

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, OCTOBER 10, 2006
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

4-9 Minutes of the regular Committee of the Whole meeting held September 12, 2006.

BUSINESS ARISING FROM THE MINUTES

CORPORATE ADMINISTRATION SERVICES

10-18 RDN Officers Appointment and Delegation Bylaw No. 1507 and RDN Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.02.

FINANCE & INFORMATION SERVICES

FINANCE

19-26 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.

FIRE DEPARTMENTS

27-32 Fire Department Amendment Bylaws – 1925 Matterson Road - Area F – Coombs-Hilliers Fire Protection Local Service Area Amendment Bylaw No. 1022.06 and Errington Fire Protection Local Service Area Amendment Bylaw No. 821.06.

DEVELOPMENT SERVICES

33-42 Sustainable Community Builder Checklist.

ENVIRONMENTAL SERVICES

SOLID WASTE

43-47 Terms of Reference for Regional Solid Waste Advisory Committee.

RECREATION AND PARKS SERVICES

48-75 Gabriola Island Recreation Services Agreement.

TRANSPORTATION SERVICES

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

76-78 Minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held September 6, 2006. (for information)

Transit Business Plan Select Committee.

79-81 Minutes of the Transit Business Plan Select Committee meeting held September 21, 2006. (for information)

1. *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.*
2. *That the ProPass Initiative be received for information.*
3. *That staff prepare a report outlining costs involved in providing a New Year's Eve service with a revised fee for passengers.*
4. *That staff prepare an analysis on changing Sunday's service to a Saturday level of service and introducing a service on statutory holidays.*

Drinking Water Watershed Protection Stewardship Committee.

82-85 Minutes of the Water Watershed Protection Stewardship Committee meeting held September 6, 2006. (for information)

Grants-in-Aid Committee.

86-87 Minutes of the Grants-in-Aid Committee meeting held October 2, 2006. (for information)

District 68:

<i>Cedar School & Community Enhancement Society</i>	\$	800
<i>Nanaimo Search & Rescue</i>	\$	1,486

District 69:

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

Verbal Reports As Available:

Arrowsmith Water Service Management Committee
Deep Bay Harbour Authority
Island Corridor Foundation
Mt. Arrowsmith Biosphere Foundation
Municipal Finance Authority
Municipal Insurance Association
North Island 911 Corporation
Oceanside Tourism Association
Regional Library Board
Regional Transportation Advisory Committee
Treaty Advisory Committee
Vancouver Island Health Authority – Joint Capital Planning Committee

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

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

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, SEPTEMBER 12, 2006, AT 7:24 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
Alternate	
Director D. Heenan	Electoral Area H
Director S. Herle	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director B. Bestwick	City of Nanaimo
Director B. Holdom	City of Nanaimo
Alternate	
Director L. Sherry	City of Nanaimo
Director L. McNabb	City of Nanaimo
Alternate	
Director J. Cameron	City of Nanaimo
Director J. Manhas	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
T. Osborne	General Manager of Recreation & Parks
J. Finnie	General Manager of Environmental Services
W. Moorman	Manager of Engineering Standards & Subdivision
M. Pearse	Manager of Administrative Services
N. Avery	Manager of Financial Services
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Directors Van Eynde, Heenan, Sherry, Cameron and the new General Manager of Development Services, Paul Thorkelsson, to the meeting.

MINUTES

MOVED Director McNabb, SECONDED Director Bestwick, that the minutes of the Committee of the Whole meeting held July 11, 2006 be adopted.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Islands Trust Protocol Agreement.

MOVED Director Bestwick, SECONDED Director McNabb, that the Board approve the Protocol Agreement (dated July 27, 2006) between the Regional District of Nanaimo and the Gabriola Island Local Trust Committee.

CARRIED

Airport Service Bylaws.

MOVED Director Holdom, SECONDED Director McNabb, that elector assent for the participating areas be obtained by using the alternative approval process for the entire service area.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that the "Nanaimo Airport Service Establishment Bylaw No. 1505, 2006" be given three readings, be forwarded to the Ministry of Community Services for approval and proceed to the Alternative Approval Process to receive elector assent.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that the "Nanaimo Airport Service Borrowing Bylaw No. 1506, 2006" be given three readings, be forwarded to the Ministry of Community Services for approval and proceed to the Alternative Approval Process to receive elector assent.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that the attached Nanaimo Airport Service Elector Response Form be approved for use with Bylaws 1505 and 1506.

CARRIED

FINANCE

UBCM Resolution Regarding Home Owner Grant Program.

MOVED Director Van Eynde, SECONDED Director Manhas, that the following resolution be submitted for consideration to the next meeting of the AVICC and/or the UBCM:

WHEREAS property values continue to increase at a rapid rate in the Province of BC;

AND WHEREAS many long term property owners continue to suffer a loss of the Home Owner Grant due to market forces beyond their control;

AND WHEREAS there is a general societal benefit to assisting all property owners to be able to afford to live on the properties they have chosen;

THEREFORE BE IT RESOLVED THAT the Province be requested to reinstate a Home Owner Grant for properties in excess of the current limit of \$894,000.

CARRIED

Reserve Fund Bylaw Approvals.

Bylaw No. 1501.

MOVED Director Westbrook, SECONDED Director Manhas, that "Electoral Area Local Government Elections Reserve Fund Establishment Bylaw No. 1501, 2006" be introduced for first three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Manhas, that "Electoral Area Local Government Elections Reserve Fund Establishment Bylaw No. 1501, 2006" having received three readings be adopted.

CARRIED

Bylaw No. 1502.

MOVED Director Westbrook, SECONDED Director Manhas, that "Decourcey Water Reserve Fund Establishment Bylaw No. 1502, 2006" be introduced for first three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Manhas, that "Decourcey Water Reserve Fund Establishment Bylaw No. 1502, 2006" having received three readings be adopted.

CARRIED

Bylaw No. 1503.

MOVED Director Westbrook, SECONDED Director Manhas, that "Nanoose Bay Peninsula Water Reserve Fund Establishment Bylaw No. 1503, 2006" be introduced for first three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Manhas, that "Nanoose Bay Peninsula Water Reserve Fund Establishment Bylaw No. 1503, 2006" having received three readings be adopted.

CARRIED

Bylaw No. 1504.

MOVED Director Westbrook, SECONDED Director Manhas, that "District 69 Arena Reserve Fund Establishment Bylaw No. 1504, 2006" be introduced for first three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Manhas, that "District 69 Arena Reserve Fund Establishment Bylaw No. 1504, 2006" having received three readings be adopted.

CARRIED

2006 Expenditure of Reserve Funds.

The Chief Administrative Officer noted that the request for expenditures from the "Northern Community Sewer Service Area Development Cost Charges Bylaw No. 1442, 2005" has been withdrawn at this time.

MOVED Director Westbrook, SECONDED Director McNabb, that \$5,346 to upgrade the Gabriola Island base radio be approved as an expenditure from the "School District 68 E911 Reserve Fund Establishment Bylaw No. 1069, 1996".

CARRIED

MOVED Director Westbrook, SECONDED Director McNabb, that \$49,310 for the acquisition of SCBA breathing apparatus equipment be approved as an expenditure from the "Coombs-Hilliars Fire Protection Reserve Fund Establishment Bylaw No. 833, 1991".

CARRIED

MOVED Director Westbrook, SECONDED Director McNabb, that \$83,125 to upgrade the Sandpiper reservoir be approved as an expenditure from the "French Creek Water Local Service Area Reserve Fund Establishment Bylaw No. 1167, 1999".

CARRIED

MOVED Director Westbrook, SECONDED Director McNabb, that \$218,400 for the Regional District's portion of the cost for the Craig Bay reservoir be approved as an expenditure from the "Nanoose Bay Bulk Water Local Service Area Development Cost Charge Bylaw No. 1088, 1997".

CARRIED

Barclay Crescent Sewer Project Financing.

Director Westbrook requested that these items be dealt with in seriatim.

MOVED Director McNabb, SECONDED Director Young, that the capital charge rate in the "Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331" be amended to an amount of \$1,743 per lot and that staff proceed to amend the bylaw accordingly.

CARRIED

MOVED Director McNabb, SECONDED Director Young, that an assist factor of 5% be applied to the capital charge rate for the Barclay Crescent project resulting in a capital charge rate of \$1,656 per property.

DEFEATED

MOVED Director Westbrook, SECONDED Director Holdom, that property owners be offered the option of paying the additional capital cost by way of a parcel tax as generally outlined in the table shown in the corresponding staff report.

CARRIED

DEVELOPMENT SERVICES

ENGINEERING STANDARDS AND SUBDIVISION

Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.15 – Area E.

MOVED Director Van Eynde, SECONDED Director Young, that the parcel legally described as Lot A, Plan VIP58653, District Lot 6, Nanoose Land District, PID 018700136 be included in the Rural Streetlighting Local Service Area.

CARRIED

MOVED Director Van Eynde, SECONDED Director Young, that "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.15, 2006" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

Proposed Board Policy for Registration of Covenants.

MOVED Director McNabb, SECONDED Director Herle, that the Board policy entitled *Registration of Land Title Office Documents in Conjunction with the Amendment Application Process*, be adopted as outlined in Schedule No. 1.

CARRIED

REGIONAL PLANNING

RDN Strategic Plan 2006 – 2009.

MOVED Director Westbrook, SECONDED Director McNabb, that the RDN Strategic Plan for the years 2006 – 2009 be approved.

CARRIED

MOVED Director Westbrook, SECONDED Director McNabb, that staff be directed to refer the 2006 – 2009 RDN Strategic Plan to the member municipalities for information.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that staff be requested to include in the 2007 workplan, the investigation of an affordable housing strategy for the region in conjunction with the review of the Regional Growth Strategy; and that consulting services be included to facilitate the review.

CARRIED

ENVIRONMENTAL SERVICES

LIQUID WASTE

Pump and Haul Local Service Area Amendment Bylaw No. 975.45 – 626 South Road – Area B and 306 Kinkade Road – Area G.

MOVED Director Westbrook, SECONDED Director Bestwick,:

1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include Lot 108, Section 13, Plan 21531, Nanaimo Land District, Gabriola Island, 626 South Road.
2. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to remove Lot 2, District Lot 9, Plan 21610, Newcastle Land District, Kinkade Road.
3. That "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.45, 2006" be read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

Flamingo Drive/McFeely Drive/Surfside Drive – Sanitary Sewer Servicing Options.

MOVED Director Westbrook, SECONDED Director Herle, that staff include in the 2007 work plan, the preliminary design, cost estimates and public consultation activities to include the 61 properties as shown on the attached drawing in the Surfside Sanitary Sewer Service Area and that individual applications for sanitary sewer service connections in the Surfside Sanitary Sewer Service Area be held in abeyance in the interim.

CARRIED

SOLID WASTE

Cedar Road LFG – Amending Agreement, Waiver and Licence of Occupation.

MOVED Director Holdom, SECONDED Director Sherry, that the Board approve the Amending Agreement with Cedar Road LFG Inc. to change the project completion date from July 21, 2006 to November 30, 2007.

CARRIED

MOVED Director Holdom, SECONDED Director Sherry, that the Board grant a Licence of Occupation to Cedar Road LFG Inc. for use of the area at the Regional Landfill occupied by their electricity generating facility.

CARRIED

MOVED Director Holdom, SECONDED Director Sherry, that the Board approve the Waiver of Emission Rights with Cedar Road LFG Inc. associated with any reduction in greenhouse gases that result from the operation of their electricity generating facility.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Area 'A' Parks and Green Spaces Advisory Committee.

MOVED Director Burnett, SECONDED Director McNabb, that the minutes of the Electoral Area 'A' Parks and Green Spaces Advisory Committee meeting held July 20, 2006 be received for information.

CARRIED

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

MOVED Director Young, SECONDED Director McNabb, that the minutes of the East Wellington – Pleasant Valley Parks and Open Space Advisory Committee meeting held June 15, 2006 be received for information.

CARRIED

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

MOVED Director Holdom, SECONDED Director Cameron, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held July 5, 2006 be received for information.

CARRIED

Regional Parks and Trails Advisory Committee.

MOVED Director McNabb, SECONDED Director Van Eynde, that the minutes of the Regional Parks and Trails Advisory Committee meeting held September 5, 2006 be received for information.

CARRIED

IN CAMERA

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

CARRIED

TIME: 8:17 PM

CHAIRPERSON



R D N		
CAO	GMES	
GMCS	GMR&P	
GMDS	GMR&P	
OCT 4 - 2006		
CHAIR	BOARD	
CDW		

MEMORANDUM

TO: Carol Mason
Chief Administrative Administrator **DATE:** September 29, 2006

FROM: Maureen Pearse **FILE:**
Senior Manager, Corporate Administration

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

PURPOSE:

To consider amendments to the RDN Officers Appointment and Delegation Bylaw and the RDN Officers and Management Employees Terms and Conditions of Employment Bylaw to incorporate the recent organizational changes within the District.

BACKGROUND:

With the recent appointments of Maureen Pearse to the position of Senior Manager of Corporate Administration, Nancy Avery to the position of General Manager of Finance and Information Services, Paul Thorkelsson to the position of General Manager of Development Services, Tom Osborne to the position of General Manager of Recreation and Parks and Dennis Trudeau to the position of General Manager of Transportation Services, some changes are required to the officers bylaws to include the newly created positions and to remove the references to the positions formerly known as Deputy Administrator and General Manager of Community Services.

Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1433.

With recent organizational changes, this bylaw requires the references to Deputy Administrator changed to the new position of Senior Manager of Corporate Administration and the references to Manager of Financial Services changed to the new position of General Manager of Finance and Information Services. The reference to General Manager of Community Services will need to be deleted. As well, the positions of General Manager of Development Services, General Manager of Recreation and Parks and General Manager of Transportation Services will need to be added to reflect the recent organization changes. Staff have prepared a new bylaw to reflect these changes.

Regional District of Nanaimo Officers and Management Employees Terms and Conditions of Employment Bylaw No. 1417.

With recent organizational changes, this bylaw also requires the references to Deputy Administrator to be replaced with the new position of Senior Manager of Corporate Administration. The positions of General Manager of Finance and Information Services, General Manager of Development Services, General Manager of Recreation and Parks and General Manager of Transportation Services will need to be added. The reference to General Manager of Community Services requires deletion. Staff have prepared an amendment bylaw to reflect these changes.

ALTERNATIVES:

There are no alternatives. In order to reflect the reorganization, the bylaws need to be amended to reflect the current organizational structure.

FINANCIAL IMPLICATIONS:


There are no financial implications.

CONCLUSIONS:

As a result of organizational changes, the Officers Appointment and Delegation Bylaw and the Officers and Management Employees Terms and Conditions of Employment Bylaw require amendments. References to the Deputy Administrator needs to be changed to the new position of Senior Manager of Corporate Administration, the addition of the positions of General Manager of Finance and Information Services, General Manager of Development Services, General Manager of Recreation and Parks and General Manager of Transportation Services need to be added to the bylaws and the references to the General Manager of Community Services need to be deleted. To correct the bylaws, staff are recommending the adoption of the two bylaws attached to this report.

RECOMMENDATION:

1. That the "Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1507, 2006" be introduced and read three times.
2. That the "Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1507, 2006" be adopted.
3. That "RDN Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.02, 2006" be introduced and read three times.
4. That "RDN Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.02, 2006" be adopted.



Report Writer



CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1507

A BYLAW TO PROVIDE FOR THE
APPOINTMENT OF OFFICERS AND
THE DELEGATION OF AUTHORITY

WHEREAS the Regional District of Nanaimo may, by bylaw under section 196 of the *Local Government Act*, appoint persons to the office of Chief Administrative Officer, Senior Manager of Corporate Administration, and the office of General Manager of Finance and Information Services and to any other offices that it has, by bylaw, designated as officer positions;

AND WHEREAS under sections 176(1)(e) and 192(1) of the *Local Government Act* the Board may, by bylaw, adopted by at least two thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to delegate to its officers and employees certain powers, duties and functions;

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

1. CITATION

This bylaw may be cited for all purposes as the "Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1507, 2006".

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"Applicant" means a person applying for a special event permit or a license or permit to use a community park or recreation facility;

"Board" means the Board of the Regional District of Nanaimo;

"Officer" means persons holding the offices of the Regional District as set out in Sections 4 and 5 of this bylaw.

