

REGIONAL DISTRICT OF NANAIMO

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

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

SPECIAL PRESENTATION

Errington Fire Department, re 2006 UBCM Community Excellence Award – Leadership & Innovation - Superior Tanker Shuttle.

DELEGATIONS

- 5 **Annette Tanner**, re Little Qualicum River and the Cathedral Grove Canyon.
- 6 **Larry Mugford**, re Request for Reduction in Water Bill -- 2005 Kaye Road.

MINUTES

- 7-12 Minutes of the regular Committee of the Whole meeting held October 10, 2006.

BUSINESS ARISING FROM THE MINUTES

CORPORATE ADMINISTRATION SERVICES

ADMINISTRATION

- 13-40 Procedure Bylaw No. 1512.

FINANCE AND INFORMATION SERVICES

FINANCE

- 41-44 Northern Community Sewer LSA Capital Charge Amendment Bylaw No. 1331.02.
- 45-50 French Creek Sewer LSA Amendment Bylaw No. 813.38 and Northern Community Sewer LSA Amendment Bylaw No. 889.43.
- 51-65 Operating Results to September 30, 2006.
- 66 Financial Plan Review Schedule.

FIRE DEPARTMENTS

- 67-77 Renewal of Fire Protection Service Agreement – Dashwood Volunteer Fire Department.
- 78-81 Waterloo/Yellowpoint Fire Protection Service Options.
- 82-89 Meadowood Fire Protection Service Establishing Bylaw No. 1509, Meadowood Fire Protection Service Loan Authorization Bylaw No. 1510 and Dashwood Fire Protection Service Capital Charge Bylaw No. 1511.
- 90-94 Electoral Area 'F' Community Parkland Rededication Bylaw No. 1508.

DEVELOPMENT SERVICES

REGIONAL PLANNING

- 95-101 State of Sustainability Report. (Full report will be available at the meeting.)

ENVIRONMENTAL SERVICES

LIQUID WASTE

- 102-104 Greater Nanaimo Pollution Control Centre Gravity Thickeners Project – Tender Award.

UTILITIES

- 105-108 Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.01.
- 109-112 Request for Reduction in Water Use Billing – Englishman River Water Service Area.
- 113-118 French Creek Sewer LSA Amendment Bylaw No. 813.39 and Northern Community Sewer LSA Amendment Bylaw No. 889.44.

RECREATION AND PARKS SERVICES

- 119-129 Community Parks Amendment Bylaws.
- 130-140 Nanoose Place Lease Agreement Renewal.
- 141-145 Electoral Area 'F' Parks and Open Space Advisory Committee Terms of Reference.
- 146-150 UBCM Community Tourism Program.

COMMISSION, ADVISORY & SELECT COMMITTEE

Area 'A' Parks and Green Spaces Advisory Committee.

151-153 Minutes of the Electoral Area 'A' Parks and Green Spaces Advisory Committee meeting held September 21, 2006. (for information)

That the Morden Colliery Trail Subcommittee be renamed to the Area A Trail Subcommittee which will be chaired by J. Materi and co-chaired by K. Wilson.

That the POSAC members receive the Nanoose Bay Parks and Open Space Plan – Review of Priority Areas and Action Items in order to read, review and make comments on it for discussion at the December 4 meeting.

Electoral Area 'A' Recreation and Culture Service Master Plan Project Committee.

154-157 Minutes of the Electoral Area 'A' Recreation and Culture Services Master Plan Project meeting held October 30, 2006. (for information).

East Wellington – Pleasant Valley Parks and Open Space Advisory Committee.

158-160 Minutes of the East Wellington – Pleasant Valley Parks and Open Space Advisory Committee meeting held September 25, 2006. (for information)

Nanoose Bay Parks and Open Space Advisory Committee.

161-163 Minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held October 2, 2006. (for information)

District 69 Recreation Commission.

164-168 Minutes of the District 69 Recreation Commission meeting held October 19, 2006. (for information)

That the following District 69 Recreation Grants be approved:

Community Recreation Grants:

<i>Arbutus Jumpers Society</i>	\$ 2,000
<i>Eagle Park Health Care Facility Auxiliary</i>	\$ 2,000
<i>District 69 Family Resource Association</i>	\$ 2,381
<i>Nanoose Place Landscaping Project</i>	\$ 3,000
<i>Oceanside Ebbside Slo-Pitch</i>	\$ 1,100

Youth Recreation Grants:

<i>Oceanside Track and Field Club (cage)</i>	\$ 2,860
<i>Oceanside Track and Field Club (track)</i>	\$ 1,500
<i>District 69 Family Resource Association</i>	\$ 3,600

That staff review the Fall/Winter 2006/2007 Active Living Guide with a view to providing recreation services in Electoral Areas F and H.

Drinking Water Watershed Protection Stewardship Committee.

169-173

Minutes of the Drinking Water Watershed Protection Stewardship Committee meeting held October 4, 2006. (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

Pearse, Maureen

From: WCWC Mid Island Chapter [wcwcqb@shaw.ca]
Sent: November 7, 2006 3:18 PM
To: Pearse, Maureen
Subject: Request to be a delegation at the Tues. Nov.14, 2006 RDN Mtg.

Dear Mr. Chairman and Directors of the Regional District of Nanaimo,

I would like to appear as a delegation at your Tuesday, November 14 RDN Meeting, to provide an update on the Little Qualicum River and the Cathedral Grove Canyon (which are both part of an official community drinking watershed).

Thank you.

Annette Tanner.
Western Canada Wilderness Committee, Mid Island chairperson.
250 752-6585

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No virus found in this outgoing message.

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Version: 7.1.409 / Virus Database: 268.13.31/522 - Release Date: 11/7/06

Pearse, Maureen

From: Donnelly, Mike
Sent: November 8, 2006 1:57 PM
To: Pearse, Maureen
Cc: Finnie, John
Subject: Delegation to the COW
Importance: High

Hi Maureen

Mr. Larry Mugford of 2005 Kaye Rd. would like to make a presentation to the Board at the upcoming COW regarding his request for a reduction in his water bill.

Mike Donnelly ASCT
Utilities Manager
Regional District of Nanaimo

954-3792 (Dist. 69) 390-6560 (Dist. 68) Toll Free 1-877-607-4111 www.rdn.bc.ca

REGIONAL DISTRICT OF NANAIMO

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

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Alternate	
Director M. Lefebvre	City of Parksville
Alternate	
Director J. Wilson	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Alternate	
Director M. Unger	City of Nanaimo
Director B. Holdom	City of Nanaimo
Alternate	
Director J. Cameron	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director J. Manhas	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
J. Finnie	General Manager of Environmental Services
D. Trudeau	General Manager of Transportation Services
N. Avery	General Manager of Finance & Information Services
P. Thorkeisson	General Manager of Development Services
W. Moorman	Manager of Engineering
D. Porteous	Manager of Recreation
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Directors Van Eynde, Lefebvre, Wilson, Cameron and Unger to the meeting.

MINUTES

MOVED Director McNabb, SECONDED Director Van Eynde, that the minutes of the Committee of the Whole meeting held September 12, 2006 be adopted.

CARRIED

CORPORATE ADMINISTRATION SERVICES

RDN Officers Appointment and Delegation Bylaw No. 1507 and RDN Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.02

MOVED Director Bartram, SECONDED Director McNabb, that the “Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1507, 2006” be introduced and read three times.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that the “Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1507, 2006” be adopted.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that “RDN Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.02, 2006” be introduced and read three times.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that “RDN Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.02, 2006” be adopted.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Service Area Amendment Bylaws – 2399 Higginson Road – Area E – Driftwood Water Supply Service Area Amendment Bylaw No. 1255.03, Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.03 and Nanoose Bay Bulk Water Local Service Area Amendment Bylaw No. 1049.05.

MOVED Director Van Eynde, SECONDED Director Bartram, that “Driftwood Water Supply Service Area Amendment Bylaw No. 1255.03, 2006” be introduced for first three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Van Eynde, SECONDED Director Bartram, that “Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.03, 2006” be introduced for first three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Van Eynde, SECONDED Director Bartram, that “Nanoose Bay Bulk Water Local Service Area Amendment Bylaw No. 1049.05, 2006” be introduced for first three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

FIRE DEPARTMENTS

Fire Department Amendment Bylaws – 1925 Matterson Road – Area F – Coombs-Hilliars Fire Protection Local Service Area Amendment Bylaw No. 1022.06 and Errington Fire Protection Local Service Area Amendment Bylaw No. 821.06.

MOVED Director Biggemann, SECONDED Director Young, that “Coombs-Hilliars Fire Protection Local Service Area Amendment Bylaw No. 1022.06, 2006” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Biggemann, SECONDED Director Young, that “Errington Fire Protection Local Service Area Amendment Bylaw No. 821.06, 2006” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

DEVELOPMENT SERVICES

Sustainable Community Builder Checklist.

Staff were requested to review the financial implications involved in the preparation of a builder’s checklist and the inclusion of building waste disposal requirements as well as multi-dwelling construction onsite recycling opportunities within the Builder Checklist Policy and present a revised checklist to the next Board meeting.

MOVED Director Bartram, SECONDED Director Holdom, that the Board approve the Sustainable Community Builder Checklist Policy as amended, attached to the corresponding staff report as Attachment No. 1.

CARRIED

ENVIRONMENTAL SERVICES

SOLID WASTE

Terms of Reference for Regional Solid Waste Advisory Committee.

MOVED Director McNabb, SECONDED Director Manhas, that the terms of reference dated October 2006 for the Regional Solid Waste Advisory Committee be approved.

CARRIED

RECREATION AND PARKS SERVICES

Gabriola Island Recreation Services Agreement.

MOVED Director Sperling, SECONDED Director Young, that the service agreement with the Gabriola Recreation Society be approved as amended in Appendix 1 to provide for an increased role by the Society in the maintenance and operation of Rollo McClay Community Park.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

MOVED Director Holdom, SECONDED Director Bartram, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held September 6, 2006 be received for information.

CARRIED

Transit Select Committee.

MOVED Director McNabb, SECONDED Director Brennan, that the minutes of the Transit Select Committee meeting held September 21, 2006 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that in the beginning of 2007, a 3 month trial of the District 69 Friday Night Movie Service as otherwise outlined in the September 12th report, be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the ProPass Initiative be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that staff prepare a report outlining costs involved in providing a New Year's Eve service with a revised fee for passengers.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that staff prepare an analysis on changing Sunday's service to a Saturday level of service and introducing a service on statutory holidays.

CARRIED

Drinking Water Watershed Protection Stewardship Committee.

MOVED Director Bartram, SECONDED Director Brennan, that the minutes of the Drinking Water Watershed Protection Stewardship Committee meeting held September 6, 2006 be received for information.

CARRIED

Grants-in-Aid Committee.

Director Van Eynde left the meeting citing a possible conflict of interest, as he is involved with the Nanoose Bay Catspan program.

MOVED Director Young, SECONDED Director Cameron, that the minutes of the Grants-in-Aid Committee meeting held October 2, 2006 be received for information.

CARRIED

Director Bartram requested that the Lighthouse Country Business Association's application be reconsidered in the spring of 2007.

MOVED Director Young, SECONDED Director Brennan, that the following grants-in-aid be approved:

District 68:

Cedar School & Community Enhancement Society	\$	800
Nanaimo Search & Rescue	\$	1,486

District 69:

District 69 Family Resource Association	\$	950
Errington Preschool Parents Society	\$	500
Mount Arrowsmith Pipe Band Association	\$	1,950
Nanoose Bay Catspan	\$	1,000
Oceanside Community Arts Council	\$	654
Oceanside Volunteer Association	\$	1,385
Qualicum Beach Historical & Museum Society	\$	2,500
		CARRIED

NEW BUSINESS

The Chairperson congratulated the City of Nanaimo, and in particular, Director McNabb, on their initiative to dedicate a City of Nanaimo park in honour of Elaine Hamilton for her many years of involvement in various municipal and rural activities.

IN CAMERA

MOVED Director Holdom, SECONDED Director Brennan, 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.

CARRIED

ADJOURNMENT

MOVED Director Holdom, SECONDED Director Brennan, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 7:13 PM

CHAIRPERSON



RDN	
CAO	GMF&IS
GMDS	GMR&PS
GMES	GMTS
NOV 07 2006	
SMCA	
CHAIR	BOARD

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: November 3, 2006

FROM: Maureen Pearse
Senior Manager, Corporate Administration

FILE:

SUBJECT: Procedure Bylaw No. 1512

PURPOSE:

To consider the adoption of Bylaw No. 1512, which updates the Board Procedure Bylaw to conform with recent organizational changes.

BACKGROUND:

With recent organizational changes, the Board Procedure Bylaw requires the references to General Manager of Corporate Services to be changed to reflect the new position of Senior Manager of Corporate Administration. Other housekeeping amendments include the updating of the Scheduled Standing Committees, Advisory Standing Committees and Commissions listed on Schedule A.

In addition, at the September 26, 2006 Board Meeting the following motion was endorsed:

That staff prepare a report for the Board's consideration to revisit the current order of business for RDN meetings to consider business effecting all Directors preceding any business effecting only a portion of the Board.

Staff have met with legal counsel to discuss the option of revising the order of business to allow for items from the Electoral Area Planning Committee that has voting restricted to Electoral Area Directors, except EA 'B', to be handled at the end of the Board meeting. Legal counsel advised that the Board is unable to delegate the Electoral Area Planning Committee recommendations to a smaller group of Board members. While the order of business can be rearranged, all resolutions from the Electoral Area Planning Committee are required to be brought forward to a full Board meeting and a quorum must be present to consider the items. A quorum constitutes nine members of the Board.

Staff are also recommending that an amendment be made to the delegation section to clarify the time frame for presentations to development permits and development variance permits. Staff are recommending that an additional paragraph under section 18(3) be added which would read:

"A delegation wishing to speak on a Development Permit or Development Variance Permit will be afforded that opportunity at the time the item is being considered on the agenda and will be afforded a maximum of 5 minutes to make their presentation."

ALTERNATIVES:

There are no alternatives. The Procedure Bylaw needs to be amended to reflect the current organizational structure.

FINANCIAL IMPLICATIONS:


There are no financial implications related to the changes to the Procedure Bylaw. Some minor advertising costs will be incurred for public notification purposes.

CONCLUSIONS:

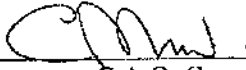
As a result of organizational changes, the Board Procedure Bylaw requires amendment to change the references of General Manager of Corporate Services to the new position of Senior Manager of Corporate Administration. Schedule A has also been amended to reflect the most current listing of committees/commissions. An addition to the delegation section of the bylaw is also being recommended to clarify that delegations wishing to speak to a development permit or development variance permit application be afforded a 5 minute opportunity at the point in the agenda when the item is being considered. A new Procedure Bylaw has been prepared incorporating all of the above noted changes.

RECOMMENDATION:

1. That "Procedure Bylaw No. 1512, 2006" be introduced and read three times;
2. That "Procedure Bylaw No. 1512, 2006" be adopted.



Report Writer



C.A.O. Concurrence

COMMENTS:

Rpt re Procedure Bylaw 1512 - November 2006

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REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1393

A BYLAW OF THE REGIONAL DISTRICT OF NANAIMO TO REGULATE THE MEETINGS OF THE BOARD OF DIRECTORS OF THE DISTRICT AND THE COMMITTEES

WHEREAS under Section 794(1) of the *Local Government Act* the Board must establish the procedures to be followed for the conduct of its business and, in particular, must, by bylaw,

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the time, place and date of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of section 94 [requirements for public notice] of the *Community Charter* to the Regional District.

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

PART I - GENERAL

1. TITLE

This bylaw may be cited for all purposes as the "Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006".

2. INTERPRETATION

In this bylaw, unless the context requires otherwise:

"**Administrator**" means the Chief Administrative Officer of the Regional District.

"**Advisory Commission**" means an Advisory Commission appointed by the Board under the *Local Government Act* which does not include a Director.

"**Advisory Committee**" means an Advisory Committee or Commission appointed by the Board, which includes at least one Board member, but does not include a Standing or Select Committee.

"**Amendment**" means an alteration of a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the main motion.

"**Board**" means the governing and executive body of the District.

"**Chairperson**" means the Chairperson of the Board who is elected under Section 792 of the *Local Government Act*.

"**Committee of the Whole**" means a Committee of all Board members.

"**District**" means the Regional District of Nanaimo.

“**Director**” means a member of the Board whether as a municipal director or an electoral area director.

“**In Camera Meeting**” means a meeting that is closed to the public in accordance with Section 90 and Section 92 of the *Community Charter*.

“**Motion**” means a formal proposal placed before a meeting or deliberative assembly in order that it may be debated to a conclusion.

“**Public Notice Posting Place**” means the notice board at the Regional District of Nanaimo Administration office.

“**Quorum**” the quorum of the Board or the Committee of the Whole, shall be nine Directors. In the case of a Committee, a quorum shall be a majority of the members of the Committee.

“**Scheduled Standing Committee**” means a liaison committee of one appointed by the Chairperson to a Committee listed in Schedule ‘A’.

“**Senior Manager of Corporate Administration**” means the person responsible for corporate administration under Section 198 of the *Local Government Act*.

“**Select Committee**” means a Select Committee appointed under Section 795 of the *Local Government Act* comprised solely of Board members.

“**Standing Committee**” means a Standing Committee appointed by the Chairperson under Section 795 of the *Local Government Act* comprised solely of Board members.

“**Vice Chairperson**” means the Vice Chairperson (or Deputy Chairperson) of the Board, who is elected under Section 792 of the *Local Government Act*.

3. APPLICATION

- (1) This bylaw applies to all meetings of the following (except as otherwise provided in this bylaw):
 - Board
 - Advisory Committee
 - Advisory Commission
 - Select Committee
 - Standing Committee
 - Committee of the Whole
- (2) Any one or more of the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of not less than two thirds (2/3) of the members present, except those contained in Part III, Section 28 (Bylaws).
- (3) When any matter relating to proceedings arises which is not covered by a provision of this bylaw, the matter shall be decided by reference to the New Roberts Rules of Order, 2nd Edition, 1998 to the extent those Rules are applicable in the circumstances and not inconsistent with this Bylaw, the *Community Charter* or the *Local Government Act*.

- (4) In the event of any conflict between the provisions of this bylaw and those contained in the New Roberts Rules of Order, 2nd Edition, 1998, the provisions of this bylaw shall apply.

4. RULES OF CONDUCT AND DEBATE

- (1) Every member shall address himself or herself to the Chair before speaking to any question or motion.
- (2) Members shall address the Chair as "Mr. or Madam Chairperson" and shall refer to each other as "Director _____".
- (3) No member shall:
- (a) use offensive words in referring to the Board, a Director, or an officer or employee of the Regional District;
 - (b) speak beside the question in debate or reflect upon a vote of the Board, except for the purpose of moving that the vote be rescinded;
 - (c) leave his or her seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - (d) disobey the rules of the Board or resist a decision of the Board or Chairperson on questions of order or practice, or interpretation of the rules of the Board.
- (4) A member who contravenes Section 4(3) may be suspended or removed from the remainder of a meeting, by the Chairperson, upon two-thirds vote of the Board.

5. INAUGURAL MEETING

- (1) The Board shall meet on the second Tuesday in December of each year for its Inaugural meeting.
- (2) The meeting shall be chaired by the Administrator who shall call the meeting to order and confirm the appointment of representatives from the member municipalities.

6. CHAIRPERSON AND VICE CHAIRPERSON

(1) APPOINTMENT

- (a) Annually at the Inaugural meeting, the Board shall elect a Chairperson and Vice Chairperson.
- (b) The Administrator shall call for nominations for the position of Chairperson and Vice Chairperson.
- (c) The Vice Chairperson has, during the absence, illness or other disability of the Chairperson, all the power of the Chairperson and is subject to all rules applicable to the Chairperson.

(2) PURPOSE

The Chairperson shall act as the Board's Official spokesperson and shall chair all Board meetings except where the Chairperson is absent due to illness, disability or other reason where the Chairperson has left the Chair in accordance with Subsection (4) or has left the meeting in accordance with Section 793(7) of the *Local Government Act* and sections 100 and 101 of the *Community Charter*, and shall maintain order and preserve decorum by enforcing the rules of the Board.

(3) GENERAL RESPONSIBILITIES

Subject to being overruled by a majority vote of the Directors, which vote shall be taken without debate, the Chairperson:

- (a) shall decide points of order without debate or comment, other than to state the rule governing;
 - (b) shall determine which Director has a right to speak;
 - (c) shall ascertain that all Directors who wish to speak on a motion have spoken thereon, and that the Directors are ready to vote by asking the question "Are you ready for the question?" and shall thereafter put the question to the vote;
 - (d) shall rule when a motion or an amendment is out of order, and cite the rule or authority applicable thereto, subject to an appeal to the Board and decline to put any motion before the Board which he/she deems to be clearly out of order or contrary to law;
 - (e) may call a Director to order.
- (4) Should the Chairperson desire to leave the Chair for the purpose of taking part in the debate, or otherwise, he/she shall call on the Vice Chairperson, or if the Vice Chairperson is absent, one of the Directors to take his/her place until the Chairperson resumes the Chair.
- (5) The Chairperson may, at any meeting, cause to be expelled and excluded, any person who creates any disturbance or acts improperly during a meeting.

PART II - CONDUCT OF BOARD BUSINESS

7. LOCATION AND TIME OF REGULAR BOARD MEETINGS

- (1) Regular meetings of the Board must take place at the Regional District Board Chambers unless the location is changed by resolution of the Board.
- (2) Regular meetings of the Board must be held on the second Tuesday of each month commencing at 7:00 p.m.

Effective September 1st, 2004, regular meetings of the Board will take place on the fourth Tuesday of each month commencing at 7:00 p.m. Notwithstanding this provision, the regular Board meeting in December will take place annually on the second Tuesday in December in accordance with section 5(1) of this bylaw.

- (3) Notwithstanding anything in this bylaw, one or more standing committee may be combined to meet as a Committee of the Whole.

8. NOTICE OF REGULAR BOARD MEETINGS

- (1) At least 72 hours before a regular meeting of the Board, the Senior Manager of Corporate Administration must give public notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least 24 hours before a regular meeting of Board, the Senior Manager of Corporate Administration must give further public notice of the meeting by:
 - (a) posting a copy of the agenda at the Public Notice Posting Place; and
 - (b) leaving copies of the outline of the agenda at the reception counter at the Regional District Administration Office for the purpose of making them available to members of the public.
- (3) At least 24 hours before a regular meeting of the Board, the Senior Manager of Corporate Administration must deliver a copy of the agenda to each member of the Board at the place to which the Board member has directed notices to be sent.

9. NOTICE OF SPECIAL BOARD MEETINGS

- (1) Except where notice of a special meeting is waived by a unanimous vote of all Board members under Section 793(3) of the *Local Government Act*, at least 24 hours before a special meeting of the Board, the Senior Manager of Corporate Administration must:
 - (a) give notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and
 - (b) give notice of the special meeting in accordance with Section 793(3) of the *Local Government Act*.
- (2) In the case of an emergency, notice of a special meeting may be given in accordance with section 793(5) of the *Local Government Act*.

10. NOTICE OF STANDING COMMITTEE & COMMITTEE OF THE WHOLE MEETINGS

- (1) At least 72 hours before a regular meeting of a Standing Committee or Committee of the Whole, the Senior Manager of Corporate Administration must give public notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least 24 hours before a regular meeting of a Standing Committee or Committee of the Whole, the Senior Manager of Corporate Administration must give further public notice of the meeting by:
 - (a) posting a copy of the agenda at the Public Notice Posting Place; and
 - (b) leaving copies of the outline of the agenda at the reception counter at the Regional District of Nanaimo Administration Office for the purpose of making them available to members of the public.

- (3) At least 24 hours before a regular meeting of a Standing Committee or Committee of the Whole, the Senior Manager of Corporate Administration must deliver a copy of the agenda and time, date and place of the meeting to each member of the committee at the place to which the committee member has directed notices to be sent.
- (4) At least 24 hours before a special meeting of a Standing Committee or Committee of the Whole, the Senior Manager of Corporate Administration must give advance public notice of the purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.

11. ATTENDANCE OF PUBLIC AT MEETINGS

- (1) Except where the provisions of section 90 of the *Community Charter* apply, all Board meetings must be open to the public.
- (2) Before closing a Board meeting or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with Section 92 of the *Community Charter*.
- (3) This section applies to meetings of bodies referred to in Section 93 of the *Community Charter*, including, without limitation:
 - (a) Advisory Commissions
 - (b) Advisory Committees
 - (c) Board of Variance
 - (d) Parcel Tax Review Panel
 - (e) Select Committees
 - (f) Standing Committees
 - (g) Committee of the Whole
- (4) Despite section 11(1), the Chairperson may expel or exclude a person from a Board meeting or meeting of a body referred to in section 11(3) of this Bylaw in accordance with section 133 of the *Community Charter*.

12. MINUTES OF MEETINGS

- (1) For the purposes of section 236(b) of the *Local Government Act*, minutes of Board meetings must be kept in accordance with Section 236 of the *Local Government Act*. For the purposes of section 236(b), the designated officer is the General Manager of Corporate Services.
- (2) Minutes of Committee meetings referred to in Section 12(3) must be kept in accordance with Section 237 of the *Local Government Act*.
- (3) Subsection (2) applies to meetings of:
 - (a) Select, Standing, Committee of the Whole and Advisory Committees of the Board; and
 - (b) Any other body composed solely of board members acting as board members.

13. OPENING PROCEDURES

- (1) At the hour set for a meeting to convene, and provided that a quorum is present, the Chairperson shall take the chair and shall call the meeting to order.
- (2) If the Chairperson does not attend at the time appointed for a meeting, the Vice Chairperson shall take the chair.
- (3) In the absence of both the Chairperson and Vice Chairperson, the Directors present may elect an acting Chairperson who shall preside during the meeting, or until the arrival of the Chairperson or Vice Chairperson.
- (4) Such person appointed as acting Chairperson shall have all the powers and be subject to the same rules as the Chairperson.
- (5) Should there be no quorum present within fifteen (15) minutes after the time appointed for a meeting to convene:
 - (a) the Senior Manager of Corporate Administration shall record the names of the Directors present and the meeting of the Board shall stand adjourned until the next day of meetings; or
 - (b) the Directors present may, upon the affirmative vote of those Directors, meet as a Committee of the Board.

14. SPECIAL MEETINGS

- (1) A special meeting of the Board may be called in accordance with Section 793(3) of the *Local Government Act* on the request of the Chair or any two Directors.

15. AGENDAS AND REPORTS

(1) AGENDA PREPARATION

- (a) Prior to each Regular Meeting of the Board, the Senior Manager of Corporate Administration shall prepare an agenda approved by the Chairperson or his/her designate, setting out all items for consideration at that meeting.
- (b) Only those matters included on the agenda shall be considered or dealt with at a regular meeting of the Board, unless a new matter for consideration is properly introduced as a late item, as outlined in Section 15(5).

(2) ENCLOSURES

- (a) Whenever practical, the agenda for a meeting of the Board shall have attached to it, copies of all communications, reports and resolutions to be considered at that meeting.

- (b) In cases where documents are too unwieldy to be readily reproduced, the Senior Manager of Corporate Administration may omit these materials from the agenda and shall refer to those items in short form on the agenda and keep the document on file in the General Manager of Corporate Services' office for reference purposes.

(3) ORDER OF BUSINESS

In preparing the Board agenda, the Senior Manager of Corporate Administration shall cite the business for the consideration of the Board in accordance with the following headings:

1. Call to Order
2. Delegations
3. Board Minutes
4. Business Arising from the Minutes
5. Communications/Correspondence
6. Unfinished Business
7. Standing Committee, Select Committee and Commission Minutes and Recommendations
 - 7.1 Electoral Area Planning Committee
 - Minutes
 - Communications/Correspondence
 - Recommendations
 - 7.2 Committee of the Whole
 - Minutes
 - Communications/Correspondence
 - Recommendations
 - 7.3 Executive Standing Committee
 - Minutes
 - Recommendations
 - 7.4 Commissions
 - Minutes
 - Recommendations
 - 7.5 Scheduled Standing, Advisory Standing and Select Committee Reports
 - Minutes
 - Recommendations
- 8 Administrator's Report
9. Addendum
10. Business Arising from Delegations or Communications

11. New Business
12. Board Information
13. Adjournment
14. In Camera. (resolution required)

(4) VARYING THE ORDER OF BUSINESS

Notwithstanding the provisions under Section 15(3), the Board may vary the order in which business on the agenda shall be dealt with, by a majority vote of the Directors present.

(5) LATE ITEMS

- (a) An item not included on the agenda or addendum shall not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda (Board Agenda - New Business), by way of a motion carried by a majority vote of the Directors present.
- (b) Information pertaining to late items for possible consideration at any meetings of the Board shall be distributed to the Directors at the commencement of the meeting.

(6) DIRECTOR AGENDA ITEMS

Any Director wishing to place an item on an agenda for consideration by the Board shall notify the Senior Manager of Corporate Administration in writing prior to the completion of the Agenda. The Senior Manager of Corporate Administration shall place the item on the agenda with the written request attached to the agenda, under the applicable heading with the Director's name beside it, to indicate that the Director will be speaking to the item at that meeting.

16. ADDENDUM

(1) ESSENTIAL ITEMS

These would include matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the District's position or the position of a constituent or group of constituents. These topics would be of a legal or legislative nature.

(2) ELECTIVE ITEMS

These would include matters which are purely administrative and require no background information to support them. Examples of this type of action would be: appointments to Advisory Committees; the appointment of Directors to attend as District representatives at meetings of outside organizations; and endorsing recommendations from other jurisdictions, where the rationale for the recommendation has been provided and there is concurrence among Board members regarding the rationale and the recommendation.

17. NEW BUSINESS

- (1) Only informational matters not covered under other sections of the agenda, including a point of order or a point of privilege, may be brought forward by a Director under the "New Business" section of the agenda (Board Agenda - New Business).

18. DELEGATIONS

- (1) When a person or group of persons wish to appear as a delegation before the Board, on a matter within the jurisdiction of the Board, the person or persons shall adhere to the following process:
 - (a) Submit a letter to the Senior Manager of Corporate Administration requesting to appear as a delegation including the date of the meeting at which the person or persons wish to appear, the subject or topic to be discussed, the name and correct mailing address of the spokesperson, and telephone number where the representative of the delegation can be reached during the day.
 - (b) Submit a written brief clearly setting out the topic and include specific concerns of the delegation relative to the topic which shall be included in the Board agenda. No letters, affidavits or other documents shall be attached to the briefs unless the subject matters of the same are embodied in the petitions or briefs.
- (2) The spokesperson or persons for a group presentation shall be made known prior to publication of the Board agenda and shall give their full names and addresses to the Board prior to making their presentation.
- (3) A delegation may be afforded a maximum of ten (10) minutes to make their presentation and shall be restricted to the summarizing of their brief, as included on the agenda. Additional time may be available at the discretion of the Chairperson, for answering questions presented by members.

A delegation wishing to speak on a Development Permit or Development Variance Permit will be afforded that opportunity at the time the item is being considered on the agenda and will be afforded a maximum of 5 minutes to make their presentation.

- (4) In the absence of written requests, the Senior Manager of Corporate Administration shall not place a delegation on the agenda except where the Chairperson so designates.
- (5) Notwithstanding Subsection (4), the Board may by resolution, grant individuals or groups not listed in the agenda, an opportunity to be heard on matters either related to agenda items, or matters not listed on the agenda. Such delegation may be afforded a maximum of five (5) minutes to make their presentation. In order for late delegations to be placed on an "Addendum", they must be received in writing no later than 1:00 pm on the day of the meeting.
- (6) The Chairperson shall advise the spokesperson before he or she commences the presentation, that comments must be confined to the contents of the brief that has been filed with the General Manager of Corporate Services.

- (7) Spokespersons for any one delegation shall be limited to one, except where the Board otherwise permits, and the total time allowed for any one delegation to make its presentation, shall not be more than ten (10) minutes, exclusive of the time required to answer questions by the Board.
- (8) The Chairperson may deny any delegation, at the Board meeting, the right to be heard if, in the Chair's opinion, the spokesperson or any member of the delegation:
 - (a) uses offensive words in referring to any member or to any official of the Board or member of the Public;
 - (b) shouts, immoderately raises his/her voice, or uses profane, vulgar or offensive language, gestures or signs;
 - (c) the remarks of the delegation's spokespersons are likely to be scandalous, criminal, or offensive to the accepted rules of address to an elected body;
 - (d) addresses issues not contained within the brief.
- (9) After initial presentation, the Chairperson may grant other persons or a spokesperson for a group of persons in gallery attendance, permission to address the Board on the subject matter.
- (10) Time will be allowed on the agenda to allow members to question the individuals making the presentation.
- (11) The Board may defer any discussion on a presentation until members have had sufficient time for study and discussion.
- (12) If the decision is delayed, the spokesperson of the presentation will be informed by the Administration when the topic will be placed on a future agenda.

19. PETITIONS AND COMMUNICATIONS

- (1) A letter, petition or other communication intended to be presented to the Board shall:
 - (a) be printed, typewritten, duplicated or legibly written;
 - (b) clearly set out the matter at issue and the request that is being made of the Board;
 - (c) be signed with the correct name of the writer and contain the correct mailing address of the writer; and
 - (d) in the case of a petition:
 - (i) be signed by each petitioner;
 - (ii) set out the printed name and residential address of each petitioner;
 - (iii) each page of the petition shall include the purpose for which the signatures have been petitioned.

- (2) On receipt of a communication intended for the Board, the Administrator may:
 - (a) include it as an item on the agenda for the next regular meeting of the Board, in full or summary form as the Administrator sees fit; or
 - (b) refer it to the appropriate Committee for a report to the Board. An acknowledgment shall be mailed to the writer on receipt of the communication, advising where the matter has been referred.

20. IN CAMERA MEETINGS

- (1) It shall be the responsibility of the Chairperson and the Administrator, collectively or individually to determine the subject matter which is to be submitted as "In Camera".
- (2) In Camera subject matters shall be restricted to matters set out in Section 90 of the *Community Charter*.
- (3) All In Camera agendas shall be marked "In Camera".
- (4) In the event that staff normally utilized for the recording of the board minutes are excused from the Boardroom during discussion periods, the Board will appoint an Acting Senior Manager of Corporate Administration for recording purposes. In this context, a recording book will be established and be made available in the Boardroom during all regularly scheduled and special Standing, Select Committee or Advisory Committee meetings. The book shall be retained outside of the meeting times by the Senior Manager of Corporate Administration in the interest of confidentiality.
- (5) The Board may, by motion, passed by a majority vote of the Directors present, bring forward to the public portion of the Board meetings, any of the written material marked "In Camera".
- (6) Any topics to be discussed verbally "In Camera" may also be brought forward, by resolution, to the public session of the Board meeting on a majority vote of the Directors present.
- (7) The content of "In Camera" Board deliberations shall not be released, disclosed or announced publicly unless specific authorization to do so has been given by Board resolution adopted at a duly constituted meeting by a majority of the Directors present.
- (8) The release of "In Camera" deliberations shall, unless otherwise specified by Board resolution, include the entire content of the relevant section of the appropriate "In Camera" minutes.
- (9) Directors wishing to explain their personal position on the matter shall be given an opportunity to do so in conjunction with the release, or at any time thereafter.
- (10) The Chairperson of an "In Camera" meeting may expel or exclude from a meeting of the Board, a member who, in the Chairperson's opinion, has disclosed confidential information and is, therefore, guilty of improper conduct. The Chairperson may also exclude persons other than Board members from an In Camera meeting.

- (11) Board Members, or Alternate Board Members in a Board Member's absence, are the only persons permitted to participate in discussion at an In Camera meeting unless otherwise authorized by the Chairperson.

21. MINUTES

(1) ADOPTION AND DISTRIBUTION

The Senior Manager of Corporate Administration shall ensure that:

- (a) the minutes of the proceedings of the Board are legibly recorded.
 - (b) a copy of the minutes of every meeting of the Board is distributed to each Director prior to the meeting at which they are proposed to be adopted.
- (2) The minutes of a Board meeting as prepared by the Senior Manager of Corporate Administration shall be, whenever possible, adopted at the next regular meeting of the Board and, once adopted, shall be certified correct by the Senior Manager of Corporate Administration and signed by the Chairperson or person presiding at the meeting at which they are adopted.

