minister of Environment from Leonard Krog, MLA re: Mount Arrowsmith Park Proposal. P. Rothermel provided a verbal update on correspondence between the Alpine Club of Canada and Minister Penner regarding the Arrowsmith Park proposal.
- Bruce Hulchinson, Wildfire Advice to Woodlot Owners and Operators
- Chronicle Article on Trans Canada Trail Cassidy Trail Link
- Englishman River Case Statement for Conservation

MOVED D. Bartram, SECONDED J. Stanhope that the information be received.

CARRIED

#### **NEXT MEETING**

The next Regular Meeting will be held, Tuesday September 5, 2006, at the RDN Committee Room at 2.30pm.

A tour of the Northern Regional Parks & Trails will be planned for September and the invitation will be extended to all Board members.

#### **ADJOURNMENT**

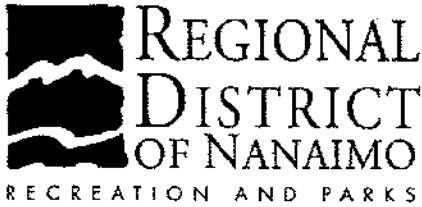
MOVED D. Bartram, SECONDED J. Stanhope that pursuant to Section 90 (1)(e) of The Community Charter, the Committee proceed to an In Camera meeting to consider a land acquisition items.

CARRIED

The Regular Meeting was adjourned at 3.40pm.

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Chair, Director Larry McNabb



R D N			
GAD		GMES	
GNDS		GMR&P	
GWDS		GMRT&P	
JUN - 7 2006			
CHAIR		BOARD	
June RPTAC		July CoW	
MEMORANDUM			

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

**DATE:** June 6, 2006

**FROM:** Joan Michel  
Parks and Trails Coordinator

**FILE:** 6240 20 ERRP

**SUBJECT:** Englishman River Regional Park – Long Term Lease with The Nature Trust of BC

**PURPOSE**

To conclude arrangements for the long-term lease agreement with The Nature Trust of BC for management and operations of Englishman River Regional Park (Block 602, Nanoose District except Part in Plan VIP76721).

**BACKGROUND**

In June 2003, the Regional Board recognized the significant recreational and environmental value of Block 602 as a regional park on the Englishman River and the potential use of the property as a site for a future domestic water intake, water treatment plant and associated works under the direction of the Arrowsmith Water Service. Accordingly, the Board resolved:

*That the purchase of Block 602 in partnership with The Nature Trust with a payment of \$300,000 over three years from the Regional Parks Acquisition Program and \$50,000 from the Electoral Area 'G' Community Parks Acquisition Reserve Fund, be approved.*

In October 2003, The Nature Trust of BC acquired Block 602 from TimberWest in partnership with eleven agencies including the Regional District, the City of Parksville and the Province of BC. The Province subsequently required that their contribution be secured through title and The Nature Trust was required to create separate 85-acre parcel now known as Lot 1, Block 602 which is based on the Crown's share of total parcel cost. Regional District staff then worked with the Province on securing regional park and bulk water supply interest in Lot 1. In late 2004 an agreement was reached with the Province for a 25-year renewable lease to govern the management of Lot 1 as a regional park and a statutory right-of-way for bulk water supply purposes.

In January 2005, final arrangements for the securing and payment of the Block 602 acquisition were presented to the Regional Board, and the Board resolved:

*That the Regional Board authorize the acquisition by the Regional District of:*  
 (a) *A beneficial 350,000/1,356,000ths share in Block 602, Nanoose District, except the part included in Plan VIP76721 in consideration of a Regional District contribution of \$350,000;*

- (b) *A leasehold interest in Lot 1, Block 602, Plan VIP76721 for regional park and trail for a term of 25 years with a right of renewal for 25 years;*
  - (c) *A Statutory Right-of-Way over Block 602 except Part in Plan VIP76721 for regional park and trail purposes;*
  - (d) *Statutory Rights-of-Way over Block 602 and Lot 1 for water utility purposes associated with the bulk water service;*
- and authorize the execution of the associated lease and right-of-way documents.*

Shortly thereafter, it was concluded that a long-term lease was preferable to the statutory right-of-way referred to in (c) above in order to better address the Regional District's regional park interests with The Nature Trust on the remainder of Block 602. Regional District staff undertook the preparation of a 99-year Englishman River Regional Park lease between The Nature Trust of BC and the Regional District and in March 2005 presented a draft lease document to The Nature Trust for review. The Regional District then released its contribution of \$350,000 at the end of the month.

The Nature Trust responded to the Regional District's draft long-term lease for the management of Englishman River Regional Park in December of 2005. Aside from noting the need to add Ducks Unlimited Canada and the Nature Conservancy of Canada to the list of owners of Block 602 remainder, the only issue raised by the Nature Trust concerned the name of the regional park. A compromise was eventually reached: *Englishman River Regional Park* will be the general name for the property and *Englishman River Regional Park, a Conservation Area along the River Corridor* will be the name used for park entrance signage and park management plans. In May 2006, The Nature Trust solicited comments on the draft 99-year lease from Ducks Unlimited and the Nature Conservancy. The Nature Conservancy has accepted the draft; a response from Ducks Unlimited is expected by June 9<sup>th</sup>.

Upon the execution of the 99-year lease for Englishman River Regional Park, Regional staff will proceed to work with The Nature Trust on the development of terms of reference for a park management plan. According to the 99-year lease, the terms are due by December 2006, and a completed management plan by October 2007. A fish and wildlife advisory committee (The Nature Trust to chair) will also be inaugurated in order to assist with the management of a wide variety of conservation partners active at Englishman River Regional Park, e.g., Fisheries and Oceans Canada, BC Conservation Foundation, Community Fisheries Development Centre, Englishman River Watershed Recovery Plan steering committee.

## **ALTERNATIVES**

1. That the Regional Board authorize the execution of a 99-year lease with The Nature Trust of BC for the operation and management Englishman River Regional Park, legally described as Block 602, Nanoose District except Part in Plan VIP76721 thus completing arrangements relating to the acquisition of Englishman River Regional Park.
2. To decline the leasehold offer and to provide alternative direction.

## **FINANCIAL IMPLICATIONS**

The 2006 Regional Parks Budget includes \$15,000 for professional fees related to the development of a management plan for Englishman River Regional Park. Long delays in concluding a property lease with The Nature Trust means that expenditure will not take place until 2007. The Nature Trust has set aside

matching funds to assist with the development of the management plan; it is also expected that the Arrowsmith Water Service will contribute financially to the development of the plan.

Long term maintenance, capital and development costs for the regional park will be determined through the management plan process. Funding is currently in place through the Five Year Financial Plan for basic maintenance and operational costs.

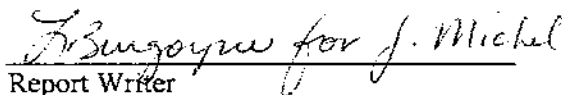
### SUMMARY

In October 2003, The Nature Trust of BC announced that it had acquired Block 602, a 439-acre property on the north shore of the Englishman River, with the financial assistance of eleven conservation partners including the Regional District and the Province. The property is to be managed by the Regional District as regional park, and also used for future bulk water supply facilities. Transfer of the Regional District's financial contribution to The Nature Trust and conclusion of related security arrangements were delayed when the Province required sole title to a portion of the property as security for its contribution. Over the course of 2004, Regional staff worked with the Province on the subdivision of Block 602 into Lot 1 and remainder, and on agreements including a 25-year renewable lease to secure the Regional District's park and water supply interests on the newly created provincially owned Lot 1. In January 2005, the Regional Board approved final park and water supply security arrangements with The Nature Trust and the Province, along with the release of the Regional payment for Block 602.

Later in January 2005, it became clear that a lease and not a statutory right-of-way should be used to secure regional park interests with The Nature Trust on the remainder of Block 602. In March 2005, Regional staff presented The Nature Trust with a draft 99-year regional park management and operating lease, and released the Region's financial contribution. In December 2005, The Nature Trust responded to the draft lease; a minor issue regarding the park name was resolved in early 2006. The Nature Trust circulated the draft lease to additional title holders Ducks Unlimited and the Nature Conservancy in May 2006; final approval by the three title holders is promised in June. Upon the signing of the lease, staff will proceed with the development of terms of reference for a park management plan to be completed in 2007.

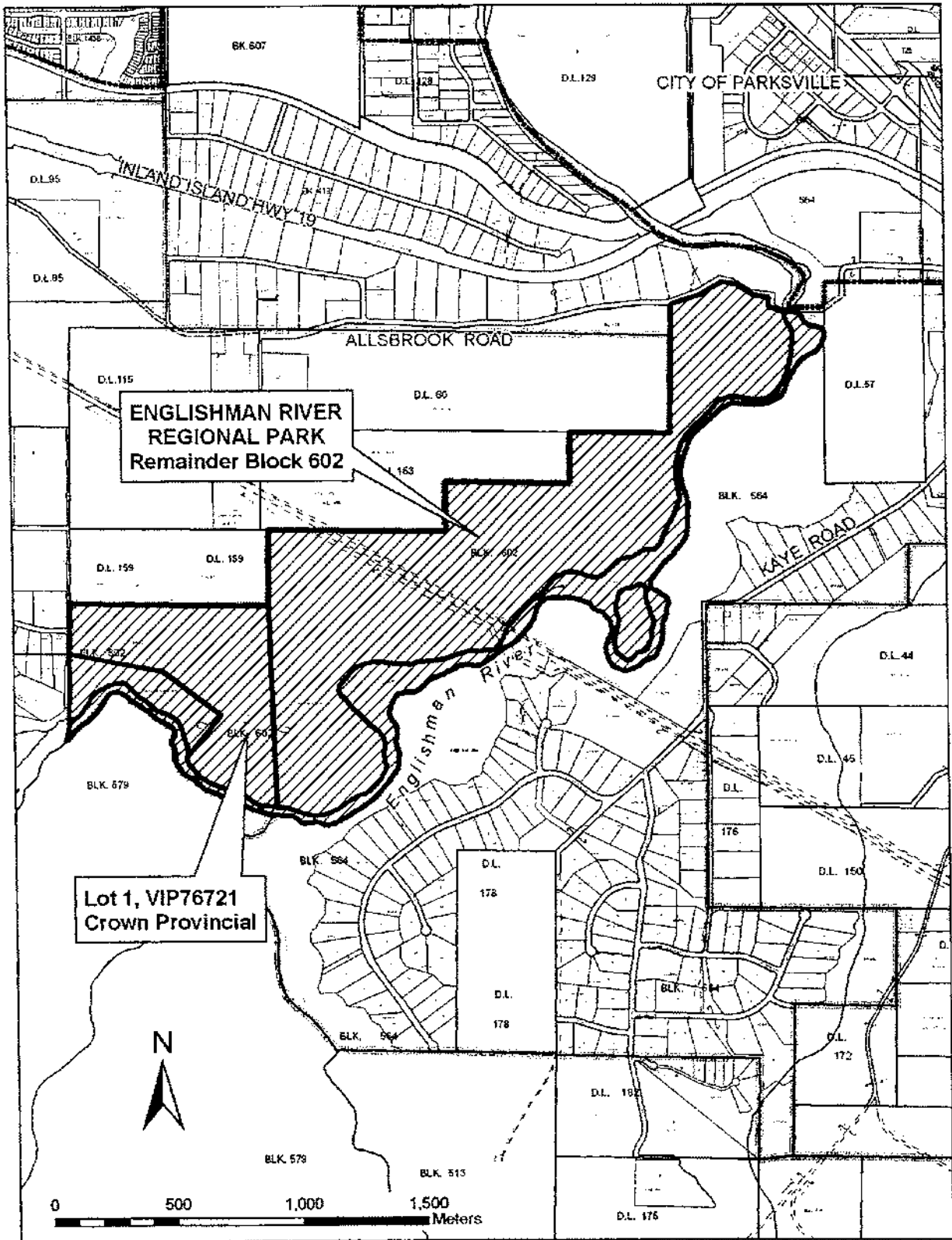
### RECOMMENDATION

That the Regional Board authorize the execution of a 99-year lease with The Nature Trust of BC for the operation and management Englishman River Regional Park, legally described as Block 602, Nanoose District except Part in Plan VIP76721.

  
Report Writer

  
General Manager Concurrence

  
CAO Concurrence





## MINUTES

Electoral Area 'A' Parks and Green Spaces Advisory Committee  
Thursday, May 18, 2006  
Cedar Heritage Center, 1644 MacMillan Road, Cedar.

**Attendance:** Judy Burgess (Chair)                      Joe Materi  
                  Frank Garnish                                Gay Cunningham  
                  Kerri-Lynne Wilson                            Joe Burnett (Area 'A' Director)  
                  Barbara Metcalf,                                Lynnette Aldcroft

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

**Apologies:**              Margaret Johnson

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Meeting was called to order by Chair, Judy Burgess at 7:38 pm

### AGENDA

MOVED L. Aldcroft SECONDED J. Materi that the agenda be adopted. CARRIED

### APPROVAL OF MINUTES

MOVED J. Burnett SECONDED K-L. Wilson to approve the minutes of the March 16, 2006 meeting. CARRIED

### BUSINESS ARISING FROM MINUTES

#### McMillan Road Subdivision application and Parkland Dedication proposal.

There is ongoing discussion between RDN Subdivision and Engineering staff and the applicant with regards this application. A Public Information Meeting (PIM) to consider the revised proposal is set for June 1, 2006 at the Cedar Heritage Centre.

### COMMUNICATIONS AND CORRESPONDENCE

MOVED L. Aldcroft SECONDED J. Burnett to receive the following items of correspondence.

- a) Brebber Road closure application response in the negative to Ministry of Transportation from RDN Senior Planner.
- b) Road closure application in Main Road vicinity response in the negative to Ministry of Transportation from RDN Senior Planner.
- c) Hul'quim'num Treaty Group letter regarding kayak boat launch at Cedar boat ramp (Nelson/Murdoch Road area).

CARRIED

### REPORTS AND DISCUSSION ITEMS

#### a) Director's Report – J. Burnett

- RDN Recreation and Parks staff will be playing a greater role in working with School District 68 and the community residents in acquiring permission for use of land, and with the preliminary design stage of the proposed Cedar Skate Park.
- Recreation Services Master Plan for Electoral Area A – a consultant will be in place by the end of May and a committee formed by the end of July to prepare a Plan for providing recreation services to Area A residents.

**b) Staff Report - Jeff Ainge**

**Summer staff have started. Work program in Area A includes:**

- MCT resurfacing portion of trail where earthworks altered drainage patterns (between Woobank Rd and Hemer Provincial Park)
- Creating improved parking area for six cars at Fry Rd entrance to Nanaimo River Regional Park, upgrading trail head, and installing new signage.

**Kipp Road Community Park:**

- GPS data capture of portion of park completed with assistance of Joe Materi.
- Staff have spoken with City of Nanaimo parks planner and she is keen to work with us on eventual connections through to their system.
- Unsure at this stage of status of large City owned property adjacent.
- What do Committee want to focus on?

**Arboretum:**

- A lot of work by volunteers completed.
- Mowing contractor now retained for regular mowing.
- Signage and other improvements planned.

**Skate park:**

- Awaiting report from geotechnical and soils analysis on ability of ground to take weight of cement required for skatepark. Dan Porteous and Jonathan Lobb are working on this with local residents.

**Role of Parks Advisory Committee's with subdivision applications with parkland implications:**

- Tom is working on revising the role of POSACs and is due to present to the Board directors later this month. The role is likely to be altered, but advice will still be sought and PIMs likely to remain as well.

**Other Regional Parks & Trails items**

- Staff visited Mount Benson Regional Park with NALT and Malaspina University-College to look at the newly acquired property. Access through neighbouring properties is an issue and requires some discussions.
- The Regional Parks and Trails committee toured the Southern Regional Parks & Trails including the Haslam Creek Bridge on the Trans Canada Trail and the MCT trailhead at Morden Mine.

**c) Morden Colliery Trail Subcommittee - K-L Wilson**

- Discussed the possibility of a name change to reflect the expansion of the trail areas that the committee is concerning itself with.
- A spring cleanup of the Trail will be forthcoming.
- Pope and Talbot will be working on replacing the water pipeline and that will impact the trail and access to it in places for a few weeks this spring.
- Mrs. Eert who owns property near the trail has had trespass issues. Staff responded with site visits and installing signage and log barriers at the edge of the trail corridor. F. Garnish suggested purchasing the property to reduce any trespass conflicts.
- Cedar Estates development adjacent to the Wheatsheaf has been approved by the Regional Board. The RDN has expressed an interest in ensuring there are no negative impacts to the Trail and that the trail remains a rustic and historic experience. Uniform fencing along the edge in the vicinity of the trail has been requested, along with low maintenance plantings.

**d) Morden Mine Society – Judy Burgess**

- The concert featuring David Gogo was a success raising \$3000.00.
- Herold Engineering is doing the study of the mine site.
- Judy advised that she is relocating to Tahsis later in the year. This will result in the Committee needing a new chair and the Friends of Morden Mine without her leadership.

**IN-CAMERA MEETING**

MOVED K.L. Wilson, SECONDED B. Metcalf that pursuant to Section 90 (1)(e) of *The Community Charter*, the Committee proceed to an *In Camera* meeting to consider a land acquisition item.

CARRIED

**ADJOURNMENT**

MOVED L. Aldcroft, SECONDED J. Burnett that the regular meeting be adjourned at 8.55pm.

CARRIED

**RECONVENE REGULAR MEETING**

The Regular Meeting reconvened at 9.10pm

**NEXT MEETING**

Next meeting date was set for Thursday, July 20, 2005 7:30pm at the Cedar Heritage Centre.

**ADJOURNMENT**

MOVED F.Garnish, SECONDED K.L. Wilson to adjourn the meeting at 9:15 pm.

CARRIED

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Chair

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE REGULAR MEETING HELD ON MONDAY, APRIL 10, 2006 AT 7:00 PM WOMEN'S INSTITUTE HALL, GABRIOLA ISLAND

#### **In Attendance**

Don McLaughlin  
Jacqueline Cecil Sears  
Director Berni Sperling

Marylyn Beaubien  
John Buttrick

Kerry Marcus  
Barrie Innes

#### **Staff**

Joan Michel

#### **Absent**

Tom Cameron and Adrian Thomson

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Chairman D. McLaughlin called the meeting to order at 7:05 pm and asked all members to introduce themselves. J. Michel distributed binders of park information, reports and maps to new members.

#### **ADOPTION OF AGENDA**

MOVED K. Marcus, SECONDED M. Beaubien, that the Agenda be adopted. CARRIED

#### **ELECTION OF CHAIRPERSON AND SECRETARY**

J. Michel thanked D. McLaughlin for his work as Committee Chairperson over the last year and K. Marcus for her work as Secretary. J. Michel led the Committee through the election of Chairperson and Secretary for 2006. D. McLaughlin was acclaimed Chairperson; K. Marcus, M. Beaubien and J. Butterick were acclaimed as co-secretaries who will share duties.

#### **DELEGATIONS AND PRESENTATIONS**

None.

#### **APPROVAL OF MINUTES**

MOVED K. Marcus, SECONDED M. Beaubien, that the Minutes of the November 14, 2005 Area 'B' Parks and Open Space Advisory Committee Regular meeting be approved as presented. CARRIED

#### **BUSINESS ARISING FROM MINUTES**

None.

#### **COMMUNICATIONS AND CORRESPONDENCE**

None.