"Regional District" means the Regional District of Nanaimo;

3. OFFICER APPOINTMENTS

- (1) In accordance with Section 196 of the *Local Government Act*, the Board shall appoint, by resolution, persons to the following offices:
 - (a) “Chief Administrative Officer” to have the powers, duties and functions under s. 197 of the *Local Government Act*;
 - (b) “Senior Manager of Corporate Administration” to have the powers, duties and functions under s. 198 of the *Local Government Act*;
 - (c) “General Manager of Finance and Information Services” to have the powers, duties and functions under s. 199 of the *Local Government Act*;
 - (d) Offices which it has designated as officer positions in Section 3 of this bylaw.
- (2) In addition to the officer positions established under subsection (1), the Regional Board hereby designates the following positions as officers:
 - (a) “General Manager of Development Services”;
 - (b) “General Manager of Environmental Services”;
 - (c) “General Manager of Recreation and Parks”
 - (d) “General Manager of Transportation Services”.

4. DEPUTY POSITIONS

- (1) The General Manager of Development Services, General Manager of Environmental Services, General Manager of Recreation and Parks, General Manager of Finance and Information Services and General Manager of Transportation Services are appointed as Deputy Chief Administrative Officer.
- (2) The Legislative Coordinator is appointed as the Deputy to the Senior Manager of Corporate Administration.
- (3) The Senior Accountant is appointed as the Deputy to the General Manager of Finance and Information Services.

5. DELEGATION INCLUDES DEPUTY

A delegation of a power, duty or function under this bylaw includes a delegation to a person who is from time to time the deputy of the delegate.

6. APPOINTMENT

- (1) Nothing in this bylaw shall prevent the appointment of the same person to two or more positions.
- (1) The powers, duties and responsibilities of those persons appointed to the positions of officers, which are not prescribed by statute or by bylaw, shall be as determined from time to time by the Board.

7. DEFERRAL OF APPOINTMENT

Nothing in this bylaw shall be interpreted as restricting the right of the Board to defer an appointment to any position other than a position by statute.

8. CHIEF ADMINISTRATIVE OFFICER DUTIES

- (1) In addition to the duties, powers and functions set out in s.197 of the *Local Government Act*, the duties of the Chief Administrative Officer shall include the supervision and direction of all officers and employees of the Regional District.
- (2) Without limiting the generality of subsection (1), the Chief Administrative Officer shall:
 - (a) appoint an Officer Select Committee consisting of himself or herself, one other appointed officer selected by the Chief Administrative Officer and two members of the Regional Board as selected by the Chairperson of the Board to interview applicants for positions as officers, and shall make recommendations to the Board regarding the engagement of such applicants by the Regional District.
 - (b) be responsible for hiring, supervising, suspending and discharging all employees of the Regional District, other than officers of the Regional District.
 - (c) administer all salaries of all officers and employees of the Regional District, within the limits of any salary plan or employment agreement.
 - (d) submit annually an organizational chart and list of appointed officers and employees along with the annual budget submissions.
- (3) The Chief Administrative Officer:
 - (a) must receive approval of the Board to establish or dissolve any department of the Regional District.
 - (b) is authorized to organize or reorganize departments of the Regional District as, in the opinion of the Chief Administrative Officer, may be necessary to carry out the more efficient and effective administration of the affairs of the Regional District provided that the Chief Administrative Officer shall not increase the number of permanent employee positions without first obtaining the approval of the Board.

- (c) may assign to other appointed officers and employees of the Regional District any powers or duties assigned to the Chief Administrative Officer under this bylaw to achieve more efficient and effective administration of the Regional District's affairs.

9. PURCHASING AUTHORITY DELEGATION

- (1) The Board delegates to the following positions the powers, duties and functions of the Regional District under s. 176(1)(a) of the *Local Government Act* to make agreements respecting the Regional District's activities, works or services subject to the limitations on that delegated authority as set out in the Regional District's "Authorization to Purchase and Pay Accounts Policy" adopted by the Board on the 13th day of July, 1999:
 - (a) Purchases requiring agreements for the acquisition of goods or services which are below the "Manager" expenditure approval limits, as set out in the "Authorization to Purchase and Pay Accounts Policy", shall require the authorization of the General Manager of the Service Area;
 - (b) Purchases requiring agreements for the acquisition of goods or services which exceed "Manager" expenditure approval limits, as set out in the "Authorization to Purchase and Pay Accounts Policy", shall require the authorization of the Chief Administrative Officer and the Senior Manager of Corporate Administration.
 - (c) Purchases requiring agreements for the acquisition of goods or services which exceed "Chief Administrative Officer" expenditure approval limits, as set out in the "Authorization to Purchase and Pay Accounts Policy", shall require the authorization of the Board Chairperson and the Senior Manager of Corporate Administration.
- (2) The powers set out under subsections (b) and (c) may only be exercised by the persons referred to in these subsections acting jointly.

10. LAND AND LAND USE AGREEMENT DELEGATION

- (1) The Board hereby delegates the following powers, duties and functions to the Chief Administrative Officer and the Senior Manager of Corporate Administration:
 - (a) The power to accept a restrictive covenant under section 56 of the *Community Charter* or section 219 of the *Land Title Act*;
 - (b) The power to execute on behalf of the Regional District a discharge of a restrictive covenant referred to in subsection (a) which is no longer required or is to be replaced;
 - (c) The power to acquire a statutory right of way or easement on behalf of the Regional District in connection with the operation of sewer, water or drainage works or for the purpose of trails;

- (d) The power to execute a discharge of a statutory right of way or easement referred to in subsection (c) which is no longer required by the Regional District or is to be replaced.
- (2) The powers set out under subsection (1) may only be exercised by the persons referred to in subsection (1) acting jointly.

11. LICENSES AND PERMITS DELEGATION

- (1) The Board hereby delegates the following powers, duties and functions to the Chief Administrative Officer and Senior Manager of Corporate Administration:
 - (a) The power and function to issue a special event permit on behalf of the Regional District in accordance with the "Regional District of Nanaimo Special Events Regulatory Bylaw No. 1010, 1996";
 - (b) The power and function to issue a license or permit to use a community park or a recreation facility.
 - (c) The power and function to issue a special occasion license.
- (2) The powers set out under subsection (1) may only be exercised by the persons referred to in subsection (1) acting jointly.

12. DEFEND LEGAL PROCEEDINGS DELEGATION

The Board hereby delegates to the Chief Administrative Officer the power to instruct counsel to defend any action or proceeding in any court of law, or before any tribunal, arbitrator or any other person, for or on behalf of the Regional District.

13. RECONSIDERATION BY THE BOARD

- (1) An applicant may have a decision of the Chief Administrative Officer and Senior Manager of Corporate Administration in relation to a permit reconsidered by the Board by submitting a written request for reconsideration, to the Senior Manager of Corporate Administration, within thirty days after the decision is delivered to or made available to the applicant.
- (2) At the reconsideration of a decision, the applicant is entitled to be heard by the Board in person or by a representative.
- (3) The Board may, following completion of its reconsideration, do one or more of the following:
 - (a) confirm all or part of the delegate's decision;
 - (b) set aside all or part of the delegate's decision;

- (c) amend the delegate's decision or make a new decision.
- (6) The Board may adjourn a reconsideration under this section.

14. REPEAL

"Regional District of Nanaimo Officers and Officials Appointment Bylaw No. 1433, 2005" and amendments thereto are hereby repealed.

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

Adopted by two thirds of the votes cast this _____th day of _____, 2006.

CHAIRPERSON

SR. MANAGER, CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1417.01

**A BYLAW TO AMEND THE OFFICERS
AND MANAGEMENT EMPLOYEES TERMS
AND CONDITIONS OF EMPLOYMENT BYLAW**

WHEREAS the Regional District of Nanaimo may, by bylaw under Section 200 of the *Local Government Act*, establish terms and conditions of employment, including the appointment and termination, of its Officers and Employees;

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

1. Section 1 of Bylaw 1417 is hereby amended by deleting the reference to "Regional District of Nanaimo Officers and Officials Appointment Bylaw No. 1433" and replacing with "Regional District of Nanaimo Officers and Officials Appointment Bylaw No. 1507".
2. The definition under "Service Area General Manager" in Section 1 of Bylaw 1417 is hereby amended by deleting the words "Deputy Administrator" and "General Manager of Community Services" and replacing with the words "General Manager of Finance and Information Services", "General Manager of Development Services", "General Manager of Recreation and Parks" and "General Manager of Transportation Services".
3. Section 7 of Bylaw 1417 is hereby amended by deleting the words "the Deputy Administrator" and replacing with the words "the Senior Manager of Corporate Administration".
4. This bylaw may be cited as "Regional District of Nanaimo Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.02, 2006".

Introduced and read three times this ____th day of October, 2006.

Adopted this ____th day of October, 2006.

CHAIRPERSON

SR. MANAGER, CORPORATE ADMINISTRATION



R D N			
CAC	<i>W</i>	GMES	
GMCS		GMR&P	
GMCS		GMRT&P	
OCT 4 - 2006			
CHAIR		BOARD	
<i>Cous</i>			
			DATE

MEMORANDUM

TO: N. Avery
 Manager, Financial Services

FROM: W. Thexton
 Senior Accountant

SUBJECT: Service Area Boundary Amendment Bylaws – Single Lot Amendment

FILE:

DATE: September 12, 2006

PURPOSE:

To consider the amendment of service area boundaries to include all of an expanded property at 2399 Higginson Road and introduce the following bylaws for first three readings:

- “Driftwood Water Supply Service Area Amendment Bylaw No. 1255.03, 2006”.
- “Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.03, 2006”.
- “Nanoose Bay Bulk Water Local Service Area Amendment Bylaw No. 1049.05, 2006”.

BACKGROUND:

The original property, Lot F, District Lot 84 and 102, Plan 23437, was included within the boundaries of the three service areas listed above. It was combined in October, 2005 with a portion of a neighboring property which was outside the boundaries. The boundaries of the three service areas now include only a portion of the combined new property. A Section 219 covenant has been registered against the combined property to the effect that “As to Lot C only, no further subdivision will be allowed and no wells are to be drilled”. The covenant is intended to restrict development to that permitted under the Regional Growth Strategy. For clarity with regard to tax rolls, the boundaries of the three service areas are proposed to be amended to be aligned with the official property boundaries.

ALTERNATIVES:

1. Receive the bylaws for first three readings and forward them to the Inspector of Municipalities for approval.
2. Do not receive the bylaws for first three readings.

FINANCIAL IMPLICATIONS:

There will be no financial impact on either this individual property or the remaining property owners in the various service areas as the new combined property is already assessed applicable taxes for these services.


SUMMARY/CONCLUSIONS:


A property, Lot F, District Lot 84 and 102, Plan 23437, was combined with a portion of Lot 2, District Lot 84, Plan 37532. Lot 2 was not within the boundaries of the three service areas identified in this report. As a result the boundaries of the three service areas (Driftwood Water, Nanoose Bay Peninsula Water and Nanoose Bay Bulk Water) now include only a portion of the combined new property, Lot C, District Lot 84 and 102, Plan 79720. For taxation purposes staff recommend amending the boundaries in alignment with the revised property outline.

RECOMMENDATION:

1. 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.
2. 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.
3. 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.


Report Writer


Manager Concurrence


C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1255.03

**A BYLAW TO AMEND THE
DRIFTWOOD WATER SERVICE AREA
ESTABLISHMENT BYLAW NO. 1255**

WHEREAS Regional District of Nanaimo Bylaw No. 1255 established the Driftwood Water Service;

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 'E' Director has been obtained;

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

1. The boundaries of the Driftwood Water Service Area are hereby revised to include the property outlined on Schedule 'A' attached hereto and forming part of this bylaw.
2. The amended boundaries of the Driftwood Water Service Area shall be as shown outlined on Schedule 'B' attached hereto and forming part of this bylaw.
3. This bylaw may be cited as "Driftwood Water Service Area Amendment Bylaw No. 1255.03, 2006".

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

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

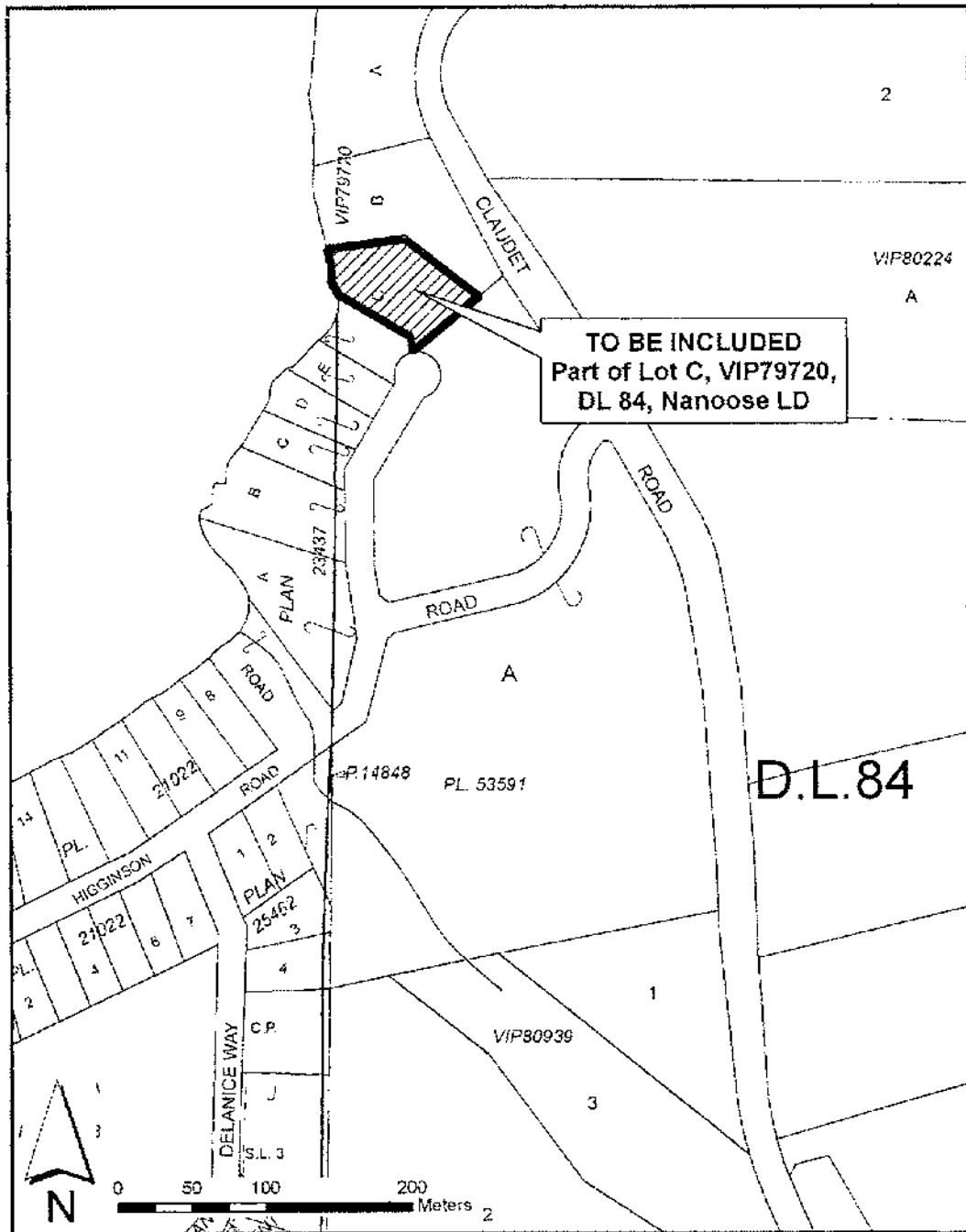
Adopted this ___ day of _____, 2006.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 867.03

**A BYLAW TO AMEND THE BOUNDARIES OF
THE NANOOSE PENINSULA WATER SERVICE AREA**

WHEREAS "Nanoose Bay Peninsula Water Service Area Amalgamation Amendment Bylaw No. 867.01, 2005", established the Nanoose Bay Peninsula Water Service;

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 'E' Director has been obtained;

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

1. The boundaries of the Nanoose Bay Peninsula Water Service Area are hereby revised to include the property outlined on Schedule 'C' attached hereto and forming part of this bylaw.
2. The amended boundary of the Nanoose Bay Peninsula Water Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' of Bylaw No. 867.02 is hereby repealed.
4. This bylaw may be cited as "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.03, 2006".