PART III - BOARD RESOLUTIONS AND BYLAWS

22. GENERAL

- (1) A motion is made by a member securing the recognition of the Chairperson, stating "I move that.....".
- (2) A motion shall be worded in affirmative terms.
- (3) All main motions must be seconded by another Director making a statement to that effect, and if not seconded, the motion is "lost for lack of a seconder".
- (4) When seconded, the Chairperson then restates the motion and by so doing puts the question to the meeting and opens the debate.
- (5) There shall only be one main motion before a meeting at any one time.
- (6) When any question is under consideration, no other main motion nor input from a delegation, shall be received.
- (7) Motions, other than routine motions (including motions to adopt a report, to receive and file, to refer to a Standing Committee, Select Committee, Committee of the Whole or Commission, or to an official to introduce or pass a bylaw or adjourn), shall, if required by the Chairperson, be put in writing, and seconded before being debated.
- (8) Every motion shall be recorded in writing by the General Manager of Corporate Services.
- (9) Withdrawal:

After a motion has been made, it shall be deemed to be in the possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.

23. AMENDMENTS

- (1) Any Director may move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.
- (2) An amendment may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added.
- (3) Every amendment must be strictly relevant to the question being considered.
- (4) An amendment that would simply negative the effect of the main motion is not acceptable, such an intention being properly fulfilled by merely voting against the motion.
- (5) Once the question on the amendment has been put and dealt with by the Board, it shall be in order for a Director to again amend the main motion or amend the previous amendment. Only two (2) such amendments may be entertained at the same time.
- (6) An amendment to an amendment must be relevant to the amendment.
- (7) If two (2) amendments are entertained at the same time, one of the amendments must be disposed of before any new amendment can be entertained.
- (8) There is no limit to the number of amendments admissible to a question provided Subsections (5) and (6) are observed.
- (9) When a Director moves to amend a motion, the Chairperson shall state the original motion, followed by the amendment and then shall propose the question of the amendment to the Board.
- (10) An amendment or motion to refer, once defeated by the Board, shall not be moved a second time.
- (11) When the question on the amendment is resolved, the Chairperson shall again propose the main question and debate may ensue thereon, or other amendments may be submitted.

24. DEBATE ON THE MOTION

- (1) No Director may speak twice on any motion, except under the following circumstances:
 - (a) receiving permission from the Chairperson or presiding member to speak, explain a part of the speech, but may not introduce any new matter and there shall be no debate on the explanation;
 - (b) When a Director who has moved a substantive motion, other than a motion that the main question before the Board be immediately put to a vote, he/she may close the debate after all other Directors have been given an opportunity to speak;

- (c) No Director shall speak a second time to the same question as long as any Director who desires to speak has not spoken to that question;
- (d) Before the debate has been closed, and the question called, provided no other Director has the floor, a Director may, during the debate:
 - (i) ask a question which
 - relates directly to the debate,
 - contains no argument, and
 - introduces no new material on the motion; or
 - (ii) request that the motion, or a part thereof, be read aloud.
- (2) No Director shall speak longer than
 - (a) five minutes on any original motion before the Board;
 - (b) three minutes on any amendment before the Board; or
 - (c) three minutes for closing debate on an original motion or on an amendment.
- (3) When a Director has closed debate, the Chairperson or presiding member shall put the motion to a vote, without further discussion or debate.
- (4) When the motion has been declared put, no Director shall debate further on the question or speak any words except to request that the motion be read aloud.

25. CEASING AND LIMITING DEBATE

- (1) A motion to "Call for the previous question" shall always be in order. If seconded, the debate shall immediately halt and the Chairperson shall put the question "shall the main question be now put?". If carried by a two-thirds (2/3) vote, all debate immediately ceases and the Chairperson shall immediately "call for the question".
- (2) A motion to limit debate or adjourn shall always be in order, need not be in writing, and shall be decided without debate or amendment. In this instance, a motion may be made to limit the time allowed each speaker, or the number of speeches on each side, or to appoint a time at which debate shall close and the question be put forth. No second motion to the same effect shall be made until some intermediate proceedings have occurred.

26. VOTING

- (1) All votes pertaining to Board Business, shall be taken by a show of hands.
- (2) Subsection (1) does not apply to the selection of Chairperson and Vice Chairperson.
- (3) Directors who are in the room shall always take their places when a vote is called for and shall not leave until the vote has been taken.

- (4) (a) Whenever a vote of the Board is taken for any purpose, each Director present in the Boardroom shall signify his or her vote upon the question, openly and individually by raising his/her hand and the Chairperson shall declare the motion carried unanimously, carried or defeated as the case may be.
- (b) Each Director present in the Boardroom, who does not signify his or her vote upon the question openly and individually by raising his/her hand, shall be recorded as voting in the affirmative.
- (5) Where a Director calls for a recorded vote, the names of the Directors voting in favour and those opposed shall be recorded by the General Manager of Corporate Services. A call for a recorded vote on any motion must be made before the question is put forth.
- (6) Recorded votes shall only be permitted at Regular or Special Board meetings.

27. RECONSIDERATION

- (1) After a vote has been taken on any question, except one of tabling or postponing a subject, a member who voted in the majority may move a reconsideration of the motion at the same or the next regular or special meeting of the Board.
- (2) Despite Subsection (1), a member who is absent from a meeting at which a vote was taken on a question, except one of tabling or postponing a matter, may move reconsideration of the motion at either the next regular or special meeting of the Board.
- (3) A motion to reconsider requires two-thirds of the votes cast to pass. If the motion to reconsider is successful, the matter shall be put before the Board for reconsideration and may be dealt with by the Board by a majority vote.
- (4) The Board shall not reconsider any question that:
 - (a) has been acted upon by any officer or employee of the Regional District;
 - (b) received the assent or approval of the electors and subsequently adopted by the Board; or
 - (c) has been reconsidered under section 219 of the *Local Government Act* or section 27(1) of this Bylaw.
- (5) After a question has been reconsidered, it shall not be reintroduced for a period of six months except by unanimous consent of all directors.

28. BYLAWS

(1) GENERAL

- (a) Every proposed bylaw shall be printed or typewritten before it is introduced for consideration by the Board.
- (b) The Senior Manager of Corporate Administration shall cause the bylaw to be copied in full and forwarded to the Directors with an agenda.

- (c) A bylaw other than a bylaw referred to in Subsection (2) (Zoning/OCP Bylaws) may be voted upon by way of a motion to give it first, second and third reading.
- (d) (i) Subject to provisions of the *Local Government Act*, no bylaw may be adopted unless it has received three readings and is reconsidered by the Board not less than one (1) day after third reading.
 - (ii) The title and the intended object only of the bylaw shall be read by the Chairperson at each reading of the bylaw, unless a majority of the Directors require that it be read in full.
 - (iii) In the case of a bylaw requiring the consent or assent of the electors or the approval of a Provincial Ministry, such bylaw shall not be adopted unless it shall have obtained three readings and such assent or approval as the case may be.
- (e) The Board may give clause by clause consideration to the provisions of a bylaw, only upon consideration of a motion to give second reading of such bylaw, and clause by clause consideration may be conducted only after the Board shall have resolved by majority vote to conduct such detailed considerations.
- (f) A bylaw may be reconsidered pursuant to Section 27 of this bylaw.
- (g) The Senior Manager of Corporate Administration shall be empowered to correct any typographical error that may not have been corrected at the time of submission to the Board and the bylaw shall have the same status as if the Board had corrected same.
- (h) When a bylaw has been given three readings and has been adopted by the Board, it
 - (i) becomes an enactment of the District; and
 - (ii) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.

(2) ZONING/OCP BYLAWS

- (a) Nothing in this Section shall require the Board to introduce a bylaw nor give it any reading or readings.
- (b) A bylaw respecting a community plan or zoning bylaw shall not be adopted by the Board unless a public hearing is held or where a public hearing is waived in accordance with the *Local Government Act*.
- (c) A bylaw referred to in Subsection (b) may be given only first and second reading at the time of introduction of such bylaw.
- (d) The public hearing referred to in Subsection (b) shall be held after second reading, but prior to third reading of the community plan or zoning bylaw, as the case may be.
- (e) A zoning bylaw referred to in Subsection (b) other than a bylaw in respect of a community plan, may be voted upon by way of a motion to give it first and second reading.

- (f) A bylaw in respect of a community plan referred to in Subsection (b) shall be voted upon at each reading of the bylaw. The bylaw shall not be orally recited at each reading and further provided that individual motions in respect of each reading shall not be made unless the Board shall, upon motion, vote in the affirmative for separate motions in respect of each reading of the bylaw.

(3) RESOLUTIONS

- (a) A resolution may be introduced at a Board meeting only if a written copy is given to each Director before consideration unless the Board agrees to waive this requirement.
- (b) The Chairperson may have the Senior Manager of Corporate Administration read the resolution and request a motion that the resolution be introduced.

PART IV - CONDUCT OF COMMITTEE BUSINESS

29. COMMITTEE OF THE WHOLE

- (1) During any meeting of the Board, the Directors may, by motion, resolve itself into Committee of the Whole to consider specific matters.
- (2) The Chairperson of the Board shall act as Chairperson of the Committee of the Whole.
- (3) When all matters referred to Committee of the Whole have been considered, a motion to rise and report the Committee's recommendations to the Board shall be adopted.
- (4) On resumption of business of the Board, the Chairperson of the Committee of the Whole, shall report to the Board and the Board may:
 - (a) adopt the report; or
 - (b) reject the report; or
 - (c) adopt the report with amendments; or
 - (d) commit the subject matter for further consideration, either in part or in total; or
 - (e) postpone action on the report; or
 - (f) approve a request of Committee to sit again, the Committee having reported progress after partial consideration of the subject.

30. STANDING, SELECT AND ADVISORY COMMITTEES

(1) STANDING COMMITTEES

The Electoral Area Planning and Executive Committees shall be Standing Committees of the Board whose broad terms of reference are as follows:

- (a) **Electoral Area Planning Standing Committee**

To consider matters pertaining to Electoral Area Planning under Part 26 of the *Local Government Act*, other than Official Community Plans or as otherwise determined by Board resolution.

(b) Executive Standing Committee

To consider matters pertaining to employment contracts, Board appointments, Board procedures or other matters as determined by Board resolution. The Executive Committee shall comprise of eight members and shall include the Chairperson, Vice Chairperson and Chairperson of the Electoral Area Planning Committee. Where there are less than six Directors eligible to sit on the Executive Committee, the Board Chairperson shall appoint Board Members as necessary to establish its composition.

The Executive Committee shall review annually the list of Scheduled and Advisory Standing Committees as identified in Schedule 'A' to this bylaw.

(2) SCHEDULED STANDING COMMITTEES

Board members appointed to Scheduled Standing Committees are appointed as Committees of One, to act as a liaison committee between the Board and the organizations named in Schedule 'A' to this bylaw.

(3) ADVISORY COMMITTEES

An Advisory Committee is one which includes members of the public and at least one Board member to provide advice and recommendations to the Board on specific matters as determined by Board resolution.

(4) SELECT COMMITTEES

(a) Select Committees are those established and appointed by the Board and made up of Board members to consider or inquire into any matter and report its findings and opinions to the Board. Select Committees' minutes shall be forwarded to the Board for information and included under Section 7.5 of the Board Meeting Order of Business.

(b) The Board delegates to the Chairperson the power to appoint a Select Committee.

(5) APPOINTMENT TO COMMITTEES AND COMMISSIONS

(a) The Chairperson shall review and update annually, as soon as possible after the Inaugural meeting, and not later than December 31st of any year, the list of Standing Committee members and Chairpersons and the list of Scheduled Standing Committee members.

(b) As soon as possible after the inaugural meeting, and not later than January 31st of the following year, the Board shall review and appoint persons to fill vacancies on Advisory Committees and Advisory Commissions.

- (c) Unless specifically prohibited by an enactment, members of all Standing Committees, Select Committees, Advisory Committees and Advisory Commissions shall, regardless of the designated termination date of their respective position as a Committee or Commission member, continue to serve until such time as a replacement has been appointed, or until such time as the said member's term is officially extended.

(6) QUORUM

- (a) In any Standing or Select Committee, a majority of the Directors or members appointed to that Committee shall be a quorum.
- (b) When a Standing or Select Committee is meeting and if the quorum is lost, the meeting shall either stand adjourned or meet as a Committee of the Whole. If the Standing or Select Committee meets as a Committee of the Whole, the minutes and recommendations from that meeting shall be referred to the next regular Standing or Select Committee meeting for endorsement prior to proceeding to the Board.

(7) VOTING

- (a) Notwithstanding the number of votes assigned to Directors of the Board, any Director appointed to a Standing, Select or Committee of the Whole who attends a meeting of a Standing, Select or Committee of the Whole shall have only one vote on matters under consideration by the said Committee.
- (b) Members of the Board may attend meetings of any Standing, Select or Advisory Committee and may participate in discussions; however, only Directors who have been appointed to a Committee or an Alternate Director attending in the absence of an appointed Director, may introduce a resolution or vote on the proceedings.
- (c) The Chairperson shall be an ex-officio, a voting member of all Committees and when in attendance, possess all the rights, privileges, powers and duties of other Committee members.

(8) DUTIES

The general duties of a Standing Committee and Committee of the Whole shall be as follows:

- (a) To consider and report to the Board from time to time, or whenever desired by the Board and as often as the interest of the Regional District may require, on all matters referred to it by the Chairperson, or the Board, or coming within its purview, and to recommend such action by the Board in relation thereto as it deems necessary or expedient.
- (b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board for immediate action. In such cases the instructions of the Board shall be specific and the Committee shall report its action in detail at the next regular, or other meeting, of the Board thereafter, as specified in the instructions of the Board.

(9) DELEGATIONS

When a person or a group of persons wish to appear as a delegation before a Standing, Select or Advisory Committee on a matter within the jurisdiction of the Committee, they shall be subject to the requirements set out in this bylaw.

(10) COMMITTEE RECOMMENDATIONS

Standing, Select, Committee of the Whole or Advisory Committee recommendations, shall be subject to the approval of the Board, except where the Standing, Select, Committee of the Whole or Advisory Committee have been delegated administrative power by the Board.

31. REPEAL

“Regional District of Nanaimo Board Procedure Bylaw No. 1393, 2004” and any amendments thereafter are hereby repealed.

Introduced and read three times this __th day of _____, 2006.

Adopted this __th day of _____, 2006.

CHAIRPERSON

SR. MANAGER, CORPORATE ADMINISTRATION

Chairperson

Sr. Manager, Corporate Administration

SCHEDULE A

1. SCHEDULED STANDING COMMITTEES

- Arrowsmith Water Project Management Committee
- Deep Bay Harbour Authority
- Island Corridor Foundation
- Mount Arrowsmith Biosphere Foundation
- Vancouver Island Biosphere Centre
- Municipal Finance Authority
- Municipal Insurance Association (MIA)
- North Island 911 Corporation
- RDN Emergency Planning Committee
- Regional Library Board
- Regional Transportation Advisory Committee
- Treaty Advisory Committee
- Te'Mexw Treaty Negotiations Committee
- Oceanside Tourism Association
- Vancouver Island Health Authority Project Building Committee
- Vancouver Island Health Authority Joint Capital Planning Committee

Chairperson

Sr. Manager, Corporate Administration

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- Oceanside Tourism Association
- Vancouver Island Health Authority Project Building Committee
- Vancouver Island Health Authority Joint Capital Planning Committee

2. ADVISORY STANDING COMMITTEES

Electoral Area 'A' Recreation & Greenspaces Advisory Committee

Gabriola Island Parks & Open Space Advisory Committee

East Wellington/Pleasant Valley Parks & Open Space Advisory Committee

Nanoose Bay Parks & Open Space Advisory Committee

Electoral Area 'G' Parks & Open Space Advisory Committee

Electoral Area 'H' Parks & Open Space Advisory Committee

Grants-in-Aid Committee

Regional Growth Monitoring Advisory Committee

Regional Solid Waste Advisory Committee

Regional Parks & Trails Advisory Committee

3. COMMISSIONS

District 69 Recreation Commission



RDN			
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GMDS		GMR&PS	
GMES		GMTS	
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SMCA			
CHAIR		BOARD	
<i>CAW</i>			

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: October 14, 2006

FROM: N. Avery
Gen. Mgr., Finance & Information Services

FILE:

SUBJECT: Bylaw 1331.02 – to Amend the Capital Charge in the Northern Community Sewer Service Area

PURPOSE:

To introduce "Northern Community Sewer Local Service Area Capital Charge Amendment Bylaw No. 1331.02, 2006" for adoption.

BACKGROUND:

This bylaw is introduced following the Board's approval on September 26th to amend the capital charge for the Northern Community Sewer Service Area. The new rate is established at \$1,743 per lot or unit added to the service area by way of a boundary amendment. The bylaw also establishes a rate of \$1,656 for the initial set of properties within the boundaries of the Barclay Crescent Sewer Service. Further amendments to the boundaries of either the Northern Community or the Barclay Crescent Sewer Service area will revert to the full rate of \$1,743 per unit. The fees in the bylaw will increase annually by 3% commencing January 1, 2007.

ALTERNATIVES:

1. Introduce and adopt the bylaw as presented.
2. Amend the bylaw and adopt it as amended.

FINANCIAL IMPLICATIONS:

Alternative 1

The revised rate has been calculated using the same method applied to establish a capital charge rate in the Southern Community Sewer Service. The method takes into consideration the current depreciated value of assets, a credit for past tax contributions from the area and an allocation of the proportion of the net costs related to the new properties. While the rate is lower than initially established it is considered to be more accurate.

Alternative 2

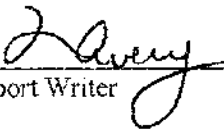
The Board has approved the amendment and this is the follow up to that approval.

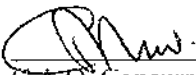
SUMMARY/CONCLUSIONS:

Bylaw 1331.02 is introduced following Board direction given on September 26th to amend the capital charge rate for the Northern Community Sewer Service. The capital charge rate is established as \$1,743 per lot or unit. A rate of \$1,656 is established for the initial boundaries of the Barclay Crescent Sewer Service area as approved. Further boundary amendments will be assessed at a rate of \$1,743 plus any accrued interest as required under the bylaw.

RECOMMENDATIONS:

1. That “Northern Community Sewer Local Service Area Capital Charge Amendment Bylaw No. 1331.02, 2006” be introduced for first three readings.
2. That “Northern Community Sewer Local Service Area Capital Charge Amendment Bylaw No. 1331.02, 2006” having received three readings be adopted.


Report Writer


C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1331.02

**A BYLAW TO AMEND CAPITAL CHARGES
WITHIN THE NORTHERN COMMUNITY SEWER
LOCAL SERVICE AREA**

AND WHEREAS by “Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003” and subsequent amendments, the Regional District imposed capital charges on each parcel added to the local service area under a boundary expansion;

AND WHEREAS the Regional District wishes to amend the rate;

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

1. Schedule ‘A’ attached to “Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003” is hereby repealed and replaced with Schedule ‘A’ attached to this bylaw.
2. This bylaw may be cited for all purposes as “Northern Community Sewer Local Service Area Capital Charge Amendment Bylaw No. 1331.02, 2006”.

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

Adopted this 28th day of November, 2006.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr. , Corporate Administration

SCHEDULE 'A'

1. Capital charges payable - \$1,743.00 per unit/lot based on:
 - (a) in the absence of a covenant granted to the Regional District of Nanaimo under Section 219 of the *Land Title Act* restricting the number of lots or units, the greater of:
 - (i) the number of registered lots, or
 - (ii) the equivalent number of single family residential units or lots permitted under the zoning for the property; or
 - (b) the number of lots or units contained in a restrictive covenant granted to the Regional District of Nanaimo under Section 219 of the *Land Title Act* .
2. The capital charges prescribed in this bylaw shall increase by 3% compounded each January 1st, commencing January 1, 2007.
3. Where the restrictive covenant referred to in paragraph 1(b) is subsequently discharged, the owner shall pay the difference between the number of lots or units based on paragraph 1(b) and the number of lots or units based on paragraph 1(a), calculated at the time of discharge of the covenant.
4. Properties in the Barclay Crescent Sewer Service Area as originally established under Bylaw No. 1391 shall be assessed a capital charge rate of \$1,656 per property.
5. Properties included within the Barclay Crescent Sewer Service Area upon further amendments to Bylaw No. 1391 shall pay the rate established herein including any accrued interest to the date of the boundary amendment.



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CHAIR	BOARD
COW	

MEMORANDUM

TO: N. Avery
Gen. Mgr., Finance & Information Services

DATE: September 19, 2006

FROM: W. Thexton
Senior Accountant

FILE:

SUBJECT: Service Area Boundary Amendment Bylaws

PURPOSE:

To consider the amendment of service area boundaries to include all of an expanded property Lot 1, District Lot 28, Plan 58358 in French Creek Sewer and Northern Community Sewer local service areas, and to remove Lot C, Plan 60349, District Lot 29 from the French Creek Sewer local service area. The following bylaws are introduced for first three readings.

- "French Creek Sewer Local Service Area Amendment Bylaw No. 813.38, 2006".
- "Northern Community Sewer Local Service Area Amendment Bylaw No. 889.43, 2006".

BACKGROUND:

Lot 1, Plan 58358

A number of small properties which historically were not included within the boundaries of the French Creek Sewer and Northern Community Sewer services were amalgamated with a neighbouring parcel, Lot 1, Plan 57253 to make a larger lot in September 1994. A portion of the new property, Lot 1, District Lot 28, Plan 58358, is technically outside the boundaries of the two sewage service areas. It is appropriate that the boundaries of the French Creek Sewer and the Northern Community Sewer local service area boundaries be amended to fully include the new property.

Lot C, Plan 60349

The property, Lot C, Plan 60349, District Lot 29, has been included in the French Creek Sewer service since 1990 (without being connected to sewer) and borders the Barclay Crescent neighbourhood. As circumstances have turned out, the property is better situated to be connected to the Barclay Crescent Sewer service and the Barclay Crescent Sewer Service Area boundaries were drawn to include it at the last moment. This particular result would lead to double taxation which is not intended.

ALTERNATIVES:

1. Introduce the bylaws for first three readings and forward them to the Inspector of Municipalities for approval.
2. Make no changes at this time.

FINANCIAL IMPLICATIONS:

With respect to Lot I, Plan 58358, there will be no financial impact as the property is already assessed applicable taxes for the French Creek Sewer and the Northern Community Sewer services. The service area boundaries are merely being extended to include the whole property.


With respect to Lot C, Plan 60349, the property will pay somewhat more on an annual basis in the Barclay Crescent Sewer Service area. However, they will benefit by a shorter and less expensive connection at a future date. As much as possible it is rational to align taxation boundaries with the location from which service is provided.

SUMMARY/CONCLUSIONS:

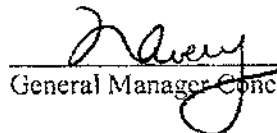
A number of properties were amalgamated in September 1994 to form a new property, Lot 1, District Lot 28, Plan 58358. The boundaries of two local service areas, French Creek Sewer and Northern Community Sewer, currently include only a portion of the amalgamated property and should be expanded to fully include the new property. Secondly, Lot C, Plan 60349, District Lot 29, is currently included in both the French Creek Sewer and the Barclay Crescent Sewer Service areas. It is expected that servicing will be best available within the Barclay Crescent Sewer Service area and staff recommend removing the property from the French Creek Sewer Service Area.

RECOMMENDATION:


1. That "French Creek Sewer Local Service Area Amendment Bylaw No. 813.38, 2006" be introduced for first three readings and be forwarded to the Inspector of Municipalities for approval.
2. That "Northern Community Sewer Local Service Area Amendment Bylaw No. 889.43, 2006" be introduced for first three readings and be forwarded to the Inspector of Municipalities for approval.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.38

A BYLAW TO AMEND THE FRENCH CREEK
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 813

WHEREAS "French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990"; as amended, establishes the French Creek Sewerage Facilities Local Service Area;

AND WHEREAS the Board wishes to amend the Service Area boundaries in accordance with Section 802(1)(b) of the *Local Government Act*;

AND WHEREAS the consent of the Electoral Area 'G' Director has been obtained;

AND WHEREAS the Board wishes to amend Schedule 'A' to include the property legally described as Part of Lot 1, District Lot 28, Plan VIP58358, Nanoose Land District;

AND WHEREAS the Board wishes to amend Schedule 'A' to remove the property legally described as Lot C, District Lot 29, Plan VIP60349, Nanoose Land District;

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

1. The boundaries of the French Creek Sewerage Facilities Local Service Area, established by Bylaw No. 813, as amended, are hereby further amended to:
 - (a) include the property legally described as Part of Lot 1, District Lot 28, Plan VIP58358, Nanoose Land District shown outlined on Schedule 'B-1' attached to this bylaw;
 - (b) exclude the property legally described as Lot C, District Lot 29, Plan VIP60349, Nanoose Land District shown outlined on Schedule 'B-2' attached to this bylaw.
2. The amended boundary of the French Creek Sewerage Facilities Local Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' of "French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.37 is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
4. This bylaw may be cited as "French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.38, 2006".

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

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

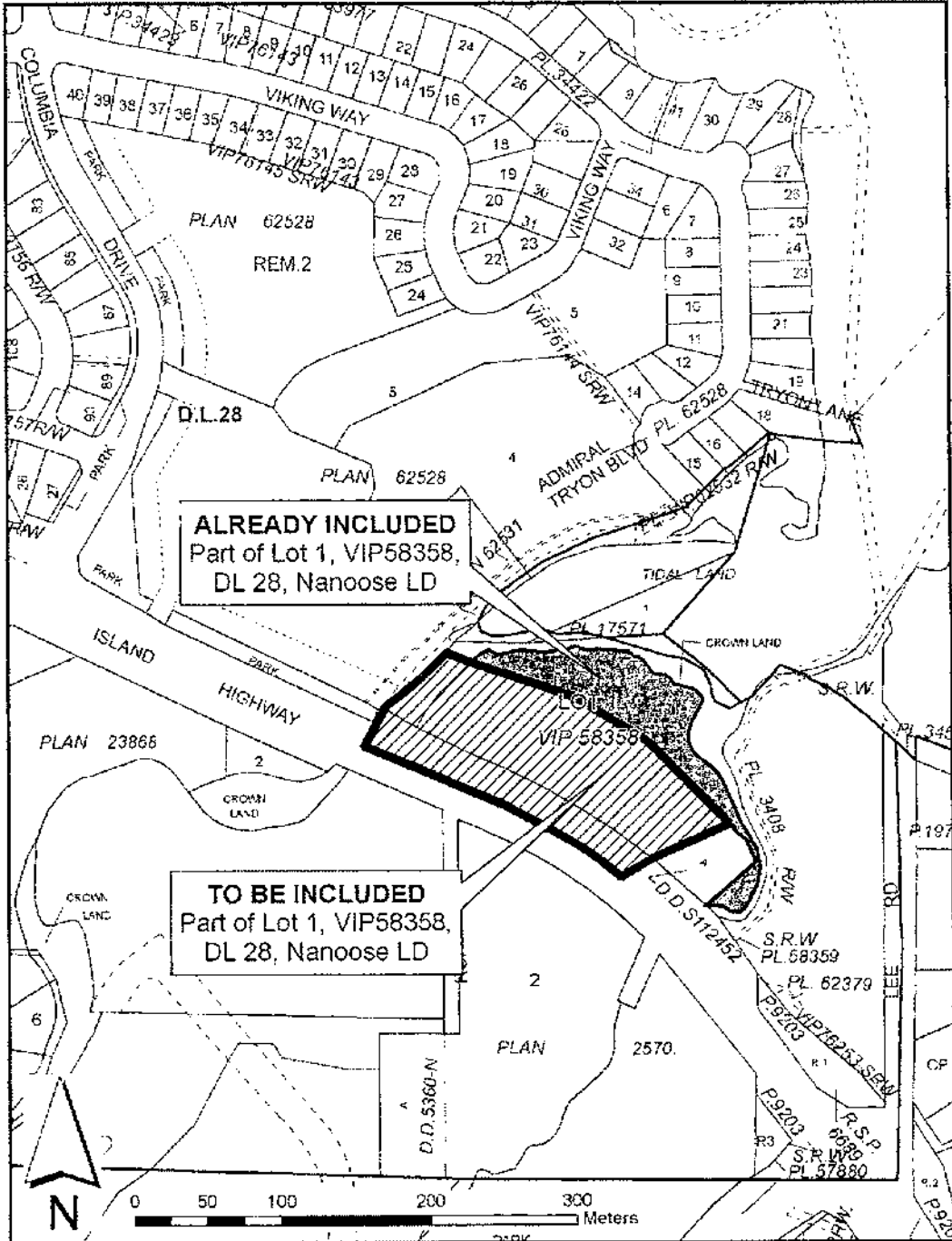
Adopted this ____ day of _____, 2006.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.43

**A BYLAW TO AMEND THE BOUNDARIES
OF THE NORTHERN COMMUNITY
SEWER LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo has by Bylaw 889 established the "Regional District of Nanaimo Northern Community Sewer Local Service Area";

AND WHEREAS the Board wishes to amend the boundaries of the service area in accordance with Section 802(1)(b) of the *Local Government Act*;

AND WHEREAS the the consent of at least two thirds of the participants has been obtained;

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

1. The boundaries of Schedule 'C' (the benefiting areas within Electoral Areas E and G) to Regional District of Nanaimo Northern Community Sewer Local Service Area are amended to include the whole of Part of Lot 1, Plan VIP58358, District Lot 28, Nanoose Land District
2. The boundaries of Schedule 'E' (the non-benefitting areas within Electoral Area G) to Regional District of Nanaimo Northern Community Sewer Local Service Area are amended to exclude the whole of Part of Lot 1, Plan VIP58358, District Lot 28, Nanoose Land District
3. Schedules 'C' and 'E' attached to and forming a part of Bylaw No. 889 are hereby deleted and replaced with Schedules 'C' and 'E' attached to and forming part of this bylaw.
4. This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Area Amendment Bylaw No. 889.43, 2006".

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

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

Adopted this ____ day of _____, 2006.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



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CHAIR	ECARD
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MEMORANDUM

TO: N. Avery
Gen. Mgr., Finance & Information Services

DATE: October 31, 2006

FROM: W. Thexton
Senior Accountant

FILE:

SUBJECT: Operating Results to September 30, 2006

PURPOSE

To present a summary of the operating results for the period ending September 30, 2006.

BACKGROUND

The quarterly operating statements for the period January 1st to September 30th, 2006 for the Regional District are attached as appendices to this report:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department
- Appendices 3-7 Departmental Details by Division

The statements include actual transactions to September 30th. Property taxes and debt payments are accrued each month and prior year surpluses (deficits) are recorded in full at the beginning of the year. Assuming an even distribution of revenues and expenses throughout the year, the proportion of revenues and expenditures to date (the 'benchmark') would be approximately 75% of the budgeted amounts for the year. Of course, the actual revenues and expenditures for many categories often do not match this distribution profile for several valid reasons.

Overall Summary by Division (Appendix 1)

This summary provides an overview of the year to date results, at an organizational level. Property tax revenues are actually received in August but accrued monthly and are therefore at the expected 75% benchmark. 'Grants/Operating/Other' revenues are at 73% overall.

Total Expenditures are at 63% of budget. It should be noted that overall expenditures remain below the benchmark at this time of the year because professional fees (33%) and capital expenditures (26%) associated with large capital projects have a long lead time before the costs are actually reflected in the accounting records. These types of expenditures are incurred in the latter half of the year or, if necessary, carried over in part to the subsequent year. Transfers to Reserve Funds have been substantially completed for the year as per budget. Total Wage & Benefit costs for the Regional District are at the benchmark with 75% of the budget amount expended. Individual line item expenditure variances will be discussed later in the Departmental Details by Division section of this report.

Summary of Total Revenues/Total Expenditures by Department (Appendix 2)

This schedule lists the total year to date revenues and expenditures for functions within each organizational division. It is helpful to identify at a glance the overall performance of an individual function and division as compared to budget.

Departmental Details by Division

Appendices 3 to 7 provide a more detailed financial picture for each individual function within the organizational divisions.

Corporate Services (Appendix 3)

The financial summary for Corporate Services contains the results to September 30th for both the Corporate Administration Services and the Finance and Information Services divisions.

Grants/Operating/Other Revenues (70%) in Corporate Services are close to the benchmark and at the level anticipated for this point in the year.

Overall expenditures for this division are at 68% of budget. The 'Trsf To Other Govt/Agencies' category (86%) consists of transfers of funds to the Vancouver Island Regional Library, E911 services and volunteer fire support agencies. Transfers to Reserve Funds have been completed for the year. Wages and Benefits are at 69% of budget.

Development Services (Appendix 4)

Grants/Operating/Other Revenues (91%) are above benchmark for the division due to Subdivision and Engineering Services revenues (96%) and Building Inspection services revenues (99%). Building permit fee revenues (98%) of \$761,698 continue to be slightly above the same period in 2005 (\$720,488).

Overall expenditures for this division are at 69% of budget. Capital Expenditures (49%) and Professional Fees (59%) are below the benchmark. Three of four Building Inspection vehicles budgeted for acquisition in 2006 are not yet purchased. Wages and Benefits for the Division are at 74% of budget.

Environmental Services (Appendix 5)

Overall "Grants/Operating/Other Revenues" in Environmental Services (68%) are below the budget benchmark due solely to the timing of completing certain wastewater treatment plant capital projects which are to be funded by Development Cost Charges (DCCs) revenues. Solid Waste Management revenues are near the benchmark at 77% of budgeted revenues, with tipping fee revenues at 78%. The billings for Sewerage Collection (104%), Garbage Collection/Recycling services (96%) and Water Supply services (96%) have now been completed and recorded as revenues.

Liquid Waste Management "Grants/Operating/Other Revenues" (36%) remain lower than the benchmark because development cost charge reserves have not yet been recorded as a source of funds for planned capital projects at both the French Creek and Nanaimo wastewater treatment plants. Capital projects are ongoing and expenditures are recorded when paid. DCCs are recorded as revenue to the service when the associated capital project costs are actually incurred.

Recreation and Parks Services (Appendix 6)

Grants/Operating/Other Revenues for this division are at a healthy 105% of budget due to operating results from D69 Recreation Program services (107%), Oceanside Place (76%), the Ravensong Aquatic Center (84%) and Regional Parks (1064%). The latter result is due to the \$260,000 Top Bridge project

grant, which was received from the Province in 2005, and has been carried forward to 2006 to match the anticipated expenditures for the project.

Total expenditures for this division are 68% of budget. The Oceanside Place Multiplex (75%) expenditures are at benchmark. Expenditures for Regional Parks (29%) are below the benchmark due to delayed capital projects, such as the Top Bridge construction project which will in all likelihood be completed in 2007. A budgeted \$274,000 transfer to a Regional Parks Reserve Fund will be recorded pending yearend results. D69 Recreation Program expenditures (87%) are above benchmark due to wage and instructor costs (92%) which are mainly incurred in the spring and summer period. The Ravensong Aquatic Center expenditures (70%) are close to benchmark. Community Recreation and Culture (99%) expenditures reflect the annual transfers to the City of Nanaimo (Southern Community Recreation) and the Port Theatre. The results highlight the fact that revenues and expenditures for many Recreation and Parks services or functions have a seasonal profile that do not necessarily match the even distribution throughout the year that is assumed in the benchmark percentage.

Transportation Services (Appendix 7)

Operating revenues for the Transportation Services division are at a respectable 76% of budget for the year. The profile for transportation services revenues is changing from primarily single trip fares to consolidated pass revenues. This is reflected in fare revenue at 81% of budget to September 30th, and semester passes at 106%.

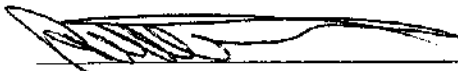
Overall division expenditures are below the benchmark at 71% of budget, with Wages and Benefits at 77%. Capital Expenditures (23%) and Professional Fees (5%) are a relatively small percentage of the overall budget and therefore the typical delay in such expenditures has a minimal impact on the overall results.

SUMMARY

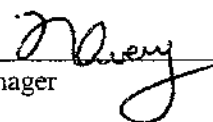
The attached appendices reflect the operating activities of the Regional District recorded up to September 30, 2006. Appendix 1 summarizes the overall results across the organization. To date 77% of budgeted revenues and 63% of budgeted expenditures have been recorded. Grants/Operating/Other Revenues (73%) are close to the benchmark, with varying results in all five divisions for the reasons outlined above. Total expenditures (63%) are lower overall due to the timing of the commencement of capital projects (26%) and associated professional fees (33%).

RECOMMENDATION


That the summary report of financial results from operations to September 30, 2006 be received for information.