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

##### Spring Beach

As committed, then Director G. Lund carried out the final consultation with residents in the Spring Beach neighbourhood regarding the Ministry of Transportation's proposed sale of a piece of the Spring Beach road allowance to D. Pellant. The neighbours were satisfied that the proposed sale would not interfere with the community's proposed use of the beach access. The Ministry of Transportation was informed accordingly that the Regional District had no objections to the proposed sale of road allowance. The

Committee discussed development plans for the upper part of the beach access and note was made of neighbour interest in fundraising for a view bench in honour of the Sweet family.

## **STANDING REPORTS**

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

- J. Michel reviewed the outstanding BA projects that have been approved by the Regional Board as to obtaining permits to development from the Ministry of Transportation; these include Rowan Way GI-52, Shaw Rd GI-43, and Easthom Rd GI-27. Survey work is required before the accesses can be improved. GI-16 Decoursey Dr is of interest to neighbours and would be a future potential development site.
- K. Marcus noted that the Area B parks and trails map requires updating to include the new BA by Drumbeg between GI-60 and GI-61.
- B. Innes expressed interest in coordinating BA projects; R. Young the previous group leader is a neighbour and can assist.
- On URAs, it was noted that Tin Can Alley is the current top priority because it provides trail connection to the 707 Acre Community Park from the village centre.

### Community Parks (CPs)

- The owner of a lot on Commodore Way is expressing interest in formalizing public access to the existing trail across their property that links Commodore with Withey and Coast Roads. J. Michel will continue to work with the private landowners on the development of a trail license agreement.
- J. Michel led the Committee in a review of the CP portfolio, how CPs typically come about, and the unique status of Cox Community Park within the Regional District of Nanaimo in that this community park was acquired through referendum and borrowing by the residents of Electoral Area 'B'. Director Sperling emphasized how precious Cox CP is to the community.
- Significant erosion to the shoreline at Mudge Community Park from winter storms and surge will be addressed this year. Professional design input is required before restoration work can be initiated.
- The new gate has been installed at the Ricki Road entrance to the 707 Acre CP in order to prevent unauthorized vehicle access. A local contractor will be expanding the large ditches at the Fisher Road entrance. Other unauthorized park entrances will be addressed over the course of the year, and park signage installed at main entrances.
- The Potlatch density transfer proposal involving four densities from Cox Community Park was effectively closed in January 2006. Public consultation during the spring of 2005 elicited a strong minority opinion against the proposal and highlighted the need for further community discussion and a pause for the fall municipal elections. The developer was advised in January that the RDN would not be in a position to negotiate use of the Cox densities until a more thorough public review and plan for parks and trail on Gabriola could be completed, possibly in 2007. Potlatch decided to proceed with alternative development options, which are not expected to trigger a parkland dedication.

### Volunteer Appreciation Certificates

New Committee members were briefed on previous POSAC agreement to recognize community park volunteers once a year. Committee members were encouraged to start making a list for 2006.

### Memorial Park Structures

New Committee members were briefed on the POSAC process employed to date when community members express an interest in donating benches, picnic tables and other structures to community parks. The recent installation of a memorial bench at Blue Heron Park was noted.

### Director's Update

Director Sperling stated that the POSAC was an important committee that must reflect the views of the entire community. The unique situation of Electoral Area 'B' where the planning function including

parkland dedication is controlled by the Islands Trust means that the RDN Director and the POSAC have a limited role to play here in land use decisions involving parkland. The role of other POSACs in recommending parkland dedications is currently under review.

#### RDN Regional Parks

- For the benefit of new members, J. Michel reviewed the difference between regional and community parkland within the RDN and noted recent regional acquisitions including Mount Benson. B. Sperling commented that the new \$10 parcel tax to raise funds for regional park acquisition changes little for residents of electoral areas but does now see the addition of municipal residents as contributors to the regional acquisition fund.
- J. Michel reported on the current proposal for a new entrance to Descanso Bay Regional Park that is coming about as a result of the subdivision being developed next door. The current proposal from the Ministry of Transportation and developer would see the closure of the existing Regional Park driveway and creation of an improved driveway immediately to the south on the developer's property, off of which would run an access to the new subdivision. The developer will be responsible for all development and costs including paving. There will be no loss of regional parkland associated with the new driveway development; any park trees needing removal will stay with the park for use on the property.

#### **NEW BUSINESS**

##### 2006 Budget and Proposed Project Expenditures

J. Michel reviewed the Regional Board approved 2006 community park budget for Electoral Area 'B': approximately \$30,000 in development funds are available this year for maintenance and new works. The recently installed gate at the Ricki Road entrance to the 707 Acre CP cost \$5,500. Priorities for the balance of development funds were discussed. It was clarified that donations for specific projects can be accepted and community partners in development are encouraged and welcomed.

##### Brickyard Property

The history of the property adjacent to BA GI-37 was reviewed. The property represents fill from the old brickyard and is not actually registered with Land Titles. The Province's Integrated Land Management Bureau is responsible for the land and will accept a license to use application from the RDN given support by the upland owners. J. Michel will pursue. The existing toilet will likely require replacement and a mowing contract will be needed for the property.

##### Coats Millstone Property

The Islands Trust Fund is exploring divestiture of the property, and would like to turn it over to the RDN. There are numerous property management issues associated with the property and the implications especially financial of RDN acquisition must be carefully examined. Community consultation by the Islands Trust Fund is required to initiate the process.

#### **COMMITTEE ROUND TABLE**

- Director Sperling reported on calls to register rabbits as a means of control.
- The Committee concluded that there is no need to change POSAC meeting times from evening to daytime.
- Previous POSAC intentions to visit Mudge Island were discussed. No Committee visit is now planned.
- J. Michel is to place a notice with the Sounder and the Shingle regarding each upcoming POSAC meeting.

**NEXT MEETING**

The next meeting will be held Monday, June 12, 2006, at 7:00 pm at the Women's Institute Hall.

**ADJOURNMENT**

MOVED B. Innes, SECONDED D. McLaughlin, that the meeting be adjourned.

CARRIED

**TIME            9:03 PM**

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D. McLaughlin  
Chairman

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

**JUNE 5, 2006. – 7:00 PM**  
**NANOOSE LIBRARY HALL,**  
**NANOOSE ROAD, NANOOSE BAY**

**MINUTES**

**Attendance:** George Holme (Area E Director)  
Gabrielle Cartlidge  
Paula Young  
Anette Thingsted  
Frank Van Eynde (District 69 Recreation Commission Rep)

**Apologies:** Kiwi Stanners  
Stephen Watson

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

**Public:** Karen Zaborniak

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Meeting was called to order at 7:00 pm by F. Van Eynde.

**ADOPTION OF THE AGENDA**

MOVED G. Holme, SECONDED P. Young that the agenda be adopted as presented.

CARRIED

**APPROVAL OF MINUTES**

MOVED G. Cartlidge SECONDED A. Thingsted that the minutes of the April 3, 2006 meeting be approved.

CARRIED

**BUSINESS ARISING FROM MINUTES**

See item (d) under Reports and Discussion Items below.

**PARKLAND DEDICATION REFERRALS**

J. Ainge provided an update on current and ongoing park dedication proposals:

- 1.) Fairwinds – Bonnington Heights Development. (Rem DL 78 and Rem DL 30). Fairwinds has deferred the park land dedication for the Bonnington Heights development pending further evaluation of the environmentally sensitive areas in the proposed development. Fairwinds is also proposing to offer a trail corridor ‘in kind’ (to link Bonnington Drive to Carmichael Road) that will not be part of the parkland dedication. A Public Information Hearing on this development proposal is scheduled for 7 pm, Thursday, June 15, 2006.
- 2.) Davenham Road and Oakleaf Drive. The public meeting on May 31, 2006 was attended by less than 12 people. The public comments are being compiled by the planning staff, but overall the proposed parkland dedication was supported. The developer agreed to provide parking for at least 3 vehicles at



the Oakleaf cul-de-sac. The developer also offered to build a trail along the road side parcel of the parkland dedication. The current development plan will not be using the Davenham Road access, but will be using the existing Oakleaf Drive. G. Holme suggested that this may provide opportunities for the RDN to approach the Ministry of Transportation regarding a transfer of the undeveloped Davenham road right-of-way into parkland. This would provide a linked trail from the existing section of Davenham Road to Oakleaf Drive, reducing pedestrian traffic on a portion of Dolphin Drive.

- 3.) The RDN Subdivision staff would like to follow up on a previous meeting involving Department of Fisheries and Oceans, Streamkeepers, and the RDN regarding Craig Creek. A follow up meeting is required with Timberstone Developments.
- 4.) Ballenas and Wall Beach Roads. The applicant still wants to offer parkland for this development. The referral by the POSAC to accept cash-in-lieu still stands, and RDN planners are talking to the applicant about a new proposal that would involve a trail running through the property, past the eagle tree. A public information meeting will likely be scheduled in the near future with regard to this new proposal.

## REPORTS & DISCUSSION ITEMS

- a) Nanoose Place landscaping progress. P. Young updated the committee on the progress of the Nanoose Place landscaping project. Since the last update the irrigation has been installed. While the project was waiting for irrigation the school board was helping water the area with their sprinklers. A new stone pad was installed by a back hoe driver. Northwest Bay Nursery have provided some more trees to replace ones that did not survive an earlier planting. The Seniors Activity Society has provided some funding to cover the cost of gravel used in the project. A work party is set for Saturday, June 10 to put down bark mulch and donated compost. The Project funds are dwindling and a meeting is proposed with the Lions Club to discuss funding for the 3<sup>rd</sup> Phase of the project (which could include building a gazebo). Nanoose Place is also looking at contributing funds toward irrigation for beds closer to the hall.
- b) J. Ainge provided an update on local and regional items, including:
  - The Parks Update Report for the months of March and April, 2006 was distributed at the meeting
  - J. Ainge provided a verbal report of the parks update for May. The two summer students have started, and have completed a number of Nanoose Bay projects, including clearing broom and blackberry from the edge of Dolphin Marsh. The broom debris was run through a chipper and now there is a clear view of Dolphin Marsh from the gravel road. There is discussion with the Nanoose Naturalists regarding placement of a bench adjacent to Dolphin Marsh, and installation of an interpretive sign to identify bird and aquatic life of the marsh. Other projects the crew hope to tackle this season include more weed clearing and broom removal, particularly at the Henley Place community park.
  - Beach access in the Beachcomber community has been raised by local resident. Most of the access points in the Beachcomber area are overgrown and the resident would like to see some of the access points cleared and made accessible. G. Holme suggested that he would talk to Peter Wightman from the Ministry of Transportation to discuss issues regarding lack of beach access maintenance in Nanoose Bay.
  - The RDN is currently busy trying to gather more trail information and inventories regarding the newly acquired Mt. Benson lands. The hiking trail system is not signed or mapped, and has undergone drastic changes due to past logging activities. This raises concerns about public safety, and has already resulted in a recent Search and Rescue call-out to rescue two lost hikers.

- Interviews are upcoming to hire a Parks Services Manager for the RDN.
  - The Regional Parks Committee had a tour around the Regional Parks last month.
  - Bob Lapham, who was the General Manager of Development Services at the RDN, has left the organization to take a position with the Capital Regional District.
- c) Director's update. George Holme provided an update to the committee on Board discussions and items of interest:
- The Director attended the Public Information Meeting regarding the Davenham Road/Oakleaf development. The meeting went well, with no concerns regarding the park, but some concerns regarding traffic at the Oakleaf/Dolphin intersection.
  - A residents' public drop-in meeting is tentatively set for June 15, between 4:00 and 5:00 pm.
  - There will be a public hearing regarding the Fairwinds development at Bonnington Heights. It will be at 7 pm, June 15, 2006 at Nanoose Place.
- d) Nanoose Bay Parks and Open Space Master Plan – At the April, 2006 meeting POSAC members agreed to review and discuss the Parks and Open Space Plan for Nanoose Bay. Members brought their comments and ideas to the meeting to help identify some long term strategies for the committee.
- G. Cartlidge raised concerns about the 5 year shelf-life of the plan, and commented that the plan is now becoming out of date. Mrs. Cartlidge discussed the directions that were outlined in the plan. This included the emphasis on establishing a number of small community parks that were linked by a trail system. She also referred to the Parks and Open Space Master Plan Terms of Reference and how it provides background for the Nanoose Bay OCP. It was also pointed out that parts of the Parks and Open Space Plan content is out of date or inaccurate. This is due to a number of reasons including: changes in land ownership, shifts in priority areas, and advancement or completion of objectives identified in 2001. Mrs. Cartlidge suggested that the plan be updated to reflect these shifts, perhaps as an addendum to the plan.
  - A. Thingsted provided an evaluation of both the Nanoose Bay Parks and Open Spaces Advisory Committee *Terms of Reference (ToR)* and the *Parks and Open Space Plan for Nanoose Bay*.
    - Ms. Thingsted noted that the responsibilities outlined in the POSAC ToR explicitly state that the committee consider and advance the implementation of the recommendations outlined in the 2001 *Parks and Open Space Plan*, provide the Regional Board with advice and recommendations regarding park acquisition priorities, and liaise, provide leadership and work with the community on both a trail system and park planning and acquisition projects.
    - Ms. Thingsted was concerned that the 'case by case' system of reviewing Parkland Dedication Proposals as they come in from developers may not be the most successful method for meeting the goals and recommendations of the *Parks and Open Space Plan*. A. Thingsted suggested that the committee needs a more proactive strategy that can help guide the long-term implementation goals of the *Nanoose Bay Parks and Open Space Plan*. A strategic plan would supply POSAC members with a focus and some long-term goals to work towards.
    - Ms. Thingsted recommended that the first step towards development of a strategic plan for the committee would be a reassessment of the *Nanoose Bay Parks and Open Space Plan* by the committee. She expressed her desire at having POSAC members and RDN park staff re-evaluate both the 'Significant Park and Open Space Resources' identified as high priority areas in the plan, and revisit the community trail corridors/regional trails recognized in the plan. She thought this would be a worthwhile task as it would help

determine the progress of the plan and tell us what areas still remain as priorities. Once the committee can determine the current status it would give the committee a starting point to establish renewed priorities/goals.

- Finally, Ms. Thingsted expressed interest in having the POSAC strategize on how to advance the acquisition of high priority sites, such as approaching the landowners or preparing material that assists RDN staff in opening acquisition discussions.

MOVED F. Van Eynde, SECONDED G. Carlidge that the POSAC members re-evaluate the *Parks and Open Space Plan for Nanoose Bay* in order to gather and compile information towards the development of a POSAC strategic plan.

CARRIED

#### COMMITTEE ROUND TABLE

- G. Carlidge asked staff if there are plans for installation of more beach access signs in Nanoose Bay. Staff will discuss with the summer crew.

#### NEXT MEETING DATE

The next meeting will take place at the Nanoose Library Hall, 7.00pm on Monday, July 31, 2006.

#### ADJOURNMENT

MOVED A. Thingsted that the meeting adjourn at 8:45pm.

CARRIED

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Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE AREA 'H' PARKS AND OPEN SPACE ADVISORY COMMITTEE  
REGULAR MEETING HELD ON WEDNESDAY, 19 APRIL 2006 AT 7:00 PM  
LIGHTHOUSE COMMUNITY CENTRE, QUALICUM BAY

**In Attendance**

Bill Waugh  
Will Lemmon  
Director Dave Bartram

Patty Biro  
Val Weismiller

Brenda Wilson  
Michael Proctor

**Staff**

Joan Michel

**Guests**

Terry King, Dianne Eddy, Janet and Alf Grabher, Greta Taylor, Vi Chungranes

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Chairman B. Waugh called the meeting of the Electoral Area 'H' Parks and Open Space Advisory Committee (POSAC) to order at 7:02 pm.

**ADOPTION OF AGENDA**

MOVED D. Bartram, SECONDED B. Wilson, that the Agenda be adopted as presented. CARRIED

**DELEGATIONS AND PRESENTATIONS**

Mapleguard Ratepayers Association

D. Eddy, President of the Association, reviewed the current state of Deep Bay Creek Community Park, issues including clear access from Gainsberg Road, and presented the Association's proposals for park improvements. The Association has submitted a District 69 Recreation grant funding application to help cover their proposed work. J. Michel noted that RDN Parks staff would be meeting on site April 21<sup>st</sup> with Association and community members in order to review park development issues, the process for community involvement and begin setting out a 2006 development plan for the park for review by the POSAC. D. Eddy confirmed that Mapleguard Ratepayers Association members are interested in becoming park stewards. Director Bartram thanked the Association for their presentation and willingness to help steward Deep Bay Creek Community Park.

**APPROVAL OF MINUTES**

MOVED D. Bartram, SECONDED B. Wilson, that the Minutes of the 22 February 2006 Electoral Area 'H' POSAC regular meeting be approved as presented. CARRIED

**BUSINESS ARISING FROM MINUTES**

Recreation Master Plan

It was confirmed that no members from the POSAC submitted comments to P. Biro for inclusion in the Master Plan review.

## COMMUNICATIONS AND CORRESPONDENCE

Mary Stets and the Condition of the Bowser Road Beach Access

Jack Debolt and the Shoreline Drive Beach Access

Greta Taylor and the Gainsberg Road Shoulder

Debby Robinson and the New Dunsmuir Toilet

MOVED M. Proctor, SECONDED D. Bartram, that the correspondence be received. CARRIED

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

Lighthouse Seniors #152 Request for Bicycle Path

J. Michel presented a draft response for Committee review; the letter was accepted and the original signed by Chairman Waugh.

Mary Stets and the Condition of the Bowser Road Beach Access

M. Stets is looking for more maintenance of the beach access. J. Michel to examine and get back to M. Stets.

Jack Debolt and the Shoreline Drive Beach Access

J. Debolt identified winter storm erosion to the steps. Parks staff have ordered a contractor to repair the steps.

Greta Taylor and the Gainsberg Road Shoulder

P. Piro and D. Bartram have been assisting Greta Taylor in her request to the Ministry of Transportation for improvements to the road shoulder so it is easier to walk along.

Debby Robinson and the New Dunsmuir Toilet

D. Robinson was inquiring about the timing of the installation of the new toilet. J. Michel reported that the new porta-pottee and surround will be installed before school is out for the summer, and that she will be in touch with D. Robinson.

## STANDING REPORTS

### Community Parks

#### (a) McColl Road Subdivision

The developer has not yet brought forward a plan for park development including elaboration on the nature of drainage into the park from the new subdivision. Planning staff will be following up.

#### (b) Dunsmuir

The animal-proof garbage can is ready for installation. Request from users for improvement to the tennis court will be carried out this year as part of general set of improvements including addition of the new toilet and completion of the grass seeding where blackberries were removed last year.

#### (c) Thompson Clarke – Ocean Trail

The Contractor has repaired the fence. P. Biro will talk to the principal of Bowser Elementary about an official opening of the Trail and a stewardship arrangement with the children. P. Biro will measure the trailhead stiles in order to identify an adjustment that will better accommodate cyclists but will not facilitate access by motor bikes.

(d) Oakdownne

J. Michel is working with area volunteers willing to assist the summer park crew with new trail development at the park and on the associated trail networks.

(e) Jamieson Road

The fall work plan includes formation of a community group including for example the Lighthouse Recreation Society that can examine what kind of playground is desirable and affordable and work with the RDN on obtaining any grant monies required to help pay for the site work or equipment.

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

J. Michel encouraged Committee members to put the word out that residents should call RDN Parks if there is a problem with a beach access. Regarding increased calls for better maintenance and meeting community expectations, this can be achieved by area stewards taking on the job of minor maintenance such as grass clipping around benches and generally tidy-up – common in other electoral areas – or the work can be contracted out at cost to the Area H Community Park budget; there are no park staff resources for this kind of work. A map of Area H beach accesses under permit to the RDN that shows the location of garbage cans and porta-potties maintained by contractor was distributed for information.