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

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

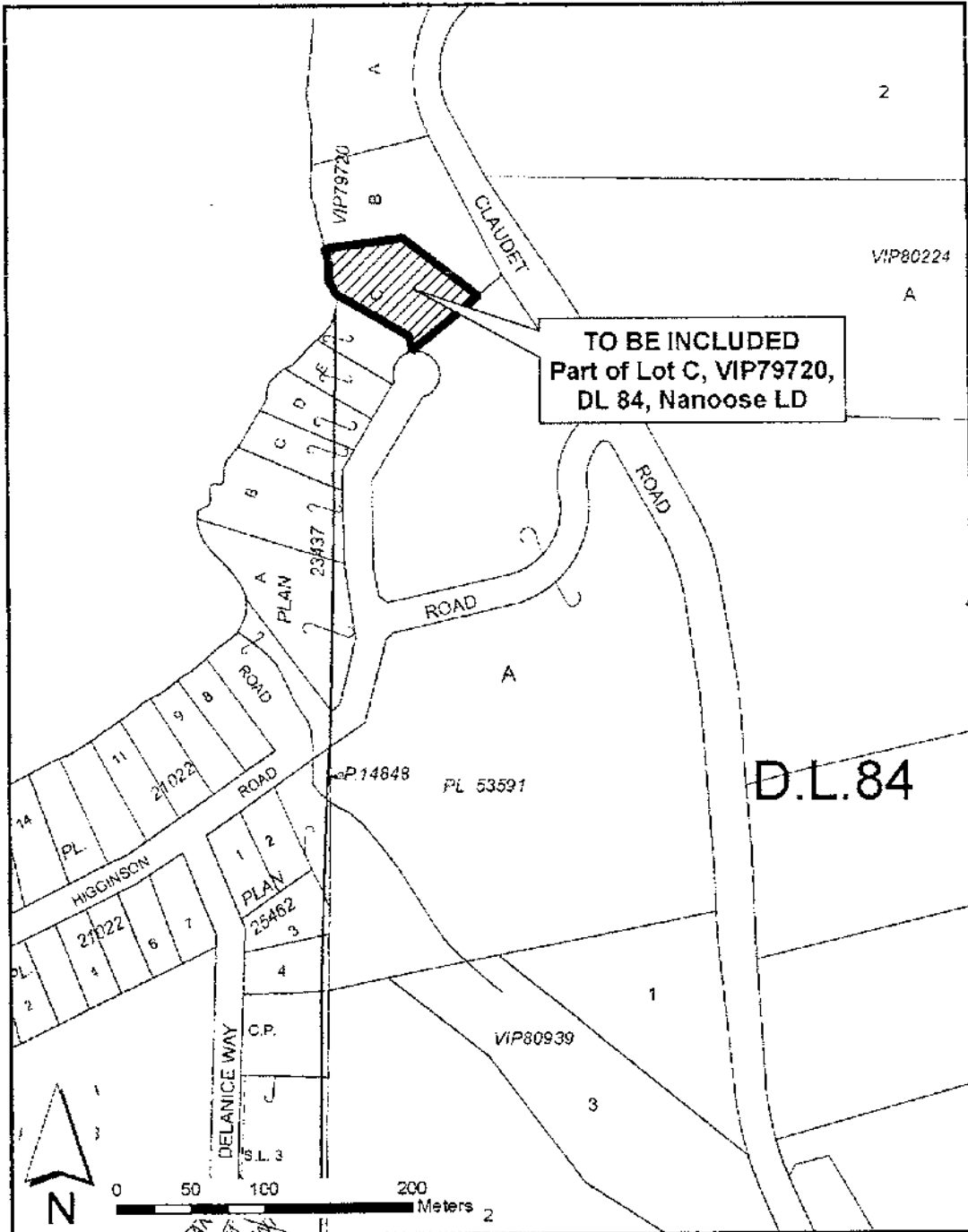
Adopted this ____ day of _____, 2006.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1049.05

**A BYLAW TO AMEND THE BOUNDARIES
OF THE NANOOSE BAY BULK WATER
SUPPLY LOCAL SERVICE AREA**

WHEREAS the Regional District of Nanaimo has established the Nanoose Bay Bulk Water Supply Service Area by Regional District of Nanaimo "Nanoose Bay Bulk Water Supply Local Service Area Establishment Bylaw No. 1049, 1996";

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 Director for Electoral Area 'E' has consented to the adoption of this bylaw;

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

1. This bylaw may be cited as "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.05, 2006".
2. The boundaries of the "Nanoose Bay Bulk Water Supply Local Service Area" are hereby amended to include the property shown outlined on Schedule 'B' attached to this bylaw.
3. The amended boundaries of the "Nanoose Bay Bulk Water Supply Local Service Area" are shown as outlined on Schedule 'A' attached to this bylaw.
4. Schedule 'A' attached to "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.04, 2005" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.

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

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

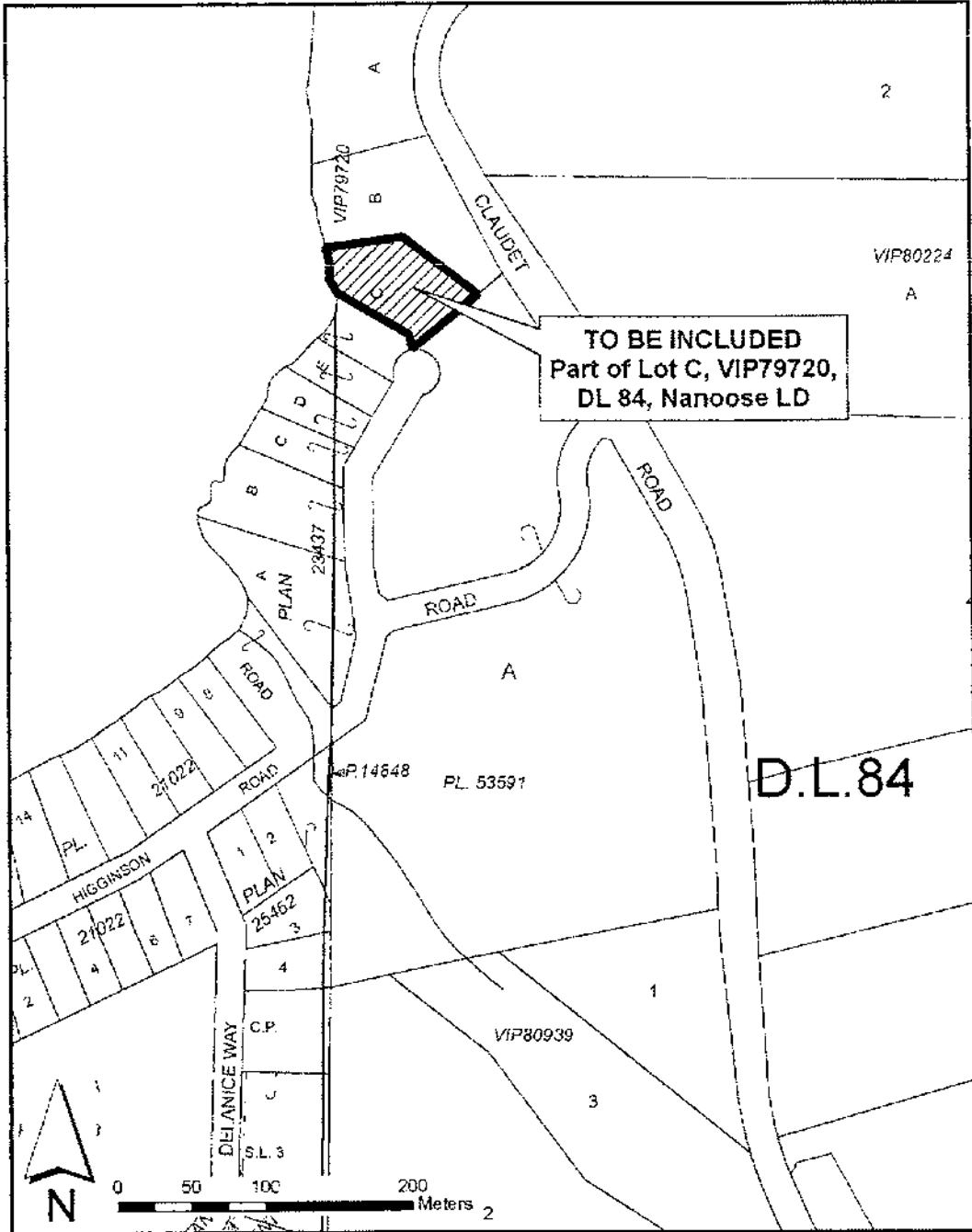
Adopted this ___ day of _____, 2006.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration



SUMMARY/CONCLUSIONS:

Alternative 1:

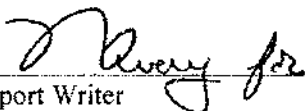
Two fire protection service areas' boundaries are proposed to be amended to account for changes in the access to a new property created by subdivision VIP78932, address 1925 Matterson Road. The property will be removed from the Coombs-Hilliers Fire Protection service area and will be included within the Errington Fire Protection service area. The financial implications are relatively minor and the amendments reduce the exposure to liability which could arise should the access cause a delay in responding to a fire.


Alternative 2:


Realistically there is no alternative to this initiative. The Regional District could be subject to a significant liability where it is aware of an access issue and does not take steps to mitigate the risk.

RECOMMENDATION:

1. That "Coombs-Hilliers 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.
2. 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.


Report Writer


General Manager Concurrence


C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1022.06

**A BYLAW TO AMEND THE BOUNDARIES
OF THE COOMBS-HILLIERS FIRE PROTECTION
LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo established by "Coombs-Hilliers Fire Protection Local Service Area Establishment Bylaw No. 1022, 1996", a local service area for the provision of fire protection;

AND WHEREAS the Board of the Regional District of Nanaimo has determined that certain properties located along Courtney Road cannot be accessed for fire protection by the Coombs-Hilliers Fire Department but can be accessed from within the Errington Fire Protection service;

AND WHEREAS a boundary amendment is required to ensure that the subject properties are properly protected in the event of a fire;

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

1. This bylaw may be cited as "Coombs-Hilliers Fire Protection Local Service Area Amendment Bylaw No. 1022.06, 2006".
2. The boundaries of the "Coombs-Hilliers Fire Protection Local Service Area" are hereby amended to remove the following property outlined in heavy black on Schedule 'A' to this bylaw from the service area:

Lot 2, Plan VIP78932, District Lot 149, Nanoose Land District.
3. The amended boundaries of the "Coombs-Hilliers Fire Protection Local Service Area" are shown in heavy black outline on Schedule 'B' attached to this bylaw.

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

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

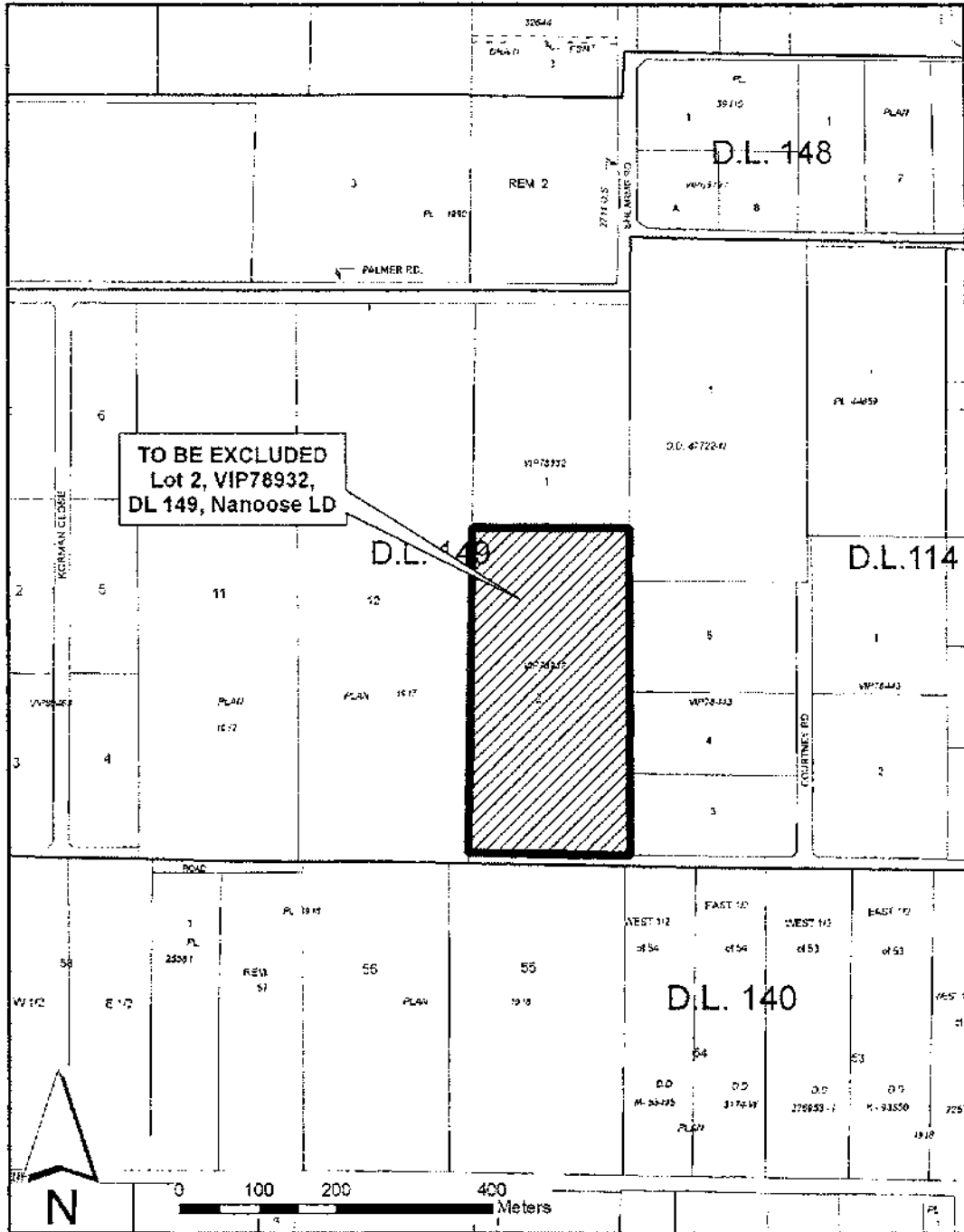
Adopted this ____ day of _____, 2006.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 821.06

**A BYLAW TO AMEND THE BOUNDARIES
OF THE ERRINGTON FIRE PROTECTION
LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo established the Errington Fire Protection Local Service Area by Regional District of Nanaimo "Errington Fire Protection Local Service Establishment Bylaw No. 821, 1990";

AND WHEREAS certain properties within neighboring fire protection areas have been identified as not being accessible by the fire department services in those areas;

AND WHEREAS boundary amendments are required to ensure that the subject properties are properly protected in the event of a fire;

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

1. This bylaw may be cited as "Errington Fire Protection Local Service Area Amendment Bylaw No. 821.06, 2006".
2. The boundaries of the "Errington Fire Protection Local Service Area" are hereby amended to include the following properties outlined in heavy black on Schedule 'A' to this bylaw within the service area:

Lot 2, Plan VIP78932, District Lot 149, Nanoose Land District.
3. The amended boundaries of the "Errington Fire Protection Local Service Area" are shown in heavy black outline on Schedule 'B' attached to this bylaw.