Report Writer



Manager



C.A.O. Concurrence

COMMENTS:



GENERAL REVENUE FUND
September 30, 2006

	CORPORATE SERVICES			DEVELOPMENT SERVICES			ENVIRONMENTAL SERVICES			RECREATION & PARKS SERVICES			TRANSPORTATION SERVICES			TOTAL REVENUE FUND		
	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR
REVENUES																		
TAX REQUISITION	\$ 3,105,486	\$ 4,140,640	75%	\$ 1,213,283	\$ 1,617,680	75%	\$ 7,891,787	\$ 10,255,692	75%	\$ 4,269,753	\$ 5,883,050	75%	\$ 2,695,058	\$ 3,861,130	75%	\$ 10,173,147	\$ 25,566,192	75%
GRANTS/OPERATING/OTHER	3,959,469	5,870,125	70%	1,166,963	1,285,380	91%	10,707,693	15,635,429	68%	\$ 1,330,195	\$ 1,267,610	105%	\$ 5,915,728	\$ 7,819,210	75%	23,083,038	\$ 1,677,734	73%
RETAINED EARNINGS	815,895	815,980	100%	1,904,842	1,904,845	100%	5,643,717	5,643,694	100%	\$ 873,927	\$ 1,134,025	77%	\$ 524,081	\$ 524,075	100%	9,782,482	10,522,519	97%
TOTAL REVENUES	7,880,650	10,826,645	74%	4,285,068	4,807,605	89%	24,043,187	31,534,815	76%	6,473,375	8,094,685	80%	9,335,087	12,204,415	76%	52,019,647	67,268,445	77%
EXPENSES																		
OFFICE OPERATING	\$ 633,429	\$ 870,396	73%	\$ 470,427	\$ 710,368	66%	\$ 1,039,730	\$ 1,300,451	73%	\$ 317,771	\$ 450,519	71%	\$ 1,321,956	\$ 1,789,880	74%	\$ 3,753,375	\$ 5,211,604	72%
COMMUNITY GRANTS	99,710	119,695	83%	0	0	0	0	0	0	44,662	78,255	57%	0	0	0	144,372	187,950	73%
LEGISLATIVE	181,040	258,515	70%	0	0	0	0	0	0	0	0	0	0	0	0	181,040	258,515	70%
PROFESSIONAL FEES	81,885	297,405	28%	220,659	373,015	59%	338,031	1,281,405	27%	82,550	203,555	41%	\$ 3,301	\$ 565,000	5%	724,838	2,170,389	33%
BUILDING OPS & MAINT	98,384	244,085	40%	28,435	56,130	51%	204,513	315,084	65%	799,271	508,836	59%	\$ 79,532	\$ 133,430	57%	710,156	1,282,585	55%
VEHICLE OPS & MAINT	42,364	72,465	58%	30,483	37,285	82%	775,409	1,137,646	68%	44,057	74,434	59%	\$ 2,003,291	\$ 2,859,175	70%	2,895,034	4,181,005	69%
OTHER EQUIPMENT OPS & MAINT	72,128	150,388	48%	6,018	14,180	43%	4,069,948	7,423,168	55%	50,528	72,275	70%	\$ 1,544	\$ 3,000	55%	133,318	239,851	54%
OTHER OPERATING	26,038	130,125	20%	153,040	251,425	61%	3,199,374	4,208,283	76%	134,926	346,165	39%	\$ 117,311	\$ 203,295	58%	4,501,263	8,354,178	54%
WAGES & BENEFITS	1,316,286	1,914,602	69%	1,982,624	1,843,013	74%	1,813,937	2,571,204	74%	1,813,937	2,571,204	74%	\$ 4,880,935	\$ 6,040,269	77%	12,692,038	16,977,571	75%
RECREATION PROGRAMS	0	0	0	0	0	0	0	0	0	75,063	104,510	72%	\$ 0	\$ 0	0	75,063	104,510	72%
CAPITAL EXPENDITURES	167,803	472,080	36%	79,179	159,940	49%	2,353,638	3,667,275	26%	78,751	729,220	11%	\$ 32,135	\$ 136,865	23%	2,611,507	10,155,433	26%
DEBT FINANCING-INTEREST	972,312	1,737,535	56%	0	0	0	981,820	1,368,305	72%	555,546	683,670	82%	\$ 0	\$ 0	0	3,508,378	5,786,910	60%
DEBT FINANCING-PRINCIPAL	697,205	974,440	61%	0	0	0	681,705	908,940	75%	314,943	219,635	143%	\$ 0	\$ 0	0	1,593,653	2,103,345	76%
DEBT FINANCING-EXCHANGE	0	0	0	0	0	0	0	0	0	0	0	\$ 0	\$ 0	0	0	0	0	
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	\$ 0	\$ 0	0	0	0	0	
TRANSFER TO RESERVE FUND	475,671	475,370	100%	41,310	41,310	100%	2,975,910	2,975,835	100%	215,720	489,760	44%	\$ 7,210	\$ 7,210	100%	3,715,871	3,969,545	93%
TRANSFER FROM RESERVE FUND	0	0	0	0	0	0	0	0	0	0	0	\$ 0	\$ 0	0	0	0	0	
TRF TO OTHER GOVT AGENCIES	2,345,211	2,725,350	86%	1,200	6,200	19%	0	0	0	1,131,230	1,172,280	96%	\$ 0	\$ 0	0	3,477,641	3,903,830	89%
TOTAL EXPENDITURES	7,109,466	10,443,069	63%	2,393,396	3,492,876	69%	16,486,839	23,628,452	56%	5,259,055	7,701,608	68%	\$ 39,456,217	\$ 11,863,174	71%	\$ 39,107,293	\$ 60,127,179	65%
OPERATING SURPLUS (DEFICIT)	\$ 771,384	\$ 183,578		\$ 1,881,672	\$ 1,315,009		\$ 7,554,348	\$ 1,908,363		\$ 1,214,510	\$ 393,077		\$ 879,660	\$ 441,241		\$ 12,311,354	\$ 4,141,266	

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS**

September 30, 2006

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
TRANSPORTATION SERVICES								
Gabriola Island Emergency Wharf	7,269	9,355	78%	4,261	9,355	46%	3,006	0
Southern Community Transportation	8,500,717	11,098,635	77%	7,709,106	10,830,229	71%	791,611	266,406
D69 Conventional Transit	827,681	1,098,425	75%	742,850	1,023,590	73%	84,831	74,835
D69 Custom Transit	0	0		0	0		0	0
	<u>9,335,667</u>	<u>12,204,415</u>	<u>76%</u>	<u>8,456,217</u>	<u>11,863,174</u>	<u>71%</u>	<u>879,450</u>	<u>341,241</u>
CORPORATE SERVICES								
General Administration	3,440,142	4,144,310	83%	2,551,015	4,078,439	63%	889,127	65,871
Electoral Areas Only	218,934	259,840	84%	124,028	181,865	68%	94,906	77,975
D68 E911	56,022	74,545	75%	39,063	74,545	52%	16,959	0
D69 E911	348,969	457,700	76%	456,417	457,700	100%	(107,448)	0
Community Policing	0	55,000		55,000	55,000	100%	(55,000)	0
Fire Protection								
Volunteer Departments								
Coombs-Hilliers	144,738	192,985	75%	160,024	192,985	83%	(15,286)	0
Dashwood	122,705	163,400	75%	137,753	163,400	84%	(15,048)	0
Errington	161,113	216,780	74%	211,324	216,780	97%	(50,211)	0
Extension	113,860	135,710	84%	70,115	131,800	53%	43,745	3,910
Nanaimo River	7,839	10,450	75%	0	3,450		7,839	7,000
Nanoose Bay	237,158	306,020	77%	181,424	306,020	59%	55,734	0
Service Contracts								
Wellington Fire (Area D)	33,729	44,435	76%	39,972	42,375	94%	(6,243)	2,060
Yellowpoint Fire (Area A)	92,163	120,945	76%	120,909	120,945	100%	(28,746)	0
Parksville Local (Area G)	48,172	61,925	78%	63,940	49,200	130%	(15,768)	12,725
Bow Horn Bay Fire (Area H)	148,319	164,215	90%	183,205	164,215	112%	(34,886)	0
French Creek Fire (Area G)	200,577	263,850	76%	208,870	249,815	84%	(8,293)	14,035
Regional Library	959,364	1,279,150	75%	959,363	1,279,150	75%	1	0
Municipal Debt Transfers	1,547,044	2,675,385	58%	1,547,044	2,675,385	58%	0	0
Feasibility Studies								
Area A	0	0		0	0		0	0
Area B (Sewer)	(1)	0		0	0		(1)	0
Area E(Sewer)	3	0		0	0		3	0
Electoral Areas	0	0		0	0		0	0
	<u>7,880,850</u>	<u>10,626,645</u>	<u>74%</u>	<u>7,109,466</u>	<u>10,443,069</u>	<u>68%</u>	<u>771,384</u>	<u>183,576</u>
DEVELOPMENT SERVICES								
Building Inspection	2,054,967	2,077,325	99%	775,445	1,216,540	64%	1,279,522	860,785
Bylaw Enforcement								
Animal Control A,B,C,D	74,958	88,885	84%	32,909	62,655	53%	42,049	26,230
Animal Control E,G,H	72,097	89,940	80%	49,031	81,315	60%	23,066	8,625
Animal Control F	20,441	23,485	87%	9,326	15,670	60%	11,115	7,815
Noise Control A	12,645	14,210	89%	3,984	5,995	66%	8,661	8,215
Noise Control B	7,887	8,900	89%	3,393	5,665	60%	4,494	3,235
Noise Control C	12,078	14,070	86%	6,760	9,860	69%	5,318	4,210
Noise Control D	0	0		0	0		0	0
Noise Control E	10,886	11,940	91%	3,918	6,000	65%	6,968	5,940
Noise Control G	8,674	9,730	89%	3,905	5,965	65%	4,769	3,765
Noise Control H	0	0		0	0		0	0
Unightly Premises	18,573	22,980	81%	4,844	10,240	47%	13,729	12,740
Hazardous Properties	5,272	8,710	61%	3,320	7,885	42%	1,952	825
General Enforcement	143,139	266,805	54%	191,140	266,805	72%	(48,001)	0
Development Planning	1,162,907	1,404,810	83%	770,020	1,058,750	73%	392,887	346,060
Planning-Engineering Services	146,698	152,175	96%	168,017	244,123	69%	(21,319)	(91,948)
Regional Growth Management	327,936	402,235	82%	209,087	321,248	65%	118,849	80,987
Emergency Planning	189,782	190,185	100%	142,169	152,660	93%	47,613	37,525
House Numbering	16,128	21,500	75%	16,128	21,500	75%	0	0
	<u>4,285,068</u>	<u>4,807,885</u>	<u>89%</u>	<u>2,993,396</u>	<u>3,492,876</u>	<u>69%</u>	<u>1,891,672</u>	<u>1,315,009</u>

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
September 30, 2006**

Appendix 2

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
ENVIRONMENTAL SERVICES								
Southern Community Wastewater	4,911,302	6,976,135	70%	3,221,241	6,655,403	48%	1,690,061	320,732
Northern Community Wastewater	4,239,737	7,116,490	60%	3,746,882	7,054,788	53%	492,855	61,702
Duke Point Wastewater	213,798	237,175	90%	136,452	170,680	80%	77,346	66,495
Solid Waste Disposal Facilities	6,287,492	10,153,695	82%	5,697,531	9,489,260	60%	2,589,961	664,435
Solid Waste Collection & Recycling	2,142,473	2,233,049	96%	1,271,806	2,072,213	61%	870,667	160,836
Water Utilities								
Madrona	91,745	91,745	100%	83,745	91,745	91%	8,000	0
Fairwinds	228,666	228,665	100%	171,170	228,665	75%	57,496	0
Nanose Bay	170,941	176,250	97%	80,261	176,250	46%	90,680	0
Arbutus Park Estates	48,584	48,585	100%	40,524	48,585	83%	8,060	0
West Bay Estates	66,808	66,810	100%	52,230	66,810	78%	14,578	0
Driftwood	6,040	8,004	75%	5,886	7,850	75%	154	154
San Pareil	259,373	261,899	99%	114,531	213,221	54%	144,842	48,678
French Creek	221,692	229,710	97%	84,580	158,589	53%	137,112	71,121
Surfside	34,586	37,560	92%	14,537	26,527	55%	20,049	11,033
Decourcey	7,519	8,664	87%	5,721	6,649	86%	1,798	2,015
Morningstar Creek	4,432	4,430	100%	4,430	4,430	100%	2	0
Wall Beach	0	0		0	0		0	0
Englishman River	175,794	143,660	122%	44,290	79,895	55%	131,504	63,765
Melrose Place Water	12,996	17,400	75%	8,037	17,401	46%	4,959	(1)
Nanose Peninsula Water	960,706	991,520	97%	591,446	990,059	60%	369,260	1,461
Drinking Water Protection	75,000	75,000	100%	8,140	75,000	11%	66,860	0
Nanose Bay Bulk Water	438,946	770,670	57%	278,997	619,886	45%	159,949	150,784
French Creek Bulk Water	126,008	158,050	80%	65,969	94,930	69%	60,039	63,120
Sewer Utilities								
Fairwinds/Nanose Coll & Treat	439,550	516,865	85%	198,102	423,888	47%	241,448	92,977
French Creek	674,028	724,610	93%	475,603	635,321	75%	198,425	89,289
Pacific Shores	30,875	35,970	86%	20,138	29,535	68%	10,737	6,435
Surfside Sewer	29,320	31,845	92%	14,769	21,286	69%	14,551	10,559
MacMillan R. Sewer	2,934	3,140	93%	2,349	3,140	75%	585	0
Cedar Sewer	0	0		2,705	0		(2,705)	0
Englishman River Stormwater	6,003	7,250	83%	3,255	6,975	47%	2,748	275
Barclay Crescent	69,545	100,555	69%	10,755	100,555	11%	58,790	0
Pump & Haul	3,949	2,300	172%	312	2,300	14%	3,637	0
Streetlighting	62,345	77,114	81%	32,445	54,616	59%	29,900	22,498
	<u>24,043,187</u>	<u>31,534,815</u>	<u>76%</u>	<u>16,438,839</u>	<u>29,626,452</u>	<u>56%</u>	<u>7,554,348</u>	<u>1,908,363</u>
RECREATION & PARKS SERVICES								
District 69 Recreation	956,627	1,174,685	81%	995,708	1,149,586	87%	(39,081)	25,099
Oceanside Place	1,474,559	1,904,335	77%	1,334,314	1,776,877	75%	140,245	127,458
Ravensong Aquatic Center	1,476,151	1,858,110	79%	1,294,193	1,847,152	70%	181,958	10,958
Gabriola Island Recreation	62,141	79,105	79%	66,693	68,316	98%	(4,552)	10,789
Southern Community Recreation	561,820	748,515	75%	739,512	748,515	99%	(177,692)	0
Hotel Room Tax	27,671	18,000	154%	19,030	18,000	106%	8,641	0
Port Theater	39,115	55,395	71%	55,395	55,395	100%	(16,280)	0
Regional Parks	1,126,306	1,379,065	82%	385,350	1,349,303	29%	740,956	29,762
Community Parks								
A	207,580	226,330	92%	107,698	150,419	72%	99,882	75,911
B	117,324	145,270	81%	75,260	113,884	66%	42,064	31,386
C	18,685	21,610	86%	10,306	16,581	62%	8,379	5,029
D	42,351	48,095	88%	15,546	37,755	41%	26,805	10,340
E	89,809	102,305	88%	48,596	71,588	68%	41,213	30,717
F	74,748	85,500	87%	21,058	70,632	30%	53,690	14,868
G	70,188	80,870	87%	31,909	72,463	44%	38,279	8,407
H	74,546	94,490	79%	49,683	82,137	60%	24,863	12,353
Area A Recreation	54,254	73,005	74%	9,114	73,005	12%	45,140	0
	<u>6,473,875</u>	<u>8,094,685</u>	<u>80%</u>	<u>5,259,365</u>	<u>7,701,608</u>	<u>68%</u>	<u>1,214,510</u>	<u>393,077</u>
TOTAL - ALL SERVICES	<u>52,018,647</u>	<u>67,268,445</u>	<u>77%</u>	<u>39,707,283</u>	<u>63,127,179</u>	<u>63%</u>	<u>12,311,364</u>	<u>4,141,266</u>

REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
September 30, 2006

	ADMINISTRATION			ELECTORAL AREAS			PUBLIC SAFETY			FIRE DEPTS			REGIONAL LIBRARY		
	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR
REVENUES															
TAX REQUISITION	\$461,384	\$615,185	75%	\$122,742	\$163,650	75%	\$381,753	\$509,010	75%	\$1,180,233	\$1,573,645	75%	\$959,364	\$1,279,150	75%
GRANTS/OPERATING/OTHER	2,350,882	2,901,265	81%	0	0		0	55,000	100%	61,543	38,475	160%	0	0	
RETAINED EARNINGS	627,866	627,860	100%	96,192	96,190	100%	23,238	23,235	100%	68,597	68,595	100%	0	0	
TOTAL REVENUES	3,440,142	4,144,310	83%	218,934	259,840	84%	404,991	587,245	69%	1,310,373	1,680,715	78%	959,364	1,279,150	75%
EXPENSES															
OFFICE OPERATING	\$499,635	\$661,311	76%	\$55,287	\$85,970	64%	\$8,968	\$12,030	75%	\$69,539	\$111,085	63%	\$0	\$0	
COMMUNITY GRANTS	44,710	84,695	69%	0	0		55,000	55,000	100%	0	0		0	0	
LEGISLATIVE	155,373	218,615	71%	25,667	39,900	64%	0	0		18,251	5,270	346%	0	0	
PROFESSIONAL FEES	62,227	284,410	22%	1,407	5,725	25%	0	2,000	42%	14,183	34,940	41%	0	0	
BUILDING OPS & MAINT	83,256	207,745	40%	820	1,100	75%	125	300	42%	38,653	67,940	57%	0	0	
VEHICLE OPS & MAINT	3,705	4,825	77%	0	0		0	0		36,373	67,870	54%	0	0	
EQUIP OPS & MAINT	30,069	75,276	40%	1,846	2,800	66%	3,840	4,450	86%	10,840	97,500	11%	0	0	
OTHER OPERATING COSTS	15,198	32,525	47%	0	0		0	0		3,273	1,900	173%	0	0	
WAGES & BENEFITS	1,296,201	1,890,132	69%	16,807	22,770	74%	0	0		63,723	88,340	72%	0	0	
CAPITAL EXPENDITURES	101,886	380,150	27%	2,194	3,600	61%	0	0		7,938	17,605	45%	0	0	
DEBT FINANCING-INTEREST	0	0		0	0		0	0		14,535	19,365	75%	0	0	
DEBT FINANCING-PRINCIPAL	0	0		0	0		0	0		0	0		0	0	
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	258,755	258,755	100%	20,000	20,000	100%	1,800	1,800	100%	195,113	194,915	100%	0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		480,747	511,565	94%	905,101	934,535	97%	959,363	1,279,150	75%
TOTAL EXPENDITURES	\$2,551,015	\$4,078,439	63%	\$124,028	\$181,865	68%	\$550,480	\$587,245	94%	\$1,377,553	\$1,640,985	84%	\$959,363	\$1,279,150	75%
OPERATING SURPLUS (DEFICIT)	\$889,127	\$65,871		\$94,906	\$77,975		(\$145,489)	\$0		(\$67,163)	\$39,730		\$1	\$0	

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
September 30, 2006**

	MUNICIPAL DEBT TRANSFERS		TOTAL CORPORATE SERVICES			
	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR
REVENUES						
TAX REQUISITION	\$0	\$0		\$3,105,486	\$4,140,640	75%
GRANTS/OPERATING/OTHER	1,547,044	2,675,385	59%	3,959,469	5,670,125	70%
RETAINED EARNINGS	0	0		815,895	815,880	100%
TOTAL REVENUES	1,547,044	2,675,385	59%	7,880,850	10,626,645	74%
EXPENSES						
OFFICE OPERATING	\$0	\$0		\$633,429	\$870,396	73%
COMMUNITY GRANTS	0	0		99,710	119,695	83%
LEGISLATIVE	0	0		181,040	258,515	70%
PROFESSIONAL FEES	0	0		81,885	297,405	28%
BUILDING OPS & MAINT	0	0		98,384	244,085	40%
VEHICLE OPS & MAINT	0	0		42,364	72,465	58%
EQUIP OPS & MAINT	0	0		72,128	150,896	48%
OTHER OPERATING COSTS	0	0		26,038	130,125	20%
WAGES & BENEFITS	0	0		1,316,286	1,914,802	69%
CAPITAL EXPENDITURES	0	0		167,803	472,090	36%
DEBT FINANCING-INTEREST	964,374	1,720,330	56%	972,312	1,737,935	56%
DEBT FINANCING-PRINCIPAL	582,670	955,055	61%	597,205	974,440	61%
DEBT FINANCING-EXCHANGE	0	0		0	0	
CONTINGENCY	0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		475,671	475,370	100%
TRSF TO OTHER GOVT/AGENCIES	0	0		2,345,211	2,725,350	86%
TOTAL EXPENSES	\$1,547,044	\$2,675,385	59%	\$7,109,466	\$10,443,069	68%
OPERATING SURPLUS (DEFICIT)	\$0	\$0		\$771,384	\$183,576	

REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
September 30, 2006

	COMMUNITY PLANNING			SUBDIVISION & ENGINEERING			REGIONAL GROWTH MANAGEMENT SERVICES			EMERGENCY PLANNING			HOUSE NUMBERING		
	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR
REVENUES															
TAX REQUISITION	693,246	932,325	75%	0	0	0%	225,720	300,955	75%	86,985	115,980	75%	16,128	21,500	75%
GRANTS/OPERATING/OTHER	59,673	68,500	87%	146,698	152,175	96%	947	0	0%	31,094	2,500	1244%	0	0	0%
RETAINED EARNINGS	403,988	403,985	100%	0	0	0%	101,269	101,270	100%	71,703	71,705	100%	0	0	0%
TOTAL REVENUES	1,162,907	1,404,810	83%	146,698	152,175	96%	327,936	402,235	82%	189,782	190,185	100%	16,128	21,500	75%
EXPENSES															
OFFICE OPERATING	\$232,115	\$308,675	75%	\$17,332	\$24,745	70%	\$33,513	\$56,198	60%	\$17,759	\$28,710	62%	\$16,128	\$21,500	75%
PROFESSIONAL FEES	53,277	85,000	63%	11,190	32,250	35%	28,003	62,500	45%	44,730	12,000	373%	0	0	0%
BUILDING OP & MAINTENANCE	16,089	24,900	65%	24	0	0%	0	8,000	0%	90	500	18%	0	0	0%
VEHICLE OP & MAINTENANCE	4,020	5,235	77%	0	0	0%	269	350	77%	2,042	3,700	55%	0	0	0%
OTHER OPERATING COSTS	43,022	70,090	61%	203	300	68%	34,157	54,870	62%	203	4,000	5%	0	0	0%
WAGES & BENEFITS	397,531	550,050	72%	136,830	183,828	74%	79,035	104,830	75%	73,799	95,050	78%	0	0	0%
EQUIP OP & MAINTENANCE	4,374	7,600	58%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
COMMUNITY GRANTS	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
PROGRAM COSTS	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
CAPITAL EXPENDITURES	12,592	0	0%	2,438	3,000	81%	4,300	4,700	91%	2,346	2,500	94%	0	0	0%
DEBT FINANCING - INTEREST	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
DEBT FINANCING - PRINCIPAL	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
DEBT FINANCING - EXCHANGE	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
CONTINGENCY	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TRANSFER TO RESERVE FUND	7,000	7,000	100%	0	0	0%	29,810	29,810	100%	0	0	0%	0	0	0%
TRANSFER FROM RESERVE FUND	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TRANSFER TO OTHER GOVTS	0	0	0%	0	0	0%	0	0	0%	1,200	6,200	19%	0	0	0%
TOTAL EXPENDITURES	\$770,020	\$1,058,750	73%	\$168,017	\$244,123	69%	\$209,087	\$321,248	65%	\$142,169	\$152,650	93%	\$16,128	\$21,500	75%
OPERATING SURPLUS (DEFICIT)	\$392,887	\$346,060		(\$21,319)	(\$91,948)		\$118,849	\$80,987		\$47,613	\$37,525		\$0	\$0	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
September 30, 2006**

	BUILDING INSPECTION			BYLAW ENFORCEMENT			TOTAL DEVELOPMENT SERVICES		
	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR
REVENUES									
TAX REQUISITION	53,550	71,400	75%	131,634	175,510	75%	1,213,263	1,617,680	75%
GRANTS/OPERATING/OTHER	778,871	783,980	99%	149,680	278,805	54%	1,106,963	1,285,360	91%
RETAINED EARNINGS	1,222,546	1,222,545	100%	105,336	105,340	100%	1,904,842	1,904,845	100%
TOTAL REVENUES	2,054,967	2,077,325	99%	386,650	559,655	69%	4,285,068	4,807,885	89%
EXPENSES									
OFFICE OPERATING	\$145,916	\$251,455	58%	\$7,664	\$18,985	41%	\$470,427	\$710,368	66%
PROFESSIONAL FEES	7,150	43,500	16%	76,309	137,765	55%	220,659	373,015	59%
BUILDING OP & MAINTENANCE	10,003	16,700	60%	2,250	6,000	38%	28,456	56,100	51%
VEHICLE OP & MAINTENANCE	15,641	17,000	92%	8,511	11,000	77%	30,483	37,285	82%
OTHER OPERATING COSTS	40,776	66,470	61%	34,679	55,695	62%	153,040	251,425	61%
WAGES & BENEFITS	548,323	726,335	75%	127,106	162,930	69%	1,362,624	1,843,013	74%
EQUIP OP & MAINTENANCE	1,644	6,580	25%	0	0	0	6,018	14,180	42%
COMMUNITY GRANTS	0	0	0	0	0	0	0	0	0
PROGRAM COSTS	0	0	0	0	0	0	0	0	0
CAPITAL EXPENDITURES	4,992	87,500	6%	52,511	62,280	84%	79,179	159,980	49%
DEBT FINANCING - INTEREST	0	0	0	0	0	0	0	0	0
DEBT FINANCING - PRINCIPAL	0	0	0	0	0	0	0	0	0
DEBT FINANCING - EXCHANGE	0	0	0	0	0	0	0	0	0
CONTINGENCY	0	0	0	0	0	0	0	0	0
TRANSFER TO RESERVE FUND	1,000	1,000	100%	3,500	3,500	100%	41,310	41,310	100%
TRANSFER FROM RESERVE FUND	0	0	0	0	0	0	0	0	0
TRANSFER TO OTHER GOVTS	0	0	0	0	0	0	1,200	6,200	19%
TOTAL EXPENDITURES	\$775,445	\$1,216,540	64%	\$312,530	\$478,955	65%	\$2,393,396	\$3,492,678	69%
OPERATING SURPLUS (DEFICIT)	\$1,279,522	\$860,785		\$74,120	\$81,600		\$1,891,672	\$1,315,009	

**REGIONAL DISTRICT OF NANAIMO
ENVIRONMENTAL SERVICES
September 30, 2006**

	LIQUID WASTE MANAGEMENT			SOLID WASTE MANAGEMENT			GARBAGE COLLECTION/RECYCLING		
	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR
REVENUES									
TAX REQUISITION	\$5,764,572	\$7,686,095	75%	\$301,725	\$402,305	75%	\$0	\$0	
GRANTS/OPERATING/OTHER	1,680,935	4,723,480	36%	5,788,544	7,554,170	77%	2,001,530	2,082,109	96%
RETAINED EARNINGS	1,920,230	1,920,225	100%	2,197,223	2,197,220	100%	140,943	140,940	100%
TOTAL REVENUES	9,364,837	14,329,800	65%	8,287,492	10,153,695	82%	2,142,473	2,233,049	96%
EXPENSES									
OFFICE OPERATING	\$347,877	\$462,156	75%	\$403,964	\$555,876	73%	\$94,061	\$127,483	74%
PROFESSIONAL FEES	193,347	287,700	67%	65,269	621,500	11%	23	7,500	0%
BUILDING OP & MAINTENANCE	125,311	157,650	79%	37,246	73,200	51%	1,611	2,145	75%
VEHICLE OP & MAINTENANCE	270,614	386,585	70%	430,578	602,110	72%	776	1,785	43%
WAGES & BENEFITS	1,125,913	1,526,100	74%	1,508,908	1,849,269	82%	26,819	70,614	38%
OPERATIONAL COSTS	942,389	1,580,295	60%	1,212,470	2,745,885	44%	1,147,756	1,861,876	62%
CAPITAL EXPENDITURES	2,093,606	7,087,200	30%	90,032	1,028,500	9%	100	150	67%
DEBT FINANCING - INT	639,333	862,060	74%	123,525	164,700	75%	0	0	
DEBT FINANCING - PRINCIPAL	494,820	659,760	75%	68,049	90,730	75%	0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	871,365	871,365	100%	1,757,490	1,757,490	100%	660	660	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$7,104,575	\$13,880,871	51%	\$5,697,531	\$9,489,260	60%	\$1,271,809	\$2,072,213	61%
OPERATING SURPLUS (DEFICIT)	\$2,260,262	\$448,929		\$2,589,961	\$664,435		\$870,667	\$160,836	

**REGIONAL DISTRICT OF NANAIMO
ENVIRONMENTAL SERVICES
September 30, 2006**

	WATER SUPPLY			SEWAGE COLLECTION			STREET LIGHTING			ENVIRONMENTAL SERVICES			TOTAL ENVIRONMENTAL SERVICES		
	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR
REVENUES															
TAX ACQUISITION	\$1,039,779	\$1,386,373	75%	\$542,043	\$722,700	75%	\$43,668	\$58,219	75%	\$7,691,787	\$10,255,692	75%	\$7,691,787	\$10,255,692	75%
GRANTS/OPERATING/OTHER	900,430	942,625	96%	336,912	322,590	104%	292	455	51%	10,707,683	15,635,429	68%	10,707,683	15,635,429	68%
RETAINED EARNINGS	989,627	989,624	100%	377,249	377,245	100%	18,445	18,440	100%	5,643,717	5,643,694	100%	5,643,717	5,643,694	100%
TOTAL REVENUES	2,929,836	3,318,622	88%	1,256,204	1,422,535	88%	62,345	77,114	81%	24,043,187	31,534,815	76%	24,043,187	31,534,815	76%
EXPENSES															
ADMINISTRATION	\$123,747	\$171,644	72%	\$39,421	\$71,852	55%	\$720	\$1,440	50%	\$1,099,790	\$1,390,451	73%	\$1,099,790	\$1,390,451	73%
PROFESSIONAL FEES	53,853	269,570	20%	23,539	45,135	52%	0	0		336,031	1,231,405	27%	336,031	1,231,405	27%
BUILDING OP & MAINTENANCE	25,806	59,051	44%	6,996	13,288	53%	7,543	9,750	77%	204,513	315,004	65%	204,513	315,004	65%
VEHICLE OP & MAINTENANCE	54,306	105,335	52%	19,847	41,831	47%	289	0		776,409	1,137,646	68%	776,409	1,137,646	68%
WAGES & BENEFITS	408,594	576,017	71%	129,140	185,464	70%	0	819		3,199,374	4,238,283	76%	3,199,374	4,238,283	76%
OPERATIONAL COSTS	258,384	459,155	56%	485,055	733,350	66%	23,894	42,607	56%	4,069,948	7,423,168	55%	4,069,948	7,423,168	55%
CAPITAL COST	65,906	481,825	14%	3,995	69,600	6%	0	0		2,253,639	8,667,275	26%	2,253,639	8,667,275	26%
DEBT FINANCING - INT	218,662	299,045	73%	0	42,500		0	0		981,520	1,368,305	72%	981,520	1,368,305	72%
DEBT FINANCING - PRINCIPAL	118,836	158,450	75%	0	0		0	0		681,705	933,940	73%	681,705	933,940	73%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
CONTRIBUTION TO OTHER FUNDS	326,400	326,400	100%	19,995	19,980	100%	0	0		2,975,910	2,975,895	100%	2,975,910	2,975,895	100%
CONTRIBUTION FROM OTHER FND	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0		0	0	
TOTAL EXPENSES	\$1,654,494	\$2,906,492	57%	\$727,988	\$1,223,000	60%	\$32,445	\$54,516	59%	\$18,488,939	\$29,626,452	56%	\$18,488,939	\$29,626,452	56%
OPERATING SURPLUS (DEFICIT)	\$1,275,342	\$412,130		\$528,216	\$199,535		\$29,900	\$22,498		\$7,554,348	\$1,908,363		\$7,554,348	\$1,908,363	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
September 30, 2006**

	REGIONAL PARKS			COMMUNITY PARKS			AREA A RECREATION			D69 RECREATION COORDINATING			OCEANSIDE PLACE		
	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR
REVENUES															
TAX REQUISITION	704,106	938,865	75%	339,993	453,320	75%	56,250	75,000	75%	693,234	924,315	75%	888,029	1,197,370	75%
GRANTS/OPERATING/OTHER	267,101	25,105	1064%	4,079	0	0	0	0	0	195,816	182,685	107%	423,195	550,630	76%
RETAINED EARNINGS	155,099	415,095	37%	351,159	351,150	100%	(1,996)	(1,995)	100%	67,577	67,685	100%	156,335	156,335	100%
TOTAL REVENUES	1,126,306	1,379,065	82%	695,231	804,470	86%	54,254	73,005	74%	956,627	1,174,685	81%	1,474,559	1,904,335	77%
EXPENSES															
OFFICE OPERATING	\$31,827	\$39,777	80%	\$20,643	\$29,116	71%	\$504	\$695	73%	\$71,504	\$105,125	68%	\$93,786	\$138,990	67%
PROFESSIONAL FEES	18,393	76,725	24%	9,734	22,500	43%	0	20,000	0	17,571	22,500	78%	17,994	29,160	62%
BUILDING OP & MAINTENANCE	11,494	25,275	45%	2,926	5,476	53%	0	0	0	11,476	14,995	77%	143,367	222,615	64%
VEHICLE OP & MAINTENANCE	6,963	15,605	45%	617	1,500	41%	0	0	0	15,880	29,094	55%	15,034	21,385	70%
OTHER OPERATING COSTS	47,642	113,450	42%	47,637	173,220	28%	45	115	39%	15,020	18,525	77%	7,542	16,430	46%
WAGES & BENEFITS	108,281	193,581	56%	138,185	200,342	69%	6,065	7,195	84%	566,869	617,622	92%	507,798	736,602	69%
EQUIP OP & MAINTENANCE	1,318	500	264%	0	0	0	0	0	0	1,644	2,275	72%	28,502	43,750	65%
COMMUNITY GRANTS	0	0	0	0	0	0	0	0	0	38,801	70,755	55%	537	1,000	54%
RECREATION PROGRAMS	39	1,500	3%	45	4,875	1%	0	0	0	37,997	48,100	79%	15,190	15,400	99%
CAPITAL EXPENDITURES	15,776	432,295	4%	0	30,000	0	0	0	0	3,871	4,820	80%	23,101	173,210	13%
DEBT FINANCING - INTEREST	10,064	41,375	24%	16,034	21,450	75%	0	0	0	0	0	0	345,929	373,155	93%
DEBT FINANCING - PRINCIPAL	83,393	85,000	98%	8,235	10,980	75%	0	0	0	0	0	0	130,354	0	0
DEBT FINANCING - EXCHANGE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRANSFER TO RESERVE FUND	180	274,220	0%	100,000	100,000	100%	0	0	0	180	180	100%	5,180	5,180	100%
TRANSFER FROM RESERVE FUND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRANSFER TO OTHER GOVTS	50,000	50,000	100%	16,000	16,000	100%	2,500	45,000	6%	214,595	214,595	100%	0	0	0
TOTAL EXPENDITURES	\$385,350	\$1,349,303	29%	\$360,056	\$615,459	59%	\$9,114	\$73,005	12%	\$995,708	\$1,149,586	87%	\$1,334,314	\$1,776,877	75%
OPERATING SURPLUS (DEFICIT)	\$740,956	\$29,762		\$335,175	\$189,011		\$45,140	\$0		(\$9,081)	\$25,099		\$140,245	\$127,456	

REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
September 30, 2006

	RAVENSONG AQUATIC CENTER			GABRIOLA ISL RECREATION			SOUTHERN COMMUNITY RECREATION & CULTURE			TOTAL RECREATION & PARKS SERVICES		
	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR
REVENUES												
TAX REQUISITION	916,848	1,222,460	75%	52,344	69,795	75%	608,949	811,925	75%	4,269,753	5,693,050	75%
GRANTS/OPERATING/OTHER	414,844	491,190	84%	489	0		27,671	18,000	154%	1,330,195	1,267,610	105%
RETAINED EARNINGS	144,459	144,460	100%	9,308	9,310	100%	(8,014)	(8,015)	100%	873,927	1,134,025	77%
TOTAL REVENUES	1,476,151	1,858,110	79%	62,141	79,105	79%	628,606	821,910	76%	6,473,875	8,094,685	80%
EXPENSES												
OFFICE OPERATING	\$96,722	\$133,685	72%	\$505	\$721	70%	\$1,980	\$2,400	83%	\$317,771	\$450,509	71%
PROFESSIONAL FEES	19,268	32,670	59%	0	0		0	0		82,960	203,555	41%
BUILDING OP & MAINTENANCE	106,201	207,650	51%	0	0		23,807	32,825	73%	299,271	508,836	59%
VEHICLE OP & MAINTENANCE	5,486	6,775	81%	77	75	103%	0	0		44,057	74,434	59%
OTHER OPERATING COSTS	16,980	23,100	74%	45	325	14%	15	0		134,926	346,165	39%
WAGES & BENEFITS	580,693	808,667	72%	6,066	7,195	84%	0	0		1,913,937	2,571,204	74%
EQUIP OP & MAINTENANCE	19,064	25,750	74%	0	0		0	0		50,528	72,275	70%
COMMUNITY GRANTS	5,324	6,500	82%	0	0		0	0		44,662	78,255	57%
RECREATION PROGRAMS	21,792	34,635	63%	0	0		0	0		75,063	104,510	72%
CAPITAL EXPENDITURES	36,003	88,995	41%	0	0		0	0		78,751	729,220	11%
DEBT FINANCING - INTEREST	183,519	244,600	75%	0	0		0	0		555,546	680,670	82%
DEBT FINANCING - PRINCIPAL	92,961	123,955	75%	0	0		0	0		314,943	219,935	143%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	110,180	110,180	100%	0	0		0	0		2,15,720	489,760	44%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		60,000	60,000	100%	788,135	786,685	100%	1,131,230	1,172,280	96%
TOTAL EXPENDITURES	\$1,294,133	\$1,847,152	70%	\$66,693	\$68,316	98%	\$813,937	\$821,910	98%	\$5,259,365	\$7,701,608	68%
OPERATING SURPLUS (DEFICIT)	\$181,958	\$10,958		(\$4,552)	\$10,789		(\$185,331)	\$0		\$1,214,510	\$393,077	

REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION SERVICES
September 30, 2006

	DESCANSO BAY EMERGENCY WHARF			SOUTHERN COMMUNITY TRANSIT			NORTHERN COMMUNITY TRANSIT			TOTAL TRANSPORTATION SERVICES		
	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR	ACTUAL 2006	BUDGET 2006	% VAR
REVENUES												
TAX REQUISITION	\$6,273	\$8,360	75%	\$2,506,275	\$3,341,695	75%	\$383,310	\$511,075	75%	\$2,895,858	\$3,861,130	75%
GRANTS/OPERATING/OTHER	0	0		5,525,415	7,285,920	76%	390,313	533,290	73%	5,915,728	7,819,210	76%
RETAINED EARNINGS	996	995	100%	469,027	469,020	100%	54,058	54,050	100%	524,081	524,075	100%
TOTAL REVENUES	\$7,269	\$9,355	78%	\$8,500,717	\$11,096,635	77%	\$827,681	\$1,098,425	75%	\$9,335,667	\$12,204,415	76%
EXPENSES												
OFFICE OPERATING	\$1,066	\$125	853%	\$865,582	\$1,182,680	73%	\$455,310	\$607,075	75%	\$1,321,958	\$1,789,880	74%
PROFESSIONAL FEES	0	0		3,301	65,000	5%	0	0		3,301	65,000	5%
BUILDING OP. & MAINT.	0	4,030		79,532	134,450	59%	0	0		79,532	138,480	57%
VEHICLE OP. & MAINT.	0	2,005		2,003,291	2,857,170	70%	0	0		2,003,291	2,859,175	70%
OTHER OPERATING COSTS	0	0		117,311	203,295	58%	0	0		117,311	203,295	58%
WAGES & BENEFITS	0	0		4,602,295	5,923,754	78%	287,540	416,515	69%	4,889,835	6,340,269	77%
EQUIP. OP & MAINT	0	0		1,644	3,000	55%	0	0		1,644	3,000	55%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
RECREATION PROGRAMS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		32,135	136,865	23%	0	0		32,135	136,865	23%
DEBT FINANCING - INT.	0	0		0	0		0	0		0	0	
-PRINCIPAL	0	0		0	0		0	0		0	0	
-EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	320,000		0	0		0	320,000	
TRANSFER TO RESERVE FUND	3,195	3,195	100%	4,015	4,015	100%	0	0		7,210	7,210	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	\$4,261	\$9,355	46%	\$7,709,106	\$10,830,229	71%	\$742,850	\$1,023,590	73%	\$8,456,217	\$11,863,174	71%
NET SURPLUS	\$3,008	\$0		\$791,611	\$266,406		\$84,831	\$74,835		\$879,450	\$341,241	



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GMDS	GMRS&PS
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CHAIR	BOARD
COW	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: November 6, 2006

FROM: N. Avery
Gen. Mgr., Finance & Information Services

FILE:

SUBJECT: Financial Plan review schedule

PURPOSE:

To outline a schedule to review and approve the 2007 to 2012 financial plan.