Memorial Park Structures

No further response has so far been received on a proposed bench donation from Mr. Whitaker.

Regional Parks and Trails

(a) J. Michel distributed for information a table showing the regional park portfolio, size of each park and year acquired. Mount Benson is the newest acquisition, a direct result of the municipalities joining forces with the electoral areas in regional park acquisition funding.

(b) The Community Fisheries Development Centre crew continues work on improving the south loop of the Lighthouse Country Trail. The crew finishes in early June. Committee members are encouraged to take a look.

February 2006 Parks Staff Activity Report

Report distributed for information.

MOVED D. Bartram, SECONDED W. Lemmon, that the Standing Reports be accepted. CARRIED

**DIRECTOR'S UPDATE**

Director Bartram reported on a great day spent with the Regional Parks and Trails Advisory Committee in a review of regional parks and trails in the southern half of the Region. He noted the large size of the regional and community park and trail portfolio and the limited number (three) of regular Parks staff on hand to look after the park function, and said the work of staff is remarkable. The Regional Board is in the process of adding staff to the function.

Director Bartram revisited the regional park parcel tax instituted last fall. Residents in the electoral areas have always contributed to regional park acquisition, and as a result of the parcel tax, residents in the four municipalities (Nanaimo, Parksville, Qualicum Beach and Lantzville) will now also be contributing. Director Bartram will be issuing a detailed communication on the subject to Area H residents.

**NEW BUSINESS**

None.

### **COMMITTEE ROUND TABLE**

W. Lemmon recommended that emergency vehicle access should be included in all park planning and development, e.g., as regards Deep Bay Creek Community Park.

M. Proctor enquired about beach fires: the beach, that is the foreshore, falls under the jurisdiction of federal and provincial Crown agencies with no RDN involvement.

P. Biro enquired about clearing undeveloped road allowances (includes beach accesses): J. Michel noted that road allowances fall under the jurisdiction of the Ministry of Transportation, with some being managed by the RDN under permit. In either case, no members of the public should be using power tools and especially not chain-saws to clear paths, no water courses should be interfered with, and folks should be respectful of adjacent private property. Where the road allowance is under permit to use with the RDN, volunteers should be in touch with Park staff before engaging in any cutting or path making.

### **NEXT MEETING**

The next regular meeting of the Area 'H' POSAC will be held from 7-9 pm on Wednesday, 21 June 2006 at the Lighthouse Community Hall.

### **ADJOURNMENT**

MOVED B. Wilson, SECONDED M. Proctor, that the regular meeting be adjourned. CARRIED

### **TIME**

8:25 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, JUNE 22, 2006**

**Attendance:**

Frank Van Eynde  
Jo-ann Chase  
Patty Biro

Jack Wilson  
Dave Bartram

Eve Flynn  
Chris Burger

**Staff:**

Tom Osborne  
Dan Porteous

Sharon Ney, Recording Secretary

**Presenters:**

Don Hunter

**Absent:**

Reg Nosworthy

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**CALL TO ORDER**

1. Chair Van Eynde called the meeting to order at 3:00pm.

**DELEGATIONS**

2. None

**MINUTES**

- 3.1 MOVED Commissioner Flynn, SECONDED Commissioner Bartram, that the Minutes of the District 69 Recreation Commission Regular Meeting held on May 18, 2006, be approved.

CARRIED

- 3.2 MOVED Commissioner Chase, SECONDED Commissioner Biro, that the Minutes of the District 69 Recreation Commission Fees and Charges Committee Meeting held on June 12, 2006, be approved.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

4. None



## FUNCTION REPORTS

5. Mr. Porteous reviewed the Function Reports for Ravensong Aquatic Centre, Oceanside Place and Recreation Coordinating highlighting the following items:
- The concern regarding enough summer staff has been remedied. There is now a full compliment of staff hired to support the summer programs including the youth Outdoor Program and the Preschool camp.
  - The Whales' Tail is now functioning properly after undergoing repairs for a broken seam. The water feature was temporarily out of commission for five days.
  - The Ravensong Breakers Swim Club expressed concerns that the temperature of the main pool was too high for training. When staff checked it was apparent that the temperature had risen and that there was a problem with the thermostat. The problem has been remedied and the temperature has been set back to the 84.5 degrees that has been the established standard at Ravensong for some time. Although the Swim Club would prefer a lower temperature still, the general public needs to be considered as well and most prefer warmer temperatures. Finding the balance can be difficult and for the time being the 84.5 degree temperature will be maintained.
  - The Ravensong Breakers Swim Club has requested additional time for training at Ravensong. After all other user requests were addressed there were some concessions provided to the Club; however, not all the time requested was approved. At present the Swim Club representatives seem satisfied with the changes.
  - Tony Toriglia and Dan Porteous are touring various Vancouver Island Aquatic facilities on June 23, 2006 to continue exploring future potential regarding a wellness centre at Ravensong. In particular, the facilities of Esquimalt, Oak Bay, Saanich and Ladysmith are targeted.
  - Mr. Toriglia is working on the development of a barbeque/picnic area directly behind the building on the north side. This area will potentially have a patio area and gas barbeque pits.
  - It was stated that the Regional District of Nanaimo Recreation and Parks, is very well represented at the provincial level with BCRPA. Mr. Osborne is the current President Elect, Mr. Toriglia is the Aquatic Branch representative and Mr. Porteous is the Vancouver Island Coast Regional Liaison.
  - The dry floor surface in the Howie Meeker arena has provided opportunities for Lacrosse and in-line skating during the months of May and June. The ice will be going back in the Howie Meeker arena beginning July 17. This is necessary for the Hockey Schools taking place during July and August.

- It was noted that there is a parking issue at the front of Oceanside Place in the no parking zone. The Department is looking into a possible towing contract to address this ongoing problem.
- The old Zamboni ice cleaner underwent major repairs recently. There is discussion of purchasing a new machine.
- The Fall and Winter Active Living Guide will have a new look. This publication will be available mid-August.
- Marilyn Newsted, Recreation Program Secretary, visited Oceanside Place Arena in early June. She is recovering from a bicycle accident and is planning to return to work at the end of September.
- The Traveling Playground will once again operate in the Nanoose Bay, and Errington area for the summer, and will include the addition of French Creek and Bowser.
- Youth Programmer, Chrissie Haight has been introducing herself to the community, meeting with local schools, PAC groups, Youth Link and other youth serving agencies as well as the youth themselves.

Mr. Osborne reviewed the Function Report for Regional Parks and Trails and Community Parks highlighting the following:

- Three summer Parks staff have been hired and are working throughout the seven electoral area community parks and the regional parks and trails system
- At the July Regional Board Meeting, the Regional District will approve a 99 year lease with the Natures Trust of BC for the RDN to manage Lot 602, now known as Englishman River Regional Park.
- Mr. Osborne will meet with Mr. Burt next week to discuss the issue of access to the Deep Bay Community Park in Electoral Area H and the use of this access as the resident's driveway.
- Wendy Marshall was hired as the new Manager of Parks Services. Wendy is currently the Parks Manager for the Township of Esquimalt and will leave that position and join the RDN on July 31, 2006. Wendy has a background in horticulture and has worked in a variety of positions in the parks field leading up to her current position.

MOVED Commissioner Bartram, SECONDED Commissioner Burger, that the Function Reports be received.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS**

6. None

**BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE**

7. None

**NEW BUSINESS**

- 8.1 Mr. Osborne reviewed the Recreation Services Master Plan report for 2007-2016.

MOVED Commissioner Wilson, SECONDED Commissioner Bartram, that the Recreation Services Master Plan for Oceanside (2006-2017) be approved to guide the development, management, administration and operations of recreation services in District 69.

CARRIED

- 8.2 Mr. Porteous reviewed the 2006/07 recreation services fees and charges report for the District 69 recreation functions, which include Oceanside Place, Ravensong Aquatic Centre, and Recreation Coordinating.

MOVED Commissioner Bartram, SECONDED Commissioner Flynn that the applicable admission and rental rates in Appendices A, B, and C be amended to reflect the new six percent GST rate that will take affect July 1, 2006.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Flynn that the program, admission and rental fees for Oceanside Place in 2006/07 be approved as outlined in Appendix A.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Flynn the program, admission and rental fees for Ravensong Aquatic Centre in 2007 be approved as outlined in Appendix B.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Flynn that the Recreation Coordinating program fees and recovery rates, administration fee, and revenue-sharing percentage ratio for Term Instructor (Companies) agreements for 2007 be approved as outlined in Appendix C.

CARRIED

- 8.3 Mr. Osborne reviewed Parksville Curling Club Society Sublease of District 69 Arena Report that included revisions to financial reporting sections of Sublease with the Parksville Curling Club Society for use of the District 69 Arena.

MOVED Commissioner Bartram, SECONDED Commissioner Chase, that the Regional District of Nanaimo approve the revised Sublease with the Parksville Curling Club Society with amendments made to Section 5.21 and the addition of Sections 5.22 and 5.23 for the use of the District 69 Arena for the term of October 1, 2003 to March 31, 2008.

CARRIED

#### COMMISSIONER ROUNDTABLE

9. Commissioner Chase reported that revamping of Maple Glen Park is underway and that the local community is becoming involved with parks.

Commissioner Wilson reported the Qualicum Beach Community Park Plan is under review. An advisory meeting will be held on Monday, June 26<sup>th</sup> with a public information meeting to follow at the Qualicum Beach Civic Centre, 7:00 pm.

Commissioner Biro reported the Bay Creek Park Stewards have cleared out debris from Deep Bay Creek Park in preparation for a creek crossing. A stream assessment will now have to be done in order to proceed.

Commissioner Bartram presented the concept of a BMX track/park being explored in the Deep Bay area.

Commissioner Burger presented information pertaining to the new plans for the Parksville Community Park including the possibility of a kayak rental business in the south east corner of the park or something similar. The Plan is yet to be approved.

#### COMMISSION INFORMATION

10. None

#### NEXT MEETING

The next meeting will be held, Thursday, September 21, 2006 at Oceanside Place at 3:00 pm.

#### ADJOURNMENT

MOVED Commissioner Bartram, SECONDED Commissioner Chase, that the meeting be adjourned at 4:10 pm.

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Frank Van Eynde



R D N			
CAO		GMES	
GMCS		GMR&P	
GVDS		GMRT&P	
JUN 15 2006			
CHAIR		BOARD	
<i>D69 Rec Commission</i>			
<i>July 6th</i>			

**MEMORANDUM**

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

**DATE:** June 14, 2006

**FROM:** Dan Porteous  
Manager of Recreation and Parks

**FILE:**

**SUBJECT:** Recreation Services Master Plan for Oceanside 2007-2016

**PURPOSE**

To seek Board approval of the Recreation Services Master Plan for Oceanside (2007-2016).

**BACKGROUND**

The Regional Board at its October 25, 2005 regular meeting endorsed the Recreation Services Master Plan project Terms of Reference that outlined a plan for developing the Recreation Services Master Plan for Oceanside and the process for retaining a qualified consultant to undertake the project. Following a public Request For Proposals, Professional Environmental Recreation Consultants Ltd. (PERC) was retained and the project commenced in January of 2006.

The purpose of this project was to prepare an updated and renewed Recreation Services Master Plan that would provide guidance, direction, and recommendations to the Regional Board, the District 69 Recreation Commission and the Recreation and Parks Department regarding the delivery of recreation services. An initial Recreation Services Master Plan was completed in 1995 and many of the recommendations had been considered and acted upon during the past ten years. As with the previous Plan, this new Plan would be a guide for the development, management, administration and operations of recreation services for the next ten years (2007-2016).

A Recreation Services Master Plan development process was overseen by the District 69 Recreation Commission. The Commission, in conjunction with staff, was involved in reviewing and providing feedback on draft information presented by the Consultant throughout the process as well as attending scheduled open houses and providing recommendations to the Regional Board regarding the final document.

A key component to the planning process involved the completion of background research including a review of previous Department planning documentation (1995 Master Plan, subsequent Recreation Facilities Plan, and Youth Services Plan); a review and analysis of current and future demographics; a review of the existing inventory of parks, facilities and programs; and a trends analysis related to the delivery of recreation services.

Another large and key component of the process, both in terms of effort and time was spent on public consultation. The Consultant implemented a survey process that provided a valid, statistical analysis with

response rate of 48% and included 580 completed surveys returned. The survey's level of confidence of 4.1% (nineteen times out of twenty) suggests a high level of reliability for the survey process.

The Consultant also met with Recreation and Parks staff, key stakeholders and representatives approximately sixty-five recreationally related community organizations to gather pertinent information regarding current and future recreation services. Two open houses were also organized to provide community residents an opportunity to consider draft findings and key recommendations being presented by the consultants prior to the completion of the final document. Approximately seventy individuals participated in the two Open Houses hosted over two evenings, first in Qualicum Beach and then Parksville. Input from all of these individuals and groups was compiled and taken into consideration as the Plan and recommendations were developed.

The Plan speaks to a variety of recommendations under a number of key areas including: Planning for Leisure Services, Recreation Facilities, Parks and Open Space, Recreation Services and Marketing and Administration. Following are some of the key findings and recommendations in the immediate and short term time frames:

#### *Planning for Leisure Services*

- Involve staff and the Commission in reevaluating and amending the current Mission and Vision Statements, as well as the Philosophy, Goals and Service Objectives that were outlined in the previous Master Plan.

#### *Recreation Facilities*

- Defining "centralized" facilities for the Department and the community.
- Continue with plans to develop a wellness centre at Ravensong Aquatic Centre and to future explore expansion opportunities of Ravensong Aquatic Centre including additional pool space.
- Further explore the current demand for facility usage in municipal and school district facilities and consider the need for a multi-purpose centralized facility if the supply cannot meet the demand.
- Provide assistance to Electoral Areas with respect to enhanced resources regarding localized facility maintenance and "decentralized" recreation programming.
- Support the Cultural Coalition in preparing a feasibility study for a centralized arts facility.

#### *Parks and Open Space*

- Explore future potential for a major sports complex in the Oceanside area including track and field.
- Continue with trail development throughout Oceanside as a key linkage for recreational pursuits.
- Collaborate with key partners including the municipalities and the school district to consider potential areas of cooperation with respect to Sportsfield development and maintenance.
- Explore opportunities to enhance parks as youth friendly by providing facilities and amenities that are attractive to youth throughout the Oceanside area.

#### *Recreation Services and Marketing*

- Establish formal processes and evaluative criteria for measuring the quality of program services and customer satisfaction.
- Continue to provide the Financial Access Program and enhance the Department's program by implementing the Canadian Parks and Recreation's "Everybody Gets To Play" program and principles.
- Explore opportunities to further enhance accessible and affordable program opportunities within existing community facilities throughout Oceanside, especially in the Electoral Areas.

- Review and enhance the Department's Marketing Plan and find ways to market more affectively to all residents of Oceanside including the ongoing development of the RDN website and on-line registration.
- Focus on health and wellness related programming in terms of the overall benefits to the residents of Oceanside, including the development of programs pertaining to the outdoors and parks, such as gardening and home landscaping.

#### *Administration*

- Develop ice and pool allocation policies and processes.
- Develop a partnership strategy for the Department with respect to working with other organizations.
- Explore a partnership agreement with the School District including joint use, potential joint developments, and program partnerships.
- Explore staffing requirements for recreation and parks services, and develop new staffing structures as necessary.
- Develop a formal process for ongoing demographic and trends analysis.
- Develop a community development strategy in relation to community needs and direct programming services.
- Continue to seek Commission and Board support regarding the allocation of operating surpluses to a facility development and repair reserve fund.

A copy of the comprehensive Master Plan is provided under separate cover and the Executive Summary is attached to this report (Appendix I).

#### **ALTERNATIVES**

1. To approve the Recreation Services Master Plan to guide the development, management, administration and operations of recreation services in District 69.
2. To not approve the Recreation Services Master Plan and request the District 69 Recreation Commission and staff to make revisions to the Plan as directed.

#### **FINANCIAL IMPLICATIONS**

The consultant has presented Master Plan recommendations in terms of immediate, short term and long term. If the Master Plan is approved, each of the recommendations outlined would need to be further explored by staff and the Commission for consideration in the Regional District's annual budget process. Any of the immediate and short term recommendations that are approved will need to be considered within the budget planning processes beginning in 2007 and through to 2012 based on the current Five Year Financial Plan. Each of the recommendations would also need to be explored in terms of priority and available resources, and will also require Board approval at the appropriate time that these recommendations are pursued. Long term recommendations will be considered in additional years beyond the current Five Year Financial Plan. Necessary adjustments to the Five Year Financial Plan would be amended accordingly if necessary depending on the priorities and approval process.

The Department staff, Commission and ultimately the Board will be involved in prioritizing recommendations based on cost/benefit value, resource allocation, as well as the impact on current and future Five Year Financial Plans in terms of cost recoveries and tax requisitions.

Should the plan not be approved as presented, the Annual Budget may need to be amended accordingly to provide for additional resources to make any significant changes or amendments as recommended by the District 69 Commission and/or as recommended and directed by the Board. Such changes may also affect the Five Year Financial Plan, which would need to be amended accordingly.

## **INTERGOVERNMENTAL IMPLICATIONS**

The Plan includes a number of recommendations that pertain to collaborating with and possibly partnering with local municipalities and the School District depending on the particular issues involved. The Recreation Department has been involved with these organizations in the past regarding a variety of administrative and operational issues, and will continue to involve and work with the City of Parksville, Town of Qualicum Beach and the School District to implement as many of the recommendations as possible.

## **CITIZEN IMPLICATIONS**

The consultant provided opportunities for citizen feedback through the public survey regarding a number of issues that pertain to recreation and parks services provided by the Department. A variety of resident needs and desires have been considered in the Plan and reflected in the recommendations. The survey indicated that although there are a number of important and valuable initiatives that the community would like to have implemented there is a general concern regarding the increase of taxation to carry out these initiatives. Key initiatives that require a significant amount of dollars to implement will need to be considered carefully in terms of public support and impact.

It is recognized that the provision of recreation services to the residents of Oceanside is an important and valuable contributor to the overall health and wellness of individuals and the community as a whole, and that participation in recreation enhances lifestyles. The Department will continue to provide leisure based activities and services, and will continue to work on behalf of and in concert with the residents of the various communities in Oceanside to further enhance the service levels as recommended in the Plan.

## **SUMMARY / CONCLUSION**

Upon Board approval in October of 2005, the Regional District of Nanaimo Recreation and Parks Department retained the consulting firm Professional Environmental Recreation Consultants (PERC) to undertake a Recreation Services Master Plan for Oceanside. An initial ten year Master Plan had been completed in 1995 and the new Plan would provide guidance and direction to the Department for the next ten years from 2006-2017.

Public feedback was paramount throughout the process. Opportunities for the public to participate included a public survey, stakeholder meetings with approximately sixty-five organizations, and two open houses in May of 2005. The District 69 Recreation Commission was also involved throughout the process to review and provide feedback on the information being compiled by PERC.

Staff and Consultants trust that the Plan is an accurate reflection of the community's issues, concerns and needs regarding the provision of recreation services in Oceanside. The Plan provides the Regional District with an excellent guide for identifying, shaping and prioritizing recreation service delivery over the next ten years. Key areas for consideration include: Planning for Leisure Services, Recreation Facilities, Parks and Open Space, Recreation Services and Marketing and Administration.

Approval of the Plan by the Board will mean that the Recreation and Parks Department staff can begin to consider and include Plan recommendations and projects in the 2007 budget process.



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**RECOMMENDATION**

That the Recreation Services Master Plan for Oceanside (2006-2017) be approved to guide the development, management, administration and operations of recreation services in District 69.