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

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

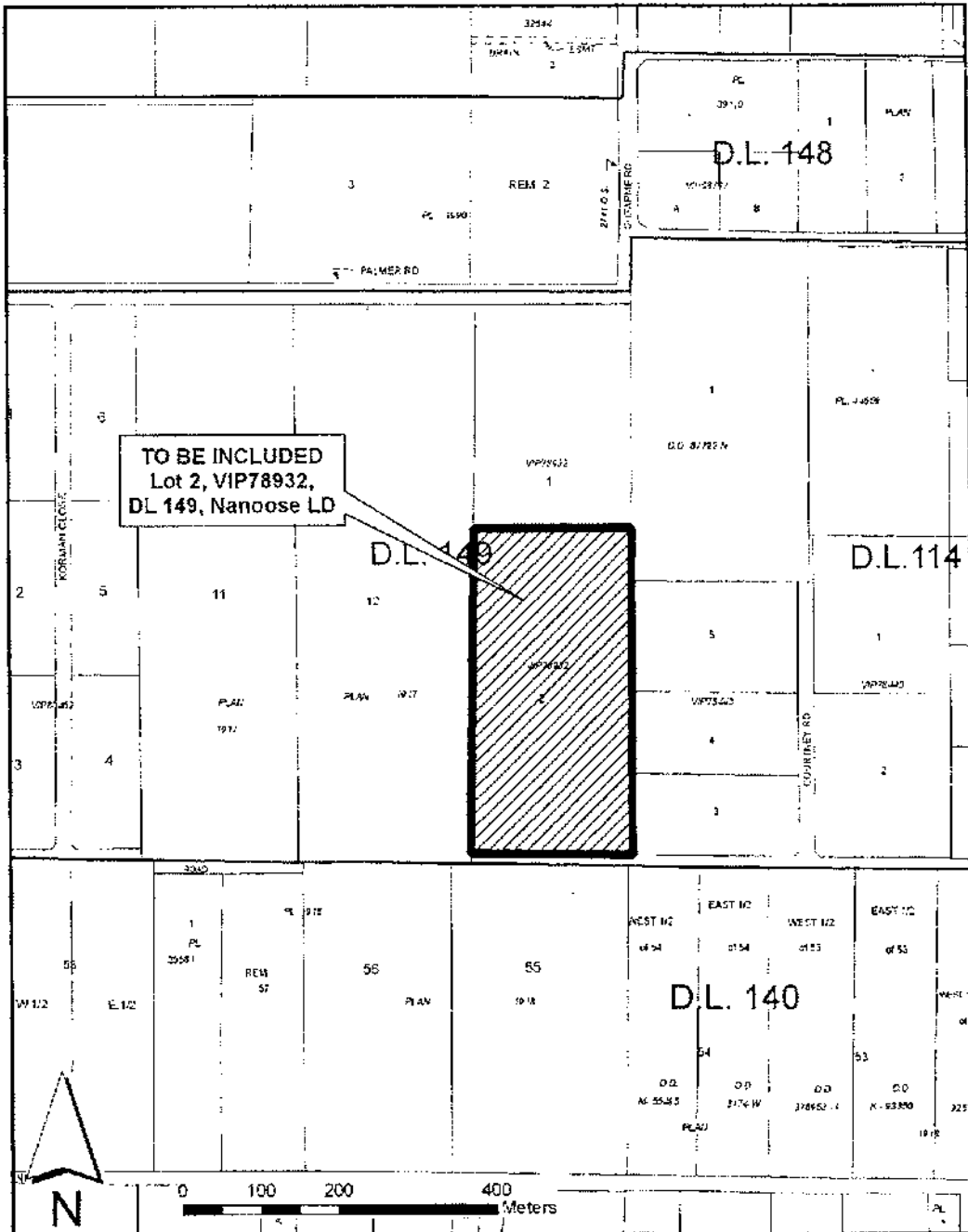
Adopted this ____ day of _____, 2006.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration





R D N			
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GMCS		GMR&P	
GMDS		GMR&P	
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CHAIR		BOARD	
	<i>2006</i>		

MEMORANDUM

TO: Jason Llewellyn
Manager, Community Planning

DATE: September 28, 2006

FROM: Norma Stumborg
Planner

FILE: 6630 00 SUST

SUBJECT: Sustainable Community Builder Checklist

PURPOSE

The purpose of this report is to present the Sustainable Community Builder Checklist for consideration. (see Attachment No. 1).

BACKGROUND

On March 28, 2006, the Regional District of Nanaimo (RDN) Board approved a motion requesting staff to:

..... look at the Sustainability Checklist for rezoning and development permit applications used by Port Coquitlam and that a report be prepared for the Board's consideration on the feasibility of using such a checklist as policy for use in the RDN Electoral Areas.

A sustainability checklist was developed based on a review of the Regional Growth Sustainability (RGS) Indicators, best practices in other North American jurisdictions (including Port Coquitlam), and interviews of recognized leaders in the area of sustainable development. The Sustainable Community Builder Checklist is aligned with and promotes the goals of the (RGS) and Sustainability Indicators.

Consultation Process:

On May 31, 2006 staff presented the Regional Growth Monitoring Advisory Committee (RGMAC) with a draft of the 'sustainability checklist' for consideration and proposed a consultation process to gather feedback from the development community. At this meeting, the RGMAC provided general support for the draft checklist and recommended that:

- The 'sustainability checklist' be circulated to RDN departments for consideration of how the concept could be incorporated into their service areas; and
- The municipalities develop their own 'sustainability checklist' for development applications in their jurisdictions.

Follow up interdepartmental meetings were held to gather feedback and answer questions about the Checklist. Comments received from the RGMAC and staff during the consultation process highlighted a need to:

- Clarify the purpose of the Checklist, and how the information would be used;
- Simplify the wording and rating system used in the Checklist for ease of the applicants;
- Design the questions in a way that provides for flexibility and creativity in design;
- Clarify what types of development applications the Checklist would apply to and how it would be implemented;

- Expand the external consultation strategy to include the Ministry of Transportation (MOT), Ministry of Environment (MOE) and Department of Fisheries and Oceans (DFO);
- Ensure the Checklist is not used to justify an inappropriate land use or land use contrary to the Regional Growth Strategy;
- Ensure it is known that the Checklist may not be used to replace existing development permit area guidelines;
- Ensure the community understands that development may not occur in the manner outlined in the Checklist; and,
- Evaluate the Checklist after it has been used for a period of time to determine its effectiveness and identify areas that should be revisited.

On August 29th staff presented the Checklist to the RDN Directors for information and referred the Checklist to DFO, MOE, MOT, and members of the development community for comment.

Comments received were evaluated and incorporated into the revised checklist presented herein. In general, those consulted felt the checklist was a positive approach towards educating the community about sustainable development practices.

CONSIDERATIONS:

Purpose

New development is essential to achieve a complete community in which to live, work and play. The design of a development can have an immense, cumulative impact on the community's ability to sustain a healthy economy, protect the environment, and enjoy a high quality of life. Developers are important partners in maintaining and improving our communities' quality of life. By fostering a cooperative partnership with developers, that is focused on good sustainable development practices, the RDN will be able to meet the goals of the RGS.

The purpose of the Sustainable Community Builder Checklist (Checklist) is to get people voluntarily thinking about how to develop in a more sustainable manner. The Checklist includes a series of questions designed to encourage applicants to think about new design options and concepts that may not be commonly known to the development community. It is hoped that requiring applicants to consider these design issues and options during the initial design stage of their development(s), and while seeking RDN approvals, will result in a greater incorporation of sustainable design elements into the project. This will also facilitate staff working with the applicants to encourage new ideas and to incorporate sustainable design features into the development proposal.

Format and Content Considerations

Participants in the consultation process expressed a strong desire to ensure the Checklist format and content remain user-friendly, practical, and open to developer innovation. Therefore, the questions were designed as open ended and suggestive, rather than regimented and fixed in nature, in order to allow the proponent the freedom to present alternative sustainable practices. Wording of the questions is simple and free of jargon. The Checklist is split into sections, for ease of use and to highlight the three areas of consideration: social, economic, and environmental. Some questions will not apply to all types of development, however the Checklist assessment will highlight areas where improvement is desirable and possible.

In response to comments received, the initial self-scoring system was simplified. Proponents only need to total the number of 'yes' responses out of the total number of questions, to acquire their score. The self-scoring feature was designed in the hopes that by scoring their own, development applicants will gain a greater understanding of sustainable design features, and desire to improve their score by creating a more sustainable design. Also, the self-scoring feature impresses upon the applicant where their proposed

design could be improved, and promotes a cooperative, rather than a regulatory relationship between the RDN and the applicant. The actual score is not of significance.

Types of Development Considerations

Great discussion occurred regarding application types that should trigger the use of the Checklist. It is important to note that the sustainability checklist is designed as a tool to educate the community about sustainable development practices. The Checklist is not designed to be used to evaluate the appropriateness of the land use for the property, or the compliance of the land use to the applicable Official Community Plan and the RGS, or whether the proposed development complies with the applicable development permit guidelines. Evaluation of this nature forms part of the standard planning review process. As the Checklist is primarily an educational tool, staff recommends that it be used for: subdivision, land use bylaw amendments, and development permit applications. By educating applicants about sustainable development practices at an early stage, the RDN gains the best chance that these practices will be incorporated into the development design.

Risk Management Considerations

It is important that the Board be aware that a development may not occur in the manner that the applicant claims, simply because it is provided on the Checklist. It is noted however, that during the rezoning processes, certain aspects of the development may be secured by covenants, or as a term of the permit.

ALTERNATIVES

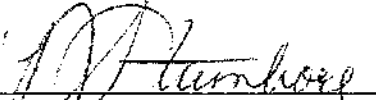
1. To approve the Sustainable Community Builder Checklist.
2. To approve the Sustainable Community Builder Checklist and to provide staff with alternative direction in this matter.

SUMMARY/CONCLUSIONS

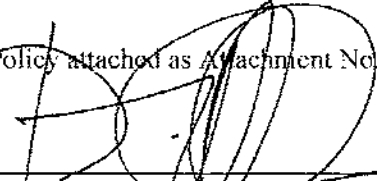
At the RDN Board's request, staff evaluated the feasibility of a sustainability checklist and developed a draft Policy and Checklist for their consideration. The purpose of the Sustainable Community Builder Checklist is to educate proponents about sustainable development practices. The Checklist has been developed based on a review of the Regional Growth Sustainability Indicators, as well as research into best practices in other North American jurisdictions and interviews of recognized leaders of sustainable development. The presented version of the Checklist incorporates feedback from the development community, Regional Growth Monitoring Advisory Committee, RDN Directors, Ministry of Environment, Department of Fisheries and Oceans, the Ministry of Transportation, and staff. The Sustainable Community Builder Checklist is to be used during the review of land use bylaw amendments, subdivision, and development permit applications.

RECOMMENDATION:

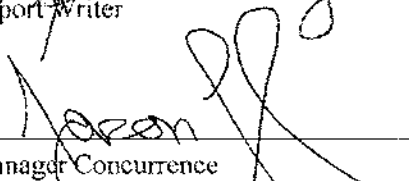
To approve the Sustainable Community Builder Checklist Policy attached as Attachment No. 1.



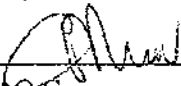
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:

devsys/reports/2006/oc 6630 00 SUST Sustainable Community Builder Checklist Policy Report

Attachment No. 1

REGIONAL DISTRICT OF NANAIMO
P O L I C Y

SUBJECT:	<i>Sustainable Community Builder Checklist Policy</i>	POLICY NO:
		CROSS REF.:
EFFECTIVE DATE:	August 14, 2006	APPROVED BY:
REVISION DATE:		PAGE

PURPOSE:

To establish the process, guidelines, and criteria for the Sustainable Community Builder Checklist (See Schedule No. 1).

POLICY:

1. Purpose of the Sustainable Community Builder Checklist

The purpose of the Sustainable Community Builder Checklist (Checklist) is to get people thinking about how to develop in a more sustainable manner. The Checklist includes a series of questions designed to encourage applicants to think about new design options and concepts that may not be commonly known to the development community. It is hoped that requiring applicants to consider these design issues and options during the initial design stage of their development(s), and while seeking RDN approvals, will result in a greater incorporation of sustainable design elements into the project. This will also facilitate staff working with the applicants to encourage new ideas and to incorporate sustainable design features into their development proposal.

It is important to note that the questions in the Sustainable Community Builder Checklist are designed primarily to educate the community about sustainable development practices, and to initiate the incorporation of those practices into the development proposal. The Checklist is not designed to be used to evaluate the appropriateness of the land use for the property; the compliance of the land use to the applicable Official Community Plan and the Regional Growth Strategy; or, whether the proposed development complies with the applicable development permit area guidelines. Evaluation of this nature forms part of the standard planning review process.

Process

Development applications including: subdivision, land use bylaw amendment, land use contract, and development permit applications shall be required to complete the Sustainable Community Builder Checklist, as follows:

- a) **Self-Scoring** – Please read and answer each question in the Checklist “Yes” or “No”. To achieve the score at the end of the Checklist:

Total the number of “Yes” responses;

Divide by 44 (the total number of questions); and

Multiply by 100 to achieve a percentage.

Example:

Total Number of “Yes” Responses

$$44 \times 100 = \text{Score } \%$$

- b) **Supplementary Information** - Provide any additional description, or information regarding how the proposed development incorporates sustainable development practices.

Please read the information provided that explain Leadership in Energy and Environment Design (LEED) certification.

- c) **Submit Application** – Submit the completed Sustainable Community Builder Checklist, and any supplementary information along with the development application.
- d) **Cooperative Consultation** – Staff will review the submission, and may consult with the applicant to discuss ways to include sustainable practices into the development.

There is no pass or fail score associated with the checklist.

2. Fees

There shall be no fees associated with this service.

3. The Sustainable Community Builder Checklist

Please see the following pages to review the Sustainable Community Builder Checklist guidelines and criteria.

Schedule No. 1
 Sustainable Community Builder Checklist



The Sustainable Community Builder Checklist

	Yes	No	Explanation
Environmental Protection and Enhancement			
<p><i>Please explain how the development protects and/or enhances the natural environment. For example does your development:</i></p> <ul style="list-style-type: none"> • conserve, restore, or improve native habitat? • remove invasive species? • involve innovative ways to reduce waste, and protect the air quality? • include an ecological inventory? 			
<p><i>Please explain how the development contributes to the more efficient use of energy. For example does your development:</i></p> <ul style="list-style-type: none"> • use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc)? • provide onsite renewable energy generation such as solar energy or geothermal heating? • propose buildings constructed in accordance with LEED, and the accepted green building standards? 			
<p><i>Please explain how the development facilitates good environmentally friendly practices. For example does your development:</i></p> <ul style="list-style-type: none"> • provide onsite composting facilities? • provide an area for a community garden? • include a car free zone? • include a car share program? 			

	Yes	No	Explanation
<p><i>Please explain how the development contributes to the more efficient use of water. For example does your development:</i></p> <ul style="list-style-type: none"> • use drought tolerant plants? • use rocks and other materials in the landscaping design that are not water dependant? • recycle water and wastewater? • provide for zero stormwater run-off? • utilize natural systems for sewage disposal and storm water? • use low flush toilets? 			
<p><i>Please explain how the development protects, enhances, or minimizes its impact on the local natural environment. For example does your development:</i></p> <ul style="list-style-type: none"> • provide conservation measures for sensitive lands beyond those mandated by legislation? • cluster the housing to save remaining land from development and disturbance? • protect groundwater from contamination? 			
Community Character and Design			
<p><i>Does the development proposal provide for a more "complete community" within a designated Village Centre? For example does your development:</i></p> <ul style="list-style-type: none"> • improve the mix of compatible uses within an area? • provide services, or an amenity in close proximity to a residential area? • provide a variety of housing in close proximity to a public amenity, transit, or commercial area? 			
<p><i>Please explain how the development increases the mix of housing types and options in the community. For example does your development:</i></p> <ul style="list-style-type: none"> • provide a housing type other than single family dwellings? • include rental housing? • include seniors housing? • include cooperative housing? 			

	Yes	No	Explanation
<p><i>Please explain how the development makes for a safe place to live. For example does your development:</i></p> <ul style="list-style-type: none"> • have fire protection, or include fire prevention measures such as removal of dead fall, onsite pumps, etc? • help prevent crime through the site design? • slow traffic through the design of the road? 			
<p><i>Please explain how the development facilitates and promotes pedestrian movement. For example does your development:</i></p> <ul style="list-style-type: none"> • create greenspaces, or strong connections to adjacent natural features, parks, and open spaces? • promote, or improve trails and pedestrian amenities? • link to amenities such as school, beach & trails, grocery store, public transit, etc? (provide distance & type) 			
<p><i>Please explain how the development facilitates community social interaction and promotes community values. For example does your development:</i></p> <ul style="list-style-type: none"> • incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier) • use colour and public art to add vibrancy and promote community values? • preserve heritage features? 			
Economic Development			
<p><i>Does the development proposal infill an existing developed area, as opposed to opening up a new area to development? For example does your development:</i></p> <ul style="list-style-type: none"> • fill in pre-existing vacant parcels of land? • utilize pre-existing roads and services? • revitalize a previously contaminated area? 			

	Yes	No	Explanation
<p><i>Please explain how the development strengthens the local economy. For example does your development:</i></p> <ul style="list-style-type: none"> • create permanent employment opportunities? • promote diversification of the local economy via business type and size appropriate for the area? • increase community opportunities for training, education, entertainment, or recreation? • use local materials and labour? • improve opportunities for new and existing businesses? 			
<p><i>Please explain if there is something unique or innovative about your project that has not been addressed?</i></p>			
Total Number of "Yes"	/44		
SCORE		%	

Disclaimer: Please note that staff is relying on the information provided by the applicant to complete the sustainability checklist analysis. The Regional District of Nanaimo does not guarantee that development will occur in this manner.

NEED MORE INFORMATION?
 Come visit the Development Services Department! We are located at the RDN Main Office at 6300 Hammond Bay Road, Nanaimo, BC. Call us at: (250) 390-6510 or 954-3798 (Area 69) or toll free in BC: 1-877-607-4111 / Fax: (250) 390 7511 Visit our website at: www.rdn.bc.ca



R D N			
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GMDS		GMRT&P	
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CHAIR		BOARD	
CoW			

MEMORANDUM

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

DATE: October 2, 2006

FROM: Carey McIver
Manager Solid Waste

FILE: 0360-20-RSWAC

SUBJECT: Terms of Reference for Regional Solid Waste Advisory Committee

PURPOSE

To re-establish the terms of reference for the Regional Solid Waste Advisory Committee (RSWAC).