BACKGROUND:

Staff have begun preparing the first draft of the 2007 budget and the 2007 to 2012 financial plan. The following is the recommended schedule of events for this next plan update:

- | | |
|------------------------------|--|
| December 5, 2006 | Budget seminar |
| December 12, 2006 | Inaugural Board meeting - presentation of draft 2007 budget details – recommendations to be noted for final budget development |
| January 16, 2007 | Financial Plan seminar |
| January 23, 2007 | Board meeting - draft 2007 to 2012 Financial Plan – recommendations to be noted for final budget amendment |
| February 12 (approximately) | Distribution of budget newsletter |
| March 13, 2007 | Committee of the Whole – financial plan as amended -- final recommendations |
| March 27, 2007 | Board meeting – adoption of the financial plan |

These timelines follow a similar timeline as in previous years.

RECOMMENDATION:

That the proposed budget and financial plan review schedule be received for information.

Report Writer

C.A.O. Concurrence

COMMENTS:



RDN			
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CHAIR		BOARD	
<i>Carol</i>			

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: November 3, 2006

FROM: N. Avery
Gen. Mgr., Finance & Information Services

FILE:

SUBJECT: Renewal of Fire Protection Service Agreement - Dashwood Volunteer Fire Department

PURPOSE:

To obtain approval for the renewal of a fire protection service agreement with the Dashwood Volunteer Fire Department.

BACKGROUND:

Fire protection service and emergency response services are provided by volunteer fire departments in certain portions of the Regional District of Nanaimo by way of service agreements. The agreement with the Dashwood Fire Department expires on December 31, 2006.

This agreement is identical in terms and conditions to other agreements which have recently been renewed. The Regional District owns and insures all of the assets and the fire department is responsible for their care and control. The agreement has an initial term of five years with automatic renewals for up to an additional four, five year terms unless terminated by either party.

Agreements with terms beyond five years are permissible under the Community Charter in circumstances where the agreement does not contain liabilities of a capital nature. As noted above, the Regional District owns all of the assets of the department and authorizes all major capital expenditures and their financing through its approval of the financial plan.

ALTERNATIVES:

1. Renew the fire services agreement with the Dashwood Volunteer Fire Department for a five-year term from January 1, 2007 to December 31, 2011 and provide for the agreement to be automatically renewed for up to four additional five-year terms.
2. Renew the fire services agreement with the Dashwood Volunteer Fire Department for a single five-year term from January 1, 2007 to December 31, 2011.

FINANCIAL IMPLICATIONS:


There are no new financial obligations imposed by the agreement.

SUMMARY/CONCLUSIONS:

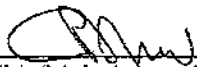
The Dashwood Volunteer Fire Department fire service agreement expires at the end of December 2006. A renewal agreement is in order and is attached to this report. The agreement would cover an initial five year period from January 1, 2007 to December 31, 2011 and would be automatically renewed for up to four additional five year terms unless terminated as outlined in the agreement. The agreement is in the same form and contains the same terms and conditions as other fire services agreement approved this year.

RECOMMENDATION:

That the fire services agreement with the Dashwood Volunteer Fire Department be renewed for a five-year term from January 1, 2007 to December 31, 2011 and that the agreement provide for up to four additional five-year renewal periods.



Report Writer



Chief Administrative Officer

COMMENTS:

AGREEMENT

This Agreement made this ____ day of _____, 2006

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(hereinafter called the "District")

OF THE FIRST PART

AND:

DASHWOOD VOLUNTEER FIRE DEPARTMENT
230 Hobbs Rd.
Qualicum Beach, B.C.
V9K 2B2

(hereinafter called the "Society")

OF THE SECOND PART

- A. WHEREAS the District did, by Bylaw No. 964 and subsequent amendments, establish a local service area known as the Dashwood Fire Protection Specified Area (the "Local Service Area") and did within that Local Service Area provide for fire protection services in and for the Dashwood Fire Protection Local Service Area or Areas as may be amended from time to time;
- B. AND WHEREAS the District under Section 796(1) of the *Local Government Act* is empowered to operate any service which the Board considers necessary or desirable for all or a part of the District;
- C. AND WHEREAS Section 176(1)(a) of the *Local Government Act* provides that the Board may make agreements for the operation of services;
- D. AND WHEREAS the Society was incorporated on the 3rd day of January, 1966 and the objects of the Society are to provide fire protection for the Dashwood Fire District.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, the terms and conditions hereinafter contained (the receipt and sufficiency of which is hereby acknowledged) the parties hereto covenant and agree each with the other as follows:

INTERPRETATION

1. In this Agreement the following terms have the following meanings:

“Services” means the services set out in Schedule ‘A’ to this Agreement.

TERM

2. The term of this Agreement will be for a period of five years commencing on the 1st day of January, 2007 and terminating on the 31st day of December, 2011 unless otherwise terminated as provided in this Agreement.
3. This agreement shall be automatically extended at the end of each term, for an additional term of five years up to four renewal periods, unless otherwise terminated as provided in this Agreement.

CAPITAL ASSETS

4. The parties to this Agreement acknowledge that the firehall, the firefighting equipment, protective clothing and all other lands, buildings, furniture and equipment utilized by the Society and purchased out of funds obtained from the District are and will remain the property of the District free and clear of any claim by the Society.
5. The parties to this Agreement agree and acknowledge that the material and equipment listed on Schedule ‘B’ were purchased with Society funds and are the property of the Society.
6. During the term of this Agreement the Society, subject to the terms of this Agreement, shall have possession at all times of the firehall, the firefighting equipment, protective clothing and all other land, buildings, furniture and equipment utilized by the Society for the purpose of providing the Services within and for the Local Service Area, or within and for any other area in accordance with the terms of a mutual aid agreement, including the Ministry of Forests.

SERVICE AREA

7. The Society will, under the terms hereof and subject to any applicable bylaw of the District and any Federal or Provincial enactment, provide the Services in and for the Local Service Area, and for any other area in accordance with the terms of a mutual aid agreement, including the Ministry of Forests.

COST

8. It is acknowledged, understood and agreed that the cost of providing for establishing and equipping the Society for the purpose of carrying out the Services within and for the Local Service Area shall be borne by the owners of land within the Local Service Area.

BUDGET

9. The Society will prepare, in a form first approved by the Treasurer of the District, a projected budget for the purpose of providing the Society with the funds to operate, maintain and improve the buildings, equipment and other facilities and chattels utilized by the Society for

the purpose of providing and carrying out the Services to be provided within and for the Local Service Area by the Society.

10. The budget shall be presented to the Treasurer of the District on or before the day specified by the Treasurer as may be necessary to prepare the District's budget for the following calendar year.
11. The District will review the budget and may either approve the budget or return the budget for amendment by the Society, which will return the budget as amended to the District for its approval on or before the day specified by the Treasurer for the purposes of completing the District's budget for the calendar year.
12. The budget prepared by the Society shall list all expenditures proposed for the calendar year. Any accumulated surplus or deficit from the prior year as recorded in the Society's records, must be carried forward and be applied to the next year's budget in accordance with accounting rules established for Regional Districts in the Province of British Columbia.
13. The Society will not expend or contract for or otherwise commit the Society to any expenditure in any calendar year except one that has first been approved in a budget by the District as above provided and will not incur any liability in any year beyond the amount of the funds to be paid to the Society by the District as provided for in the Society budget adopted for that year by the Board of the District.

INSURANCE

14. The District as owner, shall insure and keep insured the vehicles, firehall, land on which the firehall is located or other land utilized in conjunction with the provision of the Services and any and all chattels and equipment owned by the District and the Society and maintained and utilized by the Society to provide the Services under this Agreement. The cost of providing the insurance will be included in the budget prepared by the Society for the purposes of this Agreement.
15. The District has been advised by its insurer that the members of the Society and volunteer firefighters and other persons required under an enactment to provide assistance in an emergency are insured with respect to its policy of insurance from the Municipal Insurance Association of BC while providing the Services under the provisions of a District bylaw or under this Agreement or under the terms of a mutual aid agreement.
16. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteer firefighters and Directors and Officers of the Society.
17. The District may request that the Society take out and maintain a policy of liability insurance in an amount specified by the District with respect to activities of the Society that fall outside this Agreement or that are not covered by the Municipal Insurance Association of BC and the Society shall do so promptly and provide the District with a copy of the policy. This paragraph shall not be interpreted as creating a duty on the part of the District to the Society or to any third party to require the Society to obtain insurance.

MAINTENANCE

18. The Society will, to the satisfaction of the District, maintain the firehall, the grounds around the firehall, any locations where fire fighting assets may be located now or in the future, the fire equipment and any chattels paid for out of funds obtained through the District and provided by the District to the Society for the purpose of providing the Services in a good working condition so that the equipment and facilities are available at all times for the purpose of providing the Services.

OPERATION

19. The Society will operate the equipment and in all other ways provide the Services without negligence and in accordance with standards of operation maintained by other volunteer fire departments of similar size and facilities, or operational guidelines as may be established by the Regional District in consultation with the Society.
20. The Society shall comply with the District's purchasing policy A2.9 as amended from time to time with respect to the acquisition of capital assets costing \$50,000 or more. Compliance will be interpreted in a reasonable manner and in context with the circumstances prevailing at the time of purchase.

COMPLIANCE WITH LAWS

21. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements of the Workers' Compensation Board.

FIRE CHIEF

22. The Society will, in the month of December in every second year, appoint or reappoint a Fire Chief who shall be the Fire Chief of the Volunteer Fire Department. The Fire Chief or his designate may be appointed a Local Assistant under the Fire Services Act.

DIRECTORS

23. At all times, while this Agreement is in force, a representative of the District nominated by the District shall be entitled to attend all meetings of the Board of Directors of the Society.

PAYMENTS

22. (1) In each year during the term of this Agreement, the District will pay to the Society, in equal quarterly installments upon presentation of a quarterly financial statement, the amount for the costs of the Services in the final budget adopted by the District Board for the current year, less any amounts budgeted to be paid directly by or to be held by the District, including but not limited to capital expenditures, debt or lease payments, insurance, administration fees and reserve funds.
- (2) The Society shall administer the funds in accordance with the budget approved by the District in its annual budget.
- (3) The first quarterly payment shall be made on or before January 10th of each calendar year.

- (4) At the time of the first quarterly payment, the District may:
 - (a) deduct from the payment the amount of or part of any surplus accumulated by the Society during the previous calendar year; or
 - (b) add to the amount of the payment an amount from the budget to reimburse the Society for any deficit incurred by the Society during the previous calendar year.
- (5) The amount of any surplus held by the Society at year end will be applied to the following year's annual budget as described in Section 12.

ACCOUNTS

23. The books of account of the Society shall be kept in such manner and provide such detail as may be required from time to time by the Treasurer of the District and the Provincial Ministry of Municipal Affairs.

SEPARATE FUNDS AND FINANCIAL STATEMENTS

24. (1) The public funds provided under paragraph 22 and any other funds of the Society shall be separated in its books of account.
- (2) The Society will prepare or have prepared by an auditor as defined under Section 331 of the *Local Government Act*, at each year end, audited financial statements containing particulars of assets and liabilities, and a statement of revenue and expenditures for the year for the public funds provided under paragraph 22.
- (3) The Society will file a copy of the audited financial statements with the District by February 15th following each year end. The District's auditors may rely on the Society's audit report, but in any case may require and shall have access to the working papers of the Society's auditor for examination during the year end audit of the District.

RIGHT OF AUDIT

25. At any time the District Board may give to the Society written notice that it desires its representatives to examine the books of account of the Society, and the Society shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Society and shall be entitled to require from the Directors and Officers of the Society such information and explanations as, in his/her opinion, may be necessary to enable him/her to report to the District Board on the financial position of the Society.

TERMINATION

26. Either party may terminate this Agreement at any time by giving written notice of termination to the other party, and the agreement shall terminate on the 31st day of December of the year

following receipt of such notice by the other party.

EARLY TERMINATION

- 27. Notwithstanding any other provision herein, the District may terminate this Agreement upon giving the Society 30 days notice of its intention to so terminate:
 - (a) should the Society fail to file its annual report or otherwise no longer be in good standing with the Registrar of Companies under the *Societies Act*;
 - (b) should the Society default in any term or condition of this Agreement or fail to perform any covenant herein required to be performed by the Society;
 - (c) should the Society, in the opinion of the District, fail to adequately provide the Services in and for the Local Service Area.
- 28. Notwithstanding any other provision herein, the District may terminate this Agreement upon giving the Society six (6) months notice of its intention to so terminate should the District or any Successor to the District provide alternate fire prevention and suppression services within the Service Area.
- 29. The Society may terminate this Agreement at any time by giving not less than ninety (90) days written notice of its intention to so terminate in the event of breach by the District of a material term of this Agreement.
- 30. This Agreement shall enure to the benefit of, and be binding upon, the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties to this Agreement have set their hands and seals as of the day and year first above written.

On behalf of)
REGIONAL DISTRICT OF NANAIMO)
was affixed in the presence of:)
)
)
)
)
_____)
Chairperson)
)
)
)
_____)
Senior Manager, Corporate Administration)

SCHEDULE 'A'

"Services" means:

- (1) fire prevention and suppression, including without limiting the generality of the foregoing, training of volunteer firefighters, inspections, enforcement of enactments relating to fire prevention and suppression, elimination of fire hazards and attending at fires for the purpose of containment and extinguishments of the fires and to provide assistance to persons and animals;
- (2) providing assistance in response to other classes of emergency as follows:
 - (a) explosion;
 - (b) flood, tempest, earthquake, landslide, tidal wave or other natural event;
 - (c) building collapse or motor vehicle or other accident;
 - (d) spill, release or leak of a substance capable of injuring property or the health or safety of a person;
 - (e) risk of explosion or fire or a risk of a spill, release or leak of a substance referred to in (d);
 - (f) any emergency as declared under section 798.1 of the *Local Government Act* or under the *Emergency Program Act*;
 - (g) first response to medical emergencies; and
 - (h) rescue operations;

and further provided that the Society's obligation to provide the Services set out in subsection (2) is subject to the availability of qualified personnel and equipment.

DASHWOOD FIRE DEPARTMENT ASSOCIATION INVENTORY

1 – RCA Colortrak Colour Television
1 – Scott am/fm Stereo Receiver
1 – Scott Dual Cassette Deck
1 – Dacwood Four Head VCR
1 – Sony Discman
1 – Ping Pong Set
1 – Couch
1 – Viking Refrigerator
1 – Toshiba Microwave
1 – Nordic Stove
2 – 100 Cup Coffee Urns
Assorted Dishes and Utensils
65 – Certificates and Frames
1 – Café Classic Coffee Maker
12 – Fold Up Tables
1 – Thermos Barbecue
1 – Travel Graph Overhead Projector
1 – Lectern
Halloween Decorations
Christmas Decorations
24 – Gray Metal Stacking Chairs
4 – Stereo Speakers
6 – Trophies
9 – Plaques
Box of Toys
1 – Pool Table and Accessories
1 – Mini Pizza Oven
12 – Framed Pictures – Assorted Sizes
5 – Large Cooking Pots
1 – Toaster
1 – Electric Kettle
1 – Frost Queen Chest Freezer – 14 Cubic
1 – Inglis Washing Machine
1 – Inglis Dryer
1 – Institutional Propane Grill
1 – Propane Tank and Torch



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CHAIR	BOARD
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TO: C. Mason
Chief Administrative Officer

DATE: November 5, 2006

FROM: N. Avery
General Manager, Finance & Information Services

FILE:

SUBJECT: Waterloo/Yellowpoint Fire Protection Service, service options

PURPOSE:

To discuss potential changes to the provision of fire protection services in the Yellowpoint area of Electoral Area A.

BACKGROUND:

Fire protection services are provided to properties in portions of Electoral Area A (Yellowpoint) and Electoral Area C under an agreement with the Cowichan Valley Regional District (see map attached). The Cowichan Valley's North Oyster volunteer fire department is the operating department under the agreement. Some time ago staff from the Cowichan Valley and Regional District of Nanaimo began exploring options to improve response time to properties along the coastal section of Yellowpoint because the road network results in them being beyond the standard 8 km limit for a property insurance premium reduction. In 2006 the new North Cedar Improvement District firehall became operational at the junction of Cedar and Yellowpoint Rds, making it much closer to many of the properties in the Yellowpoint area. Representatives of the Cowichan Valley, Regional District of Nanaimo and North Cedar Improvement District met in June this year to discuss whether the Improvement District would consider providing fire protection services under a similar or other agreement. Three options were discussed:

- a) Agreement for Service - a new agreement with the North Cedar Improvement District
- b) Boundary Expansion - the North Cedar Improvement District would expand its boundaries to include all of the relevant properties solely under their jurisdiction
- c) Automatic Aid -an enhanced mutual aid type response whereby both North Oyster and the North Cedar fire departments would respond simultaneously to a fire call

The North Cedar Improvement District considered this topic at a recent meeting and has responded that it is prepared to explore either an agreement for service or a boundary expansion.

ALTERNATIVES:

1. Direct staff to enter into consultations on Option (a) with the North Cedar Improvement District for alternative options for fire protection services in Electoral Area A and advise the Cowichan Valley Regional District of this direction.
2. Direct staff to enter into consultations on Option (b) with the North Cedar Improvement District and advise the Cowichan Valley Regional District of this direction.

3. Direct staff to enter into consultations on either of Option (a) or Option (b) with the North Cedar Improvement District and so advise the Cowichan Valley Regional District.

FINANCIAL IMPLICATIONS:

The agreement with the Cowichan Valley provides termination notice by the Cowichan Valley Regional District -- that notice being at least twelve months prior to the expiry of the agreement with an effective date no earlier than December 31st of the year following the notice. The current agreement expires in May 2008. There is no term specifying termination notice by the Regional District of Nanaimo - however, it would be reasonable to use the same terms. The Regional District of Nanaimo would need to provide notice to the Cowichan Valley no later than May 1st, 2007 of any changes to the agreement, with an effective date of January 1, 2009.


At present staff have limited financial information and this aspect will need further work in order to advise property owners of the projected result, whether the result is a standalone service area with an agreement with the North Cedar Improvement District or whether the result is a boundary amendment by the North Cedar Improvement District. Staff are inclined to support a boundary expansion as this is administratively more straightforward for property owners. Any changes to the boundaries will also affect the remaining taxpayers in Electoral Area C which would continue to be serviced by the Cowichan Valley Regional District.

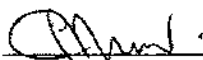
SUMMARY/CONCLUSIONS:

Staff and representatives from the Cowichan Valley, the Regional District of Nanaimo and the North Cedar Improvement District met in June this year to explore options for fire protection services for properties primarily located in the Yellowpoint area of Electoral Area A. The change in location of the North Cedar Improvement District firehall means that these properties, which are currently included in a service contract with the Cowichan Valley Regional District, are much closer to the new firehall and could obtain better property insurance rates if they were serviced directly by North Cedar. Response time would be improved and access would be more direct. The North Cedar Improvement District considered this topic recently and has advised us that they are amenable to exploring either a new service contract or a boundary expansion of their own. Under either alternative the contract area with the Cowichan Valley would be significantly reduced, however, staff have limited information to advise on the extent of the financial implications. Property owners will need to be petitioned in some fashion to either create a new contract service area or to be incorporated into the North Cedar Improvement District and so consultations will be required. Under the contract with the Cowichan Valley, notice to terminate or amend the contract would need to be given on or before May 1st, 2007 to be effective January 1, 2009. Staff would need to proceed no earlier than the beginning of 2007 to report further on this item.

RECOMMENDATION:

That staff be directed to enter into consultations on either of the options of a service agreement or a boundary extension with the North Cedar Improvement District and advise the Cowichan Valley Regional District that the Regional District of Nanaimo expects to seek an amendment to its contract in 2007.


Report Writer


C.A.O. Concurrence

COMMENTS:

RECEIVED

OCT 18 2006

REGIONAL DISTRICT
OF NANAIMO

North Cedar Improvement District

2100 Yellow Point Road, PO Box 210
Cedar, BC V9X 1W1

Phone (250) 722-3711 • Fax (250) 722-3252 email info@ncid.bc.ca

October 16, 2006

Nancy Avery
General Manager of Finance
6300 Hammond Bay Rd,
Nanaimo, BC.
V9T 6N2

RE: Fire Protection for Properties in the Yellow Point Fire Service Area of the Regional District of Nanaimo

Dear Nancy;

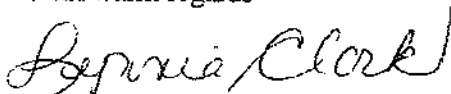
This will further your correspondence of October 5, 2006 with regards to the Yellow Point Fire Service Area.

The Board of Trustee's reviewed the above mentioned correspondence at the Board of Trustee's Meeting for October. The Board of Trustee's took into consideration recommendations coming from the Fire Services Department the Administrator and the Fire Liaison Trustee with regards to the three potential options for fire service in this area.

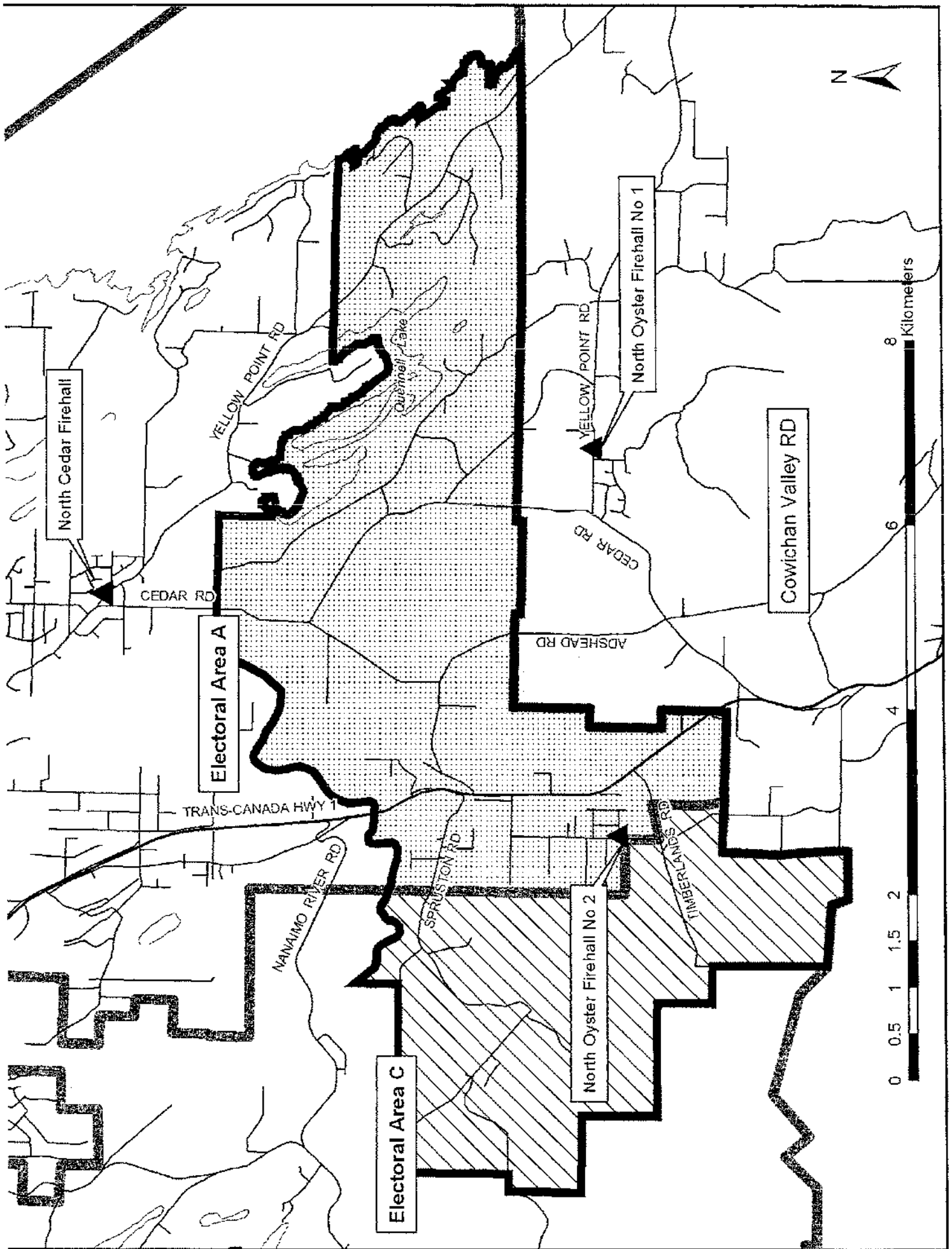
The Board of Trustee's will consider two of the three options presented which are b) a service contract between NCID and the RDN or option c) an expansion of the NCID boundaries. The Board of Trustee's views both of these options as equal as far as costs are concerned and are willing to work with the Regional District on either one of the above mentioned choices. If a boundary extension is the option the Regional District wishes to pursue, the North Cedar Improvement District has guidelines in which to follow for this option as per the local Government Act and the Improvement District Regulations governing boundary extensions.

At this time the Board of Trustee's wishes to ask the Regional District of Nanaimo how they would wish to proceed after taking into consideration both options for the above mentioned fire service area. We look forward to your response in the very near future.

With warm regards



Lynn Clark-Administrator
Cc: Board of Trustee's-NCID.





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MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: October 14, 2006

FROM: N. Avery
Gen. Mgr., Finance & Information Services

FILE:

SUBJECT: Bylaws to Establish a New Fire Service Area

PURPOSE:

To introduce the following bylaws:

Meadowood Fire Protection Service Establishing Bylaw No. 1509, 2006

Meadowood Fire Protection Service Loan Authorization Bylaw No. 1510, 2006

Dashwood Fire Protection Service Capital Charge Bylaw No. 1511, 2006

BACKGROUND:

Property owners residing in a neighbourhood developing along the Englishman River in Electoral Area 'F' have approached the Regional District to establish a new fire protection service. The new area will include over 470 properties currently without fire protection. The proposed concept is to construct a new firehall within the neighbourhood boundaries but to operate the firehall in conjunction with the existing Dashwood Fire Department which provides services within portions of Electoral Areas 'G' and 'H'.

The bylaws introduced with this report will establish a service area to borrow funds to construct the firehall and purchase vehicles and equipment. Additionally a capital charge will be imposed on the area (to be funded under the loan authorization bylaw) in recognition of access to the existing Dashwood Fire Protection assets. Once the firehall is commissioned the boundaries of the Dashwood service area will be expanded to include the Meadowood area and all of the taxpayers will contribute to the operations of the expanded department. The residents have asked that the service be established by direct petition. The timeframe proposed is to introduce the bylaws in 2006 but to formally approach property owners in January 2007.

ALTERNATIVES:

1. Introduce the bylaws as presented.
2. Do not introduce the bylaws at this time.

FINANCIAL IMPLICATIONS:


The cost to construct a three bay firehall including site preparation, well and septic field as well as to purchase vehicles, uniforms and a variety of essential equipment is \$1,483,000. The tax rate necessary to service the annual debt repayment is estimated at \$2.286 per \$1,000 of assessment – however, the steering committee assisting in the initiative is recommending a parcel tax approach. Staff estimate that the parcel tax rate will be in the range of \$310 per year per property. Additional property taxes will be paid once the operational boundaries are expanded – those taxes will be assessed on property value under the Dashwood Fire department budget.

SUMMARY/CONCLUSIONS:


Staff have been working for some time with a group of property owners representing a neighbourhood developing along the Englishman River in Electoral Area 'F', adjacent to the Dashwood Fire Protection service area. Bylaws are being introduced with this report which would establish a service area covering about 470 properties to borrow a net sum of \$1,483,000 to construct a firehall and acquire all the necessary start up equipment. A capital charge payable to the Dashwood Fire service area will be assessed to acknowledge the past investment of Dashwood taxpayers in their assets. Once the firehall is commissioned the boundaries of the Dashwood Fire service area will be expanded to include the Meadowood properties into their operational budget. The property owners have requested a direct petition. The bylaws are being introduced at this time to provide lead time to prepare communications materials as well as to avoid the Christmas season. The petitions would be sent out early in January 2007.

RECOMMENDATION:

1. That "Meadowood Fire Protection Service Establishing Bylaw No. 1509, 2006" be introduced for first three readings.
2. That "Meadowood Fire Protection Service Loan Authorization Bylaw No. 1510, 2006" be introduced for first three readings.
3. That "Dashwood Fire Protection Service Capital Charge Bylaw No. 1511, 2006" be introduced for first three readings.



Report Writer



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1509

A BYLAW TO ESTABLISH A SERVICE WITHIN ELECTORAL AREA 'F' FOR THE PURPOSE OF CONSTRUCTING, ACQUIRING AND OTHERWISE OBTAINING LAND, BUILDINGS, VEHICLES AND EQUIPMENT TO PROVIDE FIRE PROTECTION SERVICES

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to Section 796 of the *Local Government Act*, operate any service that the Board considers necessary or desirable for all or a part of the Regional District;

AND WHEREAS owners of parcels in a portion of Electoral Area 'F' have petitioned the Regional District pursuant to Section 797.4 of the Act to establish a service for the purpose of constructing, acquiring and otherwise obtaining land, buildings, vehicles and equipment to provide fire protection services;

AND WHEREAS the petitions have been judged sufficient pursuant to Section 797.4(4) of the Act;

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

1. A service to construct, acquire and otherwise obtain land, buildings, vehicles and equipment to provide fire protection services is hereby established.
2. The boundaries of the service area are shown on Schedule 'A' attached to and forming part of this bylaw.
3. The sole participant in the service is a portion of Electoral Area 'F'.
4. The entire cost of providing the service established by this bylaw shall be borne by the owners of land within the service area and may be recovered pursuant to Section 803 of the Act by one or more of the following:
 - (a) property value taxes imposed in accordance with Division 4.3 (*Requisition and Tax Collection*);
 - (b) parcel taxes imposed in accordance with Division 4.3;
 - (b) fees and other charges imposed under Section 363;
 - (c) revenues raised by other means authorized under this or another Act;
 - (d) revenues raised by way of agreement, enterprise, gift, grant or otherwise.

5. The maximum amount that may be requisitioned for this service shall be the greater of:
- (a) the sum of One Hundred and Twenty Six Thousand One Hundred and Sixty Dollars (\$126,160); or
 - (b) the product obtained by multiplying the net taxable value of land and improvements within the service area by a property tax value rate of \$2.286 per thousand dollars of assessment.
6. This bylaw may be cited as the "Meadowood Fire Protection Service Area Establishment Bylaw No. 1509, 2006".

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

Received the approval of the Inspector of Municipalities this ____ day of _____, 2007.

Adopted this ____ day of _____, 2007.