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Report Writer



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General Manager Concurrence



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C.A.O Concurrence

COMMENTS:

## APPENDIX I

### EXECUTIVE SUMMARY

**THE RECREATION SERVICES MASTER PLAN FOR OCEANSIDE** was undertaken to assess recreation services in District 69, the Oceanside area, to identify the needs and interests of local residents and organizations, and to translate that information into a program that reflects local preferences and values.

#### PURPOSE AND OBJECTIVES

The Terms of Reference for the study indicated that the Recreation Services Master Plan would be used to provide guidance, direction and recommendations to the Regional Board, the District 69 Recreation Commission, and the Recreation and Parks Department regarding the delivery of recreation services to the year 2016.

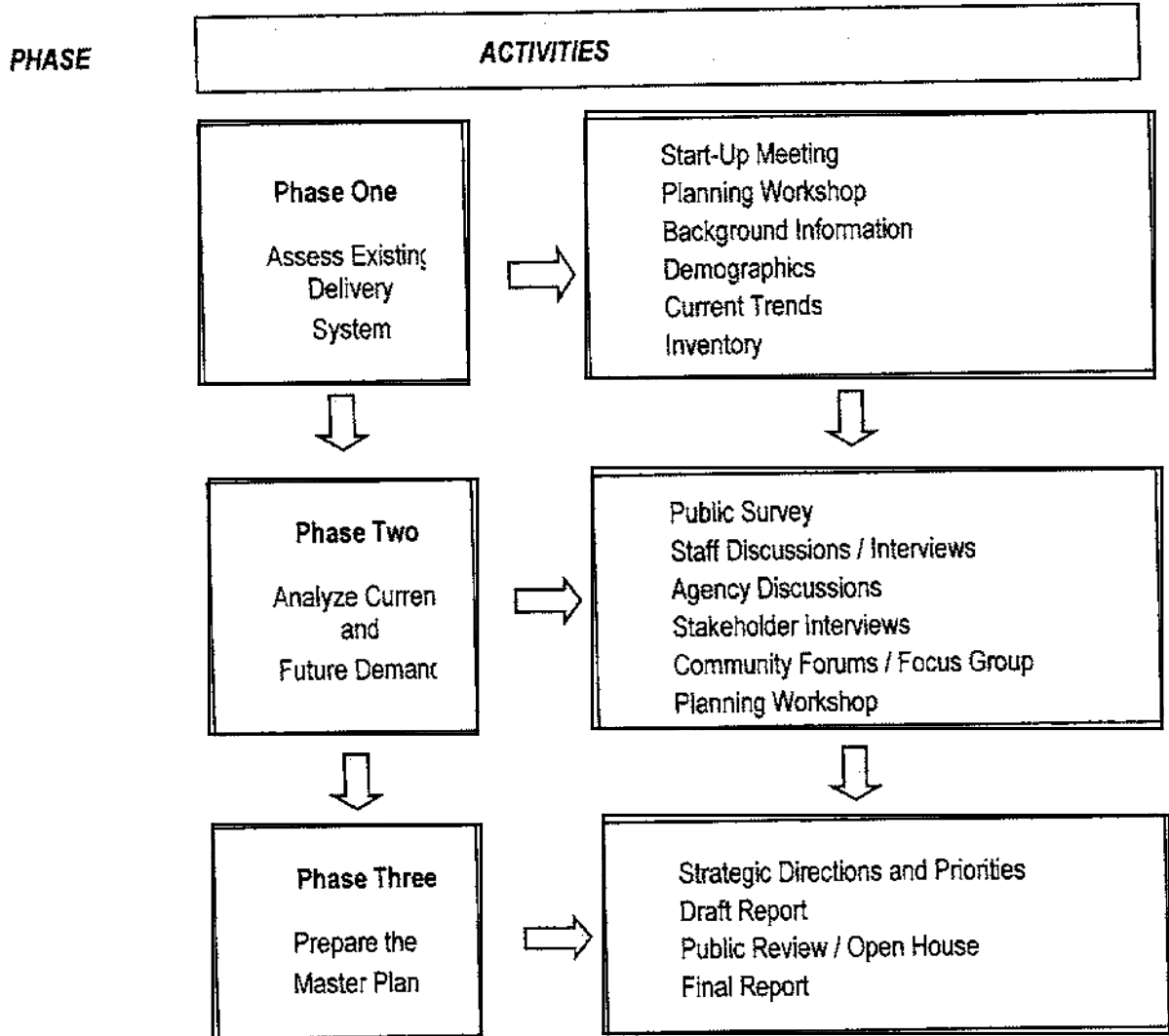
More specifically, the Plan is intended to review the current philosophy, mission and vision of the Department's Recreation Functions, its operating guidelines for service delivery, and issues related to the continued provision of recreation facilities and programs. In that regard, a number of specific objectives were identified:

- To review the role of Regional District recreation services in relation to current and future demands, population growth and demographics.
- To ensure community support for the Master Plan recommendations.
- To review the current program delivery system.
- To develop a clear and concise vision statement for the provision of recreation services.
- To review the provision of services for all age groups, with a planning focus on youth and seniors.
- To review and inventory all public recreation and sport facilities and determine the need for additional facilities and amenities.
- To review the centralization versus decentralization of Department services.
- To determine the relationship between Department services and those provided by other organizations and the private sector.
- To review the provision of inclusive recreation services as well as the Financial Access Program.
- To review the provision and / or need for the use and management of volunteers.
- To determine financial priority strategies regarding short and long term operations and trends related to recreation services and facilities.
- To develop a Plan that meets existing and future needs and includes recommendations for future services and funding provisions.

**METHODOLOGY**

In undertaking the project, it was suggested that the project be divided into three phases as outlined below.

**PROJECT METHODOLOGY**



## BACKGROUND RESEARCH

A key component of the planning process involved the completion of extensive background research to establish a foundation and framework for the Plan. This work included:

- A review of previous related recreation service planning documents for the Regional District, including the 1991 Recreation Services Master Plan, a subsequent Recreation Facilities Plan, and a report to the Recreation Commission dealing with the Needs and Interests of Youth.

It should be noted that the vast majority of the recommendation included in the 1995 Master Plan were successfully implemented by the Regional District. A thorough "status report" related to each recommendation is included in the Appendices of the Master Plan.

- A review and analysis of current and future demographics in the Oceanside area. In this regard, it was recognized that the Federal Government would be conducting a census at the same time that the Master Plan was being prepared. The results of this undertaking will not be available until 2007; however, the planning team is comfortable that the estimates included in the Plan will be generally consistent with the census.
- A review of the existing inventory of parks, facilities and programs.
- A general review of current literature with respect to societal trends, and trends in the delivery of recreation services.

With reference to local demographics, it should be noted that the Oceanside area grew from a population of 35,545 in 1996, to 38,928 in 2001 - faster than the Province as a whole, and faster than other areas within the Regional District. The level of growth during this period was highest in French Creek and Parksville, and lowest in Qualicum Beach and Nanoose, reflecting residential growth patterns.

It is anticipated that by 2011, the population will exceed 46,000 and by 2016, it is estimated that there will be over 52,000 residents living in the Oceanside area.

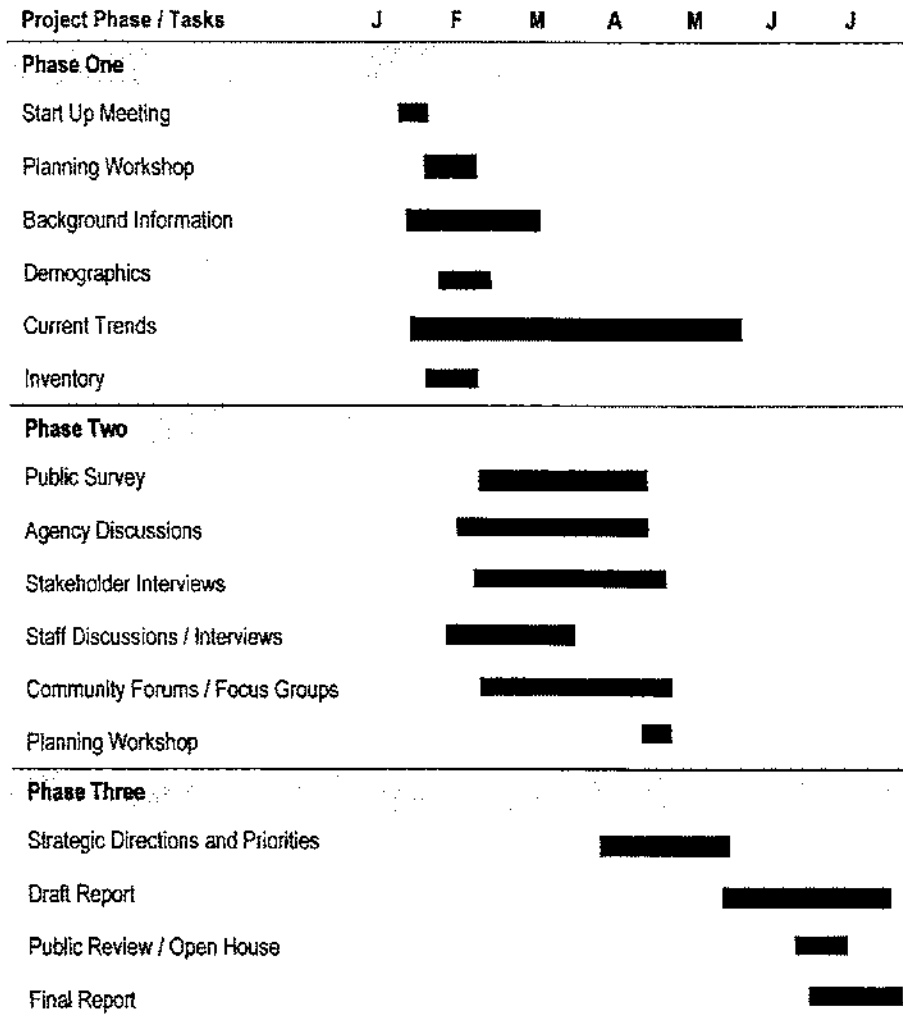
## PUBLIC INVOLVEMENT

The participation of Oceanside residents was critical to the success of the planning process. Specific ways in which the community was involved included a mail survey of 1,200 households, which resulted in a return of 580 completed questionnaires, interviews with approximately sixty-five local organizations and agencies, and two public open houses. In addition, information regarding the planning process was provided on a regular basis through the Regional District's web page.

With reference to the public survey, it should be noted that the level of confidence associated with a return of 580 surveys is 95%, +/- 4.1%. This means that if the survey were to be completed twenty times, the results would be within a range of 4.1% nineteen times out of twenty. This level of reliability is considered quite high for this type of research.

## PROJECT TIMELINE

As indicated in the Table presented below, the project was initiated in early 2006, and the expected completion date of mid July has been achieved.



## PLAN ORGANIZATION

The final Master Plan will be presented in several sections, which initially will provide an overview of existing services, and ultimately identify a number of issues and recommendations for the consideration of the District 69 Recreation Commission and the Regional Board. Recommendations focus on the following key areas of interest:

- Planning for Leisure Services
- Recreation Facilities
- Parks and Trails
- Recreation Programming
- Administration

The final chapter will focus on the implementation of the Plan, and will include a suggested timeline for each recommendation, as well as cost estimates.

## RECOMMENDATIONS

As in the completion of the 1995 Master Plan, the consultants have taken an issues oriented approach to the presentation of the recommendations. Accordingly, various concerns have been identified within the context of the project goals and objectives. All of the recommendations are summarized below.

### PLANNING FOR LEISURE SERVICES (2007)

1. *Review and update current goals and objectives.*
2. *Develop a revised Mission Statement related to the delivery of services.*
3. *Approve new Mission Statement and updated goals and objectives.*
4. *Review objectives on an annual basis.*
5. *Review Mission Statement every five years.*

### RECREATION FACILITIES

#### **Centralized Facilities (2007)**

6. *That the following facilities - aquatic centre, ice arenas, a comprehensive multi-purpose facility, a cultural arts facility and a curling facility - be considered as "centralized" and provided within the immediate area of the City of Parksville and the Town of Qualicum Beach.*

#### **Aquatic Centre (2007 – 2010)**

7. *Approve the addition of leisure, fitness, meeting space and aquatic features to the Ravensong Aquatic Centre.*
8. *Retain consultants to determine specific facility needs and to prepare concept drawings.*
9. *Initiate a public consultation program throughout the Oceanside area to discuss proposed improvements to the pool, as well as the potential impact on local taxpayers.*

10. Initiate the preparation of grant applications and fundraising to offset construction costs.
11. Approve the placement of a referendum before Oceanside residents.

**Ice Arenas (2010 – 2011)**

12. Initiate the preparation of a feasibility study and business plan related to the need for additional ice arenas.
13. Based on the results of the feasibility study and business plan, determine whether or not the timing is appropriate to initiate planning studies related to additional ice surfaces in the Oceanside area.

**Multipurpose Recreation Centre (2010 – 2012)**

14. Initiate discussions with School District 69, the City of Parksville and the Town of Qualicum Beach regarding the Recreation and Parks Department's greater use of local school gymnasiums, and the use of the Parksville Community and Conference Centre and Qualicum Beach Civic Centre.
15. Depending on the results of those conversations, initiate the preparation of a feasibility study and business plan related to a new multi-purpose recreation centre.
16. Determine the most appropriate date to commence construction.

**Cultural Facility (2007)**

17. Support the Cultural Coalition in its efforts to prepare a feasibility study and business plan related to an arts facility in the Oceanside area.

**Decentralized Facilities (2007 – 2008 / ONGOING)**

18. Approve and develop a financial assistance program that provides financial assistance for the upgrading, repair and expansion of Electoral Area community halls located throughout Oceanside.
19. Develop criteria and determine the amount of money that will be provided for improvements on an annual basis.
20. Develop and communicate the procedures to be followed in order to access funds for facility improvements.
21. Conduct an evaluation of the facility assistance program on an annual basis.

**PARKS AND OPEN SPACE**

**Centralized Facilities (2007)**

22. Consider the following facilities – a sports complex, a track and field facility, and Regional Parks Trails – as Region-wide facilities, to be provided as conveniently as possible to all Oceanside residents.

**Outdoor Sports Complex (ONGOING)**

23. Facilitate a meeting with local sport organizations to discuss the possibility of developing a major sports complex in the Oceanside area.
24. Visit sports complexes in other communities.

25. Identify potential sites.
26. Prepare a concept plan for the facility.
27. Investigate funding sources.
28. Determine priorities / phasing possibilities.
29. Initiate construction.

**Track and Field Facility (2009)**

30. Ensure that track and field interests are represented in discussions regarding the development of a centralized sports complex.
31. Contact the Chesterfield Track and Field Society (District of North Cowichan) to discuss the planning, development and current use of the Cowichan Valley facility.

**Trail Development (ONGOING)**

32. Continue development of trail system.
33. Identify and reclaim unused public roads, and ensure their availability, where appropriate, for public use.

**Sportsfield Development and Maintenance (2007 / ONGOING)**

34. Facilitate meetings with the School District, the City of Parksville and the Town of Qualicum Beach regarding potential areas of cooperation in the area of sportsfields and other similar amenities such as tennis courts in terms of development and maintenance.
35. Develop an outline of specific areas and priorities in which cooperative developments / maintenance could occur.
36. Identify potential capital and maintenance cost requirements.
37. Based on those discussions, prepare a report for the Recreation Commission, recommending areas in which the Regional District could potentially be involved.

**Youth / Electoral Area Facilities (2007 / ONGOING)**

**Youth**

38. Establish a Task Force to identify potential facilities that could be located in parks that would be appealing to youth.
39. Address each facility in terms of need and interest, and whether the requirement is for a centralized or decentralized amenity.
40. Consider priorities and funding mechanisms.
41. Initiate developments as funding is available.



### **Electoral Area Facilities**

42. Convene meetings of Electoral Area representatives to discuss the need for improvements to community park sites.
43. Consider priorities and funding mechanisms.
44. Initiate developments as funding is available.

## **RECREATION SERVICES AND MARKETING**

### **PROGRAM QUALITY AND EVALUATION (2007 / ONGOING)**

45. Establish evaluative criteria, and a formal process to measure the quality of program services and the level of satisfaction of program participants. In addition to a participant evaluation, this process should include:
  - Conducting surveys or focus groups to gauge levels of satisfaction with a number of programs each year.
  - Conducting a statistically reliable survey of program participants every three to five years.
  - Comparing the results of each survey with the results of previous surveys to determine whether satisfaction levels are increasing or decreasing.
  - Communicating the results of each survey / discussion to program instructors.
46. Support low income residents by continuing to provide a Financial Access Program in conjunction with SOS, and develop a tracking program to identify areas of greatest need.
47. Work with SOS, the School District, and other partners to implement "Everybody Gets to Play" principles and programs in Oceanside.

### **DECENTRALIZED PROGRAMMING (2007 / ONGOING)**

48. Explore the development of community school partnerships with the School District to add an office and community spaces to the following elementary schools in Electoral Areas E, F and H, at Bowser Elementary, Errington Elementary, and Nanoose Bay Elementary.

### **PROGRAM PARTNERSHIPS (2008 / ONGOING)**

49. Explore developing program partnership agreements with the Parksville Community and Conference Centre and the Qualicum Beach Civic Centre to develop a shared model in providing additional recreation programs in the two facilities.

### **MARKETING (2007 / ONGOING)**

50. Review and evaluate all of the marketing techniques, and their costs, that are utilized within a more formal Marketing Plan, placing special emphasis on expanding the distribution of the brochure and other forms of advertising to reach those who are currently not program participants.
51. Continue to expand the Regional District website in terms of promoting Department programs and services. (Note: This includes the implementation of a web based Active Living Guide and program registration process.)

### **AREAS OF PROGRAM EXPANSION (2007 / ONGOING)**

52. Continue to use the Youth Services Plan as a guideline for the continued provision of youth programs and services.
53. Place a greater focus on wellness related activities that provide a number of health and wellness benefits to residents of Oceanside. (Note: This includes developing a comprehensive Active Communities Plan, exploring rehabilitation and chronic disease management partnerships and opportunities, working with the School District to address youth inactivity and obesity, and addressing the needs of persons with a disability through programs and facility accessibility.)
54. Identify opportunities to expand parks-related programs in areas such as gardening and home landscaping, including partnerships with the private sector involved in this area.

### **PROGRAM DELIVERY PHILOSOPHY (2007)**

55. Engage the Recreation staff in the development of a Recreation Program Philosophy including long-term goals, a rationale for program provision, direct programming and community development roles, partnering criteria and processes, and assessing program needs and shifts.

### **ADMINISTRATION**

#### **FACILITY ALLOCATION POLICY (2007)**

56. Develop formal ice and pool allocation policies and processes, based on models from other communities and the needs of Oceanside groups.
57. Develop one or more scenarios that could be applied to the Oceanside situation, and review the draft policies with user groups prior to consideration by the Regional District.

#### **PARTNERSHIPS (2007 / Ongoing)**

58. Develop a partnership strategy which identifies organizations and agencies with which Recreation and Parks should maintain close relationships, and outlines a process to contact and maintain communications with these groups. (Note: The document should also identify potential collaborative strategies with and between the Department and these organizations.)

#### **AGREEMENT WITH SCHOOL DISTRICT #69 (2007 / Ongoing)**

59. Initiate discussions with the School District regarding the development of a Partnership Agreement that addresses joint use, potential joint developments, and program partnerships.

#### **DEPARTMENT STRUCTURE (2007 – 2011)**

60. The Manager of Recreation Services should develop a proposal for a new staffing structure for the Division, to be implemented over the next three to five years.
61. The Department should fill the position of Recreation Supervisor in the near future. (Note: This position is responsible for supervising four Programmers and support staff in the development of community recreation services to all age groups, outside of Aquatic and Arena operations.)