BACKGROUND

In 2003 the Board established the Regional Waste Advisory Committee (RWAC) to provide the Board with advice and recommendations related to the development, implementation and monitoring of plans and policies for our liquid and solid waste initiatives.

During its three year term the RWAC provided the Board with advice primarily on the amendment to the regional Solid Waste Management Plan. The amended plan was approved by the Province in 2005 and since that time the RWAC has been reviewing implementation of the policies and programs identified in the Plan. The term of the committee expired in December 2005.

In June 2006 the committee met one last time to review progress on solid and liquid waste planning as well as review the terms of reference for the committee prior to advertising for new members. At this meeting it was agreed that the committee should be split into two separate committees – one for Solid Waste and one for Liquid Waste, given the technical and public consultation issues involved in the upcoming review of the Liquid Waste Management Plan.

ALTERNATIVES

1. Approve the proposed terms of reference for the Regional Solid Waste Advisory Committee.
2. Amend and approve the proposed terms of reference for the Regional Solid Waste Advisory Committee.

FINANCIAL IMPLICATIONS

The RDN's Solid Waste Department will provide staff resources to the RSWAC, including arranging meetings, minute taking, distribution of materials and other administrative functions. Any budget requirements for the committee will be included within the budget of the Solid Waste Department and subject to the normal annual review and approval process by the Board.

SUMMARY/CONCLUSIONS

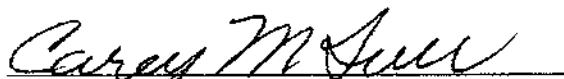
In 2003 the Board established the Regional Waste Advisory Committee (RWAC) to provide the Board with advice and recommendations related to the development, implementation and monitoring of plans and policies for our liquid and solid waste initiatives. The term of appointments to this committee expired in December 2005.

In June 2006 the committee met one last time to review progress on solid and liquid waste planning as well as review the terms of reference for the committee prior to advertising for new members. At this meeting it was agreed that the committee should be split into two separate committees - one for Solid Waste and one for Liquid Waste, given the technical and public consultation issues involved in the upcoming review of the Liquid Waste Management Plan.

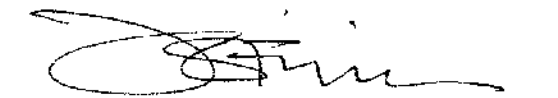
A separate report to re-establish the terms of reference for a Regional Liquid Waste Advisory Committee will be submitted to the Board for consideration at a later date.

RECOMMENDATION

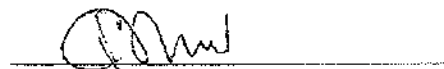
That the terms of reference dated October 2006 for the Regional Solid Waste Advisory Committee be approved.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

Terms of Reference

October 2006

Regional Solid Waste Advisory Committee

Purpose

The primary role of the Regional Solid Waste Advisory Committee will be to advise the Board on the implementation of Solid Waste Management Plan which was approved by the Province in 2005. The RSWAC will be reviewing the Zero Waste and Residual Waste components of the plan with particular emphasis on:

- Monitoring the implementation of the Waste Stream Management Licensing System;
- Monitoring the implementation of the Commercial Food Waste Ban;
- Review and advice on the residential organics collection pilot study as well as recommendations to implement a full region-wide program;
- Review and advice on the review of new and emerging residual management technologies.

Committee Roles and Responsibilities

The Regional Solid Waste Advisory Committee will be both an advisory committee and a monitoring committee.

As an *advisory* committee, the RSWAC will:

- provide recommendations to the Board regarding programs and policies relating to solid waste management;
- liaise between their constituents and the RDN; providing feedback to the RDN and increasing awareness of solid waste issues amongst their constituency;
- participate on smaller ad-hoc committees dealing with specific issues or tasks;
- provide advice and feedback on consultation activities with the general public;
- provide input and feedback on technical reports and other documents prepared for the committee's information;
- strive to keep abreast of solid waste management issues both locally and in a broader context.

As a *monitoring* committee, the RSWAC will:

- review and become familiar with the RDN's SWMP;
- review and become familiar with the existing solid waste management system in the RDN;
- identify tools and techniques to be employed in the monitoring and evaluation of the SWMP and its implementation;
- monitor the implementation of the SWMP;
- annually report on the effectiveness of the SWMP at achieving objectives;
- make recommendations to increase the effectiveness of the SWMP;
- review and make recommendations on RSWAC's advisory and monitoring role.

Membership Criteria/Selection

The committee will consist of 18 members. Members will be selected by the Board through an application process. Membership representation will be as follows:

2 members	Business Community (1 north, 1 south)
1 member	Environment Community
2 members	General Public (1 north, 1 south)
1 member	Waste Management – private sector
1 member	Waste Management - non-profit
4 members	RDN Board
4 members	Municipal staff (Nanaimo, Parksville, Qualicum Beach and Lantzville)
1 member	Ministry of Environment
1 member	Environment Canada
1 member	Central Vancouver Island Health Unit

Membership may be changed as needs or issues arise. The application for committee membership will be promoted through advertisements in local media. Applications must demonstrate the applicant's:

- representation of one of the sectors listed above;
- willingness and ability to commit to volunteering the necessary time to the committee;
- interest in solid waste issues in the RDN;
- willingness and ability to consider issues from all sectors and geographical perspectives within the community;
- experience related to solid waste issues;
- willingness and ability to work towards consensus on issues being addressed by the committee.

Selection of members will attempt to create a committee with a balance of representation:

- geographically;
- demographically; and
- with a variety of interests and perspectives.

Term

Members will be appointed by the RDN Board to a 3-year term. Alternate member appointments will be approved by the Committee as required. No substitute members will be permitted. If a member must resign from the committee, their position will be filled through the application process.

In general there will be 4-6 meetings per year of the committee with the provision for workshops or other presentations at the committee's discretion.

Members are expected to attend all committee meetings. Members who miss 75% of meetings within one year will have their membership revoked at the discretion of the committee.

Decision Making

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

RSWAC meetings will be open to the public, however non-RSWAC members will not have speaking or voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. Acceptance of a delegate's request to speak to the committee will be at the discretion of the committee.

Chairperson

The chair will be one of the RDN Board members appointed to the Committee in order to provide a direct link between the advisory committee and the Board.



R D N			
CAO	GMES		
GMCS	GMR&P		
GVDS	GMRT&P		
OCT 2 - 2006			
CHAIR	BOARD		
<i>Con</i>			

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: September 28, 2006

FROM: Dan Porteous
Manager of Recreation Services

FILE: GRS

SUBJECT: Gabriola Island Recreation Services Agreement

PURPOSE

To consider amendments to the Gabriola Recreation Society Agreement that will provide for an increased role by the Society in the maintenance and operation of Rollo McClay Community Park that is located on Gabriola Island (Electoral Area B).

BACKGROUND

The Gabriola Recreation Society (GRS) has been providing recreation services to the residents of Gabriola Island through an agreement with the Regional District that was established in May of 2002. In addition to providing recreation services and programs to island residents, the agreement also provides for the Society to play a key role in the scheduling and maintenance of Rollo McClay Community Park.

Although the current agreement provides for the Society's role in the operation of the Park, Regional District staff and GRS staff and board members agreed there was a need to further define the agreement to ensure both parties were clear on their various responsibilities in the Park's operation.

Given that the Society's staff person is based in an office at the Park it was determined that it would also be beneficial for the Society to take on a more visible and extensive role in the management of the Park and continue to work collaboratively with Regional District staff to ensure that the maintenance and operations of the Park are as effective and efficient as possible.

RDN staff met with representatives of the Society in late spring of 2006 to discuss and explore the various management and operation issues. Key items were identified to be included in an amended agreement, which are detailed in Table 1:

Table 1

Item	Responsibility
Scheduling of Field	GRS
Daily Operation of Field House including Janitorial	GRS
Daily Operation of Concession / Obtain Health Permits	GRS
Daily Operation of Pump House/Irrigation System	GRS
General Maintenance of Field House/ Well Water System	RDN
General Maintenance of Pump House/Irrigation System	RDN
Contracting of Field Mowing and Maintenance	RDN
Daily Coordination of Field Mowing and Maintenance with Contractor.	GRS
Capital Improvements	RDN with assistance from GRS
Coordination of Permits for Commercial and Special Events	GRS
Issuing of Permits	RDN

A revised agreement has now been amended to maintain the original recreation services agreement responsibilities in Schedule A, and to include a new Schedule B that defines the increased role of the Society in the maintenance and operation of Rollo McClay Park (see Appendix 1).

ALTERNATIVES

1. That the service agreement with the Gabriola Recreation Society be approved as amended that will provide for an increased role by the Society in the maintenance and operation of Rollo McClay Park.
2. That the service agreement with the Gabriola Recreation Society not be approved as amended and continue to operate the park under the existing agreement.

FINANCIAL IMPLICATIONS

Currently the Society is provided with \$60,000 per year through the Agreement with the Regional District to provide the recreation services. These funds have been allocated specifically for the provision of recreation services. The amended agreement provides for the transfer of additional funds in the amount of \$3,000 starting in 2007 to the Society to assist with increased services such as janitorial contracts and coordination of permits. These funds would be disbursed through the Southern Community Recreation Services Budget. There would be no net difference to the budgets as these services are currently funded directly through the RDN.

RESOURCE IMPLICATIONS

RDN Parks staff are often challenged with the distance and travel time associated with direct service to Gabriola Island, along with the confusion and communication breakdowns in coordinating the various responsibilities of managing the Park. The ability to include the Society in playing a larger role in assisting the Regional District with the maintenance and operations of Rollo McClay Park would be much more beneficial for both parties and would provide a more responsive service to island residents at the Park.

If the status quo of the Agreement is maintained, the challenges of managing a localized active community park on Gabriola Island from the RDN Recreation and Parks head office in Parksville would continue.

COMMUNITY IMPLICATIONS

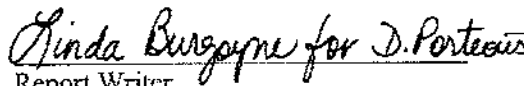
The involvement of the Society in assisting the RDN in the maintenance and operations of the Park would also benefit the community. Direct access to a Society staff person on the island who is located at the Park will be a positive step in assisting community members in a timely fashion if and when particular issues arise or service requests are made.

SUMMARY / CONCLUSION

The Gabriola Recreation Society (GRS) has been providing recreation services to Gabriola Island residents through an agreement with the Regional District since late spring of 2002. As part of the current Agreement, the Society is responsible for the scheduling Rollo McClay Community Park and assisting the Regional District with the maintenance of the Park. Recently there have been issues raised by both parties regarding the need for the Society taking a more active role in the management of the Park. Based on the location of the Gabriola Society staff at the Park and the benefits that the symbiotic relationship can have for both parties and the community as a whole, it is recommended that the Agreement be amended to include an increased role by the Society in the maintenance and operation of Rollo McClay Community Park.

RECOMMENDATION

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.


Report Writer


General Manger Concurrence


CAO Concurrence

APPENDIX I



AGREEMENT

THIS AGREEMENT made the 20th day of January, 2005 and Revised the _____ day of _____, 2006

BETWEEN:

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

(herein called the "District")

OF THE FIRST PART

AND:

GABRIOLA RECREATION SOCIETY
PO Box 355
Gabriola, BC
V0R 1X0

(herein called the "Society")

OF THE SECOND PART

- A. WHEREAS the District did, by Bylaw No. 1023 and subsequent amendments, establish a local service known as the Gabriola Island Recreation Local Service Area, a portion of the Electoral Area 'B', and did within that Local Service Area authorize the District to undertake and carry out or cause to be carried out and provide for recreation services in and for the Local Service Area;
- B. AND WHEREAS Section 176(1)(a)(i) of the *Local Government Act* provides that the Board may make agreements for the operation of services;

C. AND WHEREAS the Society was incorporated on the February 14, 2002 and the objects of the Society are to provide recreation services;

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

INTERPRETATION

In this Agreement the following terms have the following meanings:

“**Board**” means the Board of the Regional District of Nanaimo.

“**Local Service Area**” means the Gabriola Island Recreation Local Services Area established under the District’s Bylaw No. 1023.

“**Office**” means the portable located at Rollo McClay Community Park.

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

“**Rollo McClay Community Park Management Services**” means the services set out in Schedule ‘B’ to this Agreement.

“**Proposal**” means the document attached as Schedule ‘C’ to this Agreement.

“**Year End**” means the calendar year ending December 31st.

TERM

1. The term of this Agreement will commence on **January 1, 2005** and end on **December 31, 2007**, unless otherwise terminated under this Agreement (the “Term”). The Agreement may be renewed for further terms on an annual basis at the option of the Board.

LEASE

2. The District will undertake to renovate and make the portable located at Rollo McClay Park into office space suitable for administration purposes for the Society’s use during the Term of this Agreement. The following clauses will take effect from the time that the Office is occupied by the Society.
3. The District hereby demises and leases the “Office” located at Rollo McClay Park for the Term of this Agreement.
4. The Society shall pay rent for the term in the amount of one dollar (\$1.00), the receipt of which is hereby acknowledged by the District.
5. The Society shall use the Office only for the purpose of administration of the Recreation and Park Management Services under this Agreement.

6. The Society covenants with the District:
 - a) to pay rent as provided herein;
 - b) to observe and comply with all applicable laws, regulations, bylaws, orders and directions of those authorities having jurisdiction in relation to the Office;
 - c) to pay as they become due all charges for utilities, including gas, oil, telephone and electricity used for the Office;
 - d) to pay all accounts and expenses incurred in relation to its use and occupation of the Office, including without restricting the generality of the foregoing: accounts for the supply of labour, materials, or sub-trades that might give rise to liability upon the part of the District under the *Builders Lien Act* in relation to any construction upon or improvement to the Office and will indemnify and save harmless the District from and against any and all claims of lien arising in relation thereto;
 - e) to keep and maintain the Office in a safe, clean and sanitary condition and in good repair and condition; and to repair any part upon written notice by the District;
 - f) not to carry on or do or allow to be carried on or done in the Office anything that:
 - i) may be or become a nuisance to the District or the public;
 - ii) increases the hazard of fire or liability of any kind;
 - iii) increases the premium rate of insurance against loss by fire or liability for the Office;
 - iv) invalidates any policy of insurance for the Office or;
 - v) directly or indirectly causes damage to the Office.
7. To allow the District's authorized officials and employees access to the Office at all reasonable times to view the state of repair of the Office and review the operations of the Society in relation to this Agreement.
8. On the expiration or earlier cancellation of this Agreement:
 - a) to peaceably quit and deliver vacant possession of the Office and its improvements to the District in a safe and sanitary condition;
 - b) to remove any improvement the District may, in writing, direct or permit to be removed;
 - c) to neither remove nor permit removal of any building, structure or other improvements at the Office except as expressly permitted or required by this Agreement;
 - d) not to construct anything upon, or make or place improvements inside or outside of the Office without first obtaining written consent of the District, which consent shall not be

unreasonably withheld and if said consent is obtained, to ensure that all construction, additions or renovations comply with the British Columbia Building Code.

9. The Society shall not sublet nor permit the occupation or use of the Office by any other association or agency without first obtaining the written approval and consent of the District, which consent shall not be unreasonably withheld.

RECREATION SERVICES

10. The parties to this Agreement acknowledge that the Society intends to provide Recreation Services described herein in accordance with the Society's Constitution and Bylaws, and in accordance with the proposal and budget attached hereto.
11. The parties to this Agreement agree that funding as described herein for the provision of the Recreation Services is subject to the Society's satisfactory achievement of its goals and objectives described in the proposal and the evaluation of its annual activities as described below.
12. The Society shall present to the District, an annual report on or before January 31st of each calendar year of the Term herein. Such annual report shall include:
 - a) summary of operating results showing revenues and expenditures to December 31st of the preceding year;
 - b) a summary by program showing registration statistics and number of sessions held;
 - c) a brief narrative summary reviewing the goals, objectives and the results achieved for the year; also including the challenges, program cancellations, and significant issues addressed.
13. The Society shall present to the District a detailed narrative work plan for the following years services, which will accompany the budget as per paragraphs 16 and 17, and will include:
 - a) goals and objectives for the following year with respect to the Recreation Services being provided;
 - b) a brief narrative highlighting any significant program changes, deletions, additions in relation to specific line items in the budget;
 - c) any other significant issues that may pertain to the Recreation Services being provided.