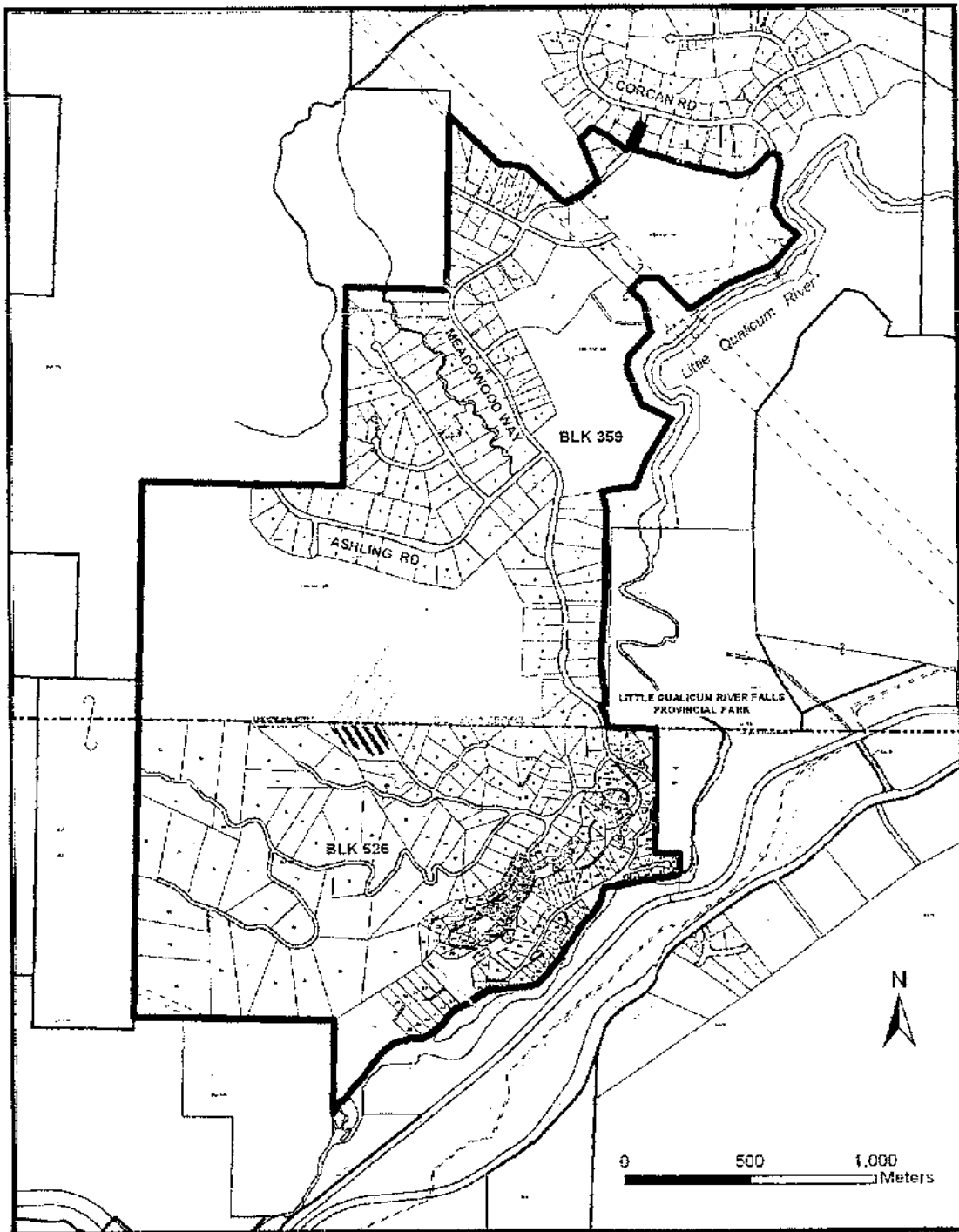
CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Schedule 'A' to accompany "Meadowood
Fire Protection Service Area Establishment
Bylaw No. 1509, 2006"

Chairperson

Senior Manager, Corporate Administration



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1510

A BYLAW TO AUTHORIZE BORROWING FOR THE PURPOSE OF CONSTRUCTING, ACQUIRING AND UPGRADING LAND, BUILDINGS, VEHICLES OR EQUIPMENT FOR THE MEADOWOOD FIRE PROTECTION SERVICE AREA

WHEREAS Regional District of Nanaimo Bylaw No.1509 established the “Meadowood Fire Protection Service Area”;

AND WHEREAS the Board wishes to acquire and improve land, buildings, vehicles and equipment for the service;

AND WHEREAS the estimated cost of acquiring, constructing or otherwise obtaining land, buildings, vehicles or equipment is the sum of \$1,483,000;

AND WHEREAS the financing of this capital program is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District of Nanaimo;

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

1. The Board is hereby empowered and authorized to acquire and carry out or cause to be carried out the following capital program:

Fire protection assets	\$1,483,000
------------------------	-------------
2. To borrow upon the credit of the Regional District a net sum not exceeding \$1,483,000.
3. To acquire all such real and personal property, rights or authorities as may be requisite or desirable for, or in connection with, the foregoing capital program, and all related ancillary works and equipment deemed necessary by the Board for the management of the service authorized under “Meadowood Fire Protection Service Area Establishment Bylaw No. 1509, 2006”.
4. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 20 years.

5. This bylaw may be cited for all purposes as "Meadowood Fire Protection Service Loan Authorization Bylaw No. 1510, 2006".

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

Received the approval of the Inspector of Municipalities this ____ day of _____, 2007.

Adopted this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1511

A BYLAW TO IMPOSE A CAPITAL CHARGE WITH RESPECT TO THE
DASHWOOD FIRE PROTECTION SERVICE AREA

WHEREAS the Board of the Regional District of Nanaimo established by Bylaw 964 the "Dashwood Fire Protection Local Service Area";

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

AND WHEREAS capital improvements have been made to provide the service and therefore the Board desires to impose a capital charge on each parcel added to the local service area under a boundary expansion;

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

1. A charge of \$75,335 is hereby established as a contribution in recognition of the capital value of Dashwood Fire Protection Local Service Area assets and as consideration for extending the boundaries of the Dashwood Fire Protection Local Service Area to include properties established within the "Meadowood Fire Protection Service Area Establishment Bylaw No. 1509,2007".
2. The charge imposed under Section 1 shall be levied in the year that the Meadowood Fire Protection Service is established.
3. This bylaw may be cited for all purposes as "Dashwood Fire Protection Local Service Area Capital Charge Bylaw No. 1511, 2006".

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

Adopted this day of , 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



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MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: October 14, 2006

FROM: N. Avery
Gen. Mgr., Finance & Information Services

FILE:

SUBJECT: Bylaw No 1508 – a Bylaw to Remove a Portion of Community Parkland for Other Community Purposes

PURPOSE:

To introduce “Electoral Area ‘F’ Community Parkland Re-dedication Bylaw No. 1508, 2007” for first three readings.

BACKGROUND:

A large piece of land has been dedicated for community park purposes within the Meadowood neighbourhood of Electoral Area ‘F’. About one third of the land was formerly a gravel pit, with the remainder rolling and forested. There is a growing community adjacent to the land which will form the nucleus of a village center and bylaws will be introduced to establish a fire protection service. The community is proposing to use about one hectare of the estimated 8.8 hectares to locate a firehall. Dedication of the land for this purpose is supported by staff as there is no Crown Land which might be obtained as a free crown grant and there is very little likelihood to secure land through other subdivision dedication.

Two sections of the Local Government Act apply to changing the designation of land owned by the local government. Section 27 applies to a disposal or exchange of parkland and Section 30 applies to all other types of property. Both require approval of the electors. This property was obtained through a negotiated process and exceeded the requirements of parkland dedication under the Act. While it therefore technically is not subject to Section 27 as a disposal of parkland, our solicitor agrees that it is appropriate to follow Section 27 in its intent. Bylaw 1508 will seek approval of the electors in Electoral Area F to dedicate a portion of the land for firehall purposes. As consideration the new fire protection service will establish a well to the Regional District’s satisfaction which may be used for future parkland development purposes. The bylaw will be placed before the electors of Electoral Area ‘F’ under the Alternative Approval Process. If more than 464 voters object to the change in use, then the proposal must be approved by a referendum.

ALTERNATIVES:

1. Introduce Bylaw No. 1508 for first three readings and seek approval through the Alternative Approval Process.
2. Introduce Bylaw No. 1508 for first three readings and seek approval by way of referendum.
3. Do not proceed with the bylaw.

FINANCIAL IMPLICATIONS:

Alternative 1

Most if not all of our fire department locations have been able to secure land at no direct cost, usually through free crown grants. This is not an option in the Meadowood area. The purchase price of raw land would be in the range of \$75,000 to \$100,000 and at this time there is no suitable subdivided land available. The estimated cost to develop and commission a well is in the range of \$20,000 - \$40,000. The success of the fire department is largely dependant on establishing a location before all of the remaining land is subdivided for residential use. Staff believe the project would be supported within the Electoral Area and the Alternative Approval Process is a cost effective means of seeking assent.

Alternative 2

A referendum, which would need to be held throughout Electoral Area F could cost up to \$10,000. While cost is not the only determining factor it appears likely that this would not provide greater assurance of community support than the Alternative Approval Process.

Alternative 3

There is a small concern that there is no overall master plan for the land which might give further guidance to evaluating this request. However, on balance, given the location and small amount of land requested, staff believe that this dedication will have no significant impact on future use of the land for community park purposes.

SUMMARY/CONCLUSIONS:

The Meadowood subdivision area adjacent to the Englishman River in Electoral Area 'F' is working to establish fire protection for their growing community. A key component is acquiring land to site a firehall. At present all of the subdivided land is held privately and is best suited for residential use only. The Regional District owns a large piece of land which is being held for community park purposes and the fire protection steering committee have requested consideration to use about one hectare of the 8.8 hectares of land for firehall purposes. Staff support the application and have prepared a bylaw to dedicate the land in accordance with the intent of Section 27 of the *Community Charter*. The bylaw would be presented for electoral area approval following the Alternative Approval Process. If more than 464 electors oppose dedicating the land for this alternate community purpose then the bylaw could only be adopted if approved by a referendum.

RECOMMENDATIONS:

1. That "Electoral Area 'F' Community Parkland Re-dedication Bylaw No. 1508, 2007" be introduced for first three readings and be forwarded to the Inspector of Municipalities for approval.
2. That the "Elector Response Form" attached to this report be approved for the purposes of seeking elector approval.



Report Writer



C.A.O. Concurrence

COMMENTS:

Report - Electoral Area 'F' Parkland Disposal Bylaw - Oct 2006.doc

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1508

**A BYLAW TO REMOVE AND DEDICATE
PARKLAND FOR OTHER COMMUNITY PURPOSES**

WHEREAS the Regional District is the owner in fee simple of Lot 2, Block 359, Plan VIP 69346, Newcastle Land District PID 024-586-013 (the "Land");

AND WHEREAS the Land was obtained under an agreement to reserve the land for Community Park purposes;

AND WHEREAS the Board wishes to reserve a portion of the Land to construct a firehall to provide fire protection and other classes of emergency response in the adjacent community;

AND WHEREAS although the land is not subject to Section 27 of the Community Charter, the Board wishes to obtain the elector's approval to use the land in connection with the Meadowood/Dashwood fire protection services in exchange for benefits that the Board considers will be of value to the service of Electoral Area F Community Parks;

AND WHEREAS the Meadowood Fire Protection Service will provide a well to the satisfaction of the Regional District of Nanaimo for use in connection the future community park purposes;

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

1. That portion of Lot 2, Block 359, Plan VIP69346, Newcastle District PID 024-586-013 shown outlined on Schedule 'A' attached hereto is hereby dedicated for the purposes of a firehall for community fire protection and emergency response;
2. This bylaw may be cited as "Electoral Area 'F' Community Parkland Re-dedication Bylaw No. 1508, 2007".

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

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

Received assent of the electors by Alternative Approval Process this ____ day of _____, 2007.

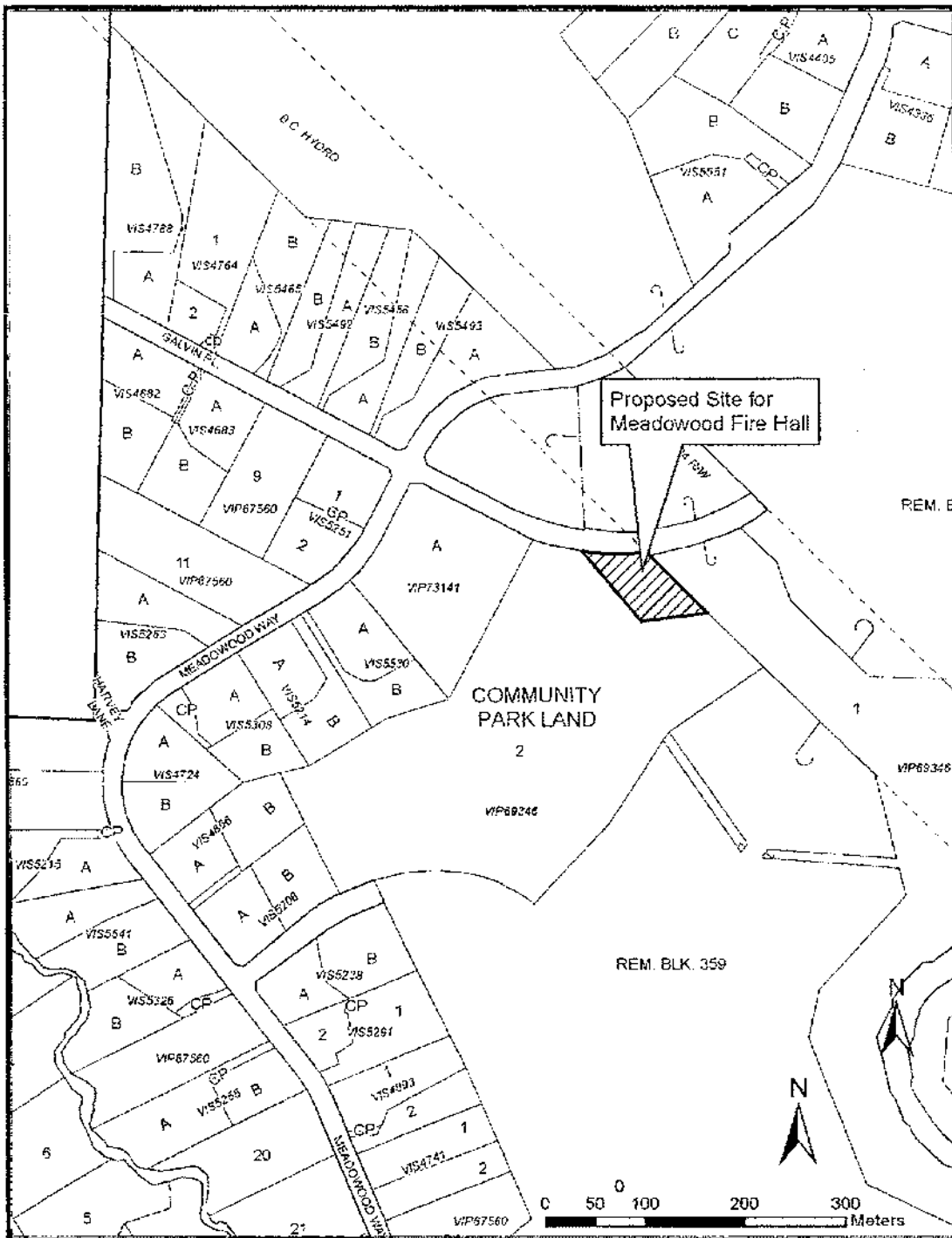
Adopted by a two thirds vote of the Board this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Senior Manager, Corporate Administration





**ELECTORAL AREA F PARKLAND
DISPOSAL BYLAW NO. 1508**

A bylaw to authorize the removal and dedication of parkland for a community firehall.

ELECTOR RESPONSE FORM

This form is to be used by an Elector opposed to the adoption of "Electoral Area 'F' Parkland Rededication Bylaw No. 1508, 2006". If more than 464 Electors oppose this initiative, Bylaw No. 1508 may only be adopted by referendum. A copy of the bylaw is attached to this form.

I hereby declare the following:

- ◆ I am a Canadian citizen;
- ◆ I am an individual who is, or will be on February 12, 2007, age 18 or older;
- ◆ I have been a resident of British Columbia for at least the past six months;
- ◆ I have been a property owner/resident of property within Electoral Area 'F' for at least the past 30 days;
- ◆ I am not disqualified by the *Local Government Act* or any other enactment from voting in an election or am not otherwise disqualified by law.

I, being a person entitled to be registered as an elector within Electoral Area 'F' am hereby opposed to the approval of "Electoral Area F Parkland Rededication Bylaw No. 1508, 2006".

NAME OF ELECTOR:

(Please Print Full Name)

ELECTOR'S STREET ADDRESS:

ELECTORAL AREA/CITY/TOWN:

SIGNATURE OF ELECTOR:

NOTE: This elector response form must be returned to the Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2 on or before February 12, 2007. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding statutory holidays.



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MEMORANDUM

TO: Paul Thorkellson
General Manager, Development Services

DATE: November 3, 2006

FROM: Paul Thompson
Manager, Long Range Planning

FILE: 6780-30-MPGM

SUBJECT: STATE OF SUSTAINABILITY PROJECT – STATE OF SUSTAINABILITY REPORT

PURPOSE

The purpose of this report is to request that the document titled *Prospering Today, Protecting Tomorrow: The State of Sustainability of the Regional District of Nanaimo* be received by the Committee of the Whole.

BACKGROUND

The *Local Government Act* requires regional districts that have adopted regional growth strategies to establish a program to monitor its implementation and the progress made towards its objectives and actions, and to prepare an annual report on that implementation and progress. Consequently, the Regional District of Nanaimo (RDN) initiated the development of such a program after it first adopted a regional growth strategy in 1997. The monitoring program has evolved since that time.

In April of 2002, the RDN Board directed staff to develop the next steps for the monitoring program and terms of reference for an associated citizen committee, with the view to providing a wider range of opportunities for public involvement in the program. The State of Sustainability Project was designed to satisfy these objectives.

The Sustainability Report is the third of six components of the State of Sustainability Project. The Project is being conducted to assess the region's progress towards sustainability, to make residents aware of the region's progress towards sustainability, and to provide more and better opportunities to involve residents of the region in that assessment. The six Project components are: [1] a public event to discuss what sustainability means in the context of the Nanaimo region¹; [2] selection of a set of indicators or measures of sustainability²; [3] the subject report that documents the sustainability of the Nanaimo region, based on the chosen sustainability indicators; [4] a public event to discuss the results of that report; [5] a report that provides ideas about how the sustainability of the region can be improved; and [6] the development and implementation of a regional sustainability awards program.

¹ The Sustainability Workshop was conducted on Saturday, April 3, 2004. The Board received a report that documents this workshop at its July 2004 meeting.

² The Board approved a set of sustainability indicators for use in the Sustainability Report in January of 2005.

The advisory committee appointed for the Project, called the Regional Growth Monitoring Advisory Committee (RGMAC), has been invaluable in providing advice and comments on all aspects of the Project including the State of Sustainability Report. The RGMAC has provided a significant amount of input on the Report including identifying and recommending which indicators to use, how to best present the information, and the organization of the report.

The Sustainability Report was researched and written by EBA Engineering Consultants Limited using data collected by Westland Resource Group³, the Regional District of Nanaimo⁴, and EBA Engineering Consultants⁵ for the sustainability indicators selected by the RDN Board in January of 2005 and selected additional indicators⁶.

The RGMAC reviewed and provided comments about the first drafts of the three sections of the Sustainability Report at meetings on May 17th and 31st, June 14th and 28th, and July 5th, 2006. A team of technical advisors also reviewed and provided comments about the parts of the first drafts of the three sections of the Sustainability Report that are related to their areas of expertise. The subject report includes amendments to respond to the RGMAC and technical advisors' comments.

The report is organized around 22 sustainability characteristics that have been divided into three broad categories: environmental capital, social capital and economic capital. Each characteristic of a sustainable region has one or more indicators. Indicators provide data to assess the region's progression towards achieving that sustainability characteristic. For each indicator, a grade was assigned and a trend identified. The grading system is based on how the region compared to other regional districts and/or the province as a whole and includes the following grades: well below average, slightly below average, meeting the average or above average. For some indicators it was not possible to assign a grade. The trend towards or away from sustainability was also identified and was stated as getting better, getting worse or remaining stable. Like the grade, it was not always possible to establish a trend.

The target audience for the subject sustainability report is primarily people and organizations that have roles and responsibilities related to sustainability advancement in the region. It is anticipated that a short version of the report that is appealing to residents would be developed as a special edition of the Regional Perspectives Newsletter, and that the short version of the report would be delivered to every household in the region. Both versions of the report will be available to any interested person at the RDN office and on the RDN web site.

A complete final draft of the sustainability report, "Prospering Today, Protecting Tomorrow: the State of Sustainability of the Regional District of Nanaimo", is provided for consideration (*see separate enclosure*).

³ Westland Resource Group collected data for most of the indicators.

⁴ RDN staff collected data for the following indicators: 1. population growth and density, amount of land in designated growth areas and not in designated growth areas; 2. number of, and participation in, recreational and cultural programs offered by local government and post secondary institutions.

⁵ EBA Engineering Consultants Ltd. collected data for the following indicators: 1. groundwater elevation (water levels); 2. groundwater quality; 3. amount of impermeable surface area; 4. total volume of groundwater extracted; and 5. stream temperature.

⁶ The selected additional indicators are: drinking water quality, biodiversity in aquatic ecosystems, and greenhouse gas emissions.

Next Steps

With the completion of the State of Sustainability Report, the deliverables for the State of Sustainability Project are now nearly half complete. A summary report will be developed based on the sustainability indicator data in the comprehensive report. The summary report will be published in a format similar to the Regional Perspectives Newsletter and will be distributed to every household in the region. The summary report is also intended to provide information about the second public event, to be conducted in early 2007 as a part of the State of Sustainability Project. January 2007 is the anticipated completion date for the summary report. Following the publication of the summary report the following deliverables are expected in 2007:

- A public event to discuss the results of the report that documents the state of sustainability of the Nanaimo region, and a report that documents the findings of the event.
- A report that provides ideas about how the sustainability of the region can be improved.
- The development and implementation of a Regional Sustainability Awards Program, to publicly recognize projects/organizations/individuals that have made a significant contribution to the sustainability of the region and to raise awareness about regional sustainability.

ALTERNATIVES

1. Receive the sustainability report as presented.
2. Request additional, specifically identified work to be done to the sustainability report prior to receiving the final version of the report.

FINANCIAL IMPLICATIONS

Additional resources would be required to complete additional work on the Sustainability Report.

The Regional Planning budget includes \$12,000 for the short version of the Sustainability Report; \$12,000 is the standard cost of writing a Regional Perspectives Newsletter using in-house staff resources, printing the newsletter, and distributing it to every household in the region. Additional resources might be required to develop the report if it makes more sense to have a consultant research and write the document.

GROWTH MANAGEMENT IMPLICATIONS

A report that provides an analysis of the data for the sustainability indicators provides a picture of progress towards sustainability within the Regional District of Nanaimo, the overall purpose of “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309, 2003”. A report that provides an analysis of the data for the sustainability indicators will create a more complete picture of progress towards regional sustainability. The Sustainability Report will build on and enhance previous monitoring work done by the RDN, and provide information that may be considered by the public, technical experts and elected officials in the consideration of future refinements to the Regional Growth Strategy.

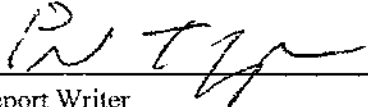
The results of the State of Sustainability Report indicate that the RDN is below or slightly below provincial or comparable averages for most sustainability indicators (please see Attachment 1). However, many indicators showed improving trends. There is room for improvement but how that could be achieved is still to be determined. It is anticipated that the next deliverables in the project will provide the direction for advancing the level of sustainability in the region.

SUMMARY

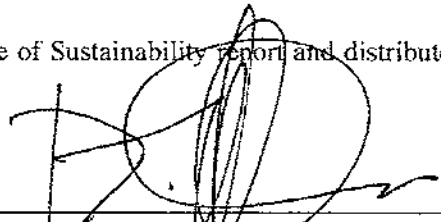
A complete draft of the report, “Prospering Today, Protecting Tomorrow: the State of Sustainability of the Regional District of Nanaimo”, is provided for consideration (*see separate enclosure*). The Sustainability Report is a comprehensive document based on data for a set of 41 sustainability indicators chosen for the region. It is the result of 20 months of Regional Growth Monitoring Advisory Committee discussion and review of data for the sustainability indicators and draft reports about the sustainability indicators. It is recommended that the report be received.

RECOMMENDATION

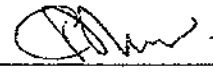
1. That the sustainability report, “Prospering Today, Protecting Tomorrow: The State of Sustainability of the Regional District of Nanaimo”, be received.
2. That staff be directed to prepare a summary of the State of Sustainability report and distribute it to all RDN residents.



Report Writer



General Manager Concurrence



CAO Concurrence

ATTACHMENT 1

OVERVIEW OF ASSESSMENTS FOR ALL INDICATORS

ENVIRONMENTAL CAPITAL PROGRESS REPORT			
Characteristic	Indicator	Grade	Trend
There is a Safe, Sufficient Supply of Water	Water Consumption Trends	*	Getting Worse
	Groundwater Elevation	?	Stable to Getting Worse
	Groundwater Quality	?	Getting Worse
	Impermeable Surface Area	*	Getting Worse
	Volume of Water Extracted	*	Uncertain
	Stream Temperature	***	Stable to Getting Worse
Important Ecosystems and Ecological Features are Protected, Healthy and Productive	Water Quality in Selected Lakes and Rivers	*	Uncertain
	Amount of Land and Length of Watercourses Protected by Park or Development Permit Area Designation	?	Uncertain
The Air is Clean and Safe to Breathe,	Ground Level Ozone	*	Stable
	Fine Particulate Matter (PM _{2.5})	?	Uncertain
All Natural Resources are Conserved, and Renewable Resources are Available in Perpetuity	Managed Forest Lands/ Resource Lands and Open Space Subdivisions	?	Getting Worse
	Current and Projected Age Class Distribution for Arrowsmith Timber Supply Area	*	Stable
	Amount of Agricultural Land Reserve (ALR)	*	Getting Worse
	Proportion of Farmland in Crops	***	Getting Better
	Sustainable Farming Practices	**	Getting Better
	Farms Reporting Sale of Organic Products	*	Uncertain
	Energy Requirements are Reduced/ Energy is Obtained in Ways that Minimize Negative Impacts on the Environment and Greenhouse Gases are Minimized	Amount of Electricity and Natural Gas Consumed	*
Greenhouse Gas Emissions	?	Uncertain	
	Mode of Transportation to Work, and Location of Work	*	Getting Worse
	Bus Rides Per Capita	?	Getting Better
	Residences Within Walking Distance of Amenities	*	Getting Better
	Residents Inside Urban Containment Boundaries Within Walking Distance of a Bus Stop	**	Uncertain
	Vehicles per Household	*	Getting Worse
Land and Resources are Efficiently Used, and Negative Impacts of Land	Population Growth and Density, and Amount of Land in Urban Containment Boundaries	**	Getting Better

Use and Development are Minimized	Amount of Land Outside Urban Containment Boundaries that may be Subdivided into Parcels Smaller than 4 or 10 hectares	?	Uncertain
Waste is Minimized, Treated and Disposed Using Environmentally Sound Methods	Amount of Waste to Landfill, Amount of Waste Diverted, and Amount of Waste Recycled	***	Getting Better
	Quality of Biosolids from Wastewater Treatment Plants	****	Getting Better

SOCIAL CAPITAL PROGRESS REPORT			
Characteristic	Indicator	Grade	Trend
Residents are Healthy, and Healthcare Services and Facilities are Available When Needed	Birth Weight	***	Getting Better
	Life Expectancy at Birth	*	Getting Better
	Live Births to Teenage Mothers	**	Getting Better
	Motor Vehicle Accidents	**	Stable
Residents are Educated or Trained to Qualify for Employment	Educational Attainment	*	Getting Better
A Wide Variety of Employment Opportunities Exist, and Residents are Employed	Unemployment Rate	*	Getting Better
Poverty is Minimized, and Residents can Meet Their Basic Needs	Average Annual Income Compared to Cost of Living (Real Income per Capita)	*	Getting Worse
	Households Below Low Income Cut-Off	***	Uncertain
Housing is Affordable, and a Variety of Different Types and Sizes of Housing is Available	Residents in Core Housing Need	*	Getting Worse
	Applicants on Wait List for Subsidized Housing	*	Uncertain
The Need for Travel is Minimized, and Necessary Trips do not Rely Solely on Private Automobile Travel	Mode of Transportation to Work, Location of Work	*	Getting Worse
	Bus Rides Per Capita	?	Getting Better
	Residences Within Walking Distance of Amenities	*	Getting Better
	Residents Inside Urban Containment Boundaries Within Walking Distance of a Bus Stop	**	Uncertain
	Vehicles per Household	*	Getting Worse
The Region is a Safe Place to Live, and Residents Care for and Respect Each Other	Crime Rate	**	Getting Better
There are a Variety of Opportunities for Residents to Interact with Each Other and Nature	Participation in Recreational and Cultural Programs	**	Getting Better
	Participation in Elections	**	Stable
	Amount of Active and Nature Park Land	***	Uncertain

ECONOMIC CAPITAL PROGRESS REPORT			
Characteristic	Indicator	Grade	Trend
There is Positive Economic Growth in the Region	Average Annual Income Compared to Cost of Living (Real Income per Capita)	*	Getting Worse
	Business Formations and Bankruptcies	**	Getting Better
The Tax System Favours Sustainable, Environmentally Responsible Economic Activities	Taxes Paid Per Capita	***	Uncertain
The Economy is Characterized by a Diversity of Different Types and Sizes of Businesses	Personal Income from Top Three Industries as a Proportion of Personal Income in Region and Personal Income by Industry	**	Stable
A Wide Variety of Employment Opportunities Exist, and Residents are Employed	Employment by Industry Sector	**	Getting Worse
	Unemployment Rate	*	Getting Better
Residents have Training that Qualifies Them for Employment	Educational Attainment	*	Getting Better
The Urban Core Areas of the Region are Characterized by their Vitality	Population Density and Amount of Land in Urban Containment Boundaries	**	Getting Better
	Amount of Retail Inside and Outside Urban Core Areas	**	Uncertain
Regional Consumption of Products and Services Produced in the Region in Economically Viable Ways is Maximized	Economic Health of Agriculture	*	Stable

? – the data cannot be assessed.

* - the region is well below average.

** - the region is slightly below average.

*** - the region is meeting the average.

**** - the region is exceeding the average

Getting Worse - the trend indicates movements away from the goals of 'Where do we want to go?'

Stable -- the trend indicates no discernible movement towards or away from the stated goal.

Getting Better -- the trend indicates movement towards or exceeding the stated goal.

Uncertain -- there are not enough data or historical depth to accurately identify the indicator's trend.



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MEMORANDUM

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

DATE: November 6, 2006

FROM: Sean De Pol
Manager of Liquid Waste

FILE: 5330-20-GNPC-DIG3/GRAV

SUBJECT: Liquid Waste Management
Greater Nanaimo Pollution Control Centre (GNPCC)
Gravity Thickeners Project

PURPOSE

To consider awarding a tender for the Greater Nanaimo Pollution Control Centre (GNPCC) gravity thickener sludge collector mechanisms and aluminum covers.

BACKGROUND

The Greater Nanaimo Pollution Control Centre (GNPCC), constructed in 1975, is a primary treatment plant which handles wastewater collected in the Greater Nanaimo service area. The plant has been upgraded to a chemically-enhanced primary treatment (CEPT) process to remove sufficient solids (sludge) to ensure that effluent quality meets the current Ministry of Environment (MOE) criteria.

Sludge generated from the wastewater treatment process is currently stabilized and reduced in volume, through a two-stage digestion system. As a result of the recent CEPT upgrade, solids volumes have increased, consequently the digesters have reached their capacity and sludge is accumulating in the system to the point that effluent quality may soon exceed the MOE's limits. The recommended solution is to construct an additional digester and two sludge thickeners. The purpose of the thickeners is to remove water from the sludge upstream of the digesters, thus increasing the digesters' capacity.

For budgetary reasons, the current plan is to split the project into two phases; design and construction of the thickeners in 2006/2007 and design and construction of third digester in 2008-2010, or later. This staging is possible because the thickeners will increase the effective capacity of the two existing digesters, allowing construction of the third digester to be deferred.

Design of the thickeners is in progress. Tendering of the construction contract is scheduled for December 2006, cost estimate in table below.

The budget estimate included in the 2006 Capital Plan is 2.3 million dollars. In May 2006, Associated Engineering (BC) Ltd. was engaged to prepare the detailed design for this project. The revised cost estimate from the detailed design is 3.15 million dollars, approximately \$850,000 greater than the current estimate.

The project costs from the detailed design are as follows:

	Cost Estimate
Construction Contract	\$2,578,000
Engineering (Design and Construction Period Services)	\$325,000
Purchase of Sludge Collector Mechanism and Tanks Covers	\$247,000
Total Project Cost	\$3,150,000

This increase in cost is due to various factors. The major issue is that the soil conditions at the site for the proposed gravity thickening tanks are considerably different than what was anticipated at the time of preparing the preliminary cost estimate. A detailed geotechnical investigation indicates that significant site preparation, in the form of piling and/or engineered fill, will be required, as the site contains a peat layer with a depth of 6 metres. This issue has been reviewed with our consultants to determine if relocation to a site with better soil conditions is possible, but no feasible alternate sites are available. A second factor can be attributed to rising construction costs on Vancouver Island.

On September 6, 2006 the RDN received three bids for supplying the sludge collector mechanisms and aluminium covers. The following bidders submitted tenders:

WesTech Engineering Inc.	\$228,517
Dorr-Oliver Eimco	\$267,500
Walker Process Equipment	\$284,224

Our consultant evaluated the tenders and verified proper documentation. The low bidder for the supply is WesTech Engineering Inc. at a cost of \$ 228,517. Our consultants recommend the award of the work to WesTech Engineering Inc. Staff supports this recommendation.

Staff have reviewed the benefit from the project and available resources and recommend the following funding:

Development cost charge reserves	\$1,896,000
Surplus bylaw funds on hand	\$705,000
General reserves	\$549,000
Total	\$3,150,000

ALTERNATIVES

1. Award a tender to WesTech Engineering Inc. to provide sludge collector mechanisms and aluminum covers for the tendered price of \$228,517 and approve the revised budget and sources of funding as outlined.
2. Do not award the contract.

FINANCIAL IMPLICATIONS

Alternative 1

The lowest tendered price for the supply of the sludge collector mechanisms and aluminum covers is \$228,517. The new total cost of the project including purchase of the sludge collector mechanisms and aluminum covers, the construction of two gravity thickeners and consulting is now estimated at \$3,150,000. The recommended sources of funds are outlined above.

Alternative 2

If the contract for the supply of the sludge collector mechanisms and aluminum covers are not awarded at this time the project will be delayed which could result in effluent quality exceeding the MOE's permit limits. Staff do not recommend this alternative.

SUMMARY/CONCLUSIONS

At the GNPCC sludge generated from the wastewater treatment process is currently stabilized and reduced in volume, through a two-stage digestion system. As a result of the recent CEPT upgrade, solids volumes have increased, consequently the digesters have reached their capacity and sludge is accumulating in the system to the point that effluent quality may soon exceed the MOE's limits. Two new gravity thickeners and a new sludge digester will be installed to solve this problem. The two thickeners are scheduled to be constructed in 2007, as the first stage of the program.

The current budget for the two thickeners is \$2,300,000, however, the revised cost following detailed design is \$3,150,000. This increase is the result of several factors, the most significant of which is the unfavorable soil conditions, at the site, which include a 6 metre depth of peat. There is no feasible alternative location to site thickeners. Staff has reviewed the project elements for cost savings and has concluded there are no significant opportunities and recommends proceeding with the project. Staff recommends drawing on a combination of DCC's, reserves and surplus bylaw funds to pay for the project.

As a part of this project, three tenders were received September 6, 2006 for the supply of sludge collector mechanisms and aluminum tank covers. The lowest bidder was WesTech Engineering Inc. Our consultants recommend the award of the tender to WesTech Engineering Inc. Staff supports this recommendation.

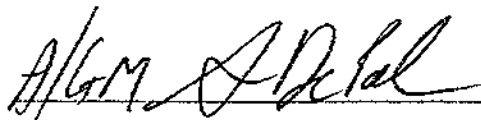
Tendering of the construction contract is scheduled for December 2006.

RECOMMENDATIONS

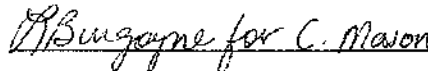
1. That the revised budget and funding sources; development cost charge reserves, surplus bylaw funds and general reserves be approved.
2. That the Regional District award the supply contract to WesTech Engineering Inc. to provide sludge collector mechanisms and aluminum covers for the tendered price of \$228,517.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:



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MEMORANDUM

TO: John Finnie
General Manager of Environmental Services

DATE: October 26, 2006

FROM: Mike Donnelly
Manager of Utilities

FILE: 5500-22-BC-01

SUBJECT: Amendment to the Barclay Crescent Sewer Rates and Regulation Bylaw No. 1472

PURPOSE

To present for Board approval an amended Barclay Crescent Sewer Rates and Regulation Bylaw. This amendment allows for the continuation of the reduced sewer connection fee until June 30th, 2007.