62. *The Manager of Parks Services should review staffing capacity and potential needs, and clarify maintenance priorities and capabilities.*

#### **TRENDS ANALYSIS (2007 / Ongoing)**

63. *Develop a process for demographic and trends analysis. (Note: Staff should obtain and evaluate the 2006 Census for Oceanside when it becomes available in the spring of 2007 and compare it to the 2001 Census. The General Manager should also have staff organize a "trends and issues analysis" retreat to identify implications for current and future services. The trends analysis retreat should be held on a regular basis, perhaps in conjunction or just before the Regional Board's strategic planning process.)*
64. *Develop a community development strategy. (Note: The Department should examine if there is a greater potential balance in Oceanside in terms of direct program services and the community development approach. The Strategy would include the philosophy, principles, applicability and training and fiscal implications of a community development approach.)*

#### **BUDGET (2007 / ONGOING)**

65. *The Board and Commission should support the continued allocation of operating surpluses to the Facility Development and Repair Reserve Fund and identify other mechanisms to build the Fund.*
66. *The Board and Commission should support the creation of the new Facilities Grant Program to ensure that facility repair needs in Electoral Area community facilities are addressed, without draining the resources available in the Recreation Grants Program.*



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GMCS		GMR&P	
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JUN - 7 2006			
CHAIR		BOARD	
Commission / July 6th			

**MEMORANDUM**

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

**DATE:** June 6, 2006

**FROM:** Dan Porteous  
Manager of Recreation Services

**FILE:**

**SUBJECT:** District 69 Recreation Services Fees and Charges

**PURPOSE**

To propose 2006/07 recreation services fees and charges for consideration as per the Five Year Financial Plan for the District 69 recreation functions, which include Oceanside Place, Ravensong Aquatic Centre, and Recreation Coordinating.

**BACKGROUND**

As per Policy C2.1 (Appendix D) the Recreation Fees and Charges Committee of the District 69 Recreation Commission meets annually to review and make recommendations on fees and charges for the District 69 recreation services, including program, admission and rental fees for Oceanside Place and Ravensong Aquatic Centre, and program fees for Recreation Coordinating.

Although the Regional District has implemented the Five-Year Financial Plan, it is still necessary to review the plan each year and consider any adjustments and/or changes to fees and charges prior to the annual administrative budget process.

The adopted rates and any annual adjustments would be implemented as follows:

Oceanside Place	September 1 <sup>st</sup> of each calendar year
Ravensong Aquatic Centre	January 1 <sup>st</sup> of each calendar year
Recreation Coordinating	January 1 <sup>st</sup> of each calendar year

Oceanside Place annual adjustments precede adjustments to the Recreation Coordinating and Ravensong Aquatic Centre functions. Current fees and charges are in effect until August 31, 2006 for Oceanside Place and until December 31, 2006 for both Recreation Coordinating and Ravensong Aquatic Centre.

The adopted Five Year Financial Plan (2006-11) proposes function increases to fees and charges as follows:

**Recreation Coordinating**

Category	2006	2007	2008	2009	2010	2011
Program Fees	2%	2%	2%	2%	2%	2%

**Oceanside Place**

Category	2006	2007	2008	2009	2010	2011
Program Fees	2%	2%	2%	2%	2%	2%
Admissions	2%	2%	2%	2%	2%	2%
Rental Fees	2%	2%	2%	2%	2%	2%

**Ravensong Aquatic Centre**

Category	2006	2007	2008	2009	2010	2011
Program Fees	2%	2%	2%	2%	2%	2%
Admissions	2%	2%	2%	2%	2%	2%
Rental Fees	2%	2%	2%	2%	2%	2%

In 2003, the Board approved a plan to align adult and seniors' fees at Oceanside Place with the mid island average as the Regional District fees were quite low in comparison. By 2005 the adult fees were closely aligned; therefore, these were maintained with a 2% increase for 2006. However, the seniors' fees were still relatively low; therefore, the fees were raised by 10% in 2006, which closely aligned with the mid island average. In observing the latest mid island averages it has been noted that the averages continue to increase and due to some larger percentage increases in other sectors like Nanaimo, the RDN fees are once again slightly lower than had been anticipated. This issue is explored further in the report under Financial Implications.

The Five Year Financial Plan and Recreation Services Fees and Charges Chart will be reviewed as part of the 2007 Annual budget process to ensure the revenue projections within the Plan are attainable through current and future market rates. The fees and charges information provided in Appendix A-C meet the 2007 projected revenue targets as they pertain to program fees, admissions, and rental fees. Mid Island and Vancouver Island facility admission and rental rates are included as background for comparison purposes (Appendix E).

**ALTERNATIVES**

1. To approve the program, admission and rental fees for Oceanside Place (2006/2007) and Ravensong Aquatic Centre (2007) as respectively outlined in Appendix A and B, and the Recreation Coordinating function (2007) program registration fees and recovery rates, administration fee, and revenue-sharing percentage ratio for Term Instructor (Companies) agreements as outlined in Appendix C.
2. To not approve the fees and charges as outlined and recommend changes.

**FINANCIAL IMPLICATIONS:**

**Oceanside Place** - It is proposed that program, admission and rental fees increase by 2% in 2006/07 through 2010/11 as outlined in Appendix A. As aforementioned, the mid island averages are increasing. With respect to the increase, due to large percentages increases in other sectors the overall average continues to increase more quickly than the RDN rates; therefore, maintaining alignment with the mid island averages is not feasible under the current 2% increases that have been approved over the next five years. If the trend continues, the RDN rates will continue to drop lower than the average as has been in the past; however, this does not have an impact on the Department's current revenue projections and the Five Year Financial Plan. It is suggested that the rates as presented in this report be approved; however, staff will continue to monitor the mid island rates and further discuss the issue with the Commission and consider any strategies and changes for the future.

**Ravensong Aquatic Centre** – It is proposed that program, admission and rental fees increase by 2% in 2007 through 2011 as outlined in Appendix B. Ravensong fees continue to be maintained slightly higher than the mid island averages; however, if the trend continues as noted above with Oceanside fees then the Ravensong fees will align more closely with the mid island average and possibly drop below over the next few years. As with Oceanside this situation does not affect the Department's fees and charges in accordance with revenues and the Five Year Financial Plan.

**Recreation Coordinating** – It is proposed that program fees increase by 2% in 2006 as outlined in Appendix C. It is also proposed that cost recovery rates be maintained, along with the program administration fee and the revenue-sharing percentage ratio for Term Instructor (Companies) agreements as outlined in Appendix III of the Fees and Charges Policy (attached to the report as Appendix D). Programmers will continue to negotiate the best deal for the Department in developing agreements with companies for the provision of program services.

All of the proposed rate increases for each function meet the 2007 projected revenue targets as they pertain to program, admission and rental fees. The Five Year Financial Plan will be reviewed as part of the 2007 Annual Budget process to ensure the revenue projections within the Plan remain attainable.

If the fees and charges are not approved as presented in the report, and alternative recommendations to the fees and charges are presented by the Commission or Board, consideration needs to be given to the impact of those decisions. Lower percentages across the board would equate to less revenues and surpluses depleted with readjustments to the overall Five Year Plan that could subsequently affect future operational and capital plans. Higher percentages could possibly equate to increased revenues; however, it is important to note that with all fees and charges increases, the market threshold will ultimately determine the increase or decrease in actual revenue. For example, even by raising rates/fees by 2% this may not necessarily correlate in an increase in revenues; in actuality, it may have an adverse effect on revenues, whereby customers choose not to participate due to the increases or more families apply for subsidized financial assistance.

## **CITIZEN IMPLICATIONS**

Residents and visitors make decisions about their priorities for recreational participation based on a number of factors. If their choice is limited by financial concerns due to increased fees and charges then they will either choose another less expensive alternative at another location or stop participating altogether. The Department has already witnessed public restraint from using facilities due to increased fees and charges, especially among the senior population at Oceanside Place, although more recently this recession has stabilized.

As long as the perceived value is deemed beneficial, customers will continue to participate; however, there will be a threshold by which they measure their involvement. In public recreation it is imperative to consider access issues for all community members, while maintaining financial accountability. The financial bottom line is just one factor that has to be considered; the social and healthy well being of area residents and visitors to the District also has to be brought into focus. As well, the cost/benefit and supply/demand issues need to be monitored and maintained to ensure that the services and facilities will be used to their fullest potential.

If the proposed fees and charges provide a financial barrier to some residents, additional support can be provided through the Financial Access Program provided through the Recreation and Parks Department. However, it is also important to consider the balance - as more people apply for financial access due to increased fees, there may be less people paying for the services.

## SUMMARY

Fees and charges for the three District 69 recreation functions are required to be set for the upcoming 2006/2007 season. As per the Recreation Fees and Charges Policy C2.1, the District 69 Recreation Commission Fees and Charges Committee is required to review the various rates for the three functions, which include Oceanside Place, Ravensong Aquatic Centre and Recreation Coordinating, and provide a recommendation to the District 69 Recreation Commission and Regional Board for consideration.

In setting the rates a variety of factors have been considered, which are as follows: Vancouver Island market rates, Mid Island averages from other jurisdictions that provide public recreation services, and projected revenue targets in the Five Year Financial Plan.

It has been noted that the mid island averages for fees and charges are continuing to increase at a higher rate than the RDN annual increases can keep pace with. Therefore, efforts to align adult and seniors' fees at Oceanside Place more closely with the mid island average are now being set back. Although Ravensong fees are still slightly higher than the mid island averages, this may change if the trend continues over the next few years. This will need to be monitored and further explored by staff and the Commission.

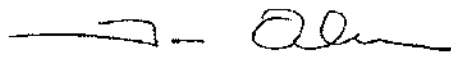
All of the proposed rate increases have now been established at a 2% increase across the Board for the next five years (2006-2011). There are no significant changes to be considered in the budget with respect to the fees and charges for the next five years, although in 2007 staff and the Commission will review the issues pertaining to the mid island averages in relation to the two RDN facilities and consider any impact to future budgets.

## RECOMMENDATIONS

1. That the program, admission and rental fees for Oceanside Place in 2006/07 be approved as outlined in Appendix A.
2. That the program, admission and rental fees for Ravensong Aquatic Centre in 2007 be approved as outlined in Appendix B.
3. That Recreation Coordinating program fees and recovery rates, administration fee, and revenue-sharing percentage ratio for Term Instructor (Companies) agreements for 2007 be approved as outlined in Appendix C.



Report Writer



General Manager Concurrency



CAO Concurrency

**APPENDIX A**

**Note:** All program, admission and rental fees are based on a proposed 2% increase from 2006/07 through 2010-11.

**OCEANSIDE PLACE ADMISSIONS**

**Note:** All prices include GST. 10 X Passes = 9 Single Admissions.

Category	2005/06	2006/07	2007/08	2008/09	2009/10	2009/11
Children (0-14)	2.25	2.30	2.35	2.40	2.45	2.50
Youth (15-18)	2.90	2.95	3.00	3.05	3.10	3.15
Adult (19-54)	4.30	4.40	4.50	4.60	4.70	4.80
Senior (55+)	3.00	3.05	3.10	3.15	3.20	3.25
Family	8.15	8.30	8.45	8.60	8.75	8.95
Family w/ Rentals	12.75	13.00	13.25	13.50	13.75	14.05
Parent and Tot	4.95	5.05	5.15	5.25	5.35	5.45
Child Skate Rental	1.70	1.75	1.80	1.85	1.90	1.95
Youth / Adult / Senior Skate Rentals	2.90	2.95	3.00	3.05	3.10	3.15
SD #69 Skate Rental	1.70	1.75	1.80	1.85	1.90	1.95
Skate Sharpening	4.55	4.65	4.75	4.85	4.95	5.05

**Monthly Passes**

**3 Months**

Children	47.25	48.30	49.35	50.40	51.45	52.50
Youth	60.90	61.95	63.00	64.05	65.10	66.15
Adult	90.30	92.40	94.50	96.60	98.70	100.80
Senior	63.00	64.05	65.10	66.15	67.20	68.25
Family	171.15	174.30	177.45	180.60	183.75	187.95
Family with Rental	267.75	273.00	278.25	283.50	288.75	295.05
Parent and Tot	103.95	106.05	108.15	110.25	112.35	114.45

**OCEANSIDE PLACE RENTALS**

**Tournament Rates**

Adult Tournament	100.03	102.03	104.07	106.15	108.28	110.44
Senior Tournament	97.41	99.36	101.35	103.37	105.44	107.55
Minor Tournament	59.66	60.85	62.07	63.31	64.58	65.87
Commercial Events Prime	137.70	140.45	143.26	146.13	149.05	152.03
Commercial Events Non Prime	117.30	119.65	122.04	124.48	126.97	129.51

**Winter Rates (September 1 - March 31)**

Adult Prime	128.52	131.09	133.71	136.39	139.11	141.90
Adult Non Prime	105.03	107.13	109.27	111.46	113.69	115.96
Minor Prime	68.29	69.65	71.05	72.47	73.92	75.40
Minor Non Prime	59.66	60.85	62.07	63.31	64.58	65.87
Senior Prime	128.52	131.09	133.71	136.39	139.11	141.90
Senior Non Prime	97.41	99.36	101.35	103.37	105.44	107.55
Hockey / Skating Schools	128.52	131.09	133.71	136.39	139.11	141.90
School Rentals Prime	66.30	67.63	68.98	70.36	71.77	73.20
School Rentals Non Prime	59.66	60.85	62.07	63.31	64.58	65.87
Commercial Events Prime	203.49	207.56	211.71	215.95	220.26	224.67
Commercial Events Non Prime	160.65	163.86	167.14	170.48	173.89	177.37

**Note:** Commercial Events Daily Rate is Hourly Rates x 10 hours or 15% of Gross Rev.

Portable Floor cost = staff costs for install, cleaning and removal.

Non Profit events will be charged applicable hourly rate as defined by demographic of group and time of day.



## APPENDIX A (Cont'd)

## OCEANSIDE PLACE RENTALS (Cont'd)

Category	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
<b>Shoulder Season Rates (April 1 - August 31)</b>						
Adult Prime	109.24	111.43	113.66	115.93	118.25	120.61
Adult Non Prime	89.27	91.06	92.88	94.73	96.63	98.56
Minor prime	59.17	60.35	61.56	62.79	64.05	65.33
Minor Non Prime	50.71	51.73	52.76	53.82	54.89	55.99
Senior Prime	109.24	111.43	113.66	115.93	118.25	120.61
Senior Non Prime	85.95	87.66	89.42	91.21	93.03	94.89
Hockey / Skating Schools	94.52	96.41	98.34	100.31	102.32	104.36
School Rentals Prime	59.17	60.35	61.56	62.79	64.05	65.33
School Rentals Non Prime	50.71	51.73	52.76	53.82	54.89	55.99
Commercial Events Prime	187.43	191.17	195.00	198.90	202.87	206.93
Commercial Events Non Prime	107.10	109.24	111.43	113.66	115.93	118.25
<b>Shoulder Season Rates (April 1 - August 31)</b>						
<b>Dry Floor</b>						
Adult Prime	58.91	60.08	61.28	62.51	63.76	65.04
Adult Non Prime	48.20	49.16	50.14	51.14	52.17	53.21
Minor prime	42.84	43.70	44.57	45.46	46.37	47.30
Minor Non Prime	37.49	38.23	39.00	39.78	40.57	41.39
Senior Prime	58.91	60.08	61.28	62.51	63.76	65.04
Senior Non Prime	42.84	43.70	44.57	45.46	46.37	47.30
Hockey / Skating Schools Prime	64.26	65.55	66.86	68.19	69.56	70.95
School Rentals Prime	42.84	43.70	44.57	45.46	46.37	47.30
School Rentals Non Prime	37.49	38.23	39.00	39.78	40.57	41.39
Commercial Events Prime	187.43	191.17	195.00	198.90	202.87	206.93
Commercial Events Non Prime	107.10	109.24	111.43	113.66	115.93	118.25
Commercial Events Set Up	53.55	54.62	55.71	56.83	57.96	59.12
<b>Other Amenities</b>						
<b>The Pond (Leisure Ice)</b>						
Ice In Prime	40.70	41.51	42.34	43.19	44.05	44.93
Ice In Non Prime	34.88	35.58	36.29	37.02	37.76	38.51
Ice In in conjunction with full sheet	17.44	17.79	18.15	18.51	18.88	19.26
Ice Out Prime	29.07	29.65	30.24	30.85	31.47	32.10
Ice Out Non Prime	23.26	23.72	24.20	24.68	25.17	25.68
Ice Out In Conjunction with full sheet	17.44	17.79	18.15	18.51	18.88	19.26
<b>Multipurpose Room</b>						
Full Room	32.13	32.77	33.43	34.10	34.78	35.47
Half Room	16.07	16.39	16.71	17.05	17.39	17.74
Commercial Full Room	37.49	38.23	39.00	39.78	40.57	41.39
Commercial Half Room	21.42	21.85	22.29	22.73	23.19	23.65
Full Room w/ Ice/Floor Rental	21.42	21.85	22.29	22.73	23.19	23.65
Half Room w/ Ice/Floor Rental	10.71	10.92	11.14	11.37	11.59	11.82
Day Rate (Full Room)	189.00	192.78	196.64	200.57	204.58	208.67
Day Rate (Half Room)	94.50	96.39	98.32	100.28	102.29	104.34
<b>Meeting Room (Note: All regular Ice User Groups will have 3 hrs/month free access)</b>						
Meeting Room	5.10	5.20	5.31	5.41	5.52	5.63
Meeting Room w/ Ice / Floor rental	5.10	5.20	5.31	5.41	5.52	5.63

## APPENDIX B

**Note:** All program, admission and rental fees are based on a proposed 2% increase from 2006 through 2010.

### Ravensong Aquatic Centre Admissions

**Note:** All prices include GST. 10 X Passes = 9 Single Admissions.

Category	2006	2007	2008	2009	2010	2011
Children (0-14)	2.80	2.85	2.90	2.95	3.00	3.05
Youth (15-18)	3.45	3.50	3.55	3.60	3.65	3.70
Adult (19-54)	4.65	4.75	4.85	4.95	5.05	5.15
Senior (55+)	3.70	3.75	3.85	3.95	4.05	4.15
Family	8.70	8.85	9.05	9.25	9.45	9.65
Aquafit - Adult	5.60	5.70	5.80	5.95	6.00	6.10
Aquafit - Senior	4.75	4.85	4.95	5.05	5.15	5.25

### Monthly Passes

#### 3 Months

Children	72.80	74.10	75.40	76.70	78.00	79.30
Youth	89.70	91.00	92.30	93.60	94.90	96.20
Adult	120.90	123.50	126.10	128.70	131.30	133.90
Senior	96.20	97.50	100.10	102.70	105.30	107.90
Family	226.20	230.10	235.30	240.50	245.70	250.90

#### 6 Months

Children	127.40	129.68	131.95	134.23	136.50	138.78
Youth	156.98	159.25	161.53	163.80	166.08	168.35
Adult	211.58	216.13	220.68	225.23	229.78	234.33
Senior	168.35	170.63	175.18	179.73	184.28	188.83
Family	395.85	402.68	411.78	420.88	429.98	439.08

### Ravensong Aquatic Centre Rentals

#### Children's Community Groups + Schools

Main Pool	69.01	70.39	71.80	73.24	74.70	76.20
Whirl-Leisure Pool	34.52	35.21	35.91	36.63	37.36	38.11
Per Lane	11.71	11.94	12.18	12.43	12.67	12.93
Pool All	103.54	105.61	107.72	109.88	112.08	114.32