SERVICE AREA

14. The Society will, under the terms hereof and subject to any applicable bylaw of the District and any Federal or Provincial enactment, provide the Services in and for the Local Service Area.

COST

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

BUDGET

16. The Society will prepare, in a form approved by the Manager of Financial Services of the District, a budget, which reflects its anticipated income and expenses for its next fiscal year.
17. The budget must contain details as to the funds anticipated to be required by the Society for the annual operation of an Office, portable for storage purposes, and Recreation Services, both of a capital and operating nature for the purpose of operating, maintaining and improving the buildings, equipment and other facilities and chattels utilized by the Society for the purpose of providing and carrying out the Recreation Services.
18. The budget shall be presented to the District's Manager of Financial Services on or before the day specified by the Manager of Financial Services, as may be necessary to prepare the District's budget for the following calendar year. The District will review the budget and may either approve the budget or return the budget for amendment by the Society, which will return the budget as amended to the District for its approval on or before the day specified by the Manager of Financial Services for the purpose of completing the District's budget for the following calendar year.
19. The budget prepared by the Society shall list all revenues and expenditures proposed for the calendar year for the Recreation Services. Any accumulated surplus or deficit from the prior year as recorded in the Society's records, must be carried forward and be applied to the next year's budget in accordance with accounting rules established for Regional Districts in the Province of British Columbia.
20. A deficit incurred in a prior year may or may not be funded by the District and is subject to budget approval as described in Paragraphs 18 and 19.
21. The Society will not expend or contract for or otherwise commit the Society to any expenditure in any calendar year except one that has first been approved in a budget by the District as above provided and will not incur any liability in any year beyond the amount of the funds to be paid to the Society by the District, as provided in the budget adopted for that year by the Board.

OPERATION

22. The Society will provide the Recreation Services without negligence, and in accordance with any operational guidelines as may be established by the District in consultation with the Society.

CAPITAL ASSETS

23. The parties to this Agreement acknowledge that all the items, furniture, supplies and equipment, currently owned by the District and all other items, furniture, supplies and equipment purchased by the Society with public funds, listed in Schedule 'E' to this Agreement, will remain the property of the District free and clear of any claim by the Society. Schedule 'E' shall be updated for additions and replacements annually after the Year End and a certified copy shall be forwarded to the District's Manager of Financial Services. Subsequent amendments to Schedule 'E' shall automatically replace previous schedules and shall become a part of this Agreement.
24. During the term of this Agreement, the Society, subject to the terms of this Agreement, shall have possession at all times the Office and equipment listed in Schedule 'E' and all other items, furniture, supplies and equipment subsequently purchased out of funds obtained from the District, for the purpose of providing the Recreation Services within the Local Service Area.

MAINTENANCE

25. The Society will, to the satisfaction of the District, maintain the Office, all items, furniture, supplies and equipment, and any chattels paid for out of funds obtained through the District and provided by the District to the Society for the purpose of providing the Services in a good working condition so that the Office and equipment are available at all times for the purpose of providing the Recreation Services.
26. The Society agrees to return District owned equipment to the District upon request.

INSURANCE

27. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteers, Directors and Officers of the Society.
28. The Society hereby agrees to provide property insurance on a replacement cost basis for the Office and all equipment used to provide the Recreation Services whether or not purchased from funds provided by the District under this agreement.
29. The Society shall take out and maintain, during the Term of the Agreement, a policy of comprehensive general liability insurance, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance and declaring the District as an additional named insured, against claims for personal injury, bodily injury, death or property damage arising out of the Recreation Services provided by the Society in an amount of not less than three million dollars per single occurrence or such amount as the District may require from time to time. The Society shall provide a copy of each year's renewed policy to the District's Manager of Financial Services.
30. In the event of any injury to person(s) on the premises and/or involved in the Recreation Services or loss of or damage to the Office, the Society shall forthwith notify the District of such event. Failure to notify the District within one week of knowledge of an injury or loss may result in the termination of this Agreement.
31. Should any additional agencies or associations use the Office then a requirement of their use shall be that they hold liability insurance in the form described herein of not less than two million (\$2,000,000) dollars per occurrence.

INDEMNITY

32. The Society shall indemnify and save harmless the District from and against all actions, courses of action, claims, damages, losses, costs, fees, fines, charges or expenses which the District may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Recreation Services by the Society, the Society's use of and occupation of the portable or any facility where Recreation Services are provided, the breach by the Society of any term of this Agreement, or by the Society's contravention of any law, enactment or regulation of a federal, provincial or local government.
33. This indemnity shall survive the expiry or sooner termination of this Agreement.

COMPLIANCE WITH LAWS

34. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements of the Workers' Compensation Board.
35. The Society shall file a copy of its annual Society Act filing with the District's Manager of Financial Services.

DIRECTORS

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

PAYMENTS

37. The RDN shall pay the sum of **\$60,000** per annum for the period **January 1, 2005 to December 31, 2007**, payable by cheque, for the Recreation Services as outlined in Schedule 'A', from the Recreation Coordinating Function Budget in the following manner:
 - a) First payment on or before January 10th;
 - b) Second payment on or before April 1st;
 - c) Third payment on or before July 1st;
 - d) Fourth payment on or before October 1st.

The RDN shall pay the sum of **\$3000.00** adjusted annually based on Consumer Price Index for the period of **January 1, 2007 to December 31, 2007**, payable by cheque, for the Janitorial Services as part of the Rollo McClay Community Park Management Services as outlined in Schedule 'B', from the Southern Community Recreation Services Budget in the following manner:

- a) First payment on or before January 10th;
 - b) Second payment on or before July 1st.
38. Payments in subsequent years will be comprised of the operating portion of funds identified in the budget.
 39. The Society shall administer the funds in accordance with the budget approved by the District.
 40. It is the Society's responsibility to determine whether or not it is required to be registered for GST purposes. The amount of funding provided in this Agreement includes any GST which may be payable by the District. Any liability for GST required in respect of this Agreement, will be the responsibility of the Society.

ACCOUNTS

41. The books of account of the Society shall be kept in such manner and provide such detail as may be required from time to time by the District's Manager of Financial Services and the Provincial Ministry of Community, Women and Aboriginal Services.

SEPARATE FUNDS AND FINANCIAL STATEMENTS

42. The public funds provided under PAYMENTS shall be accounted for separately from any other funds of the Society and shall be separated in its books of account.
43. The Society shall maintain a separate bank account for District funds and revenues from the Recreation Services and shall keep all operating revenues and expenditures pursuant to this Agreement separate from other activities that may be undertaken by the Society from time to time.
44. The Society will have prepared by an auditor as defined under Section 331 of the *Local Government Act*, at each Year End, audited financial statements containing particulars of assets and liabilities, and a statement of revenue and expenditures for the year for the public funds provided under PAYMENTS.
45. The Society will file a copy of the audited financial statements with the District's Manager of Financial Services by February 15th following each Year End. The District's auditors may rely on the Society's audit report, but in any case may require and shall have access to the working papers of the Society's auditor for examination during the Year End audit of the District.

RIGHT OF AUDIT

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

TERMINATION

47. The District may terminate this Agreement upon giving ninety (90) days written notice to the Society should the District or any successor to the District provide alternate Recreation Services within the Local Service Area.
48. The District may terminate this agreement immediately without notice to the Society or other party should:
 - a) the Society, in the opinion of the District, fail to perform any of the terms of its obligations or covenants of the Society hereunder and such failure shall continue beyond thirty (30) days from delivery by the District to the Society of written notice specifying the failure and requiring remedy thereof;
 - b) should the Society fail to file its annual report or provide an annual audited financial statement;
 - c) the Society makes an assignment in bankruptcy or is declared bankrupt;
 - d) the Society ceases, for any reason, to be current in its obligations under the *Society Act* and fails to maintain the Society in good standing.

49. The Society may terminate this Agreement upon giving not less than ninety (90) days written notice to the District of its intention to so terminate in the event of breach by the District of a material term of this Agreement.
50. It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given:
- a) if delivered at the time of delivery; and
 - b) if mailed from any government post portable in the Province of British Columbia by prepaid registered mail addressed as follows:
if to the RDN:

General Manager of Recreation and Parks
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

if to the Society:

Gabriola Recreation Society
PO Box 355
Gabriola, BC
V0R 1X0

51. Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed seventy-two (72) hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.
52. Time is to be the essence of this Agreement.
53. This Agreement will enture to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
54. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
55. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

56. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
57. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

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

For the REGIONAL DISTRICT OF NANAIMO

Chairperson

(Seal)

Senior Manager of Corporate Administration

For the GABRIOLA RECREATION SOCIETY

Authorized Signatory

(Seal)

Authorized Signatory

SCHEDULE 'A'

Recreation Services

The Gabriola Recreation Society (GRS), as part of this agreement will provide the following Recreation Services:

1. Offer a wide variety of structured and unstructured recreation programs and/or special events, and other related recreation services deemed appropriate by the Board throughout the year in a variety of community venues in the Local Service Area, whether coordinated by volunteer or paid staff.
2. Provide a Grants program for the purpose of providing funds to assist local recreation organizations in providing a variety of recreation services to residents of Gabriola Island in addition to the services provided by the Society.
3. Maintain an accurate service evaluation program to include numbers of residents being served and a qualitative and quantitative evaluation of recreation programs and services being offered.

SCHEDULE 'B'

Rollo McClay Community Park Management Services

The Gabriola Recreation Society (GRS), as part of this agreement will provide the following Rollo McClay Community Park Management Services:

GRS Responsibilities:

1. Scheduling of Rollo McClay Fields – GRS is responsible for all field scheduling. GRS will coordinate between all sports groups, recreation programmers and special events organizers in an attempt to meet the scheduling requirements of all users. GRS will consider the wear and tear on field the when scheduling and will provide for field recovery time between heavy use groups. GRS will close the field when it is too wet for use and will inform the user groups and post signage.
2. Daily Operation of Field House including Janitorial – GRS will ensure that the Field House is clean and safe for the public. This will include regular cleaning and stocking of the washrooms, cleaning of the coach's room, cleaning and garbage pick up around the building, and coordinating the emptying of garbage containers with the contractor. Any damage, vandalism or equipment failures will be reported to the RDN immediately.
3. Daily Operation of Concession/Obtain Health Permits – GRS will ensure that the concession is clean and safe and that all equipment is in good working order. This will include regular cleaning of work surfaces and equipment before the concession opens for the season and regularly throughout the rest of the year. GRS will ensure that concession users have left the facility in a clean and working manner. GRS will coordinate with the Vancouver Health Authority (VHA) for the issuance of an operation permit. All concession renters must be food safe certified to use the facility. Any damage or major equipment failures will be reported to the RDN immediately.
4. Daily Operation of Pump House/Irrigation System GRS will perform regular filter checks and cleaning to ensure the system remains operational. GRS will perform regular inspections to ensure that the fence around the pond is secure. Any damage, vandalism or major equipment failures will be reported to the RDN immediately. GRS will work with the contractor to set the irrigation timer to ensure that the field receives adequate water while giving consideration to the fact that the pond must remain at a level to serve the field throughout the season. The drilled well is not to be use for irrigation at any time.
5. Daily Coordination of Field Mowing and Maintenance with Contractors – GRS will coordinate with mowing and garbage contractors to ensure that service is delivered in a timely manner and that the service meets the needs of the society and field users. GRS will inform the contractor of any issues with service. GRS will follow the guidelines established by the RDN for service frequency and service standards.

6. Coordination of Permits and Commercial events – GRS will provide information, permit applications and permit requirements to parties interested in holding special events. The GRS will liaise with and provide information to the RDN and will forward the completed application and documentation.

Regional District of Nanaimo Responsibilities:

The Regional District of Nanaimo will, as part of this agreement, carryout and be responsible for the duties listed below.

1. General Maintenance to Field House/Well Water System – the RDN will undertake repairs to the Field House and Well Water System. This includes repairs/replacements of fixtures, doors, caves trough and any major structural damage. The RDN will regularly test the concession water through VIHA.
2. General Pump House/Irrigation System – The RDN will repair any damage or equipment failure to the pump, pond lining, the fence surrounding the pond and the pump house building.
3. Contracting of Field Mowing – The RDN will select and award the mowing and garbage collection contracts in accordance with RDN Purchasing Policies. The RDN will pay the mowing and garbage collection contractor. The RDN will set the mowing frequencies and the standard of service.
4. Capital Improvements – The RDN is responsible for all capital improvements to the field, buildings and fixtures. The RDN will work with the GRS to ensure timely asset replacement. The RDN will create plans and the budget for asset replacement with input from the GRS. The RDN will award any contracts in accordance with District Policy.
5. Issuing of Permits – The RDN will Approve or Deny any permit application forwarded from the GRS and will notify both the GRS and the applicant of the decision. The RND reserves the right to deny any permit applications which are in contravention to the Parks Bylaw 1399 or could damage the field.

SCHEDULE 'C'

gabriola recreation society

Proposal to the Nanaimo Regional District
from

Gabriola Recreation Society

February 2002-02-20

Society Information

The **Gabriola Recreation Society**, to be referred in the following text as GRS, was incorporated in Victoria on the 14th day of February 2002 under the registration number S-44262.

Included with this proposal are the articles of incorporation as well as the names and addresses of all initial directors and of the Law firm that prepared the incorporation papers for filing in Victoria. For the moment and until the GRS get a permanent address and/or until advised all communication, with the RDN, can be forwarded by telephone, mail or e-mail to:

C/O Andre Lemieux
1160 Cappon Lane
Gabriola, BC
V0R 1X0

Tel :250-247-9889, Fax : 250-247-9841
Andre.Lemieux@shaw.ca

The GRS plans to operate from an office located at Rollo-McClay Park on Gabriola Island. Until those premises are upgraded to office standard, the GRS has no official office.

Historical background

The GRS came into being for the sole purpose of planning, administering and providing recreational programs for Gabriola Island residents.

When it was decided that Gabriola residents were going to join the Nanaimo recreational grid, the amount of financial resources available for continuing the recreational programs and its administrative structure was clearly insufficient. Without raising taxes, another avenue of delivering those programs had to be found.

Before 1995, recreational programs were dispensed by a non-profit organization that had no tax requisition for revenue. Unpaid volunteer help, with no office or operational real estate, ran all the programs. It had many drawbacks compared to what the community has been used to since 1995.

SCHEDULE 'C'

The GRS was created to deliver the recreational services that the community has been accustomed to receive, within the constraint of the financial resources available and without an increase in the tax requisition.

Programs

The GRS, as explained earlier, is to carry on the dispensing of most of the programs that were available in the past as well as the creation of new ones that will be judged beneficial and wanted by the community. For that purpose, a method of finding out the community needs will be instituted using surveys, public meetings, professional consulting and other means.

The GRS plan to have all programs to operate on a break-even basis. That is, all direct disbursements have to be covered by program fees. We realize the possible shortfalls of some programs but past experiences showed us the possibility of also exceeding revenues in other popular programs that would make up for those shortfalls.

This proposal is being prepared using local experience of delivering that kind of programs in the last twenty-five years mixed with the expertise learned from an RDN programmer having been temporarily employed on Gabriola for about three years. Those programs have been ongoing using the umbrella of the Huxley Park Sports Association since the spring of 2001. The GRS is planning to carry on the work that has been done by those previous entities.

The programs that Huxley Park Sports Association took on from April 01 to present are:

- *Gymnastics for 2 – 12 yr olds*
- *Tennis lessons for 8 – adult*
- *Soccer for 3 – 15 yr olds*
- *Basketball for 16 +*
- *Swimming for tots to adult*
- *Sailing all ages*
- *Fencing 16 +*
- *Softball 5 +*
- *Self Defence 16+*
- *Assisted with summer day camp transportation needs*
- *Special needs services*
- *Assisted with arts program for children*

It is the intention of the GRS, as stated earlier, to carry on those programs and with the help of the future part time programmer, to start new ones.

Following are some that we plan to offer:

- *All of the above mentioned programs plus*
- *Aerobics for 16+*
- *Volleyball 16+*
- *Summer Day Camp for 5 – 12 yr olds*
- *Basketball sport camp*
- *Karate*
- *Babysitting Training for 11-16yr olds*
- *Coaching Clinics*
- *First Aid*
- *Dancing*
- *Leaders in Training*
- *Sing a long*
- *and many others*

SCHEDULE 'C'

Human resources

It is the intention of the GRS to work very closely with the people of Gabriola and for that purpose and as well as for the delivery of recreation, the GRS plan to hire, on a part time basis, a person that will be qualified and suitable to the community. This person will report to the GRS board through a board representative. The budget that is included in this proposal has put moneys aside for such a position. The rate use is \$20.00 per hour at four hours per day and five days per week and fifty weeks per year. Therefore the figure in the budget is for a twelve-month period. The GRS will provide recreation twelve months of the year.

The GRS office will be located at Rollo-McClay Park on Gabriola Island and will also be housing the programmer office and the storage of supplies and equipment.

Closing

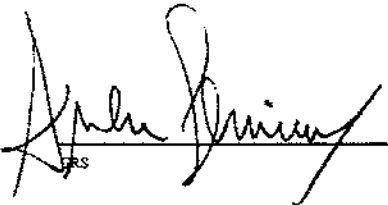
It has been a hard road for the residents of Gabriola to get back into a smooth delivery of their recreation needs. They are now allowed to participate in the full recreation grid of the district at a reasonable negotiated cost.

The lost of those recreation dollars, have put a strain on the delivery of recreation programs and the formation of the GRS has been their salvation in getting that service.

It is hoped that the RDN will understand the urgency of getting this proposal approved so that we can get on with the job of providing the spring and summer programs. Lots of time has been lost in getting this approval but the final goal is getting programs to those that are expecting them.

We have done everything possible that was requested of us and sincerely hope that the RDN staff and the Board will recognized this necessity.

GRS



GRS

SCHEDULE 'C'

gabriola recreation society

Proposal to the Nanaimo Regional District

from

Gabriola Recreation Society

February 2002-02-20

Proposed Budget

From April 1/2002 to December 31/2002

	<u>Budget</u>		<u>Budget</u>
<u>Revenues</u>		<u>Expenses</u>	
<i>RDN</i>	52,000.00		
<i>Programs</i>		<i>Programs</i>	
Tennis	350.00	Tennis	350.00
Soccer	2,000.00	Soccer	2,000.00
Gymnastics	3,000.00	Gymnastics	3,000.00
Karate	3,000.00	Karate	3,000.00
Fencing	400.00	Fencing	400.00
Volleyball	600.00	Volleyball	600.00
Basketball	1,200.00	Basketball	1,200.00
First Aid	200.00	First Aid	200.00
Dance	300.00	Dance	300.00
Youth leadership	300.00	Youth leadership	300.00
Adult Fitness	200.00	Adult Fitness	200.00
Swim lessons	3,600.00	Swim lessons	3,600.00
Swim leadership	450.00	Swim leadership	450.00
Sailing	1,000.00	Sailing	1,000.00
Other programs	4,000.00	Other programs	4,000.00
<i>Programs Revenues</i>	20,600.00	<i>Programs Expenses</i>	\$20,600.00
<i>Surplus from previous year</i>	0.00		
Total Income	72,600.00		

OVER...

SCHEDULE 'C'

Total Revenues	\$72,600.00
Less: Total Outlay	<u>\$72,600.00</u>
Over/Under Budget	<u>\$0.00</u>

Administrative Expenses

Accounting	
Bookeeping	1,200.00
Audit	2,000.00
Advertising	2,300.00
Assoc. Dues	370.00
Bank Charges	50.00
Courier cost	50.00
Drinking water	400.00
Electricity	1,200.00
Equipment lease	400.00
Financial Assistance	1,200.00
Grants in Aid	10,000.00
Insurance	1,000.00
Janitorial	1,200.00
Legal	500.00
Miscellaneous	930.00
Office supplies	750.00
Off. Equip. repairs	500.00
Postage	250.00
Safety supplies	100.00
Staff training	500.00
Telephone & fax	1,600.00
Travel	1,000.00
Wages	20,000.00
Wage benefits	4,500.00
Total Admin. Expen.	\$52,000.00
Total Expenses	\$72,600.00
Non Operating Costs	
Total Non Operating Costs	<u>\$0.00</u>
Total Outlay	<u>\$72,600.00</u>

SCHEDULE 'C'

Gabriola Recreation Society

Budget for the year 2005

<u>REVENUE</u>	<u>Budget 2005</u>
RDN	60,000.00
Programs Revenue	59,000.00
Bank Interest	50.00
Funding Assistance	1,000.00
HRDC funding	-
Operating revenue	120,050.00
Surplus from previous year	11,000.00
TOTAL REVENUE	131,050.00
<u>EXPENSE</u>	
<u>Payroll Expenses</u>	
Wages & Salaries	30,000.00
EI Expense	1,200.00
CPP Expense	1,500.00
WCB	600.00
Other benefits - medical	1,200.00
Total Payroll Expense	34,500.00
<u>General & Administrative Expenses</u>	
Accounting & Legal	4,200.00
Advertising & Promotions	2,500.00
Bank and Service Charges	50.00
Courier	50.00
Drinking Water	50.00
Dues and Subscriptions	200.00
Programs financial assistance	1,000.00
Grants-In-Aid	5,000.00

SCHEDULE 'C'

Huxley Park Maintenance Cost	1,000.00
GST Expense	500.00
Hall Rental	500.00
Insurance	4,200.00
Janitorial	200.00
Mileage - programmer	700.00
Miscellaneous	500.00
Office Equipment	500.00
Office Supplies	1,500.00
Postage	50.00
Programs Expenses	60,000.00
Program Equipment	2,000.00
Rent	2,400.00
Repair & Maintenance -office	500.00
Safety Supplies	250.00
Staff Training	2,500.00
Telephone	1,800.00
Travel	1,000.00
Utilities	600.00
General & Admin. Expenses	<u>93,750.00</u>
Total General & Admin. Expenses	93,750.00
 TOTAL EXPENSES	 <u>128,250.00</u>
	-
Surplus/deficit	8,200.00
Less Opening Softball Acct.	<hr/>
	-
Operating surplus/deficit	8,200.00
Surplus/-Shortfall - approx.	<u>2,800.00</u>

SCHEDULE 'C'

2005 Work Plan Narrative for the Gabriola Recreation Society

Submitted to the Regional District of Nanaimo, Parks & Recreation Dept. - November 16, 2004

Our mandate in 2005 remains unchanged - to provide high quality, affordable recreation programs to local residents of all ages. The G.R.S. will also continue to support and facilitate existing volunteer based programs by providing assistance with scheduling, publicity, registration and insurance.

With Gabriola's population steadily rising, there is growing demand for locally based recreational outlets. As reflected in our 2005 budget, we anticipate registrations will gradually increase next year. Higher program revenues will be offset by higher related expenses - insurance, equipment, staff time.

Two 2005 budget items of note concern HRDC revenue, and grants-in-aid expenses. Although we will apply for another HRDC summer grant, that funding is never guaranteed and thus is not included as revenue.

The difference between the grants-in-aid from 2004 to 2005 relates to the tennis courts at Huxley Park. In 2004, additional funds were allocated to that program to cover the cost of much needed re-surfacing of the courts. Huxley Park is a well-used community facility that does require ongoing maintenance. For 2005, specific money has been set aside for that purpose.

There are more changes coming for the G.R.S. next year. Once again, we need to find new office space, preferably in the "town center" and as accessible as possible. This is a great challenge as central, affordable space is scarce. The portable at Rollo McClay is generally deemed not suitable for an office. Although there is no deadline for leaving the present location, we must vacate it sometime soon.

We still aim to computerize our program registration system in the near future. This would help alleviate our continuing problem with a lack of pre-registrations and reduce time-consuming paperwork. More advanced and visible publicity will also contribute to better pre-registrations. Each session's program flyer will be inserted into local papers, and we will be installing our own bulletin board on the Gabriola ferry.

We plan to continue with programs that have been successful in the past, and develop new ones that people are truly interested in. We are working with the schools, other community groups and individuals to share resources, avoid duplication of programs and to determine recreational needs. Returning programs include:

- Messy Art
- Melody Makers
- Soccer
- Sailing
- Fencing
- Fitness
- Basketball
- Gymnastics
- Swimming
- Golf
- Softball
- Bellydancing
- Kayaking
- Tennis

SCHEDULE 'C'

The following are some new programs we plan to offer this year:

- Beekeeping
- Seniors Drama
- French/Spanish
- Tots Ballet
- Conflict Resolution
- Puppetry
- Learn to Draw (kids & adults)
- Tai Chi
- Beginners Badminton
- Intro. to Acrylics
- Bike Maintenance
- Teen Jazz

All programs continue to be designed on a break-even basis with fees covering operating expenses. Some of our older and more successful programs, in particular sailing, are in need of new and costly equipment. The small sailboats we use, that belong to the R.D.N., are over 25 years old. We will be exploring grants and new funding options this year that might help us with equipment acquisition.

SCHEDULE 'D'



CERTIFICATE OF INSURANCE

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE AS HEREIN DESCRIBED HAVE BEEN ISSUED TO THE INSURED NAMED BELOW AND ARE IN FORCE AT THE DATE HEREOF:

<p>THIS CERTIFICATE IS ISSUED AT THE REQUEST OF: REGIONAL DISTRICT OF NANAIMO</p> <p>ABOVE ARE ADDED AS ADDITIONAL INSURED, BUT SOLELY WITH RESPECT TO THE LIABILITY WHICH ARISES OUT OF THE ACTIVITIES OF THE NAMED INSURED</p> <p>TO WHOM NOTICE WILL BE MAILED IF SUCH INSURANCE IS CANCELLED OR IS CHANGED IN SUCH A MANNER AS TO AFFECT THIS CERTIFICATE</p>	<p>NAME OF INSURED GABRIOLA RECREATION SOCIETY</p> <p>LOCATION AND OPERATIONS TO WHICH THIS CERTIFICATE APPLIES BRITISH COLUMBIA *SPORT, RECREATION & LEISURE ACTIVITIES AS ON FILE* *subject to policy exclusions</p> <p>Term: MAY 10, 2004 - MAY 10, 2005</p>
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KIND OF POLICY	POLICY NO.	INSURERS	LIMIT OF LIABILITY
GENERAL LIABILITY	AS2988	AVIVA INSURANCE COMPANY OF CANADA	\$3,000,000.00 Inclusive limit *DEDUCTIBLE \$500.00

POLICY EXTENSIONS

- *CROSS LIABILITY CLAUSE INCLUDED
- *PARTICIPANT COVERAGE INCLUDED

THE INSURANCE AFFORDED IS SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE APPLICABLE POLICY.



March 25, 2004
suf

ALL SPORT INSURANCE MARKETING LTD.

[Signature]
AUTHORIZED REPRESENTATIVE

#417 - 1387 WEST BROADWAY, VANCOUVER, B.C. V6H 4A9
PHONE (604) 737-3018 FAX(604) 737-3075

SCHEDULE 'E'**SCHEDULE 'E'**

EQUIPMENT INVENTORY -- Updated by Dan Porteous (RDN) with Virginia Ebbels (GRS), Nov 2004.

List of items owned by the Regional District of Nanaimo, to be used by the Gabriola Recreation Society for the term of the agreement.

OFFICE

1 computer
 1 printer
 1 microwave
 1 small shredder
 1 TV
 1 VCR
 1 desk
 4 filing cabinets
 1 long wooden cabinet
 7 black chairs
 1 black office chair
 1 folding white table
 1 wooden table
 4 folding tables
 1 black flip chart easel
 1 large white board
 1 small corkboard
 1 vacuum
 1 dustpan & broom
 1 aluminum ladder
 1 phone
 2 gray shelving units

PROGRAMS

2 ghetto blasters

FENCING

6 masks
 8 foils
 8 jackets
 1 Epee

SOCCER

2 hand pumps
 2 soccer goal nets
 4 soccer corner markers
 12 9" safety cones
 24 saucer markers
 1 Genie "50" field liner

GYMNASTICS

1 small incline mat
 1 big incline mat
 1 junior jumper
 1 blue panel mat
 1 step
 1 cartwheel mat
 1 donut
 1 junior trapezoid
 1 large trapezoid
 1 rollout floor beam
 1 large trampoline

AEROBICS

5 pairs, 2 lb. weights
 4 pairs, 3 lb. weights
 4 pairs, 5 lb. weights
 4 pairs, 8 lb. weights
 2 boxes fitness bands
 9 old blue mats
 10 new blue mats

SAILING

5 sailboats
 1 utility boat trailer

SWIMMING

10 kickboards
 1 spine board
 12 youth lifejackets
 "Jobe Protour"

MISCELLANEOUS

3 gray totes, red lids
 2 green totes
 1 blue tote
 1 fuzball table

NOTE: See below for Schedule 'C' amendments. Virginia will follow up on checking for some missing items that are being used for programs. Some of the equipment is getting old and may be missing due to wear and breakage. This type of program equipment will be replaced as necessary with respect to programming needs.

AMENDMENTS TO SCHEDULE 'E'

GABRIOLA RECREATION SOCIETY EQUIPMENT INVENTORY –

Nov. 22, 2004

OFFICE

1 wooden table - missing

PROGRAMS

1 ghetto blaster – missing

SOCCER

2 hand pumps – missing

4 soccer corner markers – 3 only, including 1 broken

12 9" safety cones – 9 only

24 saucer markers – o.k., mixed in with G.S.A. markers

GYMNASTICS

1 rollout floor beam – missing

AEROBICS

4 sets of 3 lb., 5 lb., 8 lb. weights – missing

2 boxes fitness bands – missing

SWIMMING

10 kickboards – 7 only, 3 missing

12 youth lifejackets – 11 only; 1 missing, 3 very used

MISCELLANEOUS

1 blue tote – missing

PLEASE NOTE:

Missing ghetto blaster, aerobics equipment likely with former instructor; requires confirmation.

Soccer hand pumps and possibly safety cones may be with one of the G.S.A. soccer coaches; requires confirmation. The 24 soccer markers are currently mixed in with G.S.A. markers.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /
STATE OF SUSTAINABILITY PROJECT MEETING
HELD ON WEDNESDAY, SEPTEMBER 6, 2006
IN THE COMMITTEE ROOM

Present:

Director Bill Holdom	Chair
Gordon Buckingham	
Brian Anderson	
Adele McKillop	
Betty Collins	
Janet Farooq	
Sharon Thomson	
Douglas Anderson	
Sylvia Neden	

Also in attendance:

Christina Thomas	Acting Manager, Regional Planning
Tara Schmidt	Consultant Planner, EBA Engineering
Carol Mason	Chief Administrative Officer
Joe Stanhope	Board Chair (until 6:30 pm)
Paul Thompson	Senior Planner (until 5:40 pm)

Absent:

Ross Peterson	
Director Dave Bartram	Deputy Chair

CALL TO ORDER

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

C. Thomas introduced Paul Thompson to the RGMAC, and indicated that Paul Thorkelsson (soon to be the RDN General Manager of Development Services) was unable to attend the meeting.

Director Stanhope commended the RGMAC on their work to develop a report about the sustainability of the region and stated that the Board is looking forward to receiving the report and discussing it with the public. Director Stanhope stated that the sustainability report will influence future Regional Growth Strategy and official community plan policies for the region. Director Stanhope thanked Christina Thomas for her work on the Sustainability Project.

MINUTES

A. McKillop stated that the following sentence in the minutes is incorrect: "The RGMAC decided that this section of the Sustainability Report should include discussion about both matters since there is no data available for the indicator "biodiversity index", data has already been collected for the indicator "water quality in selected lakes and rivers", and the RDN Board approved the indicator "water quality in selected lakes and rivers".

The RGMAC discussed various possible adjustments that could be made to the above noted sentence to more accurately reflect the RGMAC direction and decided that the minutes should be amended so the sentence reads as follows: "The RGMAC suggested that the next draft of the Sustainability Report include discussion about both matters since there is no data available for the indicator "biodiversity index", data has already been collected for the indicator "water quality in selected lakes and rivers", and the RDN Board approved the indicator "water quality in selected lakes and rivers".

The minutes from the previous meeting (July 5/06) were approved as amended.

CORRESPONDENCE

None.

OLD BUSINESS

None.

NEW BUSINESS

a) Sustainability Report Completion

C. Thomas provided an overview of the August 18, 2006 staff report to the RGMAC titled "Sustainability Report Completion". C. Thomas stated that RGMAC direction is requested regarding the completion of the sustainability report. C. Thomas indicated that the staff report recommends that an acknowledgements section and a message from the RGMAC be added to the sustainability report prior to submission to the Committee of the Whole and Board. C. Thomas also indicated that the staff report identifies additional work that could be done to the sustainability report prior to submission to the Committee of the Whole and the Board, primarily based on feedback from the technical advisors.

T. Schmidt distributed a one page overview of the changes that were made to the sections of the sustainability report previously reviewed by the RGMAC in response to RGMAC and technical advisors' suggestions.

There was a roundtable discussion during which RGMAC members identified and discussed their perspectives about the sustainability report, work conducted on the Sustainability Project thus far and how it corresponds to the Project terms of reference, the fit of the sustainability report with other Project deliverables, improvements that could be made to the current and future sustainability reports, and the differences between the subject comprehensive sustainability report and the short summary sustainability report to be developed and provided to every household in the region.

The RGMAC received the report, and requested that the following work be done on the sustainability report prior to submitting it to the Committee of the Whole and Board for consideration:

- Include an acknowledgements section in the report based on the notes circulated to the RGMAC at the meeting by C. Thomas. Mention the RGMAC meeting with the Malaspina University College geography class in the acknowledgements section;
- Include a message from the RGMAC;
- Make specific RGMAC-identified minor text amendments to correct grammatical errors, to correct factual information, and to make specific sentences easier to understand;
- Move the information pertaining to the indicators not approved by the Board in January of 2005 (i.e. biodiversity index, drinking water quality, greenhouse gas emissions) to an appendix, and cross reference the information about these topics in the main body of the report;

- Include, in an appropriate introductory section, comments that indicate that the sustainability report is a “living document”, and that there are already a number of proposals regarding additional work that should be undertaken to improve future editions of the sustainability report (such as those identified in the August 18th staff report, the inclusion of information on the sheet distributed to RGMAC members by Sylvia Neden titled “Regional District of Nanaimo Agriculture in Brief”, etc.); and,
- Include, in an appropriate section, statements that indicate that the most recent Statistics Canada Census data available for some of the indicators is for the year 2001, that the age of data has an impact on the ability to draw accurate conclusions about certain indicator matters, and that it would be good to update these sections of the report to include the 2006 Statistics Canada Census data when it becomes available.

It was noted that A. McKillop does not support the inclusion of information pertaining to the indicators not approved by the Board in January of 2005 (i.e. biodiversity index, drinking water quality, greenhouse gas emissions) in the sustainability report.

Director Holdom committed to drafting the message from the RGMAC for inclusion in the sustainability report.

C. Mason requested RGMAC members to provide suggestions regarding minor text amendments to her via e-mail as soon as possible. C. Mason stated that EBA Engineering Consultants Ltd. could be retained to undertake these and other minor text amendments and that the work would be undertaken with the goal of submitting the sustainability report to the Committee of the Whole and Board for consideration in October of 2006.

NEXT MEETINGS

C. Mason stated that staff will set the next meeting date in consultation with the Committee chairs and that the meeting would likely be in late October of 2006. Topics flagged for discussion at the next meeting include: the short report about the sustainability of the region based on the subject comprehensive sustainability report, organization of the public event to discuss the sustainability report, and the timeline for completing the remaining Sustainability Project deliverables.

Director Holdom made a presentation to C. Thomas, on behalf of the RGMAC, in recognition of her September 8, 2006 departure from the RDN and her work with the RGMAC on the Sustainability Project. C. Thomas thanked the Committee for their acknowledgement.

ADJOURNMENT

Director Holdom adjourned the meeting at 8:30 PM.

Chair, Director Bill Holdom

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, SEPTEMBER 21, 2006, AT 12:00 NOON IN THE COMMITTEE ROOM

Present:

Director L. McNabb	Chairperson
Director D. Brennan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director J. Burnett	Electoral Area 'A'
Director J. Stanhope	Electoral Area 'G'
Director S. Herle	City of Parksville

Also in Attendance:

D. Trudeau	General Manager, Transportation Services
L. Kiteley	Manager, Transportation Services
C. Mason	Chief Administrative Officer
D. Holmes	City of Nanaimo
Director M. Young	Electoral Area 'C'
H. Cook	BC Transit
C. L'Heureux	Recording Secretary

Regrets:

Director T. Westbrook	Town of Qualicum Beach
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MINUTES

MOVED Director Stanhope, SECONDED Director Holdom, that the minutes of the Transit Business Plan Update Select Committee meeting held on June 15th, 2006 be adopted. CARRIED

CORRESPONDENCE

MOVED Director Manhas, SECONDED Director Brennan, that the letter/summary from S. New, BC Transit, regarding Ridership and Performance results dated July 7, 2006 be received for information. CARRIED

MOVED Director Brennan, SECONDED Director Manhas, that the letter from S. New, BC Transit, regarding BC Transit Board of Directors' Visit on September 28, 2006 be received for information. CARRIED

MOVED Director Stanhope, SECONDED Director Manhas, that the letter from G. Slocombe, BC Transit, regarding the UBCM Annual Convention in Victoria, dated August 23, 2006 be received for information. CARRIED

MOVED Director Manhas, SECONDED Director Burnett, that an email originally dated July 13, 2006 from M. Hutchinson, City of Nanaimo, regarding a meeting with NCO Group Managers, Country Club Mall and their transit needs be received for information. CARRIED

ADMINISTRATION

District 69 – Friday Night Movie Service to Nanaimo

D. Trudeau presented a report outlining the costs involved in providing a Friday night movie service for Parksville, Qualicum Beach and surrounding areas. There was a round table discussion regarding start dates and length of trial service.

MOVED Director Herle, SECONDED Director Stanhope, 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

ProPass Initiative

D. Trudeau presented a report outlining the ProPass initiative. There are ongoing pressures to increase service. With the additional revenues ProPass would generate, additional services could be added to service the increased need. L. Kiteley advised that interest in the pass has been shown by Malaspina University-College, Shaw Cable and VIHA. Staff is working towards a successful ProPass implementation at VIHA by year end.

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

Downtown Exchange Washroom Facilities Update – Verbal Report

D. Trudeau reported that the washroom facilities have been operating without incident. The costs involved in maintaining and securing the facilities are approximately \$2,000 per month. Other BC Transit sites generally do not provide washrooms but routing and exchanges are usually more convenient to other facilities. D. Trudeau will explore alternate options, which may eliminate the need for this facility, and address concerns from the Downtown Partnership and other businesses regarding the bus stop on Bastion Street and improving service to Port Place Mall.

New Years Eve Service – Verbal Report

D. Trudeau advised that the Coastal Community Credit Union will not be providing support in 2006 for this service. A number of businesses were approached but were also unable to provide support for this New Year's Eve. The service in 2005 had approximately 3,500 riders at a cost of \$6,000.00.

MOVED Director Burnett, 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

BUSINESS ARISING FROM DELEGATIONS OR CORRESPONDENCE

Country Club Mall Transit Needs

The NCO Group in Country Club Mall employs over 1,000 people and although they have approached Transit about additional service, budget restrictions have limited what can be done to help. There was discussion around the public's and businesses' desire for more Sunday and statutory holiday service.

D. Trudeau commented that the Boxing Day service offered in 2005 at a Sunday level of service was very successful. He also commented that many Transit locations offer Saturday level of service on Sundays, which has been identified as a goal in the RDN's Transit Business Plan.

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

NEXT MEETING

The next meeting of the Transit Select Committee will be held Thursday, November 23, 2006.

ADJOURNMENT

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

IN CAMERA

That pursuant to Section 90(1) (g) of the Community Charter the Transit Select Committee proceed to an In Camera meeting to consider items relating to land acquisition.

L. McNabb, Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE INAUGURAL MEETING OF THE DRINKING WATER WATERSHED PROTECTION STEWARDSHIP COMMITTEE

HELD ON WEDNESDAY, SEPTEMBER 6, 2006 AT 11:30 AM
IN THE RDN COMMITTEE ROOM

Present:	Director J. Stanhope	Chairperson
	John Finnie	GM of Environmental Services, RDN
	Mike Donnelly	Manager of Utilities, RDN
	Jennifer Ann MacLeod	Electoral Area Resident
	Gordon Buckingham	Electoral Area Resident
	Pearl Myhres	Water Improvement District Representative
	Trevor Wicks	Arrowsmith Watershed Coalition Society
	Faye Smith	Mid Vancouver Island Habitat Enhancement Society
	Gary Anderson	VIHA
	Sheila Macpherson	Islands Trust
	Gilles Wendling	Consulting – Hydrogeologist
	Allan Dakin	Consultant – Hydrogeologist
	David Reid	Consultant – Lanarc Consultants Ltd.
	Jana Zelenski	Consultant – Lanarc Consultants Ltd.
	Adrian Irwin	Consultant – Lanarc Consultants Ltd.
	Maureen Young	Observer

1. Welcome & Introductions

Mr. Stanhope began the meeting with a welcome address, which was followed by introductions of committee members. The RDN has received several new applications and will be selecting additional committee members.

David Reid reviewed the agenda adding the following additional item:

- Water in the City Conference, September, 20th.

2. Purpose & Mandate of the Committee

The key purpose of the committee is to provide recommendations to the RDN Board of Directors on the development of a drinking water / watershed protection program and its elements and required funding. The first six months of this process will be focused on identifying actions, key players, priorities, costs, and level of aggressiveness for the program.

Minutes
DWWP Inaugural Meeting September 6 2006

During this process there will be a total six scheduled committee meetings, occurring on a monthly basis. The focus of each meeting will be as follows:

- Meeting #1 -- Inaugural Meeting (September, 2006)
- Meeting #2 -- Issues Review & Technical Report (October, 2006)
- Meeting #3 -- Candidate Action Development & Priority Ranking (November, 2006)
- Meeting #4 -- Action Program Development (December, 2006)
- Meeting #5 -- Draft Committee Recommendations (February, 2007)
- Meeting #6 -- Draft Refinement (March, 2007)

John Finnic then talked about the history of the Drinking Water / Watershed Protection Stewardship Committee.

- 2003 -- The Board directed staff to develop a report on the direction and costs of a Drinking Water Protection Plan.
- The RDN had no function for watershed protection, and as such, did not have staff or funding to undertake drinking water projects.
- 2003 -- To rectify this issue, the RDN began investigating possibilities for the development of a region-wide drinking water function. Municipalities had little interest in participating in this function.
- The Board the directed staff to develop a Drinking Water function prior to 2007.
- 2004 -- 2005 -- Drinking Water Workshops held.
- 2006 -- Developed Terms of Reference for the Drinking Water / Watershed Protection Stewardship Committee, with the goal of preparing recommendations for the 2007 budget.
- Time constraints make it likely that committee recommendations will be incorporated into the 2008 budget.
- Funding for the Committee process was obtained through the Federal Community Works Fund.
- The key to this project will be the development of a 'Region-Wide' initiative, which recommends actions that are achievable, beneficial, and in the interest of the entire Regional District.

Mr. Stanhope discussed some of the specific issues faced by a Regional District.

- Watersheds do not follow electoral or municipal boundaries.
- The Local Government Act restricts the power of the government to allocate funds and regulate water use and watershed activities.
- The RDN can regulate zoning -- A recent action was to restrict parcel size to 50ha in Resource Lands to protect aquifers.

3. Discussion of the Issues

David Reid asked committee members to brainstorm key issues that could be addressed by the Drinking Water / Watershed Protection Stewardship Committee.

Please see the *Drinking Water / Watershed Protection Issues List* document for a complete list.

Gilles Wendling spoke briefly on world precedents. Research has indicated that Holland has taken a very advanced approach to water management to handle their dense population needs.

They have invested largely into the research of water use, and are developing innovative methods for water system improvements.

Another example in the EU, is for the Rhone watershed, in which a complex study was done for the entire watershed, with an extensive final set of recommendations.

Other resources include the United States Environmental Protection Agency's booklets for watershed approach in the Pacific Northwest.

Closer to home, the Greater Vancouver Regional District, has completed a research project on innovative water protection practices around the world, and compiled a technical report and details aimed at development and engineering professionals.

In Campbell River, a process is underway to develop alternative engineering standards that recognize water protection techniques. These standards will be implemented in future projects, and could eventually be adapted to the required engineering standard.

While there are many good ideas out there, implementing change will take time. John Finnie noted that the Regional District began largely as rural landmass, and has over time evolved to include urbanized areas. The standards originally developed often do not apply to these recent developments.

Part of the Committee's process will include determining what the Regional District may control, and defining areas where they need to voice an opinion and lobby for change within senior government bodies (an advocacy role).

4. Committee Organization

Regular meeting times were set for the first Wednesday of each month throughout 2006.

- Meeting #2 – October 4th, 2006
- Meeting #3 – November 1st, 2006
- Meeting #4 – December 6th, 2006
- 2007 meeting dates will be set at a later date.

Administrative Guidelines – Regular meetings are not funded by the committee. There may be some funding available for extraordinary expenses and distant meetings. These exceptions must be approved by the Committee.

Issues will be determined by consensus where possible. On contentious issues, a vote may be required. Open discussion will be encouraged.

Subcommittees – Sub-committees will be formed on an ad-hoc basis, as need arises. Selection for sub-committees will be based on expertise required to deal with the issue.

5. Web-Based Communication

The Consultants have proposed the use of a web format for committee communication. A website has been created for the Committee, accessible by password only. Committee members will have the ability to upload information to the site that they wish to share with the entire group.

Adrian Irwin, from Lanarc Consultants Ltd. did a demonstration on the use of the website. Committee members will be emailed the site link, password, and instructions next week.

The topic of public media was addressed, and it was agreed that it is good idea to release information to the public on a regular basis. One way in which this may be done is to place updates on the RDN website at key periods in the process. If the public is well-informed throughout the process, there may be stronger support for implementation. The general process for dealing with other media requests will be through the Chair. Regular news releases will be developed. When asked if committee members could have some media contact, it was deemed acceptable subject to co-ordination with the chair, as long as the message and information publicly released is accurate and does not pre-suppose the results of the committee's deliberations.

6. Wrap Up

Jennifer MacLeod said there is a Federation of Canadian Municipalities meeting at the Water in the City Conference she would like to attend on September 20th. She requested that the Committee provide her with a mandate so she may attend this closed meeting. The Committee supported her attendance.

Chairperson

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF A MEETING OF THE GRANTS-IN-AID COMMITTEE
HELD ON MONDAY, OCTOBER 2, 2006
AT 10:00 AM IN THE REGIONAL DISTRICT OFFICES**

Present:

M. Young	Chairperson
F. Van Eynde	Citizen Advisory Group
A. Fabris	Citizen Advisory Group
L. Burgoyne	Administrative Assistant

Absent:

E. Hamilton	Citizen Advisory Group
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SCHOOL DISTRICT 68

Funds available: \$ 2,286

MOVED F. Van Eynde, SECONDED A. Fabris, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
Cedar School & Community Enhancement Society	\$ 950	\$ 800
Hope Centre	\$ 2,200	Denied
Nanaimo Search & Rescue	\$ 2,073	\$ 1,486
		<u>\$ 2,286</u>

CARRIED

The Committee agreed that the following comments be conveyed to:

Cedar School & Community Enhancement Society - grant to be used to purchase a new refrigerator.

Hope Centre – grant request denied. The Hope Centre received grant funding earlier this year and will be asked to submit their application again next year.

Nanaimo Search & Rescue – grant to be used to purchase swiftwater and rope rescue equipment, as well as spotlights, hip chain & refills, and team leader “grab and go bags”.

SCHOOL DISTRICT 69

Funds available: \$8,939

MOVED F. Van Eynde, SECONDED A. Fabris, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
District 69 Family Resource Association	\$ 950	\$ 950
Errington Preschool Parents Society	\$ 3,510	\$ 500
Lighthouse Country Business Association	\$ 1,715	Denied
Mount Arrowsmith Pipe Band Association	\$ 1,950	\$ 1,950
Nanoose Bay Activities & Recreation Society	\$ 5,000	Denied
Nanoose Bay Catspan	\$ 2,500	\$ 1,000
Oceanside Community Arts Council	\$ 1,000	\$ 654
Oceanside Volunteer Association	\$ 1,384	\$ 1,385
Qualicum Beach Historical & Museum Society	\$ 3,000	\$ 2,500
		<u>\$ 8,939</u>

CARRIED

The Committee agreed that the following comments be conveyed to:

District 69 Family Resource Association -- grant to be used to purchase a storage shed to store the association's outdoor play/therapeutic equipment.

Errington Preschool Parents Society – grant to be used to purchase text books for educational programs for parents.

Lighthouse Country Business Association -- grant request denied. The Committee considered this request to be business related, which does not fit within the grants-in-aid criteria. They suggested that this association approach the Coastal Community Credit Union regarding their community funding programs.

Mt. Arrowsmith Pipe Band Association – grant to be used to purchase a bass drum and case.

Nanoose Bay Activities & Recreation Society -- grant request denied. The request is considered an Emergency Planning function and does not fit the grants-in-aid criteria.

Nanoose Bay Catspan – grant to be used towards the society's spaying and neutering program.

Oceanside Community Arts Council -- grant to be used to purchase materials to build a sign at their facility.

Oceanside Volunteer Association – grant to be used to purchase a file cabinet, laser printer and drafting chair.

Qualicum Beach Historical and Museum Society – grant to be used to towards the purchase of a digital camera and LCD projector.

ADJOURNMENT

The meeting adjourned at 11:05 AM.

CHAIRPERSON