BACKGROUND

At the November 22, 2005 meeting the Board approved a reduction in the sewer connection fee for residents served by the newly installed Barclay Crescent Sewer. This allowed a reduction in the existing \$300 connection fee to \$70 if residents connected to the sewer system by the end of 2006.

The Board supported the need to consider opportunities to encourage as many properties as possible to connect in the first year of service however some outstanding servicing issues in portions of the service area has delayed the ability for some residents to connect. A continuation of the incentive approach is beneficial for financial reasons to those receiving a sewer connection and would compliment the RDN position that connections should be made as soon as possible for environmental reasons. This also supports the health and environmental rationale under which the RDN received project funding from the Canada-BC Infrastructure program.

Since the completion of the sewer project 114 properties have connected out of a total of 234 properties in the system.

The current connection fee for sewer connections in all RDN sewer service areas is \$300. With the majority of the work associated with sewer service lines being carried out under the general contract for the project the actual costs related to RDN forces is approximately \$70 and represents the current reduced connection fee. The proposed continuation of the reduction in the connection fee would be in effect until June 30, 2007.

Beginning July 1, 2007 any properties not connected would be subject to the full \$300 connection fee. An additional six months should allow sufficient time for all property owners to apply for connections and install any on-site works that may be necessary.

After June 30th, 2007 property owners would be subject to the language in Sections 6.0 and 7.0 of the proposed bylaw which allow the Manager to issue a Notice to Connect to the owner of any parcel of land capable of connection. This notice will require the owner to carry out the connection within 6 months of receiving the notice.

ALTERNATIVES

1. Approve the Barclay Crescent Sewer Rates and Regulation Bylaw No. 1472.01.
2. Amend the Barclay Crescent Sewer Rates and Regulation Bylaw No. 1472.01 and approve.
3. Do not approve the proposed bylaw amendment.

FINANCIAL IMPLICATIONS

The proposed 2007 Operating Budget for the Barclay Crescent Sewer Service Area has been established based on the lower connection fee from sewer service connections. As a result, the reduction of the sewer connection fees will have no negative effect on the service area budget.

SUMMARY/CONCLUSIONS

In 2005 the Board approved a reduction in the standard sewer connection fee for residents in the newly established Barclay Crescent Sewer Service area. This reduction was for 2006 only and expires at year end. This report proposes a continuation of the reduced fee for the first 6 months of 2007 to encourage the remaining properties to connect.


This incentive has now been included in Schedule "B" of the bylaw which allows for a reduction in the standard sewer connection fee. Under the amended fee structure any connections made up to June 30, 2007 would be \$70. The full \$300 per connection will be charged beginning July 1, 2007.

RECOMMENDATIONS


1. That "Barclay Crescent Sewer Rates and Regulation Amendment Bylaw No. 1472.01, 2006" be introduced for first three readings.
2. That "Barclay Crescent Sewer Rates and Regulation Amendment Bylaw No. 1472.01", 2006 having received three readings be adopted.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

Chairperson

Senior Manager, Corporate Administration

SCHEDULE 'B'

[Section 18.1]

SERVICE CONNECTION FEE

The following Service Connection fees to defray the cost of laying a Sewer Connection shall be paid in accordance with section 18.1 of the Bylaw:

(a) Connection Fee \$ 300.00

NOTES:

These connection fees are for work within the road right-of-way. Further costs to physically connect the sewer from the property line to the home are at the expense of the property owner.

The standard connection fee in Schedule 'B' (a) will be reduced to \$70.00 for any sewer connections completed under this bylaw and approved by the RDN to and including June 30, 2007.



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MEMORANDUM

TO: John Finnie
General Manager of Environmental Services

DATE: October 29, 2006

FROM: Mike Donnelly
Manager of Utilities

FILE: 5500-22-FR-01

SUBJECT: Request for Reduction in Water Use Billing
Account # 0123557 – Englishman River Water Service Area
Mr. Larry Mugford & Ms. Jacqueline Stables

PURPOSE

To present the Board with the request to reduce the recent water consumption bill for Mr. Larry Mugford & Ms. Jacqueline Stables of 2005 Kaye Road, Nanoose – Englishman River Water System.

BACKGROUND

The owners of 2005 Kaye Road have written to the Utilities Department regarding their recent water use invoice in the amount of \$6671.05 (letter attached). This invoice covered the period from May 4th, 2006 to September 11, 2006. The total amount consumed during that period was 1,975 cubic metres of water or 15.05 cubic metres per day. This represents 434,500 gallons or 2.5 times the volume of the system reservoir.

The average daily consumption in the service area for that period was 2.28 cubic metres. The RDN systems overall average daily consumption was 1.5 cubic metres. There were no leaks on the subject property. Staff have no authority to reduce an invoice other than under the Adjustment for Water Leak Policy D1.1.

The owners have expressed concern that they were unaware of the water user rates for their area and that had they known they would have modified their use. They suggest a monthly billing cycle would have highlighted their consumption and they would have been able to reduce their use accordingly. They also note that some other areas do not have the same pricing structure and that they would not have received such a high user invoice in those areas. They have offered to pay \$2,000.

The RDN billing cycle for water is twice per year, once in the spring which represents the winter usage and once in the fall for summer usage. The suggestion that monthly billing would assist consumers in understanding their consumption levels is noted. Staff have considered month or quarterly billing options but that would increase staffing and processing costs for this activity.

Current water rate pricing for the Englishman River Water System is higher than the other systems but this pricing more closely reflects the actual cost of water provision. This will be reviewed and presented for the Board's consideration in a separate Water User Rate Review report.

In discussions between staff and the property owners, the owners they noted that during the period in question they watered their lawn and landscaping every day for up to 3 hours and that they had also installed a pool that used approximately 43,000 litres. They noted their landscaping and lawn were installed in May of 2006 and that with the long hot dry summer they needed to water the plants so they would not die. They understood there were watering restrictions but assumed they could water at their discretion as they had a new lawn. The Utilities Department does issue permits for new lawns for 14 day periods but applications for watering permits are required.

The owners have resided at this property since 2005 and have received four water billings from the RDN during that time. The water utility invoice clearly notes that residents are metered for water and the meter rates are included on the back of each invoice for reference. In addition, there is ample information on the WaterSmart section of the RDN web site, advertisements regarding sprinkling regulations are sent out every spring and signage exists in the community regarding sprinkling regulations (signage in this case is located after the access to the property).

There were 11 properties in the Englishman River Water Service area that had water utility invoices for the last billing in excess of \$1,000. Staff reviewed the utility bill with each property owner where possible to determine the cause of the high consumption. Of these properties there was a possible leak in one system. The rest of the properties had installed new lawns (some up to an acre in size) and landscaping in the spring. As there are no leaks in the system staff have no option but to require full payment for the water consumed.

ALTERNATIVES

1. Approve the reduction in the summer water utility consumption invoice for Account # 0123557 from \$6,671.05 to \$2,000, as requested by the property owner.
2. Deny the requested reduction.
3. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The Englishman River Water Service Area budget will generate a surplus in 2006 due to growth in the service area and the higher than anticipated water consumption. As a result there would not be a financial burden on the budget with a reduction in this particular invoice.

If this reduction is permitted however, there may be a number of requests for similar consideration in this and other water service areas. Should this request be permitted the precedent will remove the responsibility from the property owner to understand the costs and the need for conservation associated with the supply of potable water to their homes.

SUMMARY/CONCLUSIONS

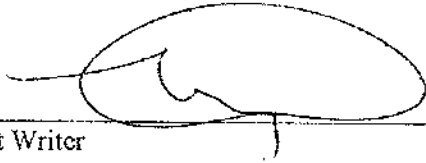
Owners of 2005 Kaye Road in the Englishman River Water Service Area have requested a reduction in their water use invoice from \$6,671.05 to \$2,000. They submit that they were unaware of the costs of water in their area and are concerned that the costs in their area are higher than some other RDN water service areas.

Water use on this property was 6.6 times higher than the average in their service area and 10 times that of the RIDN water system average as a whole. The primary use of the water appears to be for new landscaping and lawns installed in May of this year. The owners indicated that they watered the area every day from May to September for approximately 3 hours. This resulted in a daily average use of just over 15 cubic meters or 3,300 gallons.

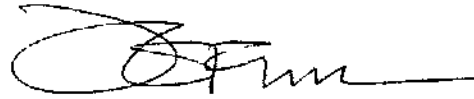
There was no leak in the system. Staff does not have the ability to reduce water utility invoices unless there has been a leak in the system so the request must go to the Board for consideration.

RECOMMENDATION

That the Board deny the request by the owners of 2005 Kaye Road in the Englishman River Water Service Area (account # 0123557) for a reduction in their summer 2006 water utility invoice from \$6,671.05 to \$2,000.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

Larry Mugford & Jacqueline Stables
2005 Kaye Road - Nanoose Bay, BC V9P9L2

October 25, 2006

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

RE: Utility Invoice for Account 0123557

We have recently moved to Nanoose Bay and were aware that we would be charged for our water usage. However, we did not realize that we would be charged such extreme rates for our water in this area. A monthly bill would have advised of our water usage in advance of this bill and we would have adjusted accordingly.

Our new home came with a full irrigation system that was installed by a landscaper who set our irrigation system up. After speaking with the landscaper we have been advised that the new plants required this amount of watering for them to survive. We did not realize that the amount of water used in this system would be so excessively billed.

After reviewing the rates for water consumption we are shocked to see the difference of rates from Nanoose Bay Peninsula to Englishman River as both are in Nanoose Bay. We are also shocked to see the amounts multiple with excess water usage.

We have reviewed water rates from various other municipalities and are outraged with our premium rates that are applied here. If we lived in Vancouver, where there must be more water usage than here, we would pay 1095.92 for our water. They charge \$0.56 per cubic meter, if they charge per meter at all.

With rates this exaggerated we should be billed monthly so we are aware of our water usage. Then we would have the opportunity to adjust accordingly. We had no idea we were even using this much water.

We are not sure why we are charged such a premium for water compared to the rest of the area's around us. We are fully prepared to pay our water bill but at a reduced rate. A reduced rate should be granted as we were unaware of the exorbitantly high rates for our water usage and we did not realize that our pre-set systems would cause such an extreme bill. We are prepared to pay \$2000 for our water, and will keep a close watch on our water consumption in the future.

Would you please advise us as soon as possible with a response to this letter. We look forward to hearing from you.

Sincerely,
Larry Mugford & Jacqueline Stables



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MEMORANDUM

TO: Mike Donnelly, AScT
 Manager of Utilities

DATE: November 7, 2006

FROM: Deb Churko, AScT
 Engineering Technologist

FILE: 5500-20-FC-01

SUBJECT: Utilities
 Inclusion into the French Creek Sewer Local Service Area and
 Northern Community Sewer Local Service Area (659 Johnstone Road)

PURPOSE

To consider the request to include Lot 29, DL 49, Nanoose LD, Plan 24289 (Murphy property) into the French Creek Sewer Local Service Area (see attached map).

BACKGROUND

The subject property is located at the corner of Johnstone Road and Highway 19A, west of Parksville in Electoral Area G.

The owners of the above-noted property have petitioned the Regional District of Nanaimo (RDN) to include the subject property into the French Creek Sewer Local Service Area (FCLSA). The policies in Section 6.4 of the French Creek Official Community Plan (OCP) encourage the extension of sewer services to unserved neighbourhoods in urban areas, and support the provision of community sewer services to those lands located within the community sewer service area. Both the Regional Growth Strategy (RGS) and the French Creek OCP support the extension of sewer service to the subject property. From a land use planning perspective, Development Services has no objection to the boundary amendment required for this application.

The property is already developed with one existing single-family dwelling, and sewage disposal is to an on-site septic field.

The Northern Community Sewer Local Service Area Bylaw No. 889, 1998 and the FCLSA Bylaw No. 813, 1990 both require amendment in order to service this property with sewer. Both bylaw amendments are addressed in this report.

ALTERNATIVES

1. Accept the request for inclusion.
2. Deny the request.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. If accepted into the FCLSA, all costs associated with the connection would be at the expense of the applicant. When brought into the local service area, the subject property will pay Capital Charges for each potential subdividable lot pursuant to Northern Community Sewer Local Service Area Bylaw No. 1331 (sewage treatment), and French Creek Sewage Facilities Local Service Area Bylaw 1330.01 (sewage collection).

DEVELOPMENT IMPLICATIONS

The subject property is currently zoned Residential 1 (RS1) and is within the "Q" Subdivision District pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The "Q" Subdivision District provides a minimum parcel size of 700 m² where the property is serviced with both community water and sewer. As the property is approximately 1700 m², the provision of community sewer service to this property will allow subdivision of the property to take place at a later date.

INTERDEPARTMENTAL IMPLICATIONS

Development Services has no objection to the boundary amendments required to bring the subject property into the sewer local service area.

SUMMARY/CONCLUSIONS


Petitions have been received to amend the boundaries of the French Creek Sewer Local Service Area and the Northern Community Sewer Local Service Area. The property being considered for inclusion is within the Urban Containment Boundary of the Regional Growth Strategy, and is identified for connection to a community sewer system. The property is also within the service area boundary of the French Creek Pollution Control Centre, as noted in the Northern Community Liquid Waste Management Plan Stage 2 Report (1997). All costs associated with connection to the RDN sewer system will be at the expense of the property owner.

RECOMMENDATIONS

1. That "French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.39, 2006" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.
2. That "Northern Community Sewer Service Area Amendment Bylaw No. 889.44, 2006" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.



Report Writer


per Manager Concurrence


General Manager Concurrence


CAO Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 813.39**

**A BYLAW TO AMEND THE FRENCH CREEK
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 813**

WHEREAS "French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990"; as amended, establishes the French Creek Sewerage Facilities Local Service Area;

AND WHEREAS the Board has been petitioned to expand the local service area to include the property legally described as Lot 29, District Lot 49, Plan 24289, Nanoose Land District;

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

1. The boundaries of the French Creek Sewerage Facilities Local Service Area, established by Bylaw No. 813, as amended, are hereby further amended to include the property shown outlined on Schedule 'B-1' attached hereto and forming part of this bylaw.
2. The amended boundary of the French Creek Sewerage Facilities Local Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' of Bylaw No. 813.38 is hereby repealed.
4. This bylaw may be cited as "French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.39, 2006".

Introduced and read three times this ____ day of _____, 2006.

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

Adopted this ____ day of _____, 2006.

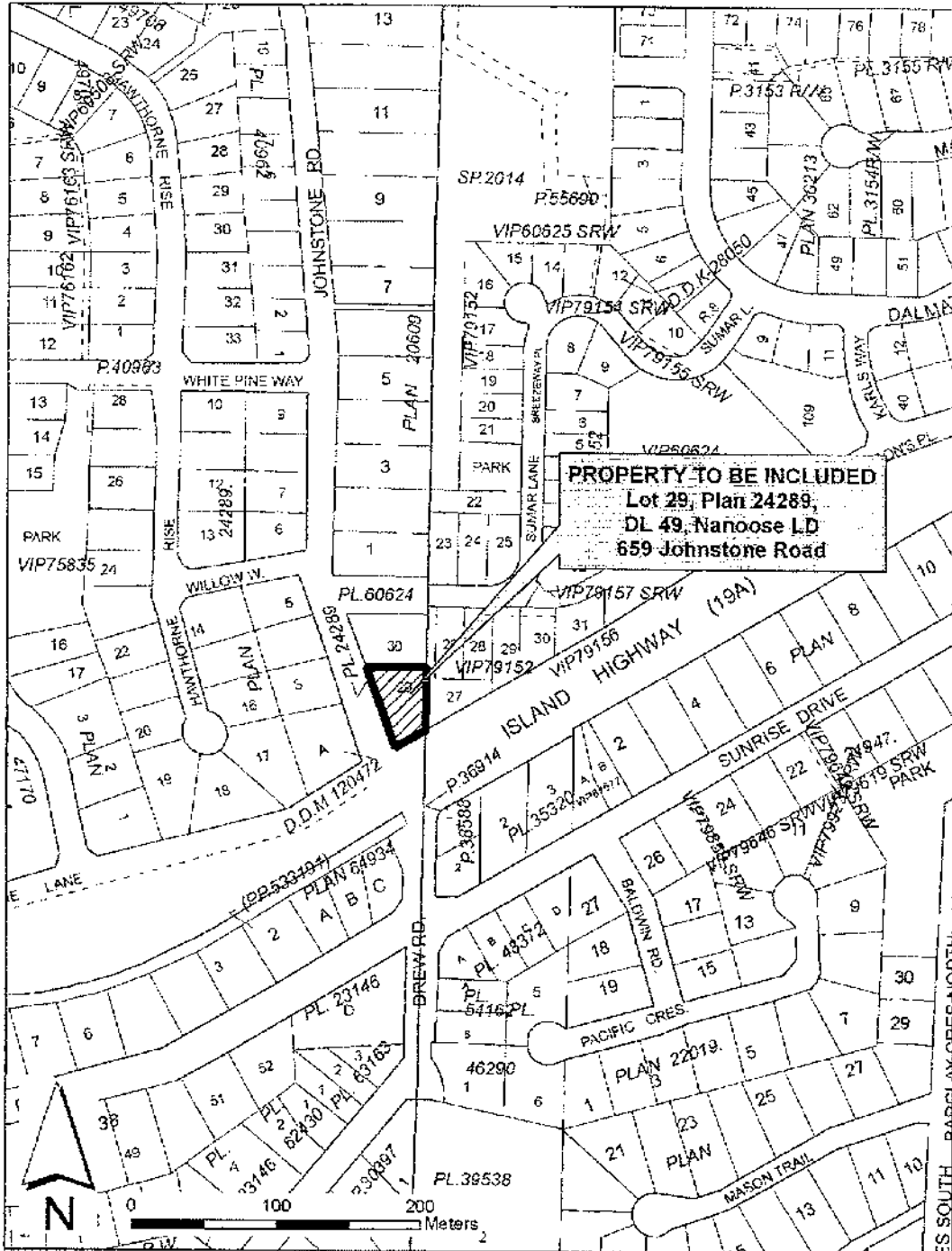
CHAIRPERSON

SENIOR MGR, CORP. ADMINISTRATION

Schedule 'B-1' to accompany "French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.39, 2006"

Chairperson

Senior Manager, Corporate Administration



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.44

**A BYLAW TO AMEND THE BOUNDARIES OF THE
NORTHERN COMMUNITY SEWER LOCAL SERVICE AREA**

WHEREAS the Board has enacted the "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993", as amended, which establishes the Northern Community Sewer Local Service Area;

AND WHEREAS the Board wishes to amend Schedule 'C' to include the property legally described as follows:

Lot 29, District Lot 49, Plan 24289, Nanoose Land District

AND WHEREAS the Board wishes to amend Schedule 'D' to exclude the property legally described as:

Lot 29, District Lot 49, Plan 24289, Nanoose Land District

AND WHEREAS the Board has obtained the consent of at least two thirds of the participants;

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

1. This bylaw may be cited as "Northern Community Sewer Service Area Amendment Bylaw No. 889.44, 2006".
2. Schedules 'C' and 'D' attached to and forming a part of Bylaw No. 889 are hereby deleted and replaced with Schedules 'C' and 'D' attached to and forming part of this bylaw.

Introduced and read three times this ____ day of _____, 2006.

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

Adopted this ____ day of _____, 2006.

CHAIRPERSON

SENIOR MGR, CORP. ADMINISTRATION



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MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: November 6, 2006

FROM: Nancy Avery
Gen. Mgr., Finance and Information Services

FILE:

SUBJECT: Amendments to Community Parks Bylaws / Funding for Operations and
Improvements to Non Profit Community Facilities

PURPOSE:

To amend the Electoral Area Community Parks Bylaws to permit financial support for operations and improvements to buildings owned and operated by incorporated non-profit organizations.

BACKGROUND:

The Regional District recently adopted a Recreation Services Master Plan for the Oceanside area which includes Electoral Areas E, F, G and H as well as the municipalities of Parksville and Qualicum Beach. Residents in areas E, F and H noted a strong desire to increase recreation opportunities within their own communities in addition to having access to services being provided at a District level. There are community facilities in each Electoral Area which may provide such opportunities, however, some are in need of financial support to bring them to better standards for public assembly use. Additionally, the facilities are not owned by the Regional District. This presents certain challenges in ensuring the buildings are appropriately maintained and used for increased public recreation use.

Recreation programming and Regional District recreation facilities in District 69 are largely funded by the four District 69 Electoral Areas and the two municipal members. Funds are not provided for municipally owned facilities with the exception of certain sportsfields. In the past Electoral Area community facilities have received some limited funds through the District 69 Recreation Services grants in aid program which were used for building operations.

During the Oceanside Recreation Services Master Plan consultations it became clear that it would be better to separate the building maintenance support from the recreation programming support. This has been partially accomplished by amending the criteria for grants in aid under the District 69 Recreation service. Grants in aid must be applied to direct programming and program equipment.

The options available to provide financial support are either to create a single new service which would be funded by all Electoral Areas and which would provide support for these types of facilities, to create new separate services or to amend an existing service which closely matches the desired purpose. Following discussions with some Electoral Area Directors, staff are recommending amending the existing Community Parks services bylaws to allow for this type of financial support. The Community Parks services would be amended to permit financial support for operations and improvements to buildings owned and operated by incorporated non-profit organizations.

ALTERNATIVES:

1. Introduce the amendment bylaws as presented for first three readings.
2. Amend the bylaws further and introduce them as amended.
3. Make no changes at this time.

FINANCIAL IMPLICATIONS:

Alternatives 1 and 2

There are a couple of examples of support for building capital improvements in the Electoral Areas. Through the Electoral Area H Community Parks service, the Lighthouse Community Center Society, whose building stands on land owned by the Regional District, received \$16,000 annually for three years to undertake major building improvements. Through the Electoral Area A Community Parks service, about \$30,000 was provided to repair and improve a heritage schoolhouse building in Cedar which was transferred to the ownership of the Regional District. While these examples did not strictly speaking involve development of park land they were deemed within the scope of the Community Park service because of the ownership element by the Regional District. Otherwise staff are unable to provide any specifics on financial implications.

Alternative 3


Under this alternative funding would continue to be provided only to support development of or on land owned by the Regional District. Community facilities not located on Regional District land would continue to be supported by fundraising or through the limited Regional District general grants in aid program.

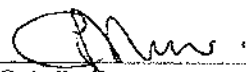
SUMMARY/CONCLUSIONS:

The Oceanside Recreation Services Master Plan consultations resulted in a recommendation that the Regional District consider providing financial support to community facilities in the District 69 Electoral Areas in order to provide recreational opportunities closer to where people live. This recommendation is also applicable to community facilities in District 68. Staff expect to enter into agreements regarding funding and it is crucial that there be an entity which can be legally bound. The focus of additional financial support would be facilities which can provide space for recreational programming and which are owned and operated by incorporated non-profit organizations. Staff have amended the purpose for each Electoral Area Community Parks service and recommend introducing the bylaws as presented.

RECOMMENDATIONS:

1. That "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.06, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.
2. That "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.07, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.
3. That "Electoral Area 'C' (defined Area 'C') Community Parks Local Service Amendment Bylaw No. 801.06, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.
4. That "Electoral Area 'C' (defined Area 'D') Community Parks Local Service Amendment Bylaw No. 802.04, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.
5. That "Electoral Area 'E' Community Parks Local Service Amendment Bylaw No. 803.04, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.
6. That "Electoral Area 'F' Community Parks Local Service Amendment Bylaw No. 804.04, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.
7. That "Electoral Area 'G' Community Parks Local Service Amendment Bylaw No. 805.05, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.
8. That "Electoral Area 'H' Community Parks Local Service Amendment Bylaw No. 806.05, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.


Report Writer


C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 798.06

**A BYLAW TO AMEND THE PURPOSE OF THE
ELECTORAL AREA 'A' COMMUNITY PARKS LOCAL SERVICE**

WHEREAS, the Regional District established a service for the purpose of acquiring, operating and developing land for use as community parks and which offer various recreational opportunities;

AND WHEREAS the Regional District wishes to provide financial support to maintain and improve other types of community use facilities which provide recreation and cultural opportunities;

AND WHEREAS it is necessary to amend the purpose for which the Community Parks service was established to acknowledge the intent to support other community use facilities;

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

1. Section 1 of Bylaw No. 798 is hereby repealed and the following substituted therefore:
 - "1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'A'."
2. This bylaw may be cited as "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.06, 2006".

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

Received the approval of the Inspector of Municipalities this ____ day of _____, 2007.

Adopted this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 799.07

**A BYLAW TO AMEND THE PURPOSE OF THE
ELECTORAL AREA 'B' COMMUNITY PARKS LOCAL SERVICE**

WHEREAS, the Regional District established a service for the purpose of acquiring, operating and developing land for use as community parks and which offer various recreational opportunities;

AND WHEREAS the Regional District wishes to provide financial support to maintain and improve other types of community use facilities which provide recreation and cultural opportunities;

AND WHEREAS it is necessary to amend the purpose for which the Community Parks service was established to acknowledge the intent to support other community use facilities;

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

1. Section 1 of Bylaw No. 799 is hereby repealed and the following substituted therefore:
 - "1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'B'."
2. This bylaw may be cited as "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.07, 2006".

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

Received the approval of the Inspector of Municipalities this ____ day of _____, 2007.

Adopted this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 801.06

A BYLAW TO AMEND THE PURPOSE OF THE
ELECTORAL AREA 'C' COMMUNITY PARKS LOCAL SERVICE

WHEREAS, the Regional District established a service for the purpose of acquiring, operating and developing land for use as community parks and which offer various recreational opportunities;

AND WHEREAS the Regional District wishes to provide financial support to maintain and improve other types of community use facilities which provide recreation and cultural opportunities;

AND WHEREAS it is necessary to amend the purpose for which the Community Parks service was established to acknowledge the intent to support other community use facilities;

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

1. Section 1 of Bylaw No. 801 is hereby repealed and the following substituted therefore:
 - "1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'C' (defined Area 'C')."
2. This bylaw may be cited as "Electoral Area 'C' (defined Area 'C') Community Parks Local Service Amendment Bylaw No. 801.06, 2006".

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

Received the approval of the Inspector of Municipalities this day ____ of _____, 2007.

Adopted this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 802.04

A BYLAW TO AMEND THE PURPOSE OF THE
ELECTORAL AREA 'C' (DEFINED 'D')
COMMUNITY PARKS LOCAL SERVICE

WHEREAS the Regional District established a service for the purpose of acquiring, operating and developing land for use as community parks and which offer various recreational opportunities;

AND WHEREAS the Regional District wishes to provide financial support to maintain and improve other types of community use facilities which provide recreation and cultural opportunities;

AND WHEREAS it is necessary to amend the purpose for which the Community Parks service was established to acknowledge the intent to support other community use facilities;

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

1. Section 1 of Bylaw No. 802 is hereby repealed and the following substituted therefore:

"1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'C' (defined Area 'D')."
2. This bylaw may be cited as "Electoral Area 'C' (defined Area 'D') Community Parks Local Service Amendment Bylaw No. 802.04, 2006".

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

Received the approval of the Inspector of Municipalities this ____ day of _____, 2007.

Adopted this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 803.04

**A BYLAW TO AMEND THE PURPOSE
OF THE ELECTORAL AREA 'E'
COMMUNITY PARKS LOCAL SERVICE**

WHEREAS, the Regional District has adopted a Recreation Services Master Plan covering Electoral Areas 'E', 'F', 'G' and 'H' and the municipalities of Parksville and Qualicum Beach;

AND WHEREAS the Plan recommends that the Regional District provide financial and other support to maintain and improve community facilities which provide additional recreation and cultural opportunities within the Electoral Areas;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to provide that support throughout the Electoral Areas through the Community Parks service;

AND WHEREAS it is necessary to amend the purpose for which the Community Parks service was established to acknowledge the intent to support other community facilities;

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

1. Section 1 of Bylaw No. 803 is hereby repealed and the following substituted therefore:
 - "1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'E'.
2. This bylaw may be cited as "Electoral Area 'E' Community Parks Local Service Amendment Bylaw No. 803.04, 2006".

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

Received the approval of the Inspector of Municipalities this ____ day of _____, 2007.

Adopted this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 804.04

**A BYLAW TO AMEND THE PURPOSE OF THE
ELECTORAL AREA 'F' COMMUNITY PARKS LOCAL
SERVICE**

WHEREAS, the Regional District has adopted a Recreation Services Master Plan covering Electoral Areas 'E', 'F', 'G' and 'H' and the municipalities of Parksville and Qualicum Beach,

AND WHEREAS the Plan recommends that the Regional District provide financial and other support to maintain and improve community facilities which provide additional recreation and cultural opportunities within the Electoral Areas;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to provide that support throughout the Electoral Areas through the Community Parks service;

AND WHEREAS it is necessary to amend the purpose for which the Community Parks service was established to acknowledge the intent to support other community facilities;

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

1. Section 1 of Bylaw No. 804 is hereby repealed and the following substituted therefore:
 - "1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'F'."
2. This bylaw may be cited as "Electoral Area 'F' Community Parks Local Service Amendment Bylaw No. 804.04, 2006".

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

Received the approval of the Inspector of Municipalities this ____ day of _____, 2007.

Adopted this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 805.05

**A BYLAW TO AMEND THE PURPOSE
OF THE ELECTORAL AREA 'G'
COMMUNITY PARKS LOCAL SERVICE**

WHEREAS, the Regional District has adopted a Recreation Services Master Plan covering Electoral Areas 'E', 'F', 'G' and 'H' and the municipalities of Parksville and Qualicum Beach;

AND WHEREAS the Plan recommends that the Regional District provide financial and other support to maintain and improve community facilities which provide additional recreation and cultural opportunities within the Electoral Areas;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to provide that support throughout the Electoral Areas through the Community Parks service;

AND WHEREAS it is necessary to amend the purpose for which the Community Parks service was established to acknowledge the intent to support other community facilities;

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

1. Section 1 of Bylaw No. 805 is hereby repealed and the following substituted therefore:
 - "1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'G'."
2. This bylaw may be cited as "Electoral Area 'G' Community Parks Local Service Amendment Bylaw No. 805.05, 2006".

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

Received the approval of the Inspector of Municipalities this ____ day of _____, 2007.

Adopted this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 806.05

**A BYLAW TO AMEND THE PURPOSE
OF THE ELECTORAL AREA 'H'
COMMUNITY PARKS LOCAL SERVICE**

WHEREAS, the Regional District has adopted a Recreation Services Master Plan covering Electoral Areas 'E', 'F', 'G' and 'H' and the municipalities of Parksville and Qualicum Beach;

AND WHEREAS the Plan recommends that the Regional District provide financial and other support to maintain and improve community facilities which provide additional recreation and cultural opportunities within the Electoral Areas;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to provide that support throughout the Electoral Areas through the Community Parks service;

AND WHEREAS it is necessary to amend the purpose for which the Community Parks service was established to acknowledge the intent to support other community facilities;

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

1. Section 1 of Bylaw No. 806 is hereby repealed and the following substituted therefore:
 - "1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'H'."
2. This bylaw may be cited as "Electoral Area 'H' Community Parks Local Service Amendment Bylaw No. 806.05, 2006".

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

Received the approval of the Inspector of Municipalities this ____ day of _____, 2007.

Adopted this ____ day of _____, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



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MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: November 2, 2006

FROM: Tom Osborne
General Manager of Recreation and Parks

FILE:

SUBJECT: Nanoose Place Lease Agreement Renewal

PURPOSE:

To consider the attached lease agreement between the Regional District of Nanaimo and the Nanoose Bay Activities & Recreation Society.

BACKGROUND:

The Nanoose Bay Activities & Recreation Society owns and operates the Nanoose Community Hall located on Regional District property (legally described as: Lot 2, District Lot 6, Nanoose District, Plan 50996) on Northwest Bay Road. In December 1990, the District authorized the Nanoose Society permission to construct the Community Hall on this property. A mobile trailer was also permitted to be located on the property for the purpose of operating a daycare facility.

The Society occupies the land under an agreement which expired in October 2005 and has been continuing on a month-to-month basis in the interim.

On February 24, 2005, Canuck Properties Ltd, the private land owner of the adjacent property (legally described as Lot A, District Lot 6, Nanoose District, Plan VIP58653) applied for rezoning of their lands. The owner proposes to develop a two story commercial development on their site. The lower level of the development is to be accessed from Powder Point Road and the upper level being accessed from Northwest Bay Road through the Regional District lands at Nanoose Place.

As a requirement of the rezoning application, an Easement Agreement was signed on September 4, 2006 between the Regional District and Canuck Properties to provide for vehicle access and parking and pedestrian access on both properties. In addition, Canuck Properties is required to pave a portion of the Regional District property as reasonably necessary to provide a high quality parking area and access road and erect light standards as may be reasonably required for the safe use of the Easement Area. In addition, improvements upon Canuck Properties lands as contemplated through concept drawings must be approved in writing by the Regional District. There will also be no charge for parking to users from the Regional District land, of which Nanoose Place is situated, on the Canuck Properties development. The Easement Agreement is now being held in Trust with the Regional District's solicitor and will be registered pending successful completion of the rezoning application.

The proposed lease agreement being recommended for approval is similar to the previous lease after factoring in changes to the lease in order to deal with the proposed Easement areas with Canuck Properties. As with the previous lease, the new agreement and provides for a renewal for a five year term.

ALTERNATIVES:

1. Authorize the lease agreement with Nanoose Bay Recreation and Activities Society, as presented;
2. Authorize the lease agreement with Nanoose Bay Recreation and Activities Society, as amended by the Board;
3. Do not renew the lease agreement at this time.

FINANCIAL IMPLICATIONS:


There are no financial implications. The lease agreement is with a non-profit society and is proposed to be renewed for rent of \$1.00 for the term.

CONCLUSIONS:


The existing lease agreement with the Nanoose Bay Recreation and Activities Society has expired and a renewal agreement has been prepared for the Board's consideration. The agreement has been revised to provide for the possibility of the registration of an Easement Agreement upon the successful completion of their rezoning application with the adjacent private land for access and parking for users of both properties. The terms and conditions of the agreement will run for a five year term ending on December 31, 2011. The *Local Government Act* requires notice of the lease agreement to be placed in two consecutive editions of local newspaper and this will be done following the approval to proceed to renew the lease as presented.

RECOMMENDATION:

That the Board approve the lease agreement between the Nanoose Bay Activities and Recreation Society and the Regional District of Nanaimo for the property legally described as: Lot 2, District Lot 6, Nanoose District, Plan 50996 for a five year term expiring on December 31, 2011.



Report Writer



C.A.O. Concurrence

APPENDIX 2 – Lease Agreement

**NANOOSE PLACE
LEASE AGREEMENT**

THIS LEASE AGREEMENT signed on the ___ day of December, 2006 and effective the 1st day of January, 2007.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, B.C.
V9T 6N2

(hereinafter called the "Regional District")

OF THE FIRST PART

AND:

NANOOSE BAY ACTIVITIES AND RECREATION SOCIETY
2925 Northwest Bay Road
Nanoose Bay, BC
V9P 9E6

(hereinafter called the "Society")

OF THE SECOND PART

WHEREAS:

A. The Regional District is the registered owner in fee simple of lands legally described as:

Lot 2,
District Lot 6,
Nanoose Land District,
Plan 50996

(the "Lands").

B. At the expense and instance of the Society, the Society has constructed a building on the Lands for use as a community centre and community hall (the "Building") and the Building is, and shall remain during the term of this Lease, the property of the Society, its successors and assigns.

C. The Society has, at its own expense, brought a mobile home onto the Lands and intends to renovate, occupy and use the mobile home as a daycare and after school centre (the "Mobile Home") and the Mobile Home is, and shall remain during the term of the Lease, the property of the Society, its successors and assigns.

- D. The parties wish to provide for the lease of the Lands to the Society upon the terms and conditions set out herein and also wish to establish their respective positions upon the termination or expiration of the term of the lease.
- E. The parties recognize that Canuck Properties Ltd., the owners of the adjacent land legally described as Lot A, District Lot 6, Nanoose District, VIP58653, have applied for rezoning of their property. As a condition of the rezoning application, an Easement Agreement was signed on September 4, 2006 between Canuck Properties Ltd. and the Regional District that would provide for vehicle access and parking and pedestrian access on both properties. In addition, Canuck Properties is required to pave a portion of the Regional District property as reasonably necessary to provide a high quality parking area and access road and erect light standards as may be reasonably required for the safe use of the Easement Area. In addition, improvements upon Canuck Properties lands as contemplated through concept drawings must be approved in writing by the Regional District. There will also be no charge for parking to users from the Regional District land, of which Nanoose Place is situated, on the Canuck Properties development.

Both parties recognize that Easement Agreement will be held in Trust with the Regional District's solicitor and will be registered with the Provincial Land Titles Office pending successful completion of the rezoning application. Should the Easement Agreement be implemented and registered on Title, the Society will not be held responsible for terms and conditions that are required to be performed by the Owner of Lot A, District Lot 6, Nanoose District, VIP58653 in the Easement areas.

NOW THEREFORE THIS INDENTURE WITNESSETH THAT in consideration of the rents, covenants, agreements and conditions hereinafter reserved and contained on the part of the Society to be respectively paid, kept, observed and performed, the Regional District hereby demises and leases unto the Society the Lands, to hold the Lands unto the Society for a term of five (5) years from and including January 1, 2007 to and including December 31, 2011 (the "Term"), subject to the terms and conditions herein set forth.

1.00 RENT AND RESPONSIBILITY FOR EXPENSES

- 1.01 Yielding and paying therefor unto the Regional District upon the execution of this Lease, the rent of One Dollar (\$1.00) for the Term herein granted, the receipt of which is hereby acknowledged.
- 1.02 It is intended by the parties that the Lands be of no cost or expense to the Regional District during the Term and accordingly the Society agrees to pay, whether on its own behalf or on behalf of the Regional District, all costs of every nature and kind relating to the Lands and/or any improvements thereon, and the Society agrees to indemnify the Regional District from and against any such costs and expenses incurred by the Regional District directly.

2.00 INSURANCE MAINTENANCE, RISK AND INDEMNITY

- 2.01 The Society agrees to take out and keep in full force and effect throughout the Term and during such other time as the Society occupies the Lands or any part thereof at the expense of the Society:
- (a) all risk building insurance for the full replacement value of the improvements on the Lands;
 - (b) comprehensive general liability insurance, including without limitation non-owned automobile insurance, and tenant fire legal liability insurance, against claims for personal injury, death or property damage or loss upon, in or about the Lands or otherwise howsoever rising out of the operations of the Society or any person conducting business or activities from the Lands, to the limit as may be reasonably required by the Regional District from

time to time but, in any case, of not less than Three Million (\$3,000,000.00) Dollars in respect to injury or death to a single person and in respect of any one accident concerning property damage.

The Society and the Regional District shall both be named as insured under such liability policy or policies of insurance.

- 2.02 Any buildings, furniture, equipment, machinery, fixtures and improvements placed on the Lands by the Society shall be entirely at the risk of the Society.
- 2.03 The Society agrees to comply promptly at its expense with all laws, bylaws, regulations, requirements and recommendations, which may be applicable to the manner of use of the Lands, made by any and all federal, provincial, local government and other authorities or association of insurance underwriters or agents and all notices in pursuance of same, provided however that the Society shall have no liability to make any improvements, alterations or additions to the Lands which may be required by authorities or associations unless due to the use made of the Lands by the Society.
- 2.04 The Society agrees to maintain the Lands and the improvements thereon in good repair and in a neat and tidy condition, and to not do or permit any act or neglect which may in any manner directly or indirectly be or become a nuisance or interfere with the comfort of any person occupying land in the vicinity of the Lands.
- 2.05 The Society agrees to indemnify and save harmless the Regional District, its elected and appointed officers and employees, from any and all claims, suits, actions, costs, fees and expenses of any kind whatsoever brought against or incurred by the Regional District or its elected and appointed officers and employees in any way relating to the Society's use of the Lands during the Term of this Lease. Such indemnity shall extend to legal expenses incurred by the Regional District in defending against such liability or alleged liability or in enforcing this right of indemnity.
- 2.06 The Society shall not construct or place on the Lands any improvements without first obtaining the prior written consent of the Regional District and obtaining all required building or development permits.

3.00 QUIET ENJOYMENT

- 3.01 The Regional District covenants with the Society for quiet enjoyment, for so long as the Society is not in default hereunder.
- 3.02 The Society shall permit the Regional District and its servants and agents at all reasonable times, upon twenty-four (24) hours' notice in writing, specifying the time of inspection, during the Term of this Lease to enter the Lands and every part thereof to examine the condition thereof, and if any want or repair shall be found on such examination and notice thereof is given, the Society will, within ninety (90) days of the giving of that notice, well and truly repair in accordance with that notice.

4.00 USE, ASSIGNMENT AND SUBLETTING

- 4.01 The Society agrees to not use the Lands for any purpose other than as a community centre or community hall and a daycare and after school care centre for the care of children under the age of thirteen (13) years between the hours of 7:30 a.m. and 6:00 p.m.
- 4.02 The Society agrees that it will not assign, mortgage or encumber this Lease, or sublet, or suffer or permit the Lands or any part thereof to be used by others by licence or otherwise without the prior written consent of the Regional District in each instance which shall not be arbitrarily or

unreasonably withheld. Provided however that the provisions of this paragraph shall not restrict the right of the Society to licence the use or occupation of the Lands, Building or Mobile Home on a short term, occasional basis for a use or purpose that is within the ordinary use and for the ordinary purposes of the Society without prior written consent of the Regional District.

- 4.03 In no event shall any assignment, or subletting, or sub-licensing to which the Regional District may have consented release or relieve the Society from its obligations to fully perform all the terms, covenants and conditions of this Lease on its part to be performed.
- 4.04 In the sublease between the Society and an assignee or subtenant under any assignment or sublease consented to by the Regional District, the Society shall require that the subtenant or assignee agree to be bound by all of the Society's obligations under this Lease.
- 4.05 A dispute between the parties about whether a license granted by the Society is a short term occasional use shall be determined in accordance with Article 9.

5.00 HOLDING OVER

- 5.01 If the Society continues to occupy the Lands with the consent of the Regional District after the expiration or other termination of the Term without any further written agreement, the Society shall be a monthly lessee subject always to all of the provisions of this Lease insofar as the same are applicable to a month-to-month tenancy and a tenancy from year to year shall not be created by implication of law; provided that nothing herein contained shall preclude the Regional District from taking action for recovery of possession of the Lands.

6.00 APPROVALS

- 6.01 No provision in this Lease requiring the Regional District's or the Society's consent or approval shall be deemed to have been fulfilled or waived unless the written consent or approval of the Regional District or the Society relating to the particular matter or instance has first been obtained and, without limiting the generality of the foregoing, no prior consent or approval and no condoning, excusing or overlooking by the Regional District on previous occasions when such a consent or approval was required shall be taken to operate as a waiver of the necessity of such consent or approval whenever required under this Lease.

7.00 RELATIONSHIP OF PARTIES

- 7.01 Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto, it being understood and agreed that neither the method of commutation of rent nor any other provision contained herein, nor any acts of the parties herein, shall be deemed to create any relationship between the parties other than the relationship of landlord and tenant.

8.00 SOLE AGREEMENT

- 8.01 This Lease sets forth all of the warranties, representations, covenants, promises, agreements, conditions and understandings between parties concerning the Lands and there are no warranties, representations, covenants, promises, agreements, conditions or understanding, either oral or written, express or implied, between them other than as set forth in this Lease.

9.00 ARBITRATION

9.01 In the event of a bona fide dispute arising between the Society and the Regional District as to any matter, question or determination arising or required to be made under this Lease, such dispute shall immediately be referred to an arbitrator agreed upon by the Society and the Regional District or, in the event that they cannot agree upon such arbitrator, then the question shall be referred to the arbitration of one arbitrator under the *Commercial Arbitration Act* of British Columbia, and amendments thereof, or such other Statute or Statutes of like effect being in force in British Columbia, and such arbitrator, whether agreed upon or appointed under the said Statute shall have access to such records of the parties as may be reasonably necessary and the decision of the arbitrator shall be final and binding upon the parties. Except as otherwise provided for in this Agreement, the costs of the arbitration shall follow the award, unless otherwise determined by the Arbitrator.

10.00 BUILDERS LIENS

10.01 The Society shall promptly pay as and when the same falls due any and all accounts for work done or material supplied in respect of improvements made to the Lands where such improvements are made at the request of and on the credit of, or on behalf, or with the privity or consent of, or for the direct benefit of, the Society. The Society will not cause, suffer or permit any encumbrance (including personal property security agreements of any type, liens or charges), lien or charge to arise or exist or be claimed upon the Lands or in respect thereof, provided that should any such claim of lien arise or exist, the Society shall immediately post with the Regional District sufficient security in the form of cash or a bank draft to discharge the same and shall further immediately proceed to a court of competent jurisdiction to cause the validity of such claim of lien to be determined and shall upon such determination cause the registration of such claim of lien against the title to the Lands to be terminated, and in that regard, shall satisfy the lien if it is found valid. Should the Society, at any time after the granting of security, fail, upon the request of the Regional District, to provide the Regional District with proof of its diligent pursuit of a determination of the validity of the claim, lien or the discharge thereof, the Regional District may utilize the security provided by the Society to discharge the claim of lien or liens upon five (5) days' notice in writing of its intention. Should the Society fail to immediately post with the Regional District sufficient security in the form of cash or bank draft to discharge the claim of lien, or should the Society fail to immediately discharge any lien, the Regional District in addition to any right or remedy may, but shall not be obligated to, discharge the claim of lien or liens by paying the amount claimed to be due or the amount due, together with a reasonable amount for costs and the amount paid by the Regional District shall be paid by the Society to the Regional District forthwith upon demand. In no case shall the Regional District be required to investigate the validity of the claim of lien or liens prior to discharging the same in accordance with this clause. The Regional District shall be entitled at all times during the Term to place notices on the Lands pursuant to section 13 of the *Builders Lien Act*, R.S.B.C. 1979, or successor or similar legislation.

11.00 REMOVAL OF IMPROVEMENTS

11.01 All improvements and all articles of personal property constructed, owned or installed by the Society at the expense of the Society on the Lands shall remain the property of the Society and may be removed by the Society at any time until the end of the Term or earlier termination of this Lease. The Society agrees that it will, at its expense, repair any damage to the Lands caused by the construction, installation, existence, use or removal thereof (the "Restoration"). Before removing such property the Society shall notify the Regional District of its intention to do so and shall, if required by the Regional District, post a bond in an amount and form satisfactory to the Regional District as security for performance of the Society's obligations for the Restoration.

11.02 If the Society does not remove the property which is removable by the Society pursuant to clause 11.01 prior to the end of the Term or the sooner termination of this Lease, such property shall, if the Regional District elects, be deemed to become the Regional District's property and the Regional District may remove the same at the expense of the Society, and the cost of such removal will be paid by the Society forthwith to the Regional District on demand.

12.00 EXPROPRIATION

12.01 If the whole of the Lands shall be acquired or expropriated by an authority having the power of such acquisition or expropriation, the Term of this Lease shall cease from the date of entry by such authority. If only a portion of the Lands shall be so acquired or expropriated, this Lease shall cease and terminate at the Regional District's option, or at the Society's option. In either event, however, and whether all or only a portion of the Lands shall be so acquired or expropriated, nothing herein contained shall prevent the Regional District or the Society or both from recovering damages from such authority for the value of their respective interest or for such other damages and expenses allowed by law, but in such event neither party shall have an action against the other in respect of any breach of this Lease caused directly or indirectly by such event.

13.00 DEFAULT AND EARLY TERMINATION

13.01 The Society further covenants with the Regional District that if the Society shall violate or neglect any covenant, agreement or stipulation herein contained on its part to be kept, performed or observed and any such default on the part of the Society shall continue for thirty (30) days after written notice thereof to the Society by the Regional District, or in case the Lands shall be vacated or become vacated or remain unoccupied or unused for ninety (90) days, then by law may at its option forthwith re-enter and take possession of the Lands immediately and by reasonable force if necessary without any previous notice of intention to re-enter and may remove any persons and property therefrom and may use such force and assistance in making such removal as the Regional District may deem advisable to recover at once full and exclusive possession of the Lands.

13.02 If the Term hereof or any renewal therefor or any of the goods or chattel of the Society shall at any time be seized or taken in execution or attachment by any creditor of the Society or if the Society shall make any assignment for the benefit of creditors or commit any other act of bankruptcy or shall become bankrupt or insolvent or shall take the benefit of any bankruptcy or insolvency legislation or if a receiver of any part of the business or property of the Society be appointed by a court or any person or in the case that the Lands are used by any other person or for any other purpose than is herein provided without the written consent of the Regional District or if any other shall be made for the winding up or dissolution of the Society or it should otherwise cease to exist or if the purposes of the Society are altered without the prior written consent of the Regional District, then the Term hereof or any renewal thereof shall become forfeit and void, and it shall be lawful for the Regional District any time thereafter to re-enter into or upon the Lands or any part thereof in the name of the whole and the same to have again, repossess and enjoy as of its former estate, notwithstanding anything herein contained to the contrary and neither this Lease nor any interest therein nor any estate hereby created shall pass to or enure to the benefit of any trustee in bankruptcy or any receiver or any assignee for the benefit of creditors or otherwise by operation of law.

13.03 Either party to this Agreement may terminate the Agreement at any time upon sixty (60) days notice in writing to the other party. If the Regional District exercises this right of termination then it may recover possession of the Lands in accordance with paragraph 13.01.

14.00 REGISTRATION

14.01 If the Society shall cause this Lease or any provision hereof to be registered pursuant to the *Land Title Act*, to pay all expenses incurred for that purpose including registration fees, procurement of any sketch or plan or other description which may be required, and to indemnify the Regional District for all expenses incurred in cancelling that registration upon the termination or expiration of the Term of this Lease.

15.00 APPLICABLE LAW, COURT LANGUAGE

15.01 This Lease shall be governed and construed by the laws of the Province of British Columbia.

15.02 The venue of any proceedings taken in respect of this Lease shall be at Nanaimo, British Columbia, so long as such venue is permitted by law, and the Society shall consent to any applications by the Regional District to change the venue of any proceedings taken elsewhere to Nanaimo, British Columbia.

16.00 CONSTRUED COVENANT, SEVERABILITY

16.01 All of the provisions of this Lease are to be construed as covenants and agreements. Should any provision of this Lease be or become illegal, invalid or not enforceable, it shall be considered separate and severable from this Lease and the remaining provisions shall remain in force and be binding upon the parties hereto and be enforceable to the fullest extent of the law.

17.00 TIME

17.01 Time shall be of the essence hereof.

18.00 NOTICE

18.01 All payment from the Society to the Regional District shall be sent to the Regional District at the following address:

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

and all payments from the Regional District to the Society shall be sent to the Society at the following address:

Nanoose Bay Activities & Recreation Society
2925 Northwest Bay Road
Nanoose Bay, BC
V9P 9E6

or such other places as the Regional District and the Society may designate from time to time in writing to each other.

18.02 Any notice to be given hereunder shall be in writing and may be either delivered personally or sent by prepaid, registered or certified mail and, if so mailed, shall be deemed to have been given three (3) days following the date upon which it was mailed.



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MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: November 2, 2006

FROM: Tom Osborne
General Manager of Recreation and Parks

FILE:

SUBJECT: Electoral Area 'F' Parks and Open Space Advisory Committee

PURPOSE

To approve the formation of an Electoral Area 'F' Parks and Open Space Advisory Committee and its Terms of Reference.

BACKGROUND

Considerable community interest has been raised over the past few years in Electoral Area 'F' to establish a Parks and Open Space Advisory Committee (POSAC). Due to limitations in resources, the establishment of the POSAC committee in the Electoral Area has not been possible to date, however staff have now factored in the establishment of the Committee into the 2007 Provisional Budget and Five Year Financial Plan that would provide for its formation.

The Regional District currently has six Electoral Area parks advisory committees in operation:

- Electoral Area 'A' POSAC – established in 1996
- Electoral Area 'G' POSAC – established in 1999
- Electoral Area 'E' POSAC – established in 2001
- Electoral Area 'B' POSAC – established in 2003
- Electoral Area 'H' POSAC – established in 2004
- East Wellington / Pleasant Valley POSAC (EA 'C') – established in 2005

These six advisory committees provide an opportunity for parks issues to be examined and discussed at the community level. The committees also facilitate community involvement in the implementation of parks plans and operational initiatives, and ensure parks related community concerns are channelled to the Board by way of official committee minutes and resolutions. Staff have developed a Terms of Reference for the Area 'F' Advisory Committee that provides for membership, procedures and responsibilities that are consistent with the other six Committees that are in place.

ALTERNATIVES

1. Approve the formation of an Electoral Area 'F' Parks and Open Space Advisory Committee and its Terms of Reference.
2. Not approve the formation of a Committee or its Terms of Reference at this time and provide alternative direction.

FINANCIAL IMPLICATIONS

The 2007 Provisional Budget and Five Year Financial Plan includes equal staff contributions to all the Electoral Area Community Park function budgets for the purpose of establishing and serving the seven POSACs.

RESOURCE IMPLICATIONS

The RDN's portfolio of parks, trails, beach accesses and other open spaces has grown dramatically over the past five years and now includes 115+ community parks and nine Regional Parks and over sixty kilometres of trail. RDN staff have been very active in the creation, development and management of these parklands, particularly at the community level. Four full time park staff members are well occupied keeping the park system viable and responding to community demands. The job of supporting various parks and open space advisory committees has spread staff resources even thinner.

The 2007 Provisional budget proposes the establishment of a Parks Operations Coordinator position to oversee maintenance and operations for both community and regional parks and trails. As with the other full time Park positions, one of the tasks of this position will be to work with the Parks and Open Space Advisory Committee which in turn provides the RDN the ability set up the seventh and final POSAC in Area F.

CITIZEN IMPLICATIONS

The RDN Parks and Open Space Advisory Committees provide electoral area residents with an opportunity to bring forward ideas about park matters and discuss park issues with staff, the Electoral Area Director, and the Board.

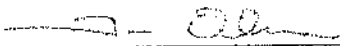
Postings for the Committee will be done in January 2007, for Board appointments to be made in February. It is anticipated the first Committee meeting would be held in March of 2007.

SUMMARY


Residents of Electoral Area 'F' have requested that a Parks and Open Space Advisory Committee be established for the area of which the Director is in agreement with. As is the case with POSACs already functioning in Electoral Area's A, B, East Wellington / Pleasant Valley (C), E, G and H, the new Area 'F' POSAC will provide opportunities for residents to become actively involved in park development in their area, and for parks related community concerns to be channelled to the Board by way of formal minutes and resolutions.

RECOMMENDATION

That the Terms of Reference for the Electoral Area 'F' Parks and Open Space Advisory Committee be approved.



Report Writer



C.A.O Concurrence

COMMENTS:

Electoral Area 'F' Parks and Open Space Advisory Committee

Terms of Reference

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area 'F'. The Committee will advise and provide information to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area 'F'.

Membership

1. The Electoral Area 'F' Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'F' Director or designate
 - up to five Members at Large who are residents of Electoral Area 'F'
2. The Committee will consist of a maximum of six members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and two members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area 'F' Director will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Committee shall elect a chairperson and recording secretary annually at the first meeting of each calendar year.
2. The Committee may meet as required but will structure its activities to meet approximately four times per year.
3. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board regarding a wide range of parks and open space issues including:
 - the acquisition or tenure of community park sites;
 - subdivision park land dedications;
 - the development and maintenance of community park sites; and
 - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of parks and open space matters including:
 - volunteer park development projects;
 - obtaining input regarding park planning and acquisition priorities;
 - trail system planning and development; and
 - Ministry of Transportation waterfront accesses (e.g., Englishman River).
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on parks and open space issues.
4. Provide community input into park planning documents including the development and updating of a community park master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plans, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'F'.

Financial Considerations

There is currently funding available through the Regional District for community parks works in Electoral Area 'F'. The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for expenditures from these budgets, including park reserve funds, for parks and open space purposes. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

Reporting and Authority

In the provision of their services to the Electoral Area 'F' Parks and Open Space Advisory Committee, Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.



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MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: November 6, 2006

FROM: Wendy Marshall
Manager of Parks Services

FILE: CTP

SUBJECT: UBCM Community Tourism Program

PURPOSE

To approve and endorse the application for funding from the UBCM Community Tourism Program in order to develop, promote and increase tourism related activities in the Electoral Areas.

BACKGROUND

In 2005 the Province of British Columbia provided a grant of \$25 million to the Union of British Columbia Municipalities (UBCM) for the Community Tourism Program. The goal of the program is to assist local governments to increase tourism leading to an increase in the local economy. The program will work towards the Province's goal to double tourism in the next ten years and to support the Spirit of 2010 Tourism Strategy.

The first phase of the program allows for 50% of the funds to be available to all local governments based on a per-capita funding formula of which the Regional District of Nanaimo will receive \$221,936.98. The program does not require cost sharing and funds can be used for all types of tourism-related projects. As regional district funding reflects electoral area populations, the funds are required to be allocated solely to those areas. The four member municipalities each have separate grant funding available through the same program as follows: City of Nanaimo \$334,237.59, District of Lantzville \$26,879.78, City of Parksville \$67,011.21, Town of Qualicum Beach \$40,570.46.

In applying for the Community Tourism Program grant administered by the UBCM, the following terms and conditions must be agreed to by the local government and will form part of the funding agreement.

1. That, as the applicant, local government is responsible for receipt of funds, application and reporting functions, even when other agencies have been delegated responsibility for undertaking the project.
2. That all projects funded under this program must support the program goals of enhanced tourism development in British Columbia.
3. That funding will not be used to duplicate or subsidize existing programs.
4. That, where a funded project is not completed within a 12-month time frame, a progress report including funds expended to date will be provided to the Program Manager.

5. That a final report detailing what was achieved will be prepared and submitted to the Program Manager on project completion.
6. That any unused funds will be returned to the UBCM on expiry of the program.

In reviewing the criteria for the funding, staff are recommending that Tourism Program funding would be very applicable for key recreational features in the electoral areas including the Regional Parks and Trails System. The goal of the program is to provide clear directions to key recreational features through signage and maps, available in brochures and on the website; to inform visitors of the activities available in the electoral areas; and to provide an educational experience.

The program will include the following:

- Road signage to key recreational features in each electoral area including significant regional parks. Many local features including the Regional Parks and Trails System lack directional roadside signage to guide visitors. The RDN plans to develop signage to lead visitors from major roads and along minor roads to their destination. Work to achieve this involves developing signs, obtaining permits from the Ministry of Transportation, and sign installation.
- Kiosks at regional parks that provide information about local trail networks and tourism amenities. Information will include maps highlighting local trail networks; information and directions to other regional parks and tourist amenities; and facts about local natural, cultural and historical features. Entrance signs for Regional Parks and Trails will also be developed.
- Production of a brochure that highlights tourism features in the electoral areas. Brochures placed in areas frequented by visitors such as visitor information centres, BC Ferries and other tourist points of interest, are a good way to provide information to visitors. The RDN Recreation and Parks Department plan to develop brochures that would highlight natural and historic features found in the electoral areas and member municipalities. This part of the program could be funded over a two year period to undertake a broad circulation of brochures.
- Enhancement of the RDN's website that also provides information on tourism opportunities in the electoral areas including regional and local parks, trails, and historic sites.

During 2006, the Oceanside Tourism Association in partnership with the RDN, the City of Parksville and the Town of Qualicum Beach embarked upon a joint tourism planning initiative which resulted in the Oceanside Situation Analysis (OSA). This analysis lays the foundation to produce a tourism plan for the area. The OSA gathered information on the types of activities enjoyed by visitors to Vancouver Island and the economic spin-off generated for the area. The OSA reveals that nature-based tourism, including camping, hiking/backpacking, wildlife and nature viewing, is a sizable tourism sector for the area. The plan states that the most popular outdoor activities in which visitors participate includes hiking (44%), wildlife viewing (38%), whale watching (21%) and bird watching (21%). The Analysis also reveals that parks are the number 2 attraction and that while parks receive most of their visitors during the summer, they do maintain a year round appeal.

All electoral areas contain key outdoor recreational or cultural features that would be highlighted as part of the program. These include but are not limited to:

Area A:

- Regional Parks and Trails including Nanaimo River Regional Park and the Morden Colliery Trail and in the future, the Arboretum
- Provincial Parks including Hemer, Roberts Memorial and Morden Colliery
- Local City of Nanaimo parks and trails including Jack's Point Trail, Cable Bay Trail, and Joan's Point (Dodd's Narrows)
- Outdoor activities such as kayaking, bike tours, golf and bungee jumping
- Cedar Village Square

Area B:

- Regional Parks and Trails including Descanso Bay Regional Park
- Sandwell, Drumbeg and Gabriola Sands Provincial Parks
- Local parks and beaches including Malaspina Galleries
- Local marinas

Area C:

- Trans Canada Trail and the Historic Arrowsmith CPR Trail
- Local parks including Kipp Road
- Village of Extension
- Mount Benson and Benson Creek Falls Regional Parks
- Regional Trail connections to the City of Nanaimo Trail System

Area E:

- Regional and local parks including Beachcomber and Brickyard
- Local trails
- Natural features on including the Notch, Enos lake and Dolphin Lake located in Fairwinds
- Outdoor activities such as golfing and diving
- Local marinas

Area F:

- Regional Parks and Trails including Englishman River Regional Park, and the Arrowsmith Trail
- Little Qualicum Falls and Englishman River Falls Provincial Parks
- Local trail systems
- Coombs Market
- Errington Farmers Market and Coombs Rodeo Grounds

Area G:

- Englishman River Regional Park
- Rathrevor Provincial Park
- Local parks and trails including Top Bridge Trail, Parksville Community Park, the Town of Qualicum Trail system, San Pareil Boardwalk, Qualicum and Parksville beaches
- Little Qualicum River Hatchery
- Outdoor activities including bird watching and golfing
- The town centres of Parksville and Qualicum Beach
- Local Marinas

Area II;

- Horne Lake Regional Park and the Lighthouse Country Trail
- Qualicum River Hatchery
- Local trails and beaches
- Outdoor activities including fishing
- Local Marinas

The RDN will work with the RDN's member municipalities to ensure that information provided through the brochure and webpage compliments information being provided by the municipalities.

ALTERNATIVES

1. That the application for the Community Tourism Grant be approved to develop and promote key recreational features in the electoral areas for the purpose of increasing tourism related activities; and the Terms and Conditions of the program be accepted.
2. That the application for the Community Tourism Grant not be approved as presented and alternative direction be given.

FINANCIAL IMPLICATIONS

1. The UBCM Community Tourism Program will provide 100% funding for the proposed program in the amount of \$221,936.98 upon approval of the Regional District application. Cost sharing is not required. Funds must be allocated solely to electoral areas, however joint initiatives are encouraged with other funding partners. The program outlined below provides direct benefits to electoral areas in promoting parks, but also benefits the region as a whole. Opportunities to work jointly with the municipalities are available in the marketing of regional tourism.

General Program Implementation Cost Estimates:

Road Signs	Consultation, design, production and installation of signs on major and minor roads leading to key recreational features. The cost to install and produce one road sign on a highway is \$3,000.	\$100,000
Entrance and Kiosk Signs	Costs to design manufacture and install kiosks and entrance signs. Costs for the development and construction of kiosks will be approximately \$3,000 each. Large entrance signs range from \$2,000 to \$5,000 depending on size and materials used.	\$100,000
Brochures	Costs for developing brochures	\$18,500
Website Development	Cost to develop website to provide information such as park and trail maps, tide tables, park activities and facts about natural, cultural and historical features.	\$3,500
Total Costs		\$222,000

2. As this funding is specifically allocated to electoral area tourism initiatives, projects have been identified which will encourage visitors to individual areas, but the approach will also benefit the Regional District as a whole. Electoral Area Directors may wish to identify alternative priorities for the use of this funding or as part of Phase II of this grant program.

RESOURCE IMPLICATIONS

The program will require staff time to coordinate with contractors for the development and installation of signs; to apply for permits from the Ministry of Transportation; and to coordinate and prepare written materials for brochures and web pages.

CONCLUSION


The Provincial Government has made available through the UBCM a grant available to all local governments to develop programs to increase tourism and thereby increase the local economy within individual areas. The Regional District of Nanaimo is making application to receive \$221,936.98 to develop a program to direct visitors to the regions key recreational features. The programs will include developing road directional signs, tourism kiosks and park entrance signs, brochure development and website upgrading in concert with initiatives being undertaken with the RDN's four member municipalities.

UBCM will also be announcing Phase II of this grant program at a later date of which funds can be obtained for additional electoral area tourism initiatives.


RECOMMENDATION

That the application for the Community Tourism Grant be approved to develop, promote and increase tourism related activities in the electoral areas and the Terms and Conditions of the program be accepted.

Report Writer



General Manger Concurrence



CAO Concurrence

MINUTES

Electoral Area 'A' Parks and Green Spaces Advisory Committee
Thursday, September 21, 2006
Cedar Heritage Center, 1644 MacMillan Road, Cedar.

Attendance: Judy Burgess
Frank Garnish
Kerri-Lynne Wilson
Barbara Metcalf,
Margaret Johnson

Joe Materi
Gay Cunningham
Joe Burnett (Area 'A' Director)
Lynnette Aldcroft

Staff: Jeff Ainge (RDN Parks & Trails Coordinator)

Meeting was called to order by Jeff Ainge at 7:30pm

AGENDA

MOVED F. Garnish, SECONDED B. Metcalf that the agenda be adopted.

CARRIED

ELECTION OF OFFICERS

J. Ainge called for nominations to fill the position of Chair.

A nomination of J. Materi by L. Aldcroft and seconded by J. Burgess was declined by Mr. Materi.

The nomination of F. Garnish by J. Materi was seconded by K-L Wilson. The nomination was accepted by Mr. Garnish.

No further nominations were forthcoming. Mr Ainge proclaimed F. Garnish elected to the position of Committee Chair by acclamation until the end of the current year. Mr. Garnish assumed the role of chairing the meeting from this point forward.

APPROVAL OF MINUTES

MOVED K-L. Wilson, SECONDED M. Johnson to approve the minutes of the July 20, 2006 meeting.

CARRIED

BUSINESS ARISING FROM MINUTES

a) Whiting Way Subdivision application.

There was a public information meeting on September 13, 2006 at the Cedar Heritage Centre. The applicant reconfigured the parcel to include 15m for a future access trail, which was presented to the public. There was some discussion on different park access and parking areas.

MOVED M. Johnson, SECONDED J. Burnett that the committee supports the parkland access trail location as shown on the original proposals.

CARRIED

REPORTS AND DISCUSSION ITEMS

a) **Director's Report** – J. Burnett

- The Director spoke to a new proposed tax to assist with a restorative justice program operated by the John Howard Society.

- K-L Wilson asked for an update on Cedar Estates development. Director Burnett responded that the developers are still crunching the numbers regarding sewer connections. The development is contingent on the sewer line.

- b) **Staff Report** – Jeff Ainge reported on the following items:
- The summer staff have returned to school and a lot of work was accomplished at various locations.
 - The new Parks Manager has started. Her name is Wendy Marshall and it is hoped she will attend the next meeting.
 - The Parks Technician is in process of hiring a contractor to build the kayak launch at Nelson Road. It is hoped construction can start in October. There is neighbourhood interest in installing a garbage can at the site which would require the hiring of a separate contractor for pick up.
 - The fieldwork at the Skateboard Park is now completed and the riparian area application has been sent to the province. Staff are awaiting the response.
 - Concerns were received from a City of Nanaimo resident regarding a beach access (ie stairs falling apart). The RDN does not have jurisdiction over that particular access so will not take on repairs or upgrades at this time.
 - The Top Bridge crossing of Englishman River is progressing with the bridge design contract tendered. Construction is anticipated to start in December.
 - Mt. Benson Regional Park continues to take time with trails and access planning, along with addressing safety and environmental hazard concerns.
 - The role of parks advisory committees regarding Parkland Dedication will be discussed at a meeting on Thursday September 28th, involving Area Directors, POSAC chairs, and staff.
 - The couriering of agenda packages was discussed. The committee members all felt that email was more effective, but staff will continue to bring additional hardcopy agenda packages to meetings.
- c) **Kipp Road update** – J. Ainge
- Staff reported that not much is happening at present with this park, and that Jeff and Joe Materi had not been able to find a mutually acceptable time to meet on site over the summer. Staff will be budgeting money for Kipp Rd park planning and development for 2007. The City of Nanaimo park staff expressed interest in creating linking trails with parks in their southern area. Staff hope to get on site with the new Manager in the coming weeks to view the site.
- d) **Cedar Road Entrance to MCT** – J. Ainge
- Staff advised that the Planning Department has not forwarded any landscape plans for the development but that the new Parks Manager has been asked to bring her expertise to the table and review plans and provide input. The Committee requested input as well and would like to be involved in this.
- e) **MCT Trail committee** – J. Ainge, K-L Wilson
- Summer crew worked on signage at the Wheatsheaf end, and a contractor mowed the trail corridor off Hemer Road, across from the ballfields.
 - An independent engineer has recommended some changes to the bridges at Thatcher Creek, such as the ramps not be so steep, chainlink on the bridge rails to keep kids from falling through the boards, and a buffer between the metal and the concrete footings. Staff will be following up.
- MOVED L. Aldcroft, SECONDED K-L Wilson to rename the “Morden Colliery Trail Subcommittee” to the “Area A Trail Subcommittee” which will be chaired by J. Materi co-chaired by K-L Wilson.
- CARRIED
- f) **Friends of Morden Mine Society** –J. Burgess
- Tom Paterson led a coal mine tour last Saturday, which was a resounding success.
 - AGM for the Society is 7:30 pm, October 19 at the Heritage Center. Dave Bandy the engineer will speak on what needs to be done to the structure at the mine site.

COMMITTEE ROUND TABLE

- F. Garnish would like to see more Area A dollars put into our acquisition fund to keep pace with the rising land values. Staff will provide current balances on the various reserve and operating accounts.

NEXT MEETING

The next regular committee meeting date is set for Thursday, Nov. 16, 2006, 7:30pm at Cedar Heritage Centre.

The next informal Trails subcommittee will meet October 23 at 7:00pm at Crow and Gate. All are welcome.

ADJOURNMENT

MOVED B. Metcalf that the meeting be adjourned at 9:20 pm.

CARRIED

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
RECREATION AND CULTURE SERVICES MASTER PLAN PROJECT
INAUGURAL ADVISORY COMMITTEE MEETING
HELD ON MONDAY, OCTOBER 30, 2006 AT 7:30PM
AT CEDAR HERITAGE CENTRE**

Attendance: B. Arthur J. Burnett D. Burnett B. Ehmig
 F. Garnish S. Gourlay V. Suddaby S. Wilson

Staff: T. Osborne D. Porteous

Consultants: B. Webster M. Holding

CALL TO ORDER

Mr. Osborne called the meeting to order at 7:35 pm.

WELCOME AND INTRODUCTIONS

Mr. Osborne welcomed the committee members and thanked them for agreeing to sit on the committee. He added that although there has been a delay regarding the start date of the project due to the timing to seek and confirm all Committee members, staff were confident that the project would be completed in a timely fashion. Mr. Osborne also reiterated that it was important to ensure broad representation on the Committee, and the importance of the role the members will play in obtaining adequate feedback from the communities. Members of the committee, staff and consultants then introduced themselves.

ELECTION OF CHAIRPERSON

Mr. Osborne requested a call for nominations. Ms. Burnett nominated Ms. Gourlay. No other nominations were presented. Ms. Gourlay was appointed through acclamation with all other members in favor. Mr. Osborne continued to chair the meeting and Ms. Gourlay will take on the role of Chairperson at the next meeting.

MINUTES

As this was the inaugural meeting, no minutes were adopted.

BACKGROUND ON PROJECT

Mr. Osborne provided a summary regarding background information leading up to the formation of the Committee including, initial discussions with the EA A Directors; the formation of the EA A Recreation and Culture Services Study Advisory Committee; the survey completed by Yates, Thorn and Associates; discussions with the Committee and other key organizations regarding the outcomes of the survey; the follow up referendum process in November of 2005 indicating community support to move forward; and Board approval to move to this current phase of the planning process.

Mr. Osborne emphasized that there were three key items that the survey was seeking; current community satisfaction levels with services through the City of Nanaimo based on the District 68 Sports Field and Recreation Services Agreement; what the community would like to have in terms of recreation services locally; and how best to provide the service, either through a current or newly formed Society or through a local Commission, administering and operating the service with RDN staff.

After discussions with the two present Societies, and due to the inconclusive findings of the survey, it was recommended that the referendum take place. Now with an EA A Recreation and Culture Services By-Law in place, this next phase will determine the best approach to offering the services to EA A residents.

TERMS OF REFERENCE

Mr. Osborne provided an overview of the Project Terms of Reference. The focus of the Study will be to meet face to face with key stakeholders (local organizations that have a vested interest in recreation and cultural services), and local residents regarding their perspectives on such services. This Study will explore current and future demands for services, inventory existing organizations and facilities, consider population growth, target age groups, the end result focusing on what is needed in terms of priorities and setting recommendations.

REVIEW OF YATES, THORN and ASSOCIATES SURVEY

Mr. Porteous provide a brief review of the survey completed by Yates, Thorn and Associates outlining a few of the key findings, issues the were considered based on the outcomes of the survey and some of the key actions that could be explored in the future based on perceived public support. Mr. Porteous pointed out that although the initial survey considered some parks and trails items, the focus of the current Master Plan process will be on recreation and cultural services, yet keeping in mind that parks and trails items will continue to be expressed and addressed.

Some Committee members expressed concerns regarding the validity of the past survey process, the outcomes, and the recommendation by the consultant and staff to not move to referendum.

Mr. Osborne expressed understanding of the concerns and reiterated that the new phase will help to achieve the goals of obtaining more public input and support, and the direction by which to administer the services.

PROJECT SHEDULE AND PHASES

Mr. Webster outlined the three phases of the project in terms of process including:

- Phase 1 – Current Services

Assessing and inventorying existing services to develop a clear understanding of what is currently provided with respect to recreation and cultural services in Electoral Area A. This process would include a start up meeting with the Committee, a future planning workshop with the Committee and the reviewing and summarizing of all existing reports pertaining to recreation and cultural services.

▪ Phase 2 – Current and Future Demand

Assessing and determining the current and future demand for recreation and cultural services. To ensure public input, the consultants will meet with various key agencies and organizations, as well as residents to consider their perspectives based on a series of questions proposed by the consultants. At this time a public survey is not being considered as the past survey was completed recently; however, the consultants are prepared to explore ideas to gather information if deemed necessary by the Committee based on concerns that the past survey may have missed some target areas. A minimum of two Open Houses are planned, one early on in the process to gather information from individuals who are not necessarily connected with key organizations, and a second Open House to solicit feedback on a draft plan much later in the process. The consultants are willing to consider a couple of more Open Houses if deemed necessary based on comments and concerns addressed by the Committee and staff regarding the proximity of communities in relation to one another and ease of access.

The Committee members were asked to begin the process by brainstorming a list of current service providers who would need to be contacted. Committee members were also asked to email Mr. Porteous contact information if they thought of any other organizations over the next few weeks.

▪ Phase 3 – The Plan

The consultants will use the results of the first, two phases to determine areas of focus that need to be addressed regarding enhanced services. A draft report will be completed and reviewed through the Committee and the public. Once the draft has been reviewed and comments compiled, a final report will be completed and provided to the RDN for consideration by the Regional Board.

Mr. Webster also provided a revised timeline based on the new start date and highlighted the timeframe with project completion anticipated for mid March.

Mr. Burnett noted that the EA A OCP is up for review in 2007 and that this project would be included in the review of the OCP.

A concern was addressed regarding the statistical data due to the timing of the project. The 2006 Census information will not be available until 2007 and the last statistics drawn were five year ago. Mr. Holding pointed out that there are a number of other statistical data that can be used such as planning statistics and birth rates. He also mentioned that the past statistics, although dated, will still have some validity in terms of the project. Both Mr. Holding and Mr. Garnish mentioned that school statistics are also available and the School District is continually involved in future growth trends regarding school populations, which will be helpful to this project.

OVERVIEW OF SURVEY METHODOLOGY

Mr. Webster and Mr. Holding gave an overview of the survey methodology, which includes the meetings with the organizations and the Open Houses. The consultants explained that they have a series of questions that they ask the people interviewed. The questions provide a broad scope to draw valuable information and determine key issues from those interviewed that will need to be addressed in the Plan. The information will be assessed and compiled in the draft report, and amended as necessary for the final report.

A discussion took place regarding the methodology after concerns addressed by some Committee members pertaining to the gathering of information. The main concerns addressed were one, that people would need sufficient notice regarding the Open House dates/times and focus, and two, how many people would show up to an Open House. To enhance the process Ms. Burnett suggested Neighborhood meetings that could be held by Committee members, Mr. Garnish and Ms. Suddaby suggested notices and questionnaires be sent to parents through the school newsletters, and Ms. Arthur suggested that the RDN hire two people to go door to door to gather information.

After considerable discussion it was left with the consultants and staff to consider what would be the best approach to report back to the Committee on. Mr. Osborne explained that the RDN does have a public consultation process and that the key is to provide opportunities for the general public to be involved.

Mr. Garnish and Ms. Suddaby would find out about deadlines for school newsletters and email the information to Mr. Porteous.

There was also discussion regarding the promotion of Open Houses including the TAKE 5 news, a Chase River document, the RDN website, posters and flyers. All of these components will be considered.

COMMITTEE DISCUSSION ON RECREATION SERVICES IN ELECTORAL AREA 'A'

Committee members were asked to talk with as many people as possible before the next meeting and find out about key issues regarding services that can be shared at the next meeting. At the next meeting the Committee will further explore the process and consider future planning strategies.

NEXT MEETING

It was agreed that the next meeting would take place on Monday, November 20, 7:30 pm at the Cedar Heritage Centre.

Ms. Wilson will not be able to attend the next meeting; however, she will endeavor to provide any information she would like to have shared at the next meeting regarding issues to Mr. Porteous prior to her leaving on holidays.

ADJOURNMENT

MOVED Mr. Garnish, that the meeting be adjourned. The meeting was adjourned at 9:35 pm.

S. Gourlay, Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE
EAST WELLINGTON – PLEASANT VALLEY PARKS AND OPEN SPACE ADVISORY
COMMITTEE MEETING HELD ON
MONDAY SEPTEMBER 25, 2006

East Wellington Fire Hall, 2331 East Wellington Road.

Attendance:

Maureen Young (Director Area 'C')
Judith Wilson

Bruce Erickson
Lorne Wright

Rick Heikkila (Chair)

Staff:

Wendy Marshall; Parks Manager
Jeff Ainge; Parks and Trails Coordinator

Regrets:

Robert Jepson
Rina Lawson

CALL TO ORDER

The meeting was called to order by R. Heikkila at 7:05pm.

INTRODUCTIONS

The new Parks Manager was introduced to the Committee members present.

ADOPTION OF THE AGENDA

MOVED J. Wilson, SECONDED B. Erickson that the agenda be approved as presented.

CARRIED

APPROVAL OF MINUTES

R. Heikkila sought clarification as to the correct spelling of Peter Wightman's name (item regarding Ministry of Transportation staff meeting with Area Directors). The correct spelling is that shown here.

MOVED M. Young, SECONDED B. Erickson that the minutes of the June 15, 2006 Committee meeting be approved as amended to include the correct spelling of Mr. Wightman's name.

CARRIED

BUSINESS ARISING FROM MINUTES

- J. Wilson sought follow up on proposed park visits. Staff will coordinate dates by way of email.
- B. Erickson sought clarification as to the tennis court discussion. Staff advised that no approach has been made to date to School District 68 regarding use of local school grounds. Director Young spoke to the issues of funding and budgets. In general there was no consensus that a tennis court was a priority development project for the committee.
- B Erickson asked if there were plans for the 5-acre Benson Meadows community park. Staff advised that no plans for park development had been considered.
- M. Young provided information following up on a subdivision proposal brought to the last meeting. There has been no activity on the file since June 2005.

REPORTS AND DISCUSSION ITEMS

a) Director's Update (M. Young)

Director Young reported on the following items:

- The rezoning application for the new East Wellington Fire Hall is at 3rd reading.
- The previously noted meeting with Directors and Ministry of Transportation staff will take place October 2nd for Areas A, B and C.
- Director Young responded to Lantzville Foothills issues by requesting that construction traffic associated with the development be routed through the municipality of Lantzville.
- A tour of northern Regional Parks and Trails by Directors is slated for October 20th.

b) Staff update (J. Ainge)

Staff provided an update on local issues that included:

- At Creekside Community Park summer staff relocated a well used trail off private property and onto public land (park and road allowance). Further work will be necessary next summer.
- Staff will liaise with East Wellington Fire Hall members regarding development on the fire hall property, to include tree harvest, earth works, and fencing.
- Trails planning is ongoing for Mount Benson Regional Park. Staff have met with the owners of land surrounding the park. Staff noted concerns expressed regarding safety and security of the Witchcraft Lake area if the City of Nanaimo constructs off-street parking.
- The proposed bridge crossing of Englishman River at Top Bridge is progressing with the design currently being prepared.
- The committee was asked how they prefer agenda packages be delivered (email as opposed to a hard copy being couriered was the preferred option).
- In response to seeking ideas for locations to advertise the purpose and existence of the Committee, making use of the Regional Perspectives was suggested.
- Staff reported on a recent meeting with City of Nanaimo Parks staff at which parking and access to Mount Benson Regional Park (via Witchcraft Lake – see item above) was discussed, along with a request received from a local resident keen for the City to open up the park corridors for trail use linking Jameson and Kilpatrick Roads with Westwood Lake Park. The Committee discussed both matters. Regarding the City owned park corridors, the impact of a trail bisecting private lands and likely displeasure of the private landowners and neighbours was raised. Concerns for restricting use to non-motorised users only were mentioned, along with issues of security, fencing, access across the corridor by affected land owners, garbage, and dealing with encroachments or developments already on the corridors. It was noted that most of the land owners should be aware of the existence of the City owned corridor, but that opening the corridors up for public use is unlikely to be supported by those owners. It was also noted that the land is not owned by the Regional District so the Committee did not see RDN Park staff having any involvement. A compromise suggestion as to the location of any trail in the area was noted by R. Heikkilä, who suggested relocating the corridors to the edge of some of the properties may be worth considering.
- A meeting to discuss the role of POSACs when responding to subdivision applications that contain Parkland Dedication proposals is slated for Thursday September 28th, and will include POSAC Chairs, Electoral Area Directors, and senior staff. This is in response to concerns expressed after the Board approved a revised policy on this subject.

COMMITTEE ROUND TABLE

- B. Erickson asked about the lack of signage and access to Benson Creek Falls Regional Park. W. Marshall responded that the RDN has been pursuing the acquisition of land over recent years and not focussing on regional park development. She is tasked with submitting a grant proposal to seek funds for developing and implementing regional park signage and promotion.

- B. Erickson spoke of the East Wellington Fire Department's annual Guy Fawkes fireworks event which is held around November 5th. When the Fire Department relocates to its new hall adjacent to the community park on Meadow Drive (in 2007), Mr. Erickson was wondering as to the protocol for holding bonfire and fireworks events on park property. Staff advised that this would likely require a Park Use Permit and should be explored closer to the time.
- Continuing with the topic of the new Fire Hall development, Park staff will liaise with Fire Department representatives on construction and tree harvesting, fencing, and use of fill.

NEXT MEETING DATE

The next regular meeting of the Committee will be held Monday November 20, 2006, 7.00pm at the East Wellington Fire Hall.

ADJOURNMENT

MOVED B. Erickson, SECONDED M. Young that the meeting adjourn at 8:45pm.

CARRIED

Chair

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

OCTOBER 2, 2006. – 7:00 PM
NANOOSE LIBRARY HALL,
NANOOSE ROAD, NANOOSE BAY

MINUTES

Attendance: George Holme (Area E Director)
Gabrielle Cartlidge
Kiwi Stanners
Anette Thingsted
Paula Young
Frank Van Eynde

Apologies: Stephen Watson

Staff: Jeff Ainge (RDN Parks and Trails Coordinator)
Wendy Marshall (RDN Parks Services Manager)

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

INTRODUCTIONS

The recently appointed RDN Manager of Parks Services – Wendy Marshall - was introduced to the Committee.

ADOPTION OF THE AGENDA

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

CARRIED

APPROVAL OF MINUTES

MOVED G. Holme, SECONDED K. Stanners that the minutes of the July 31, 2006 meeting be approved.

CARRIED

BUSINESS ARISING FROM MINUTES

See item d) under Reports and Discussion Items regarding Park and Open Space Plan.

PARKLAND DEDICATIONS – UPDATE ON CURRENT APPLICATION(S)

- a) Ballenas-Wall Beach PIM held September 21, 2006. Staff reported that the meeting was attended by approximately 15 people. Local residents supported the parkland dedication. According to Committee members who attended the PIM, the residents have an expectation that the developer will re-plant the site, put up a fence between the development and the existing neighbouring properties (lots 52 & 53), and build a viewing platform to see the eagle tree. The support for parkland by the local residents is in contradiction to the POSAC recommendation which was to take cash in lieu of parkland. The RDN board will be making a decision on the parkland dedication on October 10, and will consider comments from the both the PIM and POSAC.

REPORTS & DISCUSSION ITEMS

- a) Nanoose Place landscaping progress. P. Young provided an update on the landscaping project at Nanoose Place. Over the summer the group did a lot of hand watering to keep plants alive that were not covered by the irrigation system. The pathway has been a success, as day care children can now travel on the pathway, instead of the side of the road. The bill for the irrigation system installation came to \$3000. There is another grant application going to the District 69 Recreation Commission for \$2500 to help cover the costs of the irrigation and the next phase of landscaping. Over the fall the group hopes to tackle the side of Nanoose Place that faces Jack Bagley field, and will work on a rock garden with drought resistant plants.
- b) J. Ainge provided an update on local and regional park items, including:
- Summer Crew: The 2006 summer season was productive for the RDN summer crew. The crew took on various projects in Nanoose Bay including: broom clearing in Dolphin and Henley Place, hazard tree assessments at Brickyard and Beachcomber parks, and worked successfully in partnership with the Nanoose Bay Naturalists undertaking broom pulling & planting projects.
 - At the end of the fiscal third quarter the budget for Nanoose Bay community parks was 61% spent, which may result in a surplus at the end of the year. Any surplus can be carried forward unspent and may go into the 'operations reserve fund'.
 - The Top Bridge project is now underway, and is in the design phase. The large project involves construction of a two span suspension bridge across Englishman River. The province, federal government and the RDN are all contributing funds to this project. Once the bridge is completed pedestrians and cyclists will be able to travel from Rath Trevor Beach Provincial Park to the City of Parksville's Top Bridge Mountain Bike Park, over Englishman River to the RDN's Top Bridge Community Park, and on to the RDN's Englishman River Regional Park
 - Timberstone Estate update (Stone Lake Drive). The developer is still working on some of his park land dedication commitments, and currently has addressed about 40% of the requirements asked of him by the RDN. He has increased the safety of the ponds by reducing the slope around them. There is still work to be done, and this work includes: installing a split rail fence around the ponds, clearing for trails, creating trails that meet the RDN standards, planting and seeding around the edge of the ponds, developing an overall planting plan, installation of bridges, and addressing the issue of off-street parking.
- c) Director's update. George Holme provided an update to the committee on Board discussions and items of interest:
- At the September 26 Board meeting the members chose to reject a proposal to incorporate Green Shores' principles into RDN bylaws.
 - On October 2, G. Holme met with Peter Wightman of the Ministry of Transportation to discuss various issues. Specific issues to Nanoose were not discussed. G. Holme hopes to re-schedule another meeting with MoT to specifically discuss the transfer of the undeveloped Davenham Road right-of-way section into parkland.
 - The Fairwinds - Bonnington Road development is on hold until the developer addresses water concerns. Currently there is no water supply identified and approved for the development. Until the water issue is resolved development at the site is on hold.
- d) Revised Parkland Dedication at time of Subdivision -- Review of Policy (C1.5) and process. F. Van Eynde provided an update on the Parkland Dedication Policy. On September 28th he attended the RDN board meeting where F. Garnish (Area A POSAC) gave a presentation on behalf of the RDN POSACs. Some changes were made to the policy to address the POSAC's concerns and a new draft of the policy is forthcoming.

- e.) Nanoose Bay Parks and Open Space Master Plan – Five Year Review Staff Memo. Since the last POSAC meeting J. Ainge studied and read the Nanoose Bay Parks and Open Space plan in detail. Using the table template provided by A. Thingsted at the June meeting J. Ainge provided a review of the priority areas identified in the 2001 plan. J. Ainge also prepared a cover memo addressed to the Parks Manager that documented the accomplishments and changes that have occurred since the plan was complete. Since completion of the Parks and Open Space Plan there have been an additional 12.5 acres of park land added, and the community park acquisition fund has slightly increased. The one area that was proposed in the plan where there has not been a great deal of change is the proposal to develop trail corridors. G. Carlidge emphasized that trail development and corridors was an important priority for Nanoose Bay residents during the development of the plan, and one area that still needs attention.

MOVED F. Van Eynde, SECONDED G. Carlidge that the POSAC members receive the *Nanoose Bay Parks and Open Space Plan - Review of Priority Areas and Action Items* in order to read, review and make comments on it for discussion at the December 4 meeting.

CARRIED

COMMITTEE ROUND TABLE

- J. Ainge reminded the POSAC members that budget time is looming. If any members believe there are valuable projects or initiatives that should be undertaken in the next fiscal year they should let him know, or bring your ideas to the next meeting.
- K. Stanners suggested that if residents around the Ballenas – Wall Beach development support the park land dedication of the developer, the POSAC members should acknowledge the residents wishes.
- K. Stanners asked G. Holme if there are any plans to have shoulders on Dolphin Drive for pedestrians and cyclists. G. Holme commented that this project would fall under provincial jurisdiction and that residents should raise their concerns with the local M.L.A, Ron Cantelon.
- W. Marshall thanked the committee for allowing her to participate in the meeting. She also commended the committee for working towards a strategic work plan.
- P. Young asked J. Ainge is there had been any more developments regarding the trail proposal adjacent to Claudet Road. J. Ainge reported that there has not been any further interest expressed at this time.

NEXT MEETING DATE

The next meeting will take place at the Nanoose Library Hall, 7.00pm on Monday, December 4, 2006.

ADJOURNMENT

MOVED G. Holme, SECONDED K. Stanners that the meeting adjourn at 8:00pm.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR MEETING HELD ON THURSDAY, OCTOBER 19, 2006

Attendance:

Frank Van Eynde
Patty Biro
Chris Burger

Dave Bartram
Jack Wilson

Jo-ann Chase
Eve Flynn

Staff:

Tom Osborne

Dan Porteous

Absent:

Reg Nosworthy

CALL TO ORDER

- 1.1 Chair Van Eynde called the meeting to order at 3:00pm. Mr. Osborne introduced the new Manger of Park Services, Wendy Marshall, to the Commission members.

MINUTES

- 3.1 MOVED Commissioner Flynn, SECONDED Commissioner Bartram, that the Minutes of the District 69 Recreation Regular Meeting held on June 22, 2006, be approved.
CARRIED
- 3.2 MOVED Commissioner Biro, SECONDED Commissioner Chase, that the Minutes of District 69 Recreation Grants Committee Meeting held on October 3, 2006, be approved.
CARRIED

COMMUNICATIONS/CORRESPONDENCE

- 4.1 Commissioner Wilson requested a brief history of the Department's fees and charges policy pertaining to seniors based on the letter of response from PGOSA to Mr. Brian Johnson of PERC. Mr. Johnson wrote an article for the British Columbia Recreation and Parks Association exploring the concept of eliminating seniors' discounts for recreation services. Mr. Osborne provided the information. Commissioner Bartram suggested that staff explore the economic statistics for seniors in District 69 to gain a better understanding of the issues for future consideration.

- 4.2 Mr. Osborne noted that the funding opportunities through the UBCM Memorandum regarding Community School grant funding may be an item for staff to consider in relation to the Master Plan recommendations regarding Electoral Area services, especially in Area F where Community Schools are in place. Commissioner Flynn agreed that the concept had merit; however, there were three phases to the grant application with 1/3 funding to be covered by the School District, of which no such funding is currently available.
- 4.4 Commissioner Bartram expressed his disappointment that programs had still not been provided the electoral areas. Mr. Osborne assured the Commission that staff will be exploring this issue as recommended in the Master Plan. All the Commissioners agreed that this issue needs to be a priority. Mr. Osborne also addressed comments in the correspondence regarding the establishment of a Parks and Open Space Advisory Committee in Area F. A report will be completed and establishment of the Committee is slated in 2007.

MOVED Commissioner Burger, SECONDED Commissioner Chase, that the following correspondence be received:

- PGOSA Letter to Brian Johnson at PERC re: Recreation and Parks Magazine Article.
- UBCM Memorandum re: School Community Connections Program Update.
- Parksville Curling Club, Nancy Douglas re: Revised Financial Reports.
- R. Nosworthy, Commissioner Area "F" Memorandum re: ACES Letter of Request.
- Deep Bay Celebration Committee re: Thank you.
- Errington Therapeutic Riding Association, Gardner Prescott re: Thank you.
- Nanoose Bay Elementary School, Steve Hamilton re: Thank you.
- Building Learning Together Centre, Deborah Davenport re: Invitation to Tour Munchkinland Discovery Centre and the Words On Wheels (WOW) Bus.
- District 69 Family Resource Association, Brian Miller re: Thank you.
- Qualicum Beach Lawn Bowling Club, Gavin Reid re: Thank you.
- Royals Baseball Club, Clyde Inouye re: Thank you.

CARRIED

FUNCTION REPORTS

Mr. Porteous reviewed the Function Reports for Ravensong Aquatic Centre, Oceanside Place, and Recreation Coordination highlighting the following items:

- Ravensong Aquatic staff again supported both the 2006 Qualicum Beach Mile Swim and the 2006 Qualicum Beach Triathlon. Both events were very successful.
- Work has begun on the outdoor patio deck at Ravensong Aquatic Centre. The concrete has been poured and now staff are awaiting the glass railing and exploring enhance security monitoring for the area.
- Most aquatic centre user fall pool time requests were accommodated, with only the swim club still challenged to find enough pool time.

- Summer ice at Oceanside Place was fully booked.
- Staff at Oceanside Place have been challenged with a shortage of interested/skilled casual Maintenance Workers for the facility. A person was finally hired and is being trained; however, staff will be exploring the issue further to consider how best to attract and retain employees.
- The Fall/Winter Active Living Guide has a new look. The new guide is also available on the RDN website for viewing. Registration on-line with e-Connect is planned for fall of 2007.
- Summer 2006 recreation programs were well received from parents and participants for the most part. However, staff have noticed a continual increase in difficult and challenging behaviours presented by some summer participants that have created significant problems for camp leaders especially regarding the safety of leaders and participants. Staff will continue to monitor the situation and provide training for summer staff.
- Both Programmers, Chrissie Finnie and Cathy MacKenzie coordinated the 2006 Terry Fox Run at Rath Trevor Provincial Park on September 17, which raised considerable funds even though the number of participants was down from last year, likely due to weather conditions that saw rain for one of the few times in the history of the event.
- Fall programs are underway. A significant change in programming is the "adult fitness program" that the Department is now providing due to changes in the community regarding a private provider unable to continue providing the current service level.

Mr. Osborne reviewed the Function Reports for Regional Parks and Trails highlighting the following items:

- The summer parks crew of three made a significant progress on maintenance and park development projects throughout the Regional District's community and regional parks.
- A 99 year Management Agreement/Lease was signed with Nature Trust for their titled portion of Block 602.
- The Top Bridge Crossing design tender packages are available until October 25. The deadline for submissions of proposal is Tuesday, November 21, 2006. Staff will be looking for Board approval by the end of November and completion of the project by January 2007.

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

CARRIED

NEW BUSINESS

- 8.1 MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the following District 69 Recreation Grants be approved:

Community Recreation Grants

<i>Community Group</i>	<i>Recommended Amount</i>
Arbutus Jumpers Society- trailer and shelter for jumping equipment	\$2,000
Eagle Park Health Care Facility Auxiliary-therapeutic garden project	\$2,000
District 69 Family Resource Association-Infant Development Program equipment	\$2,381
Nanoose Place Landscaping Project	\$3,000
Oceanside Ebbtide Slo-Pitch – equipment and uniforms	\$1,100
Total	\$10,481

Youth Recreation Grants:

<i>Community Group</i>	<i>Recommended Amount</i>
Oceanside Track and Field Club- throwing cage	\$2,860
Oceanside Track and Field Club- track improvements	\$1,500
District 69 Family Resource Association – preschool gym equipment	\$3,600
Total	\$6,453

CARRIED

- 8.2 Mr. Osborne distributed copies of the RDN Budget timeline and explained the various budget processes through to final Board approval in March 2007.
- 8.3 Mr. Osborne distributed copies of the recently completed Recreation Services Master Plan for Oceanside.
- 8.4 After considering the discussion earlier in the meeting regarding Electoral area services, Commissioner Bartram made the following recommendation:

MOVED Commissioner Bartram, SECONDED Commissioner Burger, that staff review the Fall/Winter 2006/07 Active Living Guide with a view to providing recreation services in Electoral Areas 'F' and 'H'.

CARRIED

COMMISSIONER ROUND TABLE

9. Commissioner Flynn reported that although current enrollment is up, future projections show a decline. A five year contract has been ratified. There will be three extra days at Christmas this year and two days at Spring break added to the students' time off. District 69 School Board will be progressing toward a daily physical education program for elementary school children and a more challenging program for high school students.

Commissioner Biro commented that the Committee process in her area is working well. There is more work being done to explore beach access.

Commissioner Burger noted the City of Parksville placed first in the 2006 Communities in Bloom Contest. The next competition will be at the international level. He also noted that there has been a substantial increase in the number of development permits being issued and that the City has not been successful in filling some vacancies to date, therefore, leaving plenty of work for few staff. A shoulder has been paved on Northwest Bay Road that will provide a safer route for cyclists.

Commissioner Chase noted that an inventory for five parks has begun. Local residents will be looking after their own parks. There was a successful clean up of Hawthorne Park with twelve volunteers on hand to assist. A number of other park related initiatives have completed or are underway including a work party at the Miller Road site, BMX work at the park in Columbia Beach, working with group exploring beach access in Dashwood, and blackberry bramble clean up from Lee Road to beach access.

Commissioner Wilson reported that the Qualicum Beach Recreation Commission is in the process of a Park Plan Review. The lower field in the Qualicum Beach Park has been completed and can be used for a summer ball field and soccer and football in the fall/winter. The field lighting project will be completed in 2007.

COMMISSION INFORMATION

- 10.2 Mr. Osborne noted that the Regional District of Nanaimo 2006-09 Strategic Plan is a key document and will provide clear direction from the Board to the Recreation and Parks Department for the next three years. This is the first time that the Board's Strategic Plan has provided as much information pertaining to recreation and parks services.

ADJOURNMENT

MOVED Commissioner Bartram, that the meeting be adjourned at 4:15pm.

NEXT MEETING

The next meeting will be held Thursday, November 23, 2006, at Oceanside Place at 3:00pm.

REGIONAL DISTRICT OF NANAIMO

MINUTES FROM THE SECOND MEETING OF THE
DRINKING WATER WATERSHED PROTECTION
STEWARDSHIP COMMITTEE

HELD ON WEDNESDAY, OCTOBER 4, 2006 AT 12:00 PM
IN THE RDN COMMITTEE ROOM

Present:	Director J. Stanhope	Chairperson
	Dave Bartram	RDN Board Member
	John Finnie	GM of Environmental Services, RDN
	Mike Donnelly	Manager of Utilities, RDN
	Jennifer Ann MacLeod	Electoral Area Resident
	Grace Gunderson	Electoral Area Resident
	David Vincent	Electoral Area Resident
	Pearl Myhres	Water Improvement District Representative
	Trevor Wicks	Arrowsmith Watershed Coalition Society
	Faye Smith	Mid Vancouver Island Habitat Enhancement Society
	Jim Fyfe	Well Drilling Industry
	Brian Epps	Ministry of Environment, VI Region
	Gilles Wendling	Consulting – Hydrogeologist
	Allan Dakin	Consultant – Hydrogeologist
	David Reid	Consultant – Lanarc Consultants Ltd.
	Harriet Rueggeberg	Consultant – Lanarc Consultants Ltd.
	Jana Zelenski	Consultant – Lanarc Consultants Ltd.
	Adrian Irwin	Consultant – Lanarc Consultants Ltd.
	Maureen Young	Observer

1. Informal Discussion

Mr. Bartram began the meeting as deputy chair acting in Mr. Stanhope's temporary absence.

A DRAFT document on the Groundwater Indicator Research Project was distributed to committee members, to inform them on current efforts to track groundwater in the RDN as part of the Sustainability efforts.

2. Introduction of New Members

Two new members have joined the committee since the Inaugural Meeting, Grace Gunderson and David Vincent sit as electoral area residents.

3. Review of Inaugural Meeting Notes

For note of committee members, the RDN has requested that meeting notes be documented as meeting minutes.

Minutes
DWWP Meeting #2 October 4, 2006

During the review of the Minutes from the Inaugural Meeting, attention was drawn to future meeting dates:

- Meeting #3 – Candidate Action Development & Priority Ranking (November 1st, 2006)
- Meeting #4 – Action Program Development (December 6th, 2006)
- Meeting #5 – Draft Committee Recommendations (February, 2007 – day TBD)
- Meeting #6 – Draft Refinement (March, 2007 – day TBD)

John Finnie went over the committee membership role. The DWWP Committee has broad representation from all areas of the RDN, excluding municipalities. While several committee members are representing Electoral Areas, these members are representatives of Regional District residents on the whole rather than of an individual electoral area. He emphasized that the committee is a region-wide effort, and discussions, decisions and priorities should be regional in nature, to benefit all people within the Regional District. While it should be recognized that some area-specific issues will arise, these issues will be prioritized within a Regional context.

The question of why municipalities are not involved was posed. John Finnie responded that while they were invited, they did not wish to take part at this time. It is anticipated that as the committee progresses with global ideas, municipalities could become involved in the future.

Trevor Wicks noted that some drinking water issues in the RDN are unique to particular areas. He asked if localized issues would be eliminated at a regional level. John Finnie noted that if there are initiatives pertaining to a particular area or region, they may still be included in the process, but will be prioritized in relation to other region-wide projects. Capacity for drinking water improvements at this time is limited, so part of the process will include prioritizing.

It was also noted that while certain issues may be beyond the scope of the RDN's authority to address, the committee may be able to bring them to the attention of provincial authorities through the MOE and VIHA representatives on the committee.

4. Status of the RDN Drinking Water Action Plan

Copies of the 2004 Drinking Water Protection Action Plan were distributed to committee members and Mike Donnelly briefly discussed it. The information is also on the RDN WaterSmart website, including the background documents that led to the Action Plan.

The Action Plan reviews the four services provided by the RDN that relate to drinking water – Regional Growth Management, Community Planning, Water Utilities, and the Arrowsmith joint venture water service. The Plan summarizes 7 issue areas identified through the Drinking Water Quality Workshops process. It then sets out 14 actions under the four service areas to address these issues.

Mike Donnelly spoke on the efforts the Utilities Department to implement the 6 actions for Water Utilities in the Action Plan (a summary of these 6 actions is also available on the WaterSmart website - <http://www.rdn.bc.ca/cms.asp?wpID=916>):

1. They continue with monthly and annual water testing to ensure water quality meets and exceeds BC and Federal guidelines for health. To make this information more transparent and easily accessible to the public, all results are posted on the WaterSmart website.

2. Since the Plan was developed, the RDN has amalgamated to 7 service areas, all with different water rate structures. They are now looking at developing a standard rate structure and will go to the Board with a recommendation for a unified pricing structure, with incentives for conservation, in November 2006.
3. To address public awareness, the WaterSmart website was developed, and a WaterSmart student outreach program operates from May to August. The students develop courses and seminars on topics such as xeriscape, irrigation, native planting, etc. Pamphlets and publications are distributed at events in the RDN.
4. An annual water quality report is published by the department and made available to the public via the website.
5. This report is also provided to the Provincial Government to ensure requirements for the Drinking Water Protection Act are being fulfilled.
6. Long-term considerations are an ongoing part of the Water Utilities function. There is continual evaluation of water supplies, population growth, current demand and planning for future growth.

The question of RDN priority with respect to water management was posed. Is it to promote and manage growth? John Finnie and Mike Donnelly noted that developers must prove that they have a sufficient water supply for a proposed development. If they wish to connect to a community service, they need confirmation from Water Utilities that there is sufficient supply and the ability to connect. A developer is permitted to locate an independent water source, but must still prove adequate supply. There is some pressure to set a ceiling on population growth based on water supply, but it is impossible to set a specific number due to the evolving nature of water supply information, water conservation measures, etc.

Mike noted that the RDN's influence over water use in the Region is limited. The RDN serves about 3,000 connections within their local water service areas, which translates to serving about 6,000 of the total RDN population of 180,000.

Faye Smith asked how the RDN is addressing climate change. Mike Donnelly noted that while climate change is not one of the focus areas of the action plan, it is not ignored. The RDN has a climate change initiative that looks at methods of reducing greenhouse gases. Climate change will affect water supply, and is one of the reasons why it is impossible to set a growth limit. Allan Dakin noted that a major impact connected to climate change is more extreme weather – too much precipitation in the winter and too little in the summer. During a heavy rainfall there is less time for water to soak into the ground, resulting in lower recharge. This emphasizes a need to collect rainwater, or minimize fast runoff during the winter, to help prevent summer drought.

The question of septic systems arose and what impact they have on groundwater. John Finnie noted that the RDN is doing some work on septic systems and the effectiveness of the new health regulation. In general, the RDN cannot deal with on-site systems, as they do not have authority, responsibility or ownership of many systems. However, septic systems do come into play when seeking out new water sources, working on wellhead protection programs and looking at wastewater recycling. There will be a Liquid Waste Management Plan review in late spring of 2007.

Teaching tools for children that relate to water supply and water quality were mentioned, highlighting the "Robocow" page on the federal Dept. of Agriculture website (http://www.agr.gc.ca/pfra/flash/robocow/en/robocow_e.htm) and the "Kidzone" webpage on the RDN's WaterSmart site.

5. Tour of the Evolving Website Resources and Issues

Copies of a draft "Issues/Objectives/Actions" Table were distributed, and David Reid presented an overview of the table. The issues were summarized from the discussion at the committee's September meeting, as well as earlier RDN documents, information gathered at the recent Water in the City Conference, and other sources.

In reviewing the issues and draft objectives listed in the Table, David introduced committee members to the DWWP website. The website is a learning resource to be developed along with the committee's report. The consulting team has been populating the "Resources/Learning" section of the website with relevant documents and weblinks. In reviewing the issues and draft objectives, David recommended sources of information on the topics that are located on the website:

Water Supply

- Allan Dakin noted that when it comes to water supply, often there is a lack of data or data that is indecisive. Often information is not detailed enough to accomplish specific goals. For example, high flows of water courses are often monitored, however low flows, which are vital information for water use planning, are not measured or are inaccurate.
- Web Links / Local / CRD Water Services Website

Water Demand / Conservation

- Documents / Federal / An Analysis of Canadian and Other Water Conservation Practices and Initiatives
- Web Links / Local / Water Infrastructure Website

Water Quality & Treatment

- Documents / Legislation / Drinking Water Protection Act
- Documents / Legislation / Drinking Water Protection Regulation
- Documents / Provincial / Drinking Water in BC: A Public Health Perspective

Watershed / Aquifer Management & Stewardship

- Our Research / Integrated Stormwater Management
- Our Research / Hydrogeology 101
- Documents / Other / Hopington Aquifer Protection Program Summary

Public Education & Involvement

- RDN Examples / WaterSmart Website
- Web Links / Local / CRD Water Services Website
- Web Links / Products

6. Break

The committee broke for 5 minutes.

7. Committee Discussion of Issues & Objectives

The Lanarc team facilitated a committee discussion of the Issues and draft Objectives presented in the draft "Issues/Objectives/Actions" table. Based on that discussion, a revised version of the Table, with preliminary action items, will be presented at the next committee meeting.

8. Web-Based Communication

Adrian Irwin did a brief session on the website discussing accessing, uploading information and troubleshooting.

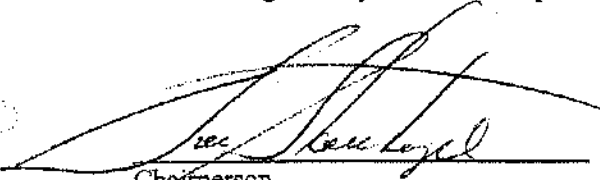
9. Wrap Up - Questions - Next Steps

Jennifer McLeod noted that Ed Hopper of Hornby Island would be interested in doing a presentation for the committee. It was suggested that each meeting begin with an educational session for committee members, in which a couple of presentations are made on key topics.

The next meeting is scheduled for Wednesday, November 1, 2006 at 12:00 noon.

10. Adjournment

The meeting was adjourned at 3:15pm.



Chairperson