#### Youth Community Groups

Main Pool	77.50	79.05	80.63	82.24	83.89	85.87
Whirl-Leisure Pool	38.73	39.50	40.29	41.10	41.92	42.76
Per Lane	13.04	13.30	13.56	13.83	14.11	14.39
Pool All	116.24	118.56	120.94	123.35	125.82	128.34

#### Adult Community Groups

Main Pool	102.89	104.95	107.74	109.18	111.37	113.60
Whirl-Leisure Pool	51.45	52.48	53.53	54.60	55.69	56.80
Per Lane	17.26	17.60	17.96	18.31	18.68	19.05
Pool All	154.35	157.43	160.58	163.79	167.07	170.41

**APPENDIX B (Cont'd)**

**Ravensong Aquatic Centre Rentals (Cont'd)**

<b>Category</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
<b>Swim Club - Children</b>						
Main Pool	71.05	72.47	73.92	75.40	76.91	78.45
Whirl-Leisure Pool	35.53	36.24	36.96	37.70	38.46	39.22
Per Lane	12.05	12.29	12.53	12.78	13.04	13.3
Pool All	106.59	108.72	110.90	113.11	115.38	117.68
<b>Swim Club - Youth</b>						
Main Pool	79.78	81.38	83.01	84.67	86.36	88.09
Whirl-Leisure Pool	39.88	40.68	41.49	42.32	43.17	44.03
Per Lane	13.44	13.71	13.99	14.27	14.55	14.84
Pool All	119.68	122.07	124.51	127.00	129.54	132.13
<b>Swim Club - Adult</b>						
Main Pool	105.92	108.04	110.20	112.40	114.65	116.94
Whirl-Leisure Pool	52.95	54.01	55.09	56.19	57.31	58.46
Per Lane	17.76	18.11	18.48	18.85	19.22	19.61
Pool All	158.88	162.05	165.29	168.60	171.97	175.41
<b>Birthday Party Rental/Program</b>						
1 hr (pool only)	57.86	59.02	60.20	61.41	62.63	63.89
1 1/2 (pool + party)	147.08	150.03	153.03	156.09	159.21	162.39
<b>Commercial</b>						
Main Pool	171.92	175.36	178.87	182.44	186.09	189.81
Whirl-Leisure Pool	85.95	87.66	89.42	91.21	93.03	94.89
Per Lane	28.64	29.21	29.80	30.39	31.00	31.62
Pool All	275.92	281.44	287.07	292.81	298.66	304.64
<b>Guards</b>						
Additional Guard(s) per 1 hr sessions	32.55	33.20	33.86	34.54	35.23	35.94

### APPENDIX C

**Note:** Program fees will increase by 2% per annum from 2006-2010.

1. Recovery rate categories for Recreation Coordinating function shall be as follows:

<b>Category:</b>	<b>Recovery Rates (%):</b>
Pre-School Programs	100
Children's Programs	100
Youth Programs	100
Adult Programs	125
Summer Camps	75
Family Programs	75
Volunteer and Leadership Development	75
Community Co-operative	100

2. The administration fee included in the development of programs shall be 15%.
3. The guideline for the revenue-sharing percentage ratio for Term Instructors (Companies) and the Regional District of Nanaimo agreements shall be 75% / 25% respectively.

**APPENDIX D**  
**REGIONAL DISTRICT OF NANAIMO**  
**P O L I C Y**

SUBJECT: <i>Recreation Fees and Charges</i>	POLICY NO.: C2.1 CROSS REF.:
EFFECTIVE DATE: June 13, 1995	APPROVED BY: Board
REVISION DATE: June 1, 2004	PAGE: 1 of 5

**PURPOSE**

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

**POLICY**

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

**Program/Rental Fees and Charges**

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

1. All recreation program fees will be based upon a recovery of direct program costs.
2. Rental rates and admission fees for Oceanside Place and Ravensong Aquatic Centre shall be calculated based upon a percentage recovery of operating costs.
3. Philosophically, facility fees and rentals will reflect the ability of various user groups to pay for services; therefore, children, youth and seniors pay less than adults, and with respect to facility rentals, recreational users will be charged less than commercial users.
4. Some programs may also be targeted to reflect the ability of the user group to pay, for example, adult programs may have a higher cost recovery to offset other preschool, children and youth programs, or some programs may have lower cost recovery targets such as leadership and family oriented programs.
5. Special fees, to be called Seed Programs, may exist for new programs to support first time participation and/or start up costs.

***Administration of Program / Rental Fees and Charges***

1. The Manager of Recreation Services will call an annual meeting to involve members of the District 69 Recreation Commission's Fees and Charges Committee and staff to review the following information and make recommendations for consideration by the District 69 Recreation Commission to be forwarded to the Regional Board for approval for the coming calendar year. A recovery rate shall be established for each facility during the annual budget process.

***Recreation Coordinating function (as outlined in Appendix I):***

- a) Program fees
- b) Recovery rate categories for programs
- c) List of direct program costs
- d) Annual administration fee
- e) Percentage split for Term Instructors operating as companies

***Oceanside Place and Ravensong Aquatic Centre functions:***

- a) facility admission fees and rental rates *(as outlined in Appendices II and III)*
  - b) review rates from similar facilities in the mid Island region
2. The Manager of Recreation Services and function Supervisors may, from time-to-time, establish one-time only fees or make a short-term relaxation of program or rental fees.

## Appendix I

4. Recovery rate categories for Recreation Coordinating function shall be presented as follows:
  - a) Pre-School Programs                    up to 5 years
  - b) Children's Programs                    5-12 years
  - c) Youth Programs                        11-18 years
  - d) Adult Programs                         19 years plus
  - e) Summer Camps
  - f) Family Programs
  - g) Volunteer and Leader Development
  - h) Community Co-operative
5. Direct program costs shall include the following:
  - a) employment of Term Instructor(s), program coordinators and leaders including preparation time
  - b) program equipment, supplies and materials
  - c) facility rental
  - d) transportation and/or mileage (as per the RDN vehicle mileage rate)
  - e) administration fee (includes RDN administration fee, photocopying, promotion)
6. Program staff may use the following three methods to establish program fees:
  - a) Where the program is operated solely by the Recreation and Parks Department, the Programmers will calculate fees based upon a percentage recovery of direct program costs as outlined in Section 2.
  - b) When a company hired as a Term Instructor by the Department operates the program and program registrations are not expected to exceed \$5,000 in the calendar year, the Programmer may negotiate a revenue-sharing arrangement based on a percentage ratio guideline of revenue generated. All direct program costs will be borne by the Company as part of their revenue share.
  - c) When a company hired as a Term Instructor by the Department operates the program and program registrations are expected to exceed \$5,000 in the calendar year, the Programmer will either obtain a minimum of three quotations or tender a proposal for the program to obtain the best package available for the Department and the community.

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

## Appendix II

### Oceanside Place – Facility Rates

(All rates will include GST – single admission rates will be rounded to the nearest \$.05)

Admissions	Passes (Book of 10)	3 Mth Pass	Admissions	Passes (Book of 10)	3 Mth Pass
Family	x 9		Family with Skates	x 9	
Child (14 years and under)	x 9		Parent and Tot	x 9	
Youth (15-18 years)	x 9		Skate Rentals (Children)	x 9	N/A
Adult (19-54 years)	x 9		Skate Rentals (Youth/Adult/Senior)	x 9	N/A
Senior (55 years +)	x 9		Skate Rentals (School District 69)	N/A	N/A
			Skate Sharpening	x 9	N/A

Rentals – HM/VK Ice Sheets:	Winter Season:	Shoulder Season:	Tournaments:	Dry Floor:
Minor Prime				
Minor Non-Prime			No Rate	
Adult Prime				
Adult Non-Prime			No Rate	
Senior Prime				
Senior Non-Prime			No Rate	
Hockey Skating School				
D69 Schools Prime				
D69 Schools Non-Prime				
Commercial Events Prime				
Commercial Events Non-Prime				

Rentals – Leisure Sheet and Other Amenities		
The Pond:	Multipurpose Room:	Meeting Room:
Ice In Prime	Full Room (hourly or day rates)	
Ice In Non-Prime	Half Room (hourly or day rates)	
Ice In with Full Sheet	Commercial Full Room	
Ice Out Prime	Commercial Half Room	
Ice Out Non-Prime	Full Room with Ice/Floor	
Ice Out with Full Sheet	Half Room with Ice/Floor	



### Appendix III

#### Ravensong Aquatic Centre – Facility Rates

(All rates will include GST – single admission rates will be rounded to the nearest \$.05)

<b>Admissions:</b>	<b>Passes (Book of 10):</b>	<b>3-Month Pass:</b>	<b>6-Month Pass:</b>
Family	x 9		
Child (14 years and under)	x 9		
Youth 15-18 years)	x 9		
Adult (19-54 years)	x 9		
Senior (55 years +)	x 9		
Aquafit – Adult	x 9		
Aquafit - Senior	x 9		

<b>Rentals:</b>	<b>Main Pool:</b>	<b>Whirlpool/Leisure:</b>	<b>Per Lane:</b>	<b>Whole Pool:</b>
Children's Groups (incl. Schools)				
Youth Groups				
Adult Groups				
Swim Clubs – Children				
Swim Clubs – Youth				
Swim Clubs – Adult				
Commercial Groups				
Birthday Parties				
Additional Guards				
Private Lessons				

APPENDIX E

Mid Island Admission Fees and Averages:

Location:	ADMISSIONS (2006):				
	Children	Youth	Adults	Seniors	Family
Campbell River	2.50	3.50	5.00	3.50	10.00
Comox Valley SC	2.10	3.50	4.00	3.20	8.30
Comox Valley AC	2.55	3.10	4.95	4.10	10.40
Cowichan	2.25	2.75	4.00	2.75	8.00
Fuller Lake	2.50	3.00	4.25	3.00	8.50
Nanaimo	2.50	3.75	5.00	3.75	10.00
Port Alberni	2.50	3.00	5.00	3.50	9.00
Powell River	2.50	3.35	4.50	3.50	9.00
Mid Island Avg (2006)	2.43	3.11	4.59	3.41	9.15
Projected (2007) 2%	2.48	3.17	4.68	3.48	9.33
RDN - OP (2005 / 06)	2.25	2.90	4.30	3.00	8.15
RDN - OP (2006 / 07)	2.30	2.95	4.40	3.05	8.30
RDN - RAC (2006)	2.80	3.45	4.65	3.70	8.70
RDN - RAC (2007)	2.85	3.50	4.75	3.75	8.85

Value:
Lowest
Highest

APPENDIX E (Cont'd)

Vancouver Island Fees and Charges

City of Port Alberni Parks and Recreation Department  
 SURVEY OF FEES AND CHARGES - 2006  
 SECTION "A" - GENERAL ADMISSION

NO	COMMUNITY	RATES EFFECTIVE (MM/DD/YR)	NEXT REVIEW DATE	CHILDREN	TEENS	SENIORS	ADULTS	FAMILY
1	Campbell River	1-Sep-05	2-Mar-07	2.50	3.50	3.75	5.00	10.00
2	Comox Valley Sports Centre (SC)	1-Sep-06	Mar-07	2.10	2.45	3.20	4.90	8.30
3	Comox Valley Aquatic Centre (AC)	1-Sep-06	Mar-07	2.55	3.10	4.10	4.85	10.40
4	Cowichan Aquatics Centre	1-Aug-06	Feb-07	2.25	2.75	2.75	4.00	8.00
5	Esquimalt		Jun-08	2.00	2.00	3.75	5.00	10.00
6	Fuller Lake			2.50	3.00	3.00	3.75	8.00
7	Gold River	1-Sep-05	31-Aug-06	2.75	3.00	3.00	4.25	8.50
8	Juan de Fuca	1-Sep-05	1-Sep-06	2.50	3.50	3.50	4.80	8.75
9	Lake Cowichan	22-May-06		2.00	2.50	3.00	3.00	7.00
10	Mill Bay	n/c	under review	1.75	2.50	2.50	3.25	6.00
11	Nanaimo	1-Apr-06	Aug	2.50	3.75	3.75	5.00	10.00
12	Oak Bay	Jan 06 - Sept 06	Sept 2006	2.60	3.80	3.80	5.25	10.50
13	Parksville (Oceanside Place)	Unit Aug 31/05	Sept 1/06	2.25	2.90	3.00	4.30	9.15
14	Parksville/Quaicum	Jan 1, 2006	May-08	2.60	3.45	3.70	4.65	8.70
15	Port Alberni							
16	Port Hardy	1-Jul-06	1-Jul-07	2.50 CR	3.00 CR	3.50 CR	6.00 CR	9.00 CR
17	Powell River	1-Sep-06	2007	3.00 NCR	3.75 NCR	4.50 NCR	6.25 NCR	11.00 NCR
18	Sidney/North S. Central/Saanich	5-Oct-06	1-Apr-06	2.50	3.50	3.75	4.75	9.25
19	Sooke	1-Sep-05	Spring 2006	2.15	3.20	3.20	4.25	8.50
20	Saanich Comm. Place	6-Sep-05	June 2006	2.50	3.75	3.75	5.00	10.00
21	City of Victoria (Save On Foods Memorial Centre)	6-Sep-05	June 2006	3.00	4.00	4.00	5.25	12.00
	AVERAGE			2.50	3.50	3.75	4.75	9.00
				2.50	3.25	3.52	4.65	9.31

NOTE: NCR = Non-City Resident; CR = City Resident

City of Port Alberni Parks and Recreation Department  
 SURVEY OF FEES AND CHARGES - 2006  
 SECTION "A" - GENERAL ADMISSION

APPENDIX E (Cont'd)

Vancouver Island Fees and Charges Survey

City of Port Alberni Parks and Recreation Department  
 SURVEY OF FEES AND CHARGES - 2006  
 SECTION "C" - POOL HOURLY LANE RENTALS - SWIM CLUBS

NO	COMMUNITY	RATES EFFECTIVE (MM/DD/YY)	NEXT REVIEW DATE	SWIM MEET RATE PER HOUR	FULL POOL RATE PER HOUR	PER LANE PER HOUR
1	Campbell River	1-Sep-06	1-Mar-07	75.73	157.10	11.75
2	Comox Valley Sports Centre (SC)	1-Sep-06	1-Mar-07	99.60	61.44	10.24
	Comox Valley Aquatic Centre (AC)	1-Sep-06	1-Mar-07	132.80	81.92	10.24
3	Comwchan Aquatics Centre	No Change	Oct 2006	101.65	39.50	10.70
4	Esquimalt		1-Feb-07	N/A	77.04	12.84
5	Juan de Fuca	1-Sep-05	1-Sep-06	N/A	Youth 68.00 Adult 152.90	18.03
6	Nanaimo	1-Apr-08	n/a	6 lanes 127.33 9 lanes 169.60	Bobbin 159.69 NAC 344.54	8.93
7	Port Alberni	1-Jul-08	1-Jul-07	55.95	55.95	9.33
8	Sidney/North & Centre Saanich	5-Oct-06	1-Apr-06	88.00	88.00	14.66
9	Gold River	1-Sep-05	31-Aug-06	47.35	47.35	17.69
10	Saanich High Performance Centre (PSM)					10.20
	Commonwealth Place 50 Metre Pool			10.50	N/A	21.00
11	Saanich (Gordon Head)			10.50 (later this only)	134.00	21.00
12	Ravensong (Parks/Cultural)	Jan 1 2006	May 2006	106.59	103.64	11.71
13	Fowell River		2007	50.50	50.50	8.50
14	Sooke		Spring 2006	N/A	128.49	18.70
15	Port Hardy	1-Sep-06		60.00	60.00	16.00
16	Oak Bay	Jan 06 - Sept 06	6-Sep-06			10.25

NOTE: ALL RATES ARE SHOWN WITH GST INCL. UDED

Note: You will notice that the rental rates charged to community swim clubs vary significantly between the aquatic facilities listed above. It should be noted that staffing requirements and charge out are a major reason for the wide range in fees. (ie. Some facilities include staffing in their rates, while others add staffing to their base rental rates.)

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APPENDIX E (Cont'd)

Vancouver Island Fees and Charges Survey

NO	COMMUNITY	RATES EFFECTIVE (MM/DD/YR)	NEXT REVIEW DATE	MINOR GROUPS				ADULT GROUPS			
				PRIME TIME	NON-PRIME	DRY FLOOR	PRIME TIME	NON-PRIME	DRY FLOOR		
1	Campbell River	1-Sep-06	1-Mar-07	71.50	61.50	48.66	154.50	144.50	48.66		
2	Camos Valley Sports Centre (SC)	1-Aug-06	Feb 2007	74.90	54.57	36.31	120.37	147.70	48.15		
3	Cowichan Arena	1-Jan-06		100.58	50.29	49.22	197.95	98.98	69.55		
4	Esquimalt			60.37	52.50		118.65	105.00	43.00		
5	Fuller Lake			NCR 69.00	NCR 69.00						
6	Gold River	1-Sep-06	31-Aug-06	48.15	48.15	37.45	98.81	88.81	37.45		
7	Lake Cowichan	22-May-06		50.00	29.00	30.00	170.00	97.00	40.00		
8	Juan de Fuca	1-Sep-06	1-Sep-08	82.25	92.25	38.65	170.00	128.50	58.30		
9	MILL Bay			82.62	50.09	31.34	121.89	136.73	31.34		
10	Nanaimo	1-Apr-06	1-1-06	57.41	67.41	48.15	141.24	109.14	53.50		
11	Oak Bay	Jan 06 - Sept 06	Sept 2006	90.00	80.00	N/A	170.00	115.00	N/A		
12	Parksville (OceanSide Place)	until Aug 31/06	Sept 2006	88.29	59.55	42.84	128.52	105.03	58.91		
13	Port Alberni	1-Jul-06	1-Jul-07	74.90	74.90	42.00	151.94	117.70	64.20		
14	Port Hardy	1-Sep-06	2007	55.00	55.00	37.00	92.00	92.00	50.00		
15	Powell River			53.50	44.00	24.50	119.00	103.50	36.00		
16	Sidney/Noth & Central/Saanich	5-Oct-06	1-Apr-06	96.30	83.50	41.00	173.00	180.50	57.00		
17	Sooke		Spring 2006	90.85	45.48	42.60	181.90	154.30	85.60		
18	Saanich	Sept 6/05	June 2006	88.50	76.25	31.50	173.00	132.30	54.90		
19	City of Victoria (Save On Foods Memorial Centre)										
	AVERAGE			77.29	64.16	89.49	141.64	115.81	51.74		

NOTE: ALL RATES ARE SHOWN WITH GST INCLUDED

City of Port Alberni Parks and Recreation Department  
 SURVEY OF FEES AND CHARGES - 2006  
 SECTION "B" - ARENA ICE AND FLOOR RENTALS

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CAO		GMES	
GMCS		GMR&P	
GMDS		GMRT&P	
JUN - 7 2006			
CHAIR		BOARD	
July 6/06			

**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrator Officer

**DATE:** June 7, 2006

**FROM:** Tom Osborne  
General Manager of Recreation and Parks

**FILE:** 7710-01-PCURL

**SUBJECT:** Parksville Curling Club Society Sublease of District 69 Arena

**PURPOSE**

To review revisions to financial reporting sections of Sublease with the Parksville Curling Club Society for use of the District 69 Arena.

**BACKGROUND**

In October 2003 the Regional District entered in to a Sublease with the Parksville Curling Club Society for use and operation of District 69 Arena. The Sublease is for a five year term and terminates on March 31, 2008, just prior to the expiration of the existing Head Lease between the Regional District and the City of Parksville for the leased City land on which District 69 Arena is located.

Through the Sublease, the Society has managed and operated the Regional District facility as a curling facility in addition the lease provides for the use of the building for rental to community groups and sport associations for sport and recreation programs and non-profit community special events.

To date the arrangement between the Society and the Regional District has gone well. The Club has a healthy membership of 611 and has hosted numerous local, regional and provincial bonspiels at the facility. In addition, the Curling Club as invested in the facility with significant upgrades and repairs to the refrigeration plant, dehumidification system, and this summer the Club will be installing a low emissive ceiling with the assistance from a BC Hydro Power Smart grant in order to lower energy consumption at the building.

At the last annual meeting between RDN staff and the Curling Club Society Executive, the Club requested that a modification to section 5.21 of the Sublease be made where it was required for the Curling Club to provide an annual report to the Board which is to include audited copies of the Curling Club's financial statements. The Club has indicated that the cost to do an audited financial statement is quite high, approximately \$3,000, and prohibits the Club from reinvesting their limited funds that it takes to do the audit that otherwise could be used for the operation of the facility.

In checking with other municipalities that lease civic buildings, staff have determined that Regional District's requirement for an annual audited financial statement was in fact above the norm and have since developed new language for the Sublease of which the Club Executive is in agreement with. It is proposed that Section 5.21 be revised and Sections 5.22 and 5.23 be added to the agreement. As per Section 5.22, a Statement of Results is now required which will provide the Regional District with

quantifiable and factual information on the financial status of the Club without them having to go through the expense of an external audit. In section 5.23 an external audit is then required to be provided in the final year of the term. This audit will then assist the Club and Regional District in determining the financial status of the Club prior to renewing the lease for the building in April 2008. The proposed revised sections are as follows:

5.21 *to provide an annual report to the Board of the Landlord within 30 days of the end of each year of the Term, such report to include information on the Tenant's membership and programming;*

5.22 *on or before July 31<sup>st</sup> during each year of the Term, except in the final year as outlined in 5.23, the Tenant shall submit to the General Manager of Recreation and Parks a statement of results for the prior fiscal year comprised of a balance sheet and income statement and a copy of the final bank statement for the year showing a reconciliation of the Tenant's bank account to the balance sheet. The balance sheet and income statement shall each contain the following certification and be signed by the Tenant's Treasurer and President:*

*"The undersigned certify that these statements have been prepared in accordance with sound accounting principals and represent in all material respects the financial results and activities of the Parksville Curling Club Society for the fiscal year ended on Month, Year ";*

5.23 *on or before July 31<sup>st</sup> in the final year of each Term the Tenant shall submit to the General Manager of Recreation and Parks a financial statement prepared by an independent accountant or accounting firm qualified to prepare statements in the Province of BC as a Certified General Accountant, Certified Management Accountant or a Chartered Accountant.*

## **ALTERNATIVES**

1. That the Regional District of Nanaimo approve the revised Sublease with the Parksville Curling Club Society with amendments made to Section 5.21 and the addition of Sections 5.22 and 5.23 for the use of the District 69 Arena for the term of October 1, 2003 to March 31, 2008.
2. That the Regional District of Nanaimo not approve the revised Sublease with the Parksville Curling Club Society for the use of the District 69 Arena.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications to the Regional District on amending the current Sublease with the Curling Club Society. Staff are satisfied with the revised wording as it provides for a statement of financial results to be provided annually to the Regional District. In addition, an audited financial statement is to be prepared in the final year of agreement which will be important to the Regional Board when discussions commence for renewal of the Sublease of the facility for a subsequent term.

Should the agreement not be revised as outlined, the Curling Club will be required to provide annually an externally audited financial statement which costs approximately \$3,000 per year to undertake.

## SUMMARY

In October 2003 the Regional District entered in to a Sublease with the Parksville Curling Club Society for use and operation of District 69 Arena. The Sublease is for a five year term and terminates on March 31, 2008.

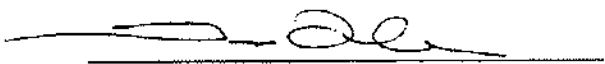
To date the arrangement between the Society and the Regional District has gone well. The Club has a healthy membership of 611 and hosted numerous local, regional and provincial bonspiels at the facility. In addition, the Curling Club as invested in the facility with significant upgrades and repairs to the building.

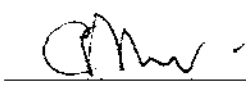
The Club has now requested that a modification to section 5.21 of the current Sublease be made where it was required for the Curling Club to provide an annual report to the Board which is to include audited copies of the Curling Club's financial statements. The Club has indicated that the cost to do an audited financial statement will be approximately \$3,000 and prohibits the Club from reinvesting their limited funds that it takes to do the audit that otherwise could be used for the operation of the facility.

Upon verifying with other municipalities with similar arrangements with local curling clubs, staff have determined that Regional District's requirement for an annual audited financial statement was in fact above the norm and have since developed new language for the Sublease for which the Club Executive is in agreement with. It is proposed to revise Section 5.21 and add Sections 5.22 and 5.23 to the Sublease. As per section 5.22, a Statement of Results is now required which will provide the Regional District with quantifiable and factual information on the financial status of the Club without them having to go through the expense of an external audit. In section 5.23 it states that an external audit is required in the final year of the term. This external audit will then assist the Club and Regional District on determining the financial status of the Club prior to renewing the lease for the building in April 2008.

## RECOMMENDATION

That the Regional District of Nanaimo approve the revised Sublease with the Parksville Curling Club Society with amendments made to Section 5.21 and the addition of Sections 5.22 and 5.23 for the use of the District 69 Arena for the term of October 1, 2003 to March 31, 2008.

  
Report Writer

  
C.A.O. Concurrence



**SUBLEASE**

THIS LEASE dated the 1<sup>st</sup> day of October, 2003.

(Revised the \_\_ day of June, 2006)

BETWEEN:

**REGIONAL DISTRICT OF NANAIMO**

6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

(the "Landlord")

OF THE FIRST PART

AND:

**THE PARKSVILLE CURLING CLUB SOCIETY**

(#28480)  
102 - 156 Morison Avenue  
Box 1624  
Parksville, BC V9P 2H3

(the "Tenant")

OF THE SECOND PART

**WHEREAS:**

- A. The Landlord is the lessee of the land described in Schedule 'A' annexed to this Sublease (the "Lands") under the terms of a Lease between the Landlord and the City of Parksville (the "Head Lease") made the 21<sup>st</sup> day of July, 2003, a copy of which is attached as Schedule 'E';
- B. The Landlord is the owner of an arena facility situated upon the Lands known as the "District 69 Arena";
- C. The Tenant has requested and the Landlord has agreed to grant a lease of the Lands and the District 69 Arena on the following terms.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the rents and agreements to paid and performed by the Tenant,

**1.0 Premises**

1.1 The Landlord leases to the Tenant the Land and the District 69 Arena (together described hereafter as the "**Premises**").

## **2.0 Term**

2.1 For a term commencing on the 1<sup>st</sup> day of October, 2003 and ending on the 31<sup>st</sup> day of March, 2008 (the "**Term**").

## **3.0 Use**

3.1 The Tenant may use the Premises for the purpose of curling and related activities of the Tenant, for operating a facility for the use of sports under the control of local organizations, for the rental of facility use time to community groups for community activities, community special events, or for recreational programs or activities generated by and under the authority of the Landlord's Recreation and Parks Department.

3.2 Should the Tenant receive a request to use the Premises for concerts, sports contests, performances, circuses, displays, exhibits, conventions, trade shows, meetings or social gatherings of a commercial nature, the admission to which requires the purchase of a ticket, the payment of an admission fee or a usage fee, ("**Commercial Events**"), the Tenant will refer the request to the Landlord, and the Landlord will determine whether the Commercial Event may be accommodated at the Premises. The Tenant will not proceed with accommodating the request unless it has received written consent from the Landlord's Manager of Recreation Services, which may be withheld by the Landlord in its sole discretion. The Landlord's Manager of Recreation Services will respond to any such request from the Tenant within fifteen (15) business days. In exercising its discretion, and without limitation, the Landlord may refuse the Tenant's request if the Landlord determines that the proposed Commercial Event should be held at the Landlord's Oceanside Place multipurpose facility.

3.3 The Landlord agrees that it will make reasonable efforts to refer to the Tenant other Commercial Events, which the Landlord decides not to accommodate at the Landlord's Oceanside Place multipurpose facility.

3.4 The Tenant and the Landlord's Recreation and Parks Department will meet on an annual basis to review the use of the Premises.

## **4.0 Rent**

4.1 The Tenant shall pay to the Landlord an annual rent of **FIVE (\$5.00) DOLLARS** due and payable on the first day of each year of the term, or part thereof.

## **5.0 Tenant's Covenants**

The Tenant covenants with the Landlord:

### **Rent**

5.1 to pay all rents reserved under this Sublease;

**Taxes**

- 5.2 to pay all taxes, rates, duties and assessments whatsoever, whether municipal, provincial, federal, or otherwise, including GST, charged upon the Tenant or the Landlord as a result of the Tenant's occupation of or use of the Premises unless exempted by municipal bylaw;

**Utilities**

- 5.3 to pay as they become due all charges for all gas, oil, telephone and electric light and power used on the Premises;

**Construction**

- 5.4 that it will not construct any buildings or structures on the Premises, and will not make any alterations, additions or improvements on or to the Premises including, without limitation, to the District 69 Arena mechanical and ice-making equipment, unless it has obtained:

- (a) the consent of the Landlord;
- (b) if required by law, a development permit from the City of Parksville;
- (c) if required by law, a building permit authorizing the construction or renovations of the buildings and structures set out in the permit and the plans and specifications attached to it;

and all such work shall be carried out at the cost of the Tenant;

**Assign or Sublet**

- 5.5 that it will not assign nor sublet without leave of the Landlord, and without limiting the discretion of the Landlord to grant or refuse such leave, the Tenant acknowledges that under the terms of the Head Lease, any proposed assignment or sublease of this Sublease will require the leave of the Council of the City of Parksville;

**Nuisance**

- 5.6 that it will not carry on or do or allow to be carried on or done on the Premises anything that
- (a) may be or become a nuisance to the Landlord or the public,
  - (b) increases the hazard of fire or liability of any kind,
  - (c) increases the premium rate of insurance against loss by fire or liability upon the Premises or
  - (d) invalidates any policy of insurance for the Premises; or
  - (e) directly or indirectly causes damage to the Premises;

## Regulations

5.7 that it will

- (a) comply promptly at its own expense with the legal requirements of all authorities, including an association of fire insurance underwriters or agents, and all notices issued under them that are served upon the Landlord or the Tenant, and
- (b) indemnify the Landlord from all lawsuits, damages, losses, costs or expenses that the Landlord may incur by reason of non-compliance by the Tenant with legal requirements or by reason of any defect in the Premises or any injury to any person or to any personal property contained on the Premises unless the damages, losses, costs, expenses or injuries are the result of the negligence of the Landlord;

## Insurance

5.8 that it will take out and maintain during the Term, a policy of general public liability insurance, including a Tenant Legal Liability endorsement, against claims for bodily injury, death or property damage arising out of the use and occupancy of the Premises by the Tenant in the amount of not less than Three Million (\$3,000,000.00) Dollars per single occurrence or such greater amount as the Landlord may from time to time designate, naming the Landlord as an additional insured party thereto and shall provide the Landlord with a Certificate of Insurance;

5.9 that

- (a) it will take out and maintain during the Term a policy of insurance insuring the Premises to the full insurable replacement value thereof against risk of loss or damage caused by or resulting from fire, lightning, tempest, or earthquake or any additional peril against which the Landlord normally insures, and
- (b) this policy of insurance shall name the Landlord as an additional insured party to it and shall be in a form satisfactory to the Landlord, and
- (c) the Tenant shall provide the Landlord with a Certificate of Insurance;

5.10 that all policies of insurance shall contain a waiver of subrogation clause in favour of the Landlord and shall also contain a clause requiring the insurer not to cancel or change the insurance without first giving the Landlord 30 days prior written notice;

5.11 that if the Tenant does not provide or maintain in force the insurance required by this Sublease, the Landlord may take out the necessary insurance and pay the premium for periods of one year at a time, and the Tenant shall pay to the Landlord as additional rent the amount of the premium immediately on demand;

5.12 that if both the Landlord and the Tenant have claims to be indemnified under any insurance required by this Sublease, the indemnity shall be applied first to the settlement of the claim of the Landlord and the balance, if any, to the settlement of the claim of the Tenant;

- 5.13 that it shall be the sole responsibility of the Tenant to determine what additional insurance coverage, if any, including but not limited to Workers' Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligations under this Lease. Any such additional insurance shall be maintained and provided at the sole expense of the Tenant;

#### **Indemnification**

- 5.14 that it will indemnify the Landlord from and against all lawsuits, damages, losses, costs or expenses which the Landlord may incur by reason of the use of the Premises by the Tenant or the carrying on upon the Premises of any activity in relation to the Tenant's use of the Premises and in respect of any loss, damage or injury sustained by the Tenant, or by any person while on the Premises for the purpose of doing business with the Tenant or otherwise dealing with the Tenant, including all costs and legal costs, taxed on a solicitor and client basis, and disbursements and this indemnity shall survive the expiry or sooner determination of this Sublease;

#### **Builders Liens and Other Charges**

- 5.15 that it will not permit, do or cause anything to be done to the Premises that would allow any lien, certificate of pending litigation, judgment or certificate of any court, or any mortgage, charge, conditional sales agreement, personal property security or other encumbrance to be imposed or remain on title to the Premises, or any part thereof. In the event of registration of any lien, charge, conditional sales agreement, personal property security or other encumbrance against the Premises, or part thereof, the Tenant shall, within 10 days notice thereof, and at its sole expense, immediately cause the same to be discharged whether by payment or security or other manner as may be permitted by law, and failing which the Landlord, may, but shall not be obliged to, make any payments required to procure the discharge of such lien, charge or encumbrance and the Tenant shall forthwith indemnify the Landlord for all expenses, including legal fees on a solicitor-client basis in connection therewith;

#### **Maintenance**

- 5.16 to maintain the Premises, at all times to a high standard of maintenance consistent with the maintenance standards of a local government recreation facility, such maintenance to include, without limitation, the provision of janitorial services, grounds maintenance and upkeep of the parking areas, exterior and interior painting and the regular maintenance of all equipment, furnishings and fittings;

#### **Repairs**

- 5.17 to carry out all repairs that are necessary for the proper operation of the District 69 Arena, including without limitation, any necessary repairs or replacements of the structural components of the District 69 Arena, or its roof, electrical and mechanical systems, flooring, furnishings, fittings or equipment;

### **Continuous Operation**

- 5.18 to operate the District 69 Arena for the purposes contemplated hereunder continuously throughout the Term, so that the District 69 Arena is operated as a curling facility for the use of the Society, and third parties to whom the Society may licence the use of the District 69 Arena as provided for under sections 3.1, 3.2 and 3.3 of this Agreement;

### **Staffing**

- 5.19 to provide sufficient personnel for the safe and proper operation of the District 69 Arena, whether through volunteers or paid staff, or a combination of those;

### **Booking of Dry Floor Events**

- 5.20 to cooperate with the Landlord's Recreation and Parks Department in the booking of dry floor sports and public recreation events during the Dry Floor Season;

### **Annual Report and Financial Statement**

- 5.21 to provide an annual report to the Board of the Landlord within 30 days of the end of each year of the Term, such report to include information on the Tenant's membership and programming;
- 5.22 on or before July 31<sup>st</sup> during each year of the Term, except in the final year as outlined in 5.23, the Tenant shall submit to the General Manager of Recreation and Parks a statement of results for the prior fiscal year comprised of a balance sheet and income statement and a copy of the final bank statement for the year showing a reconciliation of the Tenant's bank account to the balance sheet. The balance sheet and income statement shall each contain the following certification and be signed by the Tenant's Treasurer and President:

"The undersigned certify that these statements have been prepared in accordance with sound accounting principals and represent in all material respects the financial results and activities of the Parksville Curling Club Society for the fiscal year ended on Month, Year";

- 5.23 on or before July 31<sup>st</sup> in the final year of each Term the Tenant shall submit to the General Manager of Recreation and Parks a financial statement prepared by an independent accountant or accounting firm qualified to prepare statements in the Province of BC as a Certified General Accountant, Certified Management Accountant or a Chartered Accountant.

### **Head Lease**

- 5.24 to perform all of the obligations of the Tenant (Regional District of Nanaimo) under the Head Lease, except for those contained in sections 4.0, 5.1, 5.8 and 5.9 to the intent and for the purpose that no default under the Head Lease will arise from the tenancy created by this Agreement.

### **6.0 Landlord's Covenants**

- 6.1 The Landlord covenants with the Tenant for quiet enjoyment.

**7.0 Miscellaneous Covenants**

And it is hereby mutually agreed:

**Re-entry**

- 7.1 that if the Tenant shall default in the payment of rent, or the payment of any other sum payable hereunder, or fail to perform any covenant hereunder and if such default shall continue for thirty (30) days after the giving of written notice by the Landlord to the Tenant, then the Landlord may re-enter the Premises and the rights of the Tenant with respect to the Premises shall lapse and be absolutely forfeited;

**Forfeiture**

- 7.2 that the Landlord, by waiving or neglecting to enforce the right to forfeiture of this Sublease or the right of re-entry upon breach of any covenant, condition or agreement in it, does not waive the Landlord's rights upon any subsequent breach of the same or any other covenant, condition or agreement in this Sublease;

**Revenue**

- 7.3 that all revenue from the operation of the District 69 Arena during the Term shall be for the account of the Tenant;

**Destruction**

- 7.4 (a) that if the Premises are damaged by fire, flood or other casualty the Tenant shall, within thirty (30) days after the fire, flood or other casualty advise the Landlord in writing whether the Tenant intends to restore, repair or replace the Premises or the portion damaged. If the Tenant intends to undertake and complete restoration, repair or replacement the Tenant shall do so within twelve (12) months after the damage has occurred;
- (b) if the Tenant elects not to undertake restoration, repair or replacement this Sublease shall terminate and, for the purpose of this subsection, if the Tenant does not advise the Landlord concerning the Tenant's intention within the thirty (30) days, the Tenant shall be deemed to have elected not to undertake restoration, repair and replacement;

**Fixtures**

- 7.5 that, unless the Tenant, upon notice from the Landlord, removes them, all buildings, structures or improvements constructed on the Premises by the Tenant, save and except for moveable business fixtures of the Tenant, shall, at the determination of the Sublease, become the sole property of the Landlord at no cost to the Landlord;

**Insolvency**

- 7.6 that if

- (a) the Term or any of the goods or chattels on the Premises are at any time seized or taken in execution or attachment by any creditor of the Tenant or under bill of sale or chattel mortgage, or
- (b) if a writ of execution issues against the goods or chattels of the Tenant, or
- (c) if the Tenant makes any assignment for the benefit of creditors, or
- (d) if the Tenant becomes insolvent or bankrupt, or
- (e) being an incorporated company or society if proceedings are begun to wind up the company or society, or
- (f) if the Premises or any part of them becomes vacant and unoccupied for a period of thirty (30) days or is used by any other person or persons for any purpose other than permitted in this Sublease without the written consent of the Landlord,

the Term shall, at the option of the Landlord, immediately become forfeited and the then current month's rent for the three months next following shall immediately become due and payable as liquidated damages to the Landlord, and the Landlord may re-enter and repossess the Premises despite any other provision of this Sublease;

#### **Removal of Goods**

- 7.7 if the Tenant removes its goods and chattels from the Premises, the Landlord may follow them for 30 days;

#### **Renewal**

- 7.8 that upon the expiration of the Term the parties may mutually agree to enter into a new lease of the Premises containing agreed terms and conditions, subject to a renewal of the Head Lease, and the approval of the Council for the City of Parksville to a new lease between the Landlord and the Tenant;

#### **Time**

- 7.9 that time shall be of the essence of this Sublease;

#### **Termination**

- 7.10 that the Landlord may terminate this Sublease at any time upon the provision of thirty (30) days' notice in writing to the Tenant if the Tenant is in default of any provision of this Sublease;
- 7.11 that either the Landlord or the Tenant may terminate this Sublease at any time upon the provision of six (6) months written notice, provided that if the period of notice provided by the Landlord falls within the period between October 15th of one year of the Term and April 15th of the next year, the Landlord's termination will be deemed effective April 15th. This provision for extension of the period of notice shall not apply to a notice of termination for default given under section 7.10;



### **Notices**

7.12 that any notice required to be given under this Sublease shall be deemed to be sufficiently given:

- (a) if delivered, at the time of delivery, and
- (b) if mailed from any government post office in the Province of British Columbia by prepaid, registered mail addressed as follows:

If to the Landlord:

General Manager of Recreation and Parks  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

If to the Tenant:

Box 1624  
Parksville, BC V9P 2H3

or at the address a party may from time to time designate, then the notice shall be deemed to have been received forty-eight (48) hours after the time and date of mailing. If, at the time of the mailing the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lockout or other labour dispute then the notice may only be given by actual delivery of it;

### **Net Sublease**

7.13 that this Sublease shall be a complete carefree net lease to the Landlord as applicable to the Premises and the Landlord shall not be responsible during the Term for any cost, charges, expenses or outlays of any nature whatsoever in respect of the Premises or its contents, or the operation of the Premises, except those mentioned in this Sublease;

### **Landlord's Insurance**

7.14 that in the event the cost to the Tenant of the property insurance required under section 5.9 exceeds the cost of such insurance, should it be placed and maintained by the Landlord, that by agreement of the Landlord and Tenant, the Landlord may place and maintain such property insurance for the Premises and charge the cost of that insurance to the Tenant;

### **Fitness of Premises**

7.15 (a) that the Landlord has made no representation or warranties as to the condition, fitness or nature of the Premises and by executing this Sublease, the Tenant releases the Landlord from any and all claims, which the Tenant now has or may in future have in that respect;

- (b) that the Tenant admits that it has inspected the Premises in their present state, that they are suitable for the Tenant's purposes, and that the Tenant shall at its sole cost be responsible for any and all repairs, improvements and upgrades necessary for the operation of the District 69 Arena by the Tenant;
- (c) that without limiting subparagraph 7.15(b), the Tenant acknowledges that the operations equipment and fixtures listed in Schedule 'C' to this Sublease will be removed from the Premises by the Landlord prior to the commencement of the Term and that the Tenant will be solely responsible for the provision of any necessary replacements;
- (d) that without limiting section 7.15(b) or section 5.15, the Tenant shall be solely responsible for the maintenance, repair and replacement of the equipment and fixtures listed in Schedule 'D' to this Sublease, and that all of the said equipment and fixtures, including any replacements thereof, shall be and remain the sole property of the Landlord.

#### **Inspection**

- 7.16 that the Landlord may enter the Premises at any time during the Landlord's regular business hours, and at any other time on providing 24 hours notice to the Tenant, for the purpose of inspecting the Premises and determining whether the Tenant is in compliance with its obligations under this Sublease;

### **Paramountcy of Head Lease**

- 7.17 that to the extent any right or benefit conferred by this Sublease contravenes or is incompatible with the Head Lease, such right or benefit will be amended or modified so as not to contravene or be incompatible with the Head Lease.

### **Binding Effect**

- 7.18 that this Sublease shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees;

### **Amendment**

- 7.19 that the parties hereto may by agreement amend the terms of this Sublease, such amendment to be evidenced in writing and executed by both parties;

### **Law Applicable**

- 7.20 that this Sublease shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia;

### **7.21 Relationship of the Parties**

No provision of this lease shall be construed to create a partnership or joint venture relationship, an employer-employee relationship, or a principal-agent relationship between the parties;

### **Interpretation**

- 7.22 that when the singular or neuter are used in this Sublease they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require;
- 7.23 all provisions of this Sublease are to be construed as covenants and agreements as though the words importing covenants and agreements were used in each separate paragraph;
- 7.24 that the headings to the clauses in this Sublease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Sublease or provision of it.

IN WITNESS the parties have signed and sealed this revised Sublease on the \_\_\_\_day of \_\_\_\_\_, 2006.

**Regional District of Nanaimo** by its authorized signatories )

\_\_\_\_\_  
Chair )

\_\_\_\_\_  
Chief Administrative Officer )

**The Parksville Curling Club Society** by its authorized signatories )

\_\_\_\_\_  
Name: )

\_\_\_\_\_  
Name: )

**SCHEDULE 'A'**

**PID**

That part of the remainder of Parcel "B" (DD34903-I) as shown outlined on the reference plan annexed hereto as Schedule "B" and prepared by N. Roger Parry, B.C.L.S., dated the 2nd day of December, 1997, and marked "Lease Area A".



## **SCHEDULE 'C'**

### **Key operations and office equipment to be removed by Landlord:**

1. All ice maintenance equipment including paint apparatus, hoses and hand tools
2. All power and hand shop tools
3. Man-lift and ladders
4. All grounds maintenance equipment
5. All first aid equipment and supplies including Scott Air Packs
6. All janitorial equipment and supplies
7. All phones, data and cable lines
8. All office equipment and non-affixed desks
9. Meeting room table and chairs
10. All spare motors and drives
11. Score clock and wall clocks
12. Sound System and components

## **SCHEDULE 'D'**

**District 69 Arena  
193 East Island Highway  
Parksville, B.C**

**Equipment to remain at the facility and be included for use under the terms and conditions of the facility lease arrangement with the Parksville Curling Club Society:**

### **Refrigeration**

1. Compressors and system components
2. Chiller
3. Condenser
4. Dehumidifiers
5. Operational control systems (does not include personal safety equipment)

### **Building Equipment**

1. Domestic and operational water system
2. Roof top furnaces and controls
3. All air handling systems and controls
4. Fire control systems
5. Fire suppression equipment
6. Electrical control panels
7. Washroom sink and toilets (paper dispensers are on loan from supplier, Acme Supplies and may be removed at the supplier's discretion)

### **Lighting fixtures**

1. All fixed lighting throughout the building.
2. All fixed exterior lighting

### **Alarm System**

1. Key pads and motion detectors (decommissioned)

### **Concession**

1. Hand Sink and grease trap
2. Exhaust fan
3. Food preparation and storage equipment
  - a. Popcorn Maker
  - b. Self Contained Fryer



- c. Nacho Warmer
- d. Hot Dog Machine
- e. Freezer
- f. Fridge

**Mill Work**

1. All affixed millwork will remain in the washrooms, staff room and front office

SCHEDULE 'E'

LEASE

THIS LEASE made the 31 day of July 2003.  
UNDER THE *LAND TRANSFER FORM ACT, PART 2*  
AND THE *LOCAL GOVERNMENT ACT*

BETWEEN:

CITY OF PARKSVILLE

100 E. Jensen Avenue  
P.O. Box 1390  
Parksville, BC V9P 2H3

(the "Landlord")

OF THE FIRST PART

AND:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

(the "Tenant")

OF THE SECOND PART

WHEREAS:

- A. On the 1st day of July, 1977, an Agreement was entered into between the City of Parksville and the Regional District of Nanaimo providing for the lease of a specified area of land within the Parksville Community Park for the erection of the District 69 Ice Arena;
- B. On the 15th day of April, 1980, a Memorandum of Agreement was entered into between the parties providing for a revised description of the specified area of land within the Parksville Community Park for the location of the District 69 Ice Arena;
- C. On the 1st day of July, 1987, an Agreement was entered into between the parties for a lease of the specified area of land within the Parksville Community Park for the location of the District 69 Ice Arena, a recreational facility operated by the Tenant, for a five year term;
- D. On the 15th day of June, 1992, an Agreement was entered into between the parties for a specified area of land within the Parksville Community Park for the District 69 Ice Arena, a recreational facility operated by the Tenant, for a period of five years;

Land Lease Between City of Parksville and the Regional District of Nanaimo  
Page 2 of 9

- E. On the 1st day of July, 1997, an Agreement was entered into between the parties for a specified area of land within the Parksville Community Park for the District 69 Ice Arena, a recreational facility operated by the Tenant, for a period of five years;
- F. The Parties wish to enter into an agreement for the lease of the same lands and premises for a further term of five years to permit the Tenant to continue to operate the District 69 Ice Arena;
- G. The Tenant has requested and the Landlord has agreed to grant a lease in the following terms.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the rents and agreements to be paid and performed by the Tenant,

**1.0 Premises**

The Landlord leases to the Tenant the land described in Schedule "A" annexed to this Lease (the "Premises").

**2.0 Term**

For the term of five years commencing on the 1st day of June 2003, and ending on the 31<sup>st</sup> day of May, 2008.

**3.0 Use**

The Tenant may use the Premises only for the purpose of providing and operating recreation programs and facilities and for other related community uses.

**4.0 Rent**

The Tenant shall pay to the Landlord an annual rent of five (\$5.00) dollars due and payable on the first day of each year of the term.

**5.0 Tenant's Covenants**

The Tenant covenants with the Landlord:

**Rent**

- 5.1 to pay all rents reserved under this Lease;

**Taxes**

- 5.2 to pay all taxes, rates, duties and assessments whatsoever, whether municipal, provincial, federal, or otherwise, including GST, charged upon the Tenant or the Landlord as a result of the Tenant's occupation of or use of the Premises unless exempted by municipal bylaw;

**Utilities**

- 5.3 to pay as they become due all user fees and rates for utility services including, without limitation, all charges for all gas, oil, telephone and electric light and power used on the Premises;

Land Lease Between City of Parksville and the Regional District of Nanaimo  
Page 3 of 9

**Construction**

- 5.4 that it will not construct any buildings or structures on the Premises without the Landlord's approval, which may be withheld at the sole discretion of the Landlord and that it will not construct or renovate any buildings or structures on the Premises unless, prior to any construction or renovation, it obtains
- (a) a development permit from the Landlord, if required under the Official Community Plan and Zoning Bylaw of the City of Parksville;
  - (b) a building permit, where required by the bylaws of the City of Parksville regulating building construction, authorizing the construction or renovations of the buildings and structures set out in the permit and the plans and specifications attached to it; and
  - (c) such inspections as are required under the bylaws of the City of Parksville regulating building construction,

and all work shall be carried out at the cost of the Tenant;

**Assign or Sublet**

- 5.5 that it will sublet the Premises only to The Parksville Curling Club Society (Reg. No. 28480), and only for the purposes of operating a curling, recreation and community use facility, and will not otherwise sublease the Premises or assign this Lease without the prior written consent of the Landlord, which consent may be withheld in the sole discretion of the Landlord;

**Nuisance**

- 5.6 that it will not carry on or do or allow to be carried on or done on the Premises anything that may be or become a nuisance to the Landlord or the public;

**Regulations**

- 5.7 that it will
- (a) comply promptly at its own expense with the legal requirements of all authorities, including an association of fire insurance underwriters or agents, and all notices issued under them that are served upon the Landlord or the Tenant; and
  - (b) indemnify the Landlord from all lawsuits, damages, losses, costs or expenses that the Landlord may incur by reason of non-compliance by the Tenant with legal requirements or by reason of any defect in the Premises or any injury to any person or to any personal property contained on the Premises unless the damages, losses, costs, expenses or injuries are the result of the negligence of the Landlord;

**Insurance**

- 5.8 that it will take out and maintain during the Term, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use and occupancy of the Premises by the Tenant in the amount of not less than Five Million (\$5,000,000.00) Dollars per single occurrence or such greater amount as the Landlord may reasonably designate, from time to time, naming the Landlord as an insured party thereto and shall provide the Landlord with a certified copy of such policy or policies;

Land Lease Between City of Parksville and the Regional District of Nanaimo  
Page 4 of 9

- 5.9 that
- (a) it will take out and maintain during the Term a policy of insurance in the name of the Tenant insuring the ice arena and all fixtures and improvements to the full insurable replacement value thereof against risk of loss or damage caused by or resulting from fire, lightning, tempest, or earthquake and any additional peril against which the Landlord normally insures, and
  - (b) the Tenant shall provide the Landlord with a certified copy of the policy.
- 5.10 that all policies of insurance shall contain a waiver of subrogation clause in favour of the Landlord and shall also contain a clause requiring the insurer not to cancel or change the insurance without first giving the Landlord thirty (30) days prior written notice;
- 5.11 that if the Tenant does not provide or maintain in force the insurance required by this Lease, the Landlord may take out the necessary insurance and pay the premium for periods of one year at a time, and the Tenant shall pay to the Landlord as additional rent the amount of the premium immediately on demand;

**Damage or Destruction**

- 5.12 that if the ice arena or other building or structure is destroyed or damaged by fire, tempest or other event and, in the opinion of the Tenant acting reasonably, either:
- (a) the estimated cost of repairing such destruction or damage is unreasonably high; or
  - (b) the time reasonably anticipated as being necessary for the repair of such destruction or damage is too long;

then the Tenant may, at its option, and upon written notice to the Landlord delivered within ninety (90) days after the occurrence of the destruction or the damage, terminate this lease, such termination to take effect sixty (60) days after the exercise of the option to terminate. On such termination all proceeds of insurance payable in respect of such destruction or damage shall be paid to the Tenant;

**Indemnification**

- 5.13 that it will indemnify the Landlord from and against all lawsuits, damages, losses, costs or expenses which the Landlord may incur by reason of the use of the Premises by the Tenant or the carrying on upon the Premises of any activity in relation to the Tenant's or any subtenants use of the Premises and in respect of any loss, damage or injury sustained by the Tenant, or by any person while on the Premises for the purpose of doing business with the Tenant or otherwise dealing with the Tenant, except insofar as any damage, loss, injury, cost or expense is caused or contributed to by the negligence of the Landlord or its officers, employees or agents and this indemnity shall survive the expiry or sooner determination of this Lease;

**Builders Liens**

- 5.14 that it will indemnify the Landlord from and against all claims for liens for wages or materials or for damage to persons or property caused during the making of or in connection with any excavation, construction, repairs, alterations, installations and additions which the Tenant may make or cause to be made on, in or to the Premises; and will allow the Landlord to post and will

Land Lease Between City of Parksville and the Regional District of Nanaimo  
Page 5 of 9

keep posted on the Premises any notice that the Landlord may desire to post under the provisions of the *Builders Lien Act*;

**Maintenance**

- 5.15 to maintain the Premises, at all times to a high standard of maintenance consistent with maintenance standards of a local government recreation facility, such maintenance to include, without limitation, the provision of grounds maintenance and upkeep of parking areas, exterior painting and regular maintenance of all equipment, furnishings and fittings;

**6.0 Landlord's Covenants**

The Landlord covenants with the Tenant for quiet enjoyment.

**7.0 Miscellaneous Covenants**

And it is hereby mutually agreed:

**Re-entry**

- 7.1 that if the Tenant shall default in the payment of rent, or the payment of any other sum payable hereunder, or fail to perform any covenant hereunder and if such default shall continue for thirty (30) days after the giving of written notice by the Landlord to the Tenant, then the Landlord may re-enter the Premises and the rights of the Tenant with respect to the Premises shall lapse and be absolutely forfeited;

**Forfeiture**

- 7.2 that the Landlord, by waiving or neglecting to enforce the right to forfeiture of this Lease or the right of re-entry upon breach of any covenant, condition or agreement in it, does not waive the Landlord's rights upon any subsequent breach of the same or any other covenant, condition or agreement in this Lease;

**Fixtures**

- 7.3 that the ice arena is owned by the Tenant and if the Tenant elects not to rebuild the ice arena under section 5.12, or if this Lease is otherwise terminated, the ice arena or the remains of it, and the proceeds of any fire insurance or sale are the property of the Tenant, as an asset of the recreation local service provided by the Tenant for and within the City of Parksville (the Landlord), the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H' of the Regional District of Nanaimo or any amended or successor local service providing community recreation services within the Regional District of Nanaimo, in accordance with the *Local Government Act* and in spite of any law to the contrary;
- 7.4 if the Landlord and the Tenant do not enter into a new lease to become effective immediately following the expiration of the Term, the Landlord and the Tenant will negotiate in good faith towards an agreement on the disposition of the Tenant's Improvements (including the arena, parking lots, fencing, signage and other improvements made by the Tenant), either by way of removal of those improvements from the Premises by the Tenant, or the transfer of those improvements to the Landlord, on terms that are mutually acceptable to the parties. If the parties are unable to agree upon a transfer value within six (6) months after expiration of the Term, that dispute will be submitted to binding arbitration and the arbitrator may order removal or transfer

Land Lease Between City of Parksville and the Regional District of Nanaimo  
Page 6 of 9

for value (or a combination of removal and transfer) taking into account such factors as depreciated building value.

**Holding Over**

- 7.5 that if the Tenant holds over following the Term and the Landlord accepts rent, this Lease becomes a tenancy from month to month subject to those conditions in this Lease applicable to a tenancy from month to month;

**Renewal**

- 7.6 that upon the expiration of the Term the parties may agree to enter into a new lease of the Premises containing agreed terms and conditions.

**Time**

- 7.7 that time shall be of the essence of this Lease;

**Notices**

- 7.8 that any notice required to be given under this Lease shall be deemed to be sufficiently given:
- (a) if delivered, at the time of delivery, and
  - (b) if mailed from any government post office in the Province of British Columbia by prepaid, registered mail addressed as follows:

If to the Landlord:

City of Parksville  
100 E. Jensen Avenue  
P.O. Box 1390  
Parksville, BC V9P 2H3

If to the Tenant:

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

or at the address a party may from time to time designate, then the notice shall be deemed to have been received forty-eight (48) hours after the time and date of mailing. If, at the time of the mailing the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lockout or other labour dispute then the notice may only be given by actual delivery of it;

**Net Lease**

- 7.9 that this Lease shall be a complete carefree net lease to the Landlord as applicable to the Premises and the Landlord shall not be responsible during the Term for any cost, charges, expenses or outlays of any nature whatsoever in respect of the Premises or its contents except those mentioned in this Lease;

Land Lease Between City of Parksville and the Regional District of Nanaimo  
Page 7 of 9

**Binding Effect**

7.10 that this Lease shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees;

**Amendment**

7.11 that the parties hereto may by agreement amend the terms of this Lease, such amendment to be evidenced in writing and executed by both parties;

**Law Applicable**

7.12 that this Lease shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia;

**Interpretation**

7.13 that when the singular or neuter are used in this Lease they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require;

7.14 all provisions of this Lease are to be construed as covenants and agreements as though the words importing covenants and agreements were used in each separate paragraph;

7.15 that the headings to the clauses in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Lease or provision of it.

IN WITNESS the parties have signed and sealed this Lease on the 21 day of July 2003.

CITY OF PARKSVILLE by its authorized )  
signatories )  
Randy Longman )  
Mayor )  
Shirley Harris )  
Clerk )

REGIONAL DISTRICT OF NANAIMO by its )  
authorized signatories )  
[Signature] )  
Chief Administrative Officer - Chairperson )  
[Signature] )  
General Manager, Corporate Services )



Land Lease Between City of Parksville and the Regional District of Nanaimo  
Page 8 of 9

**SCHEDULE "A"**

**PID:**

That Part of the remainder of Parcel "B" (DD 34903-1), District Lot 13, Nanoose District as shown outlined on the reference plan annexed hereto as Schedule "B" and prepared by N. Roger Parry, B.C.L.S., dated the 2nd day of December, 1997 and marked "Lease Area A